



PeopleSoft 8.00.01 Payroll for North America PeopleBook

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ABOUT THIS PEOPLEBOOK

The book provides you with the information you will need for implementing and using PeopleSoft Payroll for North America. You can order the online version by requesting SKU HRB8SP1R0, or the hard-copy version by requesting SKU MAPYr8SP1B 1200.

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 for North America PeopleBook* provides you with implementation and processing information for your PeopleSoft Payroll for North America 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 for North America, 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 for North America.

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 HRMS PeopleBooks* 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.

The CD includes the following PeopleBooks (presented in HTML format) that you can print in whole or in part:

- 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:

Internet

From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order.

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.

Field	Definition
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.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Both	Indicates that you wish to run the process or report for both on-cycle and off-cycle.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.

Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.
Country	Country for address. Other address fields will be adjusted to reflect Country choice.
County (also Prefecture and Parish)	Name of county (prefecture/parish) for address, if applicable.
Description	Freeflow text up to 30 characters.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
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”

Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
EmplRcd# or Rcd# (employee record number)	A system assigned number that indicates an employee has more than one record in the system. An employee with one record would have an EmplRcd# of 0 (zero). A record number can also track multiple jobs within an organization.
Fax (also Fax Number)	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
From Date	The starting date for which you want to run the process or report.
House	Identifies the type of house.
Initials	Initials of individual.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.

Last Run On	The date that a report or process was last run.
Message	You can enter messages that you want to appear on the check forms.
Name	Name of individual.
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Off-Cycle	Indicates that you wish to run the process or report off-cycle.
On-Cycle	Indicates that you wish to run the process or report on-cycle.
Pay End Date	Select the Pay End Date for the pay calendar for which you want to run a process or report.
Pay Group	A set of employees grouped together for payroll processing. It's a way of "bundling" employees for more efficient processing. A pay group is made of employees that the system processes at the same time during a pay run.
Pay Period End Date	See Pay End Date .
Pay Run ID	Enter a valid Pay Run ID from the Pay Calendar Table.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are <i>Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2</i> , or <i>Telex</i> .
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)

Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Always executes the request every time the batch process runs. Don't Run ignores the request when the batch process runs.
Process Monitor	This link 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”
Process Page #	Enter the page numbers that correspond to the paysheets from which you want to produce a report.
Report ID	The report identifier.
Report Manager	This link 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). For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler Manager, “Process Scheduler Basics”
Request ID	A request identification that represents a set of selection criteria for a report or process.
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”
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.

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.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
Starting Check/Advice Number or Starting Cheque/Advice Number	The system prompts for a beginning check (cheque)/advice number if you are restarting the run, or you can leave the number blank.
State (also Province)	State (Province) for address.
Status	Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> .
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
Thru Date	The end date for which you want to run the process or report.
User ID	The system identifier for the individual who generates a transaction.

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:

This is a required field

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).
<i>Italics</i>	Indicates a PeopleSoft or other book-length publication. We also use italics for <i>emphasis</i> and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: <i>field value</i> . We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i> , not the letter <i>O</i> .
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 <i>italics</i> 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 <i>About These PeopleBooks: Additional Resources</i> .
• 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 DETAIL_CALENDAR1.
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.

CAN Canadian Functionality

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

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 with this section), but the USF designation might also appear in a Note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by a E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G 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 for North America

PeopleSoft Payroll is an intuitive, innovative payroll system that gives you complete control over all aspects of payroll operation—from time reporting, payroll calculation, and tax computation to check preparation, payroll reporting, and tax reporting.

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

- Why PeopleSoft?
- Why PeopleSoft Payroll?

Why PeopleSoft?

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: a suite of systems and services that offer the flexibility to move quickly and the freedom of choice to optimize your corporate and computing resources.

As PeopleSoft develops systems, we work 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 make our applications even more friendly and intuitive. And we're working toward addressing the information needs of tomorrow's virtual organization, helping you 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 you can easily extract, analyze, and present vital information. We contend that EIS should not just be executive information systems, but everybody's information systems: easy-to-use, yet 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 queries you create in many ways, not just for standard reporting.
- Offer a natural language interface that enables you to query your database for information in your own words.
- Place a wealth of formatting and report design tools at your disposal so you can quickly and easily create reports, mailing labels, or forms—and present them 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 you can quickly develop reports for analysis without having to reenter data.
- Facilitate ad-hoc 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 you get the right information to the right people at the right time, PeopleSoft makes workflow an integral part of our 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 easily to 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 toward 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 you can take advantage of PeopleTools' prototyping power 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 you can enter information to 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 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 country-specific legislative initiatives and processes.
- Sophisticated database design techniques for easily sharing and separating 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, multi-tier system design considers the function of each application element—graphical user interface, application logic, DBMS—and gives you the flexibility to allocate them across a department or enterprise-wide network as best fits your business needs and global IS 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.

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 efficiently store and manage the flow of business information 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?

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

Putting You in the Driver's Seat

PeopleSoft Payroll is an intuitive, innovative payroll system that gives you complete control over all aspects of payroll—from time reporting, payroll calculation, and tax computation to check preparation and payroll tax reporting. Using the flexible and integrated nature of PeopleSoft Payroll, you define and establish earnings, deductions, taxes, and processes that fit your business needs.

Using such features as PeopleSoft Payroll paysheets, you can review payroll information quickly, make any necessary adjustments, and see the results immediately.

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 payroll runs are typically large and time-consuming, our system calculates only where needed, such as when you've made a change to an employee's pay or when an employee's pay has 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—calculating payroll after payroll.

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

Processing PeopleSoft Payroll requires 6 simple steps.

To process PeopleSoft Payroll:

1. Set up foundation tables.
2. Set up employee data.
3. Create paysheets.
4. Run pay calculation.
5. Run pay confirmation.
6. Produce reports.

Table-Driven Design

The primary reason PeopleSoft HRMS and PeopleSoft Payroll 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.

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; 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.

Integrated with PeopleSoft HRMS

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

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

You dictate how much of this information you want payroll users to access. For example, if you want to restrict certain users to updating employee payroll information for people within a particular department, you can use PeopleSoft Human Resources 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 and payroll data.

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

CHAPTER 2

Setting Up Human Resources Tables

PeopleSoft Payroll relies heavily on the information set up in the Human Resource (HR) Tables, which are used by all PeopleSoft HRMS applications. The Department, Job Code, and Company tables, to name a few, all factor into the payroll process.

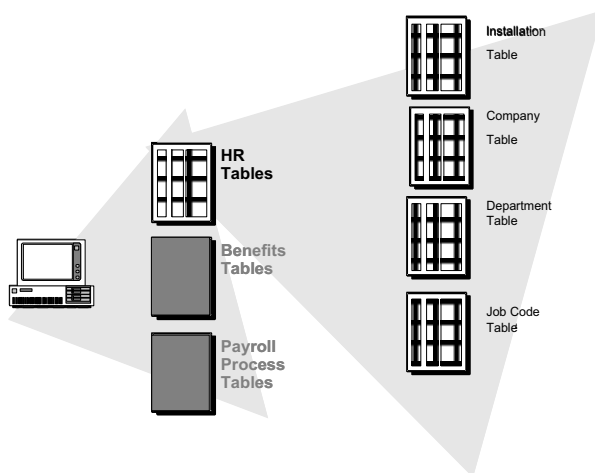


For more information about, and a comprehensive view of these tables, see the detailed descriptions and procedures for completing them in the PeopleSoft Human Resources documentation under Setting Up Control Tables.

Tables to Remember

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 payroll. The HR Tables used by PeopleSoft Payroll include:

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



Setting Up HR Tables

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 menus, select Define Business Rules, and select either Define General Options or Manage Human Resources.



Unless specified otherwise, the pages in this section apply to Payroll for both U.S. and Canada.

Because most of the controls on these pages are fairly self-explanatory, we won't go into great detail about how to complete them—except when the entries specifically affect the PeopleSoft Payroll tables or other tables involved in the payroll process. Don't forget that PeopleBooks are always available to help you find your way around these and other pages. Just press F1.

Depending on how your company is organized, you may or may not be responsible for completing these tables. The task may belong to your human resources department. Be sure to review the following sections to learn how certain tables and controls affect PeopleSoft Payroll.



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 first setting up these tables. When preparing for a conversion, you would typically set all Effective Dates to the same date, which should be earlier than any historical data you are converting. Most tables also have a Status field, which you would normally leave as *Active*.



For more information about how the Effective Date and Status controls are used in PeopleSoft HRMS, see *PeopleTools*, Using PeopleSoft 8 Applications and Learning About Effective Dates.

Setting Up an Installation

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



Important! 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 about changing your installation table, consult your PeopleCode Developer's Guide PeopleBook.

Installation Table - Products Page

Usage	Use the Products page to provide information regarding installed PeopleSoft products.
Object Name	INSTALLATION_TBL1
Navigation	Define Business Rules, Define General Options, Setup, Installation Table, Products
Prerequisites	None.
Access Requirements	None.

Products HRMS Options Product Specific Country Specific Last ID Assigned Third Party/System

Installed Products

- ☒ Human Resources
- ☒ Benefits Administration
- ☒ FSA Claims Administration
- ☒ Pension Administration
- ☒ Stock Administration
- ☒ Time and Labor
- ☒ Payroll for North America
- ☒ Global Payroll Core
- ☒ Payroll Interface
- ☒ General Ledger
- ☒ Education and Government
- ☒ Federal
- ☒ Implementation Toolkit
- ☒ Currency Conversion Utility
- ☒ eBenefits
- ☒ eDevelopment
- ☒ eCompensation
- ☒ eEquity
- ☒ ePay
- ☒ eProfile
- ☒ eRecruit
- ☒ eTime

Installation Table - Products page

Installed Products

Select the appropriate checkboxes to indicate the PeopleSoft products you are using at your installation site.

Installation Table - HRMS Options Page

Usage	Use the HRMS Options page to enter basic HRMS information such as standard hours and compensation rate codes.
Object Name	INSTALLATION_TBL1B
Navigation	Define Business Rules, Define General Options, Setup, Installation Table, HRMS Options.
Prerequisites	HRMS Options is the second page in the Installation Table component. You must first enter data on the Products page.
Access Requirements	None.

The screenshot shows the 'HRMS Options' page. At the top, there are tabs: 'Products', 'HRMS Options' (active), 'Product Specific', 'Country Specific', 'Last ID Assigned', and 'Third Party/System'. Below the tabs is the 'HRMS Defaults' section. It contains several input fields and checkboxes. The 'Company' field is set to 'GBI' with a search icon, and the text 'Global Business Institute' is displayed. The 'Standard Hours' section has 'Min Standard Hours' at 10.00, 'Max Standard Hours' at 40.00, '*Default Standard Hours' at 40.00, and 'Work Period' set to 'Weekly'. The 'Compensation Rate Codes' section has '*Default Comp Frequency' set to 'Monthly' and three checked checkboxes: 'Use Rate Code Groups', 'Use Salary Points', and 'Multi-Step Grade'. The 'Position Management Option' section has three radio buttons: 'Full', 'Partial' (selected), and 'None'. The 'Currency' section has a checked checkbox for 'Multi-Currency', '*Base Currency' set to 'USD', and 'Rate Type' set to 'OFFIC'.

HRMS Options page



Multiple Rates of Pay, Derivation of Rates, and related features are not currently supported in PeopleSoft 8.0 HRMS for U.S. Federal Government.

Company

This is a three-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.

Note. You can't select a Default Company here until you've set up the valid values on the Company Table.

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

Standard Hours

The value you enter in the **Standard Hours Default** field provides the default for the **Standard Hours** on the Job Code Table. If you override the job code **Standard Hours** in the Job Code Table, the value can't be less than the **Minimum Standard Hours**, or greater than the **Maximum Standard Hours** defined on the Installation Table.

Work Period

Select a standard work period. The standard Work Period is the time period associated with the Standard Hours defined on this table. Valid values are stored on the Frequency Table.

The system uses the annualized factor of the Standard **Work Period** in combination with the Standard Hours to calculate FTE (full-time equivalency).

For more information about Standard Work Period defaulting, see PeopleSoft 8 Application Fundamentals for HRMS, "Setting Up Control Tables"

Position Management Option

The **Position Management** option defaults to *None*. If you want to drive part or all of the system by position instead of by employee, change the setting.

Default Compensation Frequency

The value entered on the Installation Table becomes the **Default Compensation Frequency** on the Job Code Table and at the employee level. So, for example, if your company pays the majority of its employees monthly, you would select *Monthly* in the **Default Compensation Frequency** control. Valid values prompt from the Frequency Table.

Use Rate Code Groups

Select **Use Rate Code Groups** if your organization bundles rate codes to apply percentages when calculating compensation.

Use Salary Points

Select **Use Salary Points** if your organization uses rate codes that have the rate code type of Points.

Multi-Step Grade

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

Multi-Currency

If the installation will use multi-currency functionality, select this check box and enter values for **Base Currency** and the currency conversion **Rate Type**.



Rate Codes are defined on the Compensation Rate Code Table in Define Payroll Process. For more information, see Comp Rate Code Table – Seniority Pay Page. You can also define Rate Codes through the Human Resources application. For more information, see you PeopleSoft Human Resources documentation.

Installation Table - Product Specific Page

Usage	Use the Product Specific page to note which specific features of each product you are using.
Object Name	INSTALLATION_TBL1A
Navigation	Define Business Rules, Define General Options, Setup, Installation Table, Product Specific
Prerequisites	Product Specific is the third page in the Installation Table component. You must first enter data on the Products and HRMS Options pages.
Access Requirements	None.

Products	HRMS Options	Product Specific	Country Specific	Last ID Assigned	Third Party/System
Benefits Functions ☒ FMLA Administration ☒ COBRA Administration ☒ Benefits Billing ☒ Retroactive Benefits/Deduction Start Date for BenAdmin: 01/01/1980 NA Payroll / Payroll Interface ☐ Concurrent Calc/Confirm ☒ Automatic Employee Tax Data Human Resources ☐ Multi-Company Organization ☒ Multiple Jobs Allowed Application Status Date: 01/01/1996 Temporary SSN Mask: 999					
Federal Functionality Default Pay Basis: Per Annum AP Invoice Number Prefix AP Inv. Prefix: H T&L / NA Payroll Paysheet Opt ☐ Change Final Check ☐ Change Online Check ☐ Change Reversal Adjustments ☒ Refresh on Job Change ☒ Load in Preliminary Calc					

Installation Table - Product Specific page

AP Invoice Prefix	Enter the prefix to be used for accounts payable invoices.
Concurrent Calc/Confirm	Select this checkbox to enable the system to run a calculation and confirmation at the same time.
	Warning! If an employee is in two runs concurrently this could cause a dead lock situation where the process abends.
Automatic Employee Tax Data	If you select this option on the Installation Table – Product Specific page, the system will create employee federal, state and provincial tax records automatically whenever: • You hire an employee. • An employee has a job change requiring a new work Tax Location. • You add a concurrent job that requires a new work Tax Location for an employee. • You hire an employee from the Applicant Tracking System. • An employee transfers to a new company.
Multi-Company Organization	Select this option if more than one company comprises your organization.
Multiple Jobs Allowed	Select this option to set up multiple, concurrent jobs for employees in your organization.
Application Status Date	Enter the application status date.
‘Temporary SSN’ Mask	The 3-digit number you type here is the default Social Security Number of all applicants or employees whose SSNs are unavailable. You should assign a value greater than 800 so the temporary number doesn’t conflict with valid SSNs. This field defaults to 999.



For more information about the options available on the Installation Table, Product Specific page, see the Installation Table - Product Specific Page section in the PeopleSoft Human Resources documentation.

Installation Table - Country Specific Page

Usage	Use the Country Specific page to establish international parameters for your installation.
Object Name	INSTALLATION_TBL3
Navigation	Define Business Rules, Define General Options, Setup, Installation Table, Country Specific
Prerequisites	Country Specific is the fourth page in the Installation Table component. You must first enter data on the Products, HRMS Options and Product Specific pages.
Access Requirements	None.

The screenshot shows the 'Country Specific' tab selected in the 'Installation Table' component. The 'Country' section has a dropdown menu set to 'USA' and a 'Base Language' dropdown set to 'ENG'. A link labeled 'Installed Countries' is visible. Below this is a section titled 'Canadian Parameters' with several input fields: 'Last ROE #' (1), 'Last Dir Dep File Creation #' (14), '*Census Metro Area' (Invalid Value), 'Last FSA CarryForward Claim #' (empty), '*Industrial Sector' (Char Banks), and 'Last CPS Transmission ID #' (empty).

Installation Table - Country Specific page

Country

Specify the country where you have the most employees. This control 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 control as the Country default on the Pay Group Table for tax purposes.

Base Language

The system displays the default language of the country you specify.

Installed Countries

Select this link to go to the Installed Countries page.

Canadian Parameters

Last ROE

This field is used by the SQR program PAY101CN—ROE Print. The system tracks the last number assigned by PAY101CN. Each time this SQR program runs, the number increases by one. You can enter the ROE serial number of the last form generated and then have the system automatically generate the serial numbers from that point forward.

Note. You can also define the ROE Start Number on the run parameters page when printing the forms. This overrides the auto-numbering process and updates the last ROE # field with the last number used.

Last Dir Dep File Creatio

This field is used by the SQR program DDP001CN—Direct Deposit Create File. The system automatically tracks the last number assigned by DDP001CN. Each time this SQR runs, the number increases by one.

Last CPS Transmission ID

This field is used by the SQR program PAY132CN—Payroll Savings Create File. The system automatically tracks the last number assigned by PAY132CN. Each time this SQR runs, the number increases by one.

Installed Countries Page

Usage	Use the Installed Countries page to indicate which functionality has been set up for your system.
Object Name	INSTALLATION_SEC
Navigation	Select the Installed Countries link on the Country Specific page.

INSTALLATION Country SecPanel

Installed Countries

	☒ Belgium		☒ Netherlands
	☒ Canada		☒ Spain
	☒ France		☒ Switzerland
	☒ Germany		☒ UK
	☒ Italy		☒ US
	☒ Japan		

OK Cancel

Installed Countries page

Installation Table - Last ID Assigned Page

Usage	Use the Last ID Assigned page to specify to the system the last ID codes or sequence numbers used or assigned to various records, for your installation.
Object Name	INSTALLATION_TBL2
Navigation	Define Business Rules, Define General Options, Setup, Installation Table, Last ID Assigned
Prerequisites	Last ID Assigned is the fifth page in the Installation Table component. You must first enter data on the Products, HRMS Options, Product Specific and Country Specific pages.
Access Requirements	None.

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

Installation Table - Last ID Assigned page

The Installation Table, Last ID Assigned page contains two controls related to payroll processing.

Last Retro Pay Request Seq #

You can identify your last retro pay process by sequence number by entering the number in this field. The system increments this number each time you run the Retro Pay Process.

Last AP Invoice Number

You can identify your last AP invoice number by entering the number in this field. The system increments this number each time you run the Send Vouchers to AP Process.



For more information about Retro Pay, see *PeopleSoft Payroll Business Processes: Calculating Pay*.

Entering Company Information

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

In the United States, every company is assigned a unique Federal Employer Identification Number (EIN). For each Federal EIN you will need to establish a Company Table entry. All payroll balances for an employee are kept at the company level.

For Canadian companies, all payroll balances for an employee are maintained at the Company, Wage Loss plan, and province level.

Company Table - Company Location Page

Usage	Use the Company Location page to enter company name and address information.
Object Name	COMPANY_TABLE1
Navigation	• Define Business Rules, Manage Human Resources (GBL), Setup, Company Table, Company Location • Define Business Rules, Manage Human Resources (USF), Setup, Agency Table, Agency Location
Prerequisites	None.
Access Requirements	Enter a Company ID.

The screenshot displays the 'Company Location' page with the following details:

- Company:** GBI
- Location:** KUNY00 (Corporation Headquarters)
- Location SetID:** SHARE (Table Set shared across Corp)
- *Effective Date:** 01/01/1980
- *Status:** Active
- *Description:** Global Business Institute
- Short Description:** GBI
- *Default SetID:** SHARE
- Legal Entity:** (empty)
- Country:** USA (United States)
- Address 1:** 500 George Washington Pkway
- Address 2:** (empty)
- Address 3:** (empty)
- City:** New York
- County:** (empty)
- State:** NY (New York)
- Postal:** 07666
- Country Code:** Belgium (indicated by a flag icon)

Company Table - Company Location 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, Description, Short Description, Country, Address 1, Address 2, Address 3, City, County, Postal, State.**

On the Company Location page, you enter the legal name, and address of the company for use on your tax reports. Other company information you can establish on this page includes:

Location SetID Select the **SetID** associated with the company's **Location**.

Location

Select the **Location** of the company. **Locations** are defined on the Location Table in Manage Human Resources.

Default SetID

Select the **Default SetID** for the Balance ID table to be used by this **Company**. Balance ID tables identify the calendar year, fiscal year, and benefit year that the system uses to update employee payroll balances.

Company Table - Default Settings Page

Usage	Use the Default Settings page to indicate information that will be used during Paysheet Creation and Pay Calculation processing.
Object Name	COMPANY_TABLE2_GBL
Navigation	• Define Business Rules, Manage Human Resources (GBL), Setup, Company Table, Default Settings • Define Business Rules, Manage Human Resources (USF), Setup, Agency Table, Default Settings
Prerequisites	Default Settings is the second page in the Company Table component. You must first enter data on the Company Location page.
Access Requirements	Enter a Company ID.

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:	KU2		US Biweekly		
Default Earnings Program:	KU1		US Earnings Program		
Points Value:	1.000000				
Currency Code:	USD				
*Lines on Paysheet:	30	Terminated Employees- Payroll Activity Days:	30		

Canada	
WCB Firm Number:	
WCB Rate Number:	
☒ Single Chk for Multiple Jobs ☒ Pay Taxes through AP	
Liability/Expense Acct Codes	

USA	
Federal Tax Deduction Priority:	100
State Tax Deductn Priority:	110
EEO Company Code:	
☒ Single Chk for Multiple Jobs ☒ Pay Taxes through AP	
Tips Processing Liability/Expense Acct Codes FICA/Tax Details	

Company Table - Default Settings 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**, **Description**.

Company

The company is displayed here.

Pay Group

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

Points Value

This 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 Earnings Program you enter here as its default—which you can override if necessary.

Currency Code

This field is not used by U.S. or Canadian Payrolls.

Lines on Paysheet

This is used during Paysheet Creation to help determine how many paylines you want to appear on each page of a paysheet—online add on hardcopy paysheet reports. The standard PeopleSoft paysheet report contains 15 lines per page. If you want to modify the number of lines per page, you can adjust this control accordingly. The system skips a line between each employee, effectively making seven the maximum number of employees per paysheet page.

If you're using **Contract Pay**, you should increase the number of **Lines on a Paysheet**. The default of 15 pay lines probably won't be enough, because the system makes one entry each for regular, paid-not-earned, and earned-not-paid earnings.

Terminated Employees – Payroll Activity Days

You may want to employ this control so you can write a report that would issue a warning if a terminated employee has payroll activity after the number of days specified here. The default for this control is **30** days.

Canada**Single Check for Multiple Jobs**

Select this option if you want to issue a single cheque to employees who have multiple jobs (Empl Rcd#s) within the same organization. Payment records for multiple jobs will be combined into a single cheque when the records have the same period end date, have the same cheque date, and are processed within an on-cycle pay run or an off-cycle pay run.

For more general information about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, “Working with Multiple Jobs” in the *PeopleSoft Application Fundamentals* PeopleBook.

Pay Taxes through AP

Select the **Pay taxes through AP** check box if you want to send Canadian and/or U.S. tax vouchers to PeopleSoft Payables for payment. You will also need to set up the Canadian Tax Type Table so the Canadian tax information can be extracted and sent to Payables.

For more information about the Canadian Tax Type Table, see PeopleSoft 8 Payroll for North America, “Defining Your Payroll Taxes” in this PeopleBook.

Liability/Expense Account Codes

Select this link to go to the Liability/Expense Account Codes page.

USA

Federal and State Tax Deduction Priority

These values establish priority relationships between **Federal** and **State** taxes. Should there be insufficient funds to take all deductions and taxes, the system will use these priorities to determine which to take during Pay Calculation. The rule of thumb is that the lower the number, the higher the priority.

The default value for Federal is **100**; the default for State is **110**. In almost every instance, you should leave the default values alone and assign lower priorities (that is, higher numbers) to your non-tax deductions. But note that certain federal agencies have federal-level **deductions** that should be assigned a higher priority than state **taxes** (you don't assign those priorities here).

EEO Company Code

The company code assigned by the Equal Employment Opportunity Commission (EEOC) for use in preparing EEOC reports.

Single Check for Multiple Jobs

Select this option if you want to issue a single check to employees who have multiple jobs (Empl Rcd#s) within the same organization. Payment records for multiple jobs will be combined into a single check when the records have the same period end date, are in the same FLSA period, have the same check date, and are processed within an on-cycle pay run or an off-cycle pay run.

For more general information about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, "Working with Multiple Jobs" in the *PeopleSoft Application Fundamentals* PeopleBook.

Pay Taxes through AP

Select the **Pay Taxes through AP** check box if you want to send U.S. and/or Canadian tax vouchers to PeopleSoft Payables for payment. You will also need to set up the Tax Type Table, Fed/State Tax Types/Classes and the Local Tax Type/Classes tables so the U.S. tax information can be extracted and sent to Payables.

Tips Processing

Select this link to go to the Tips Processing page.

Liability/Expense Account Codes

Select this link to go to the Liability/Expense Account Codes page.

FICA/Tax Details

Select this link to go to the FICA/Tax Details page.

Liability/Expense Account Page

Usage	Use the Liability/Expense Acct Codes page to enter General Ledger

	Account Codes for Net Pay and Direct Deposits.
Object Name	COMP_TBL7USA_SEC
Navigation	Select the Liability/Expense Account Codes link on the Default Setting page.

GL-Net Pay	P220000	Direct Deposits	P220000
GL Liability Acct Codes (US)		GL Expense Acct Codes (US)	
(Non Comm. Acctg.)		(Non Comm. Acctg.)	
GL-FWT		FICA OASDI	
EIC Advances		FICA MediCare	
GL-OASDI (Employee)		GL-FUT Exp	
FICA MediCare (Employee)		GL-SUT Exp	
FICA OASDI (Employer)		GL-VDI-EXP:	
FICA MediCare (Employer)		GL-SDI Exp	
GL-FUT		GL-Lcl Exp	
OK Cancel			

Liability/Expense Account Codes page

The Net Pay and Direct Deposits fields on this page are applicable to both U.S. and Canada. The liability and expense account codes are related to U.S. tax accounting information only. Canadian companies use the Wage Loss Plan Table to enter GL tax accounting information.



For more information about defining and maintaining Wage Loss Plan Table, see Defining Your Payroll Taxes Identifying Canadian Wage Loss Plans.

Tips Processing Page

Usage	Use the Tips Allocation/Payroll page to establish your allocation and payroll controls for tips.
Object Name	COMP_TBL6USA_SEC
Navigation	Select the Tips Processing link on the Default Setting page.

☐ **Tips Processing**

Tips Allocation Controls

*Tip Establishment Field:

Minimum Tips Percent:

*Tips Allocation Method:

Tips Allocation Earnings Code:

Tips Payroll Controls

☐ Delay Withholding of Taxes ☒ Adjust to Minimum Wage

Min Wage Adjustment Earns Code:

Tip Credit Earnings Code:

Tips Processing page

Tips Processing

If tip processing applies to the company, select the **Tips Processing** check box. This feature applies to the U.S. only; it does not apply to Canada.

Tips Allocation Controls

Tip Establishment Field

Use this drop-down list to tell the system where to get tips allocation information for the employees of the company. The selections available are defined on the Translate Table.

If you choose one of the Pay Earnings controls to define a tip establishment, the system will extract the earnings data for tip allocation from information in the Pay Earnings Records. If you choose a job field, information is extracted from pay based on current employee Job Data. For example: The Bistro has multiple locations and each location has a different Department. Department ID is the logical way to define the establishment. The Bistro has employees who work in more than one location. This would be indicated on the Pay Earnings record with some earnings for the employee marked with one Department ID and others with another Department ID. If you choose the Job Department ID, all those earnings will be extracted for the employee's *home* location. If you choose the Pay Earnings Department ID, earnings will be split between the two locations worked.

Minimum Tips Percent

Enter the minimum tips percentage default for the company. Typically this amount is **8%**. You can override this at the establishment level.

Tips Allocation Method

Select the method to use for allocation of tips in the drop-down list. The Translate Table provides three values:

- ***Gross Receipts***
- ***Hours Worked***
- ***Good Faith***

The ***Good Faith*** method requires that you establish a custom calculation.

Tips Allocation Earnings Code

Select the earnings code to use for the allocated tips calculated by the Tip Allocation process.

Tips Payroll Controls**Delay Withholding of Taxes**

Select this check box if you want to delay the withholding of taxes until the employee's tips meet the monthly withholding threshold.

Adjust to Minimum Wage

This check box defaults to ***on*** so that the system will adjust earnings plus tips to the minimum wage. If you have an IRS agreement to do so, you can deselect this check box, and the system will not adjust to minimum wage.

Minimum Wage Adjustment Earnings Code

Select the earnings code you want the system to use for minimum wage adjustments. This is required if you select ***Adjust to Minimum Wage***.

Tip Credit Earnings Code

Select the earnings code you want the system to use for tip credit. Tip credit is the difference between minimum wage and an employee's hourly wage times the number of hours worked. The tip credit will not exceed the amount of reported tips.

FICA/Tax Details Page

Usage	Use the FICA/Tax Details page to specify your federal employer identification number, link companies together, and define default tax status.
Object Name	COMP_TBL8USA_SEC
Navigation	Select the FICA/Tax Details link on the Default Settings page.

Fed EIN: Fed Res Bank ID: Fed Res Bank Dist:		Balance Processing Common Paymaster ID: Other Common ID:
Special Projects		
FICA Status-Employer ☒ Subject ☐ Exempt ☐ Medicare only ☐ FLSA Required Higher of FLSA/Contractual Always use FLSA Premium	FICA Status-Employee ☒ Subject ☐ Exempt ☐ Medicare only	Tax Report Type ☒ W-2 ☐ W-2PR ☐ 1099R ☐ None
Employees' SDI Status ☒ Subject ☐ Exempt		☐ Company Exempt from FUT ☐ Company Exempt from SUT
OK Cancel		

FICA/Tax Details page

Federal EIN

Specify the unique **Federal EIN** associated with the company. This control becomes the default for the Employer ID State Withholding control on the Company State Tax Table.

Federal Reserve Bank ID

The system uses this field when processing U.S. savings bonds issuing data. Enter the Federal Reserve Bank (FRB) identifier assigned to this company by the FRB

Federal Reserve Bank District

The system uses this field when processing U.S. savings bonds issuing data. Enter the Federal Reserve Bank District Designator indicating which FRB is doing the issuing of the bonds.

Balance Processing

Use the **Balance Processing** options when two or more related corporations *concurrently* employ one or more employees and pay them through one of the corporations as a common paymaster. By selecting these controls, the system treats simultaneous employee balances in multiple companies as one total balance when calculating payroll.

The total Social Security and Medicare taxes that must be paid are determined as if the employees had one employer—the common paymaster—paying all their wages. The system will also recognize balances in all companies linked by a common paymaster when determining if a certain limit has been met—so you don't have to calculate employee balances manually.

Common Paymaster ID

Enter a **Common Paymaster ID** to tell the system to treat *all employee tax, deduction, garnishment, and earnings balances* as one for companies sharing that **Common Paymaster ID**.

Other Common ID

Enter an **Other Common ID** to tell the system to treat *all employee deduction garnishment, and earnings balances* as one for companies sharing that **Other Common ID**.

You'd typically use an **Other Common ID** when you need to keep your companies separate for tax purposes, but need to maintain accurate current employee balances across companies for calculating Section 415 limits, year-to-date deduction maximums, and maximum yearly earnings ceilings. Leave accrual balances are not included in **Common Paymaster ID** or **Common Other ID** processing.

FICA Status-Employer

This field is information only.

FICA Status-Employee

This information appears as a default on the Job Data, Job Information page.

Tax Report Type

This field is used by the year-end tax reporting programs to select the proper set of employees, either W-2 or 1099R recipients, for inclusion on one of several possible year-end tax reports.

Note. To use PeopleSoft Payroll to produce Forms W2PR for Puerto Rico year-end reporting, you need to have paid Puerto Rico employees in one or more separate companies for the entire tax year being reported.

Note. To include retirees in your year-end reports, you need to set them up in a separate 1099-R company.

FLSA Required

Select this option if *any* non-exempt employees in the company need to have the FLSA rate calculated for their overtime pay. If there are Pay Groups with non-exempt employees who do not need to have the FLSA rate calculated then the FLSA Required flag on the Pay Group should be deselected.

Deselecting the FLSA Required on the Company Table prevents you from using the FLSA calculation for all Pay Groups because the FLSA Required flag on the Pay Group is hidden.

If you select this option, also select the applicable FLSA rule to indicate how and when the FLSA calculated premium will apply to overtime pay.

For more information about how PeopleSoft Payroll calculates FLSA rates, see PeopleSoft 8 Payroll for North America, "Defining Earnings and Using Earnings Codes"

Higher of FLSA/Contractual	FLSA premium will apply only when it is greater than the contractual rate.
Always use FLSA Premium	Use the FLSA premium amount regardless of the contractual rate.
Employees' SDI Status	For states where the SDI status is not specified as <i>Not Applicable</i> , the Employees' SDI Status will appear as a default.
Company Exempt from FUT	Select this option if the company is exempt from FUT.
Company Exempt from SUT	Select this option if the company is exempt from SUT.

USF Setting up a Common Pay Agent

To establish a common pay agent for government agencies, you'll need to use the Federal EIN field rather than the Common Paymaster ID field. Enter the Federal EIN of the pay agent for each company covered by the agent agreement. Leave the Common Paymaster ID field blank.

Totals on all PeopleSoft Payroll tax reports (TAX001.SQR, TAX010.SQR, etc.) are always reported by individual company. To get consolidated totals for making tax deposits or for filing Form 941 under the single Federal EIN of the common pay agent, transfer the individual company totals to an external spreadsheet product such as Lotus or Excel.

For W-2 processing, each employee must receive a separate W-2 from each employer who paid wages to the employee during the year, even for employers using a common pay agent. To accomplish this, each company's entry on the W-2 Company Data Table should have its W-2 Reporting Company set to its own company ID. In the description field on the W-2 Company Data Table entry for each company, enter the name of the paying agent. In the Address (Line 1) field on the W-2 Company Table, enter the words "Agent for _____" and supply the name of the individual Company for which W-2 Company data is being entered. The rest of the address information should be that of the pay agent. Enter the same Federal EIN - that of the pay agent - in the Federal EIN field on the W-2 Company Data Table for each Company. In the Other Federal EIN field, enter the specific Federal EIN of the individual employer for which W-2 Company data is being entered.

In the example shown below, XYZ Financial Services (Fed EIN 98-123456) is the pay agent for TST Company (Fed EIN 12-345).

W-2 Company Data

Company: TST

W-2 Information Find | View All First 1 of 1 Last

*Calendar Year: 1999 *W-2 Reporting Company: TST + -

*Federal EIN: Other Federal EIN:

*Description: XYZ Services

*Address Line 1: Agent for TST Company

Address Line 2:

*City: Pleasanton

*State: CA *Postal Code:

*Country: USA United States

Any MQGE Employees? ☐ Terminating Business? ☐

W-2 Company Data page

Company Table - Phones Page

Usage	Use the Phones page to enter telephone information.
Object Name	COMPANY_TABLE3_GBL
Navigation	• Define Business Rules, Manage Human Resources (GBL), Setup, Company Table, Phones • Define Business Rules, Manage Human Resources (USF), Setup, Agency Table, Phones
Prerequisites	Phones is the third page in the Company Table component. You must first enter data on the Company Location and Default Settings pages.
Access Requirements	Enter a Company ID.

Company Location Default Settings Phones

Company: GBI

Phones / Processing Controls View All First 1 of 1 Last

Effective Date: 01/01/1980 Status: Active

Description: Global Business Institute

Processing Controls

Industry: Core ☒ Override Operator Industry

Industry Sector: Core

Spain

France

View All First 1 of 1 Last

Phone Type	Telephone	Country Code
1		

Company Table - Phones page

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

Company	The company is displayed here.
Industry	Select the company's industry.
Override Operator Industry	Indicate if the operator industry can be overridden.
Industry Sector	Select the company's industry sector.

USF Payroll Interface Information Page

Usage	Use the Payroll Interface Information page to establish the payroll office and contact information for your agency.
Object Name	GVT_COMPANY_TBL7
Navigation	Define Business Rules, Manage Human Resources (USF), Setup, Agency Table, Payroll Interface Information
Prerequisites	Payroll Interface Information is the fourth page in the Agency Table component. You must first enter data on the Agency Location, Default Settings, and Phones pages.
Access Requirements	Enter a Company ID.

Agency Location Default Settings Phones Payroll Interface Information Payroll Office Address

Company: GBI

Payroll Office Contact/ID Information View All First 1 of 1 Last

Description: Global Business Institute
Effective Date: 01/01/1980 **Status:** Active
Description:

Payroll Office Contact Info

Contact Person:
Contact Title:
Contact Type:
Contact Phone: ☐ FTS Indicator

Payroll Office ID Info

Agency ID: **Agency Check ID:** **Voucher Year:**
Agency TSP ID: **Agency TSP Account:**
FRB Company ID No: **FRB Acct No:** **FRB Dist Desig:**
FRB Location ID No: **FRB Branch No:**

Payroll Interface Information page

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

Company The company is displayed here.

Payroll Office Contact Information

Use this group box to identify the people you contact at the payroll office. You can add rows if you have more than one contact person.

Contact Person	Enter the name of the payroll office contact.
Contact Title	Enter the title of the payroll office contact.
Contact Type	Enter a description of the type of payroll office contact you're setting up.
Contact Phone	Enter the contact person's phone number.
FTS Number	If the Contact Phone is an FTS (federal telephone system) number, select this check box.

Payroll Office Identification Information

Agency ID	Enter the Agency ID that identifies the payroll office agency on the Agency Table.
Agency Bond ID	Enter the bond ID assigned to the agency for issuing U.S. Savings Bonds.
Agency Check ID	Enter the check ID assigned to the agency for issuing checks.
Agency TSP ID	Enter the ID assigned to the agency by the Thrift Savings Board.
TSP Account	Enter the Account number assigned to the agency by the Thrift Savings Board.
Sequence Year	This field displays the last two digits of the year for which the agency's TSP vouchers are currently being generated. This number is used to indicate the year on each TSP voucher created for the agency.



You need to update this control for each new year for which you want to create TSP vouchers.

USF Payroll Office Address Page

Usage	Use the Payroll Office Address page to establish the address of the agency's payroll office.
Object Name	GVT_COMPANY_TBL8
Navigation	Define Business Rules, Manage Human Resources (USF), Setup, Agency Table, Payroll Office Address
Prerequisites	Payroll Office Address is the fifth page in the Agency Table component. You must first enter data on the Agency Location, Default Settings, Phones, and Payroll Interface Information pages.
Access Requirements	Enter a Company ID.

The screenshot displays the 'Payroll Office Address' page. At the top, there are tabs for 'Agency Location', 'Default Settings', 'Phones', 'Payroll Interface Information', and 'Payroll Office Address'. The 'Payroll Office Address' tab is active. Below the tabs, the 'Company' is listed as 'GBI'. The 'Payroll Office Address' section shows a 'Description' of 'Global Business Institute', an 'Effective Date' of '01/01/1980', and a 'Status' of 'Active'. The 'Payroll Office Address Info' section contains the following fields:

- Agency Location Code: MM
- Address 1: 1313 Mockingbird Lane
- Address 2:
- Address 3:
- Address 4:
- City: Springfield
- County: U.S.A.
- State: IL
- Zip:
- Country: USA

Payroll Office 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: **Effective Date, Status, Address 1, Address 2, Address 3, Address 4, City, County, State, Zip, Country.**

Company The company is displayed here.

Agency Location Code Enter an agency location code.

USF Electronic Certification System Address Page

Usage	Use the ECS Address page to establish the address of the agency's Electronic Certification System.
Object Name	GVT_COMPANY_TBL9

Navigation	Define Business Rules, Manage Human Resources (USF), Setup, Agency Table, ECS Address
Prerequisites	ECS Address is the sixth page in the Agency Table component. You must first enter data on the Agency Location, Default Settings, Phones, Payroll Interface Information and Payroll Office Address pages.
Access Requirements	Enter a Company ID.

Company: GBI

ECS Address View All First 1 of 1 Last

Description: Global Business Institute

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

Electronic System Address Info

Agency Name:

Address 1:

Address 2:

City:

State:

Zip Code:

Country: United States

Phone:

Agency ECS 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: **Effective Date, Status, Address 1, Address 2, City, State, Zip Code, Country, Phone.**

Company The company is displayed here.

Agency Name Enter the agency name here.

Setting Up Company Banks

When setting up company banks, you will need to enter the information for all financial institutions in the payroll disbursement process. Once you have completed the Bank Table page, you will be able to define a source bank account for the payroll. The Bank Table page and the Source Bank page apply to companies in both the United States and Canada.



The Branch Table is used by Canadian companies only.

Bank Table Page

Usage	Use the Bank Table page to set up basic information for all financial institutions involved in the payroll disbursement process. You must complete the Bank Table page before a bank can be identified with a Source Bank Account.
Object Name	BANK_EC
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Bank/Branch Table, Bank Table • Define Business Rules, Define Payroll Process (USF), Setup 1, Bank/Branch Table, Bank Table
Prerequisites	None. This is the first of a two-page group.
Access Requirements	Enter a Country Code and Bank ID. In the U.S., the Bank ID is the bank's Transit Number. In Canada, the Bank ID is the three digit bank institution number.

Bank 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: **Short Description, Country, Address 1, Address 2, Address 3, City, County, Postal, State, Phone.**

Country Code

The country code you selected in the entry dialog box displays here.

Bank ID

The bank ID you selected in the entry dialog box displays here. This is either the U.S. transit number or the Canadian bank institution number used for issuing checks.

Bank Type

Select the type of bank. Valid values are *Commercial, Community, General, Post Bank*, and *Savings*.

Alt. Bank ID
(alternate bank ID)

Used in the U.S. only, the **Alt. Bank ID** is the transit number for direct deposit.

Bank Name

Enter the name of the bank.

Branch Table Page

Usage	The Branch Table is applicable to Canada only. Use this page to define which branches apply to the bank. A bank may have one or more branches.
Object Name	BANK_BRANCH_EC
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Bank/Branch Table, Branch Table
Prerequisites	This is the second page in a two-page group. You must first complete the Bank Table page.
Access Requirements	Enter a Country Code and Bank ID.

Branch 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: **Status, Description, Short Description.**

Country Code

The country code you selected in the entry dialog box displays here.

Bank ID

The bank ID you selected in the entry dialog box displays here. This is either the U.S. transit number or the Canadian bank institution number used for issuing checks.

Bank Type

The bank type is displayed here.

Bank Name

The bank name is displayed here.

Branch ID Enter the five digit **Branch ID** for the bank.

Address Information Click the Address Information button to access the Bank Branch Address page.



Most of the fields in the Branch Table are the same as those on the Bank Table Page. For more information about these fields, see the Bank Table Page.

Bank Branch Address Page

Usage	Use the Bank Branch Address page to enter the address for a bank branch.
Object Name	BANK_BRA_ADR_SP
Navigation	To access the page, click on the envelope icon on the Branch Table page.

Bank Branch Address

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Phone:

Bank Branch Address page



The fields on the Bank Branch Address page are the same as those on the Bank Table page. For more information about these fields, see the Bank Table Page.

Source Bank Page

Usage	Use the Source Bank page to assign a source bank ID and define the payroll bank account.
Object Name	SRC_BANK

Navigation	Define Business Rules, Define Payroll Process, Setup 1, Source Bank
Prerequisites	You must first define individual bank information on the Bank Table page.
Access Requirements	Enter a Source Bank ID.

Source Bank Accounts

Source Bank ID: KU07

*Description: Wells Fargo Bank Status: Active

Country Code: USA United States

Bank ID: 390489053 Wells Fargo Bank

Bank Branch ID:

Account #: 2949485

Account Name: Corporate Account

*Currency Code: USD US Dollar [Other Required Information](#)

EFT Domestic: Bank Transfer ID:

EFT Int'l:

Source Bank Accounts page

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

Source Bank ID	The source bank ID you selected in the entry dialog box displays here. This is any user-defined identifier (max. 8-character).
Country Code	Select the country code.
Bank ID	Select the bank ID.
Bank Branch ID	Select the bank branch ID, if applicable.
Account #	Enter the bank account number from which you want employee checks to be drawn.
Account Name	Enter the bank account name.
Currency Code	Specify the currency being used.
Other Required Information	Select this link to access the US or Canadian Bank Additional Data page.
EFT Domestic	Not applicable in the U.S. or Canada.
Bank Transfer ID	Not applicable in the U.S. or Canada.
EFT Int'l	Not applicable in the U.S. or Canada.

US Bank Additional Data Page

Usage	Use the US Bank Additional Data page to further define information for companies. The information is used to create paychecks, advices and direct deposits.
Object Name	SRC_BANK_PY_SP
Navigation	Select the Other Required Information link on the Source Bank page.

US Bank Additional Data page

Check Stock Form ID

Select a check stock form ID. When assigning numbers for checks or direct deposits, the Pay Confirmation and Paycheck Reprint processes reference the **Check Stock Form ID** field to determine which check and advice numbers will be used. Before you enter IDs on this table, you must first set them up on the Form Table.

Advice Form ID

Select an advice form ID. When assigning numbers for checks or direct deposits, the Pay Confirmation and Paycheck Reprint processes reference the **Advice Form ID** field to determine which check and advice numbers will be used. Before you enter IDs on this table, you must first set them up on the Form Table.

When assigning numbers for checks or direct deposits, the Pay Confirmation and Paycheck Reprint processes reference the **Check Stock Form ID** and **Advice Form ID** fields to determine which check and advice numbers will be used. Before you enter IDs on this table, you must first set them up on the Form Table.

Deposit Medium

Select the medium with which the payment will be deposited. Valid values are *Diskette*, *EFT*, *Report*, and *Tape*. The **Deposit Medium** field is for your information only. It does not affect the Payroll process in any way.

Prenote Wait Days

When setting up banks used for direct deposits, U.S. companies can also specify the number of days the system waits (after sending a prenote test) before it starts processing live employee direct deposits. During this period, employees will continue to receive checks, rather than direct deposit vouchers. The **Prenote Wait Days** default is ten days.

Note. Let the prenote process itself validate the transit numbers, which you specify at the employee level.

Direct Deposit Account Number

This field is only visible when an Alternate Bank ID field is present on the Bank Table page. Enter the account number to be used for making direct deposits.

Canadian Bank Additional Data Page

Usage	Use the Canadian Bank Additional Data page to further define information for companies. The information is used to create paycheques, advices and direct deposits.
Object Name	SRC_BANK_PY_SP
Navigation	Select the Other Required Information link on the Source Bank page.

Canadian Bank Additional Data page

Check Stock Form ID

Select a cheque stock form ID. When assigning numbers for cheques or direct deposits, the Pay Confirmation and Paycheck Reprint processes reference the **Check Stock Form ID** field to determine which cheque and advice numbers will be used. Before you enter IDs on this table, you must first set them up on the Form Table.

Advice Form ID

Select an advice form ID. When assigning numbers for cheques or direct deposits, the Pay Confirmation and Paycheck Reprint processes reference the **Advice Form ID** field to determine which cheque and advice numbers will be used. Before you enter IDs on this table, you must first set them up on the Form Table.

Deposit Medium

Select the medium with which the payment will be deposited. Valid values are ***Diskette, EFT, Report, and Tape***. The **Deposit Medium** field is for your information only. It does not affect the Payroll process in any way.

Routing Format

Select the desired format to be applied to the direct payment routing numbers generated by the Direct Deposit Create File – SQR program DDP001CN. This format will be used to direct deposit employees' paycheques into their personal bank accounts. Valid values are:

Lead 0, Bank ID, Branch ID

Lead 0 , Branch ID, Bank ID

Bank ID, Branch ID (no leading zero)

Branch ID, Bank ID (no leading zero)

Establishing Departments

You set up department information differently from other general table information on the system. Rather than only using a page to enter table data, you'll first use the Tree Manager to define departmental hierarchy and organizational security for your company, and to establish your company's departments, such as the Office of the President, or the sales, manufacturing, and development departments. The system assigns a department ID to each department you create in the Tree Manager. You use the Department Table to enter descriptive information about your company's departments and to link each department to a location, manager and general ledger account number.



For more information about how to set up departments and organizational security, see your PeopleSoft Human Resources documentation. For more information about how to use the Tree Manager, see the Tree Manager section in *PeopleTools*.

Department Profile Page

Usage	Use the Department table to enter and view descriptive information about your company's departments and to link each department to a Location, Manager, and General Ledger Account Number.
Object Name	DEPARTMENT_TBL_GBL
Navigation	Define Business Rules, Manage Human Resources (GBL), Setup, Department Table, Department Profile
Prerequisites	None.
Access	Enter a SetID and a Department ID.

Requirements	

Department Profile
Comm. Acctg. and EG

SetID: SHARE Department: KU001 [Business Units that use this SetID](#)

Department Profile View All First 1 of 1 Last

Effective Date: 03/22/1985 Status: Active
Description: Human Resources Short Desc: HR
Location SetID: SHARE Table Set shared across Corp
Location: KUNY00 Corporation Headquarters
Company: GBI Global Business Institute
Manager ID: KU0005 Aliverdi,Reza
Manager Position:
EmplID:
Budget Year End Date:
Budget Level: Department
Canada
Tax Location: Stats-Can Dept Code:
GL Account #-Expense: 610000 Stats-Can Faculty Code:
Non Comm. Acctg.
Canadian Indus Sector:

Germany
France
USA
Tax Location Code:
GL Account #-Expense: 610000
Non Comm. Acctg.
U.S. EEO4 Function: Financ Adm

Department Profile 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**, **Short Description**, **EmplID**.

Department

The department IDs you define on this page may be used for accounting purposes, such as charging earnings to a specific department or implementing labor distribution accounting. The system uses these department IDs when you specify that you want to sequence paysheets and paychecks by department.

Description	Enter the department name or a description of the department. At the employee level, you can use the department specified on the employee's job record to indicate where to deliver checks. If you choose to do this, the system automatically prints the Department Description and code on the check.
Location SetID	Select the setID to be used for the department location.
Location	To tie a department to a physical location, enter the Location . Because you've already added your company's locations on the Location Table, you can prompt for a list of valid values.
Company	To associate <i>all</i> the employees of the department with a <i>specific</i> company, select that company here. When you assign the department to an employee's job at the employee level, the system uses the Company specified here as the employee's company.
	Note. If you identify a company here, you cannot update the Company on the job records of this department's employees.
	Note. If yours is a multi-company environment, and you want more than one company to share the department you're defining, leave Company blank. Because the department is then not specific to any one company, you'll need to specify Company on the job record of each employee of the department.
Manager ID	To indicate the department manager by employee ID, select from this drop-down list. You can leave Manager ID blank and select a Manager Position instead. If you select a Manager Position , the system will make this control unavailable for entry.
Manager Position	If you're using position management, once you've created positions for this department, you can select a Manager Position number. This control is optional, but you might find it useful for reporting activities, such as departmental hierarchical data. When you select a Manager Position number, the system will display the Incumbent Manager if an employee is assigned to the manager position.

If you're using partial position management—you only use positions for a portion of your organization—you can choose to use either the **Manager ID** or **Manager Position** number. When you select either a **Manager ID** or a **Manager Position** number, the system will make this control unavailable for entry.

Note. The system currently allows you to select any position in **Manager Position**. If you would like the system to prompt you only with positions in this department, update the DEPT_TBL in Application Designer so that the prompt table for this control is DEPT_POSITIONS.

For more information about changing prompt tables, see Application Designer in *PeopleTools*.

Budget Year End Date

If you're handling your budgeting in PeopleSoft Human Resources, enter the last month and day of the budget year as the **Budget Year-End Date** for all positions in this department.

Budget Level

Indicate the **Budget Level**—*Department, Job Code, Line Item, Position Number*, or *None*—that defines budgeting for this department.

Tax Location

This is where you specify the tax jurisdiction for the department. This prompt box shows a list of the valid **Tax Location** codes on your Tax Location Table. The **Tax Location** you specify here will default to the Tax Distribution records of the employees of this department. You can override this information for individual employees.

GL Acct # Payroll Expense

Enter the GL account to which payroll expenses for this department should be posted.

Note. **GL Acct # Payroll Expense** is not required for Payroll for North America and not applicable to PeopleSoft Payroll for E&G.

U.S. EEO4 Function

Select the functional category, such as health or fire protection, that applies to this department. These values are stored on the Translate Table.

Canadian Indus Sector

Select the functional category that applies to this department. These values are stored on the Translate Table.

USF Department Table Page

Usage	Use the Department Table page to enter and view descriptive information about your company's departments and to link each department to a Location, Manager, and General Ledger Account Number.
Object Name	GVT_DEPART_TBL_USA
Navigation	Define Business Rules, Manage Human Resources (USF), Setup, Department Table, Department Table
Prerequisites	None.
Access Requirements	Enter a SetID and a Department ID.



All fields on this page have the same functionality as the fields on the Department Profile Page.

Commitment Accounting and EG Page

Usage	The Commitment Accounting and EG page allows you to determine how FTE warning messages appear; if the department grants tenure; and if it uses budgeting, encumbrance processing, and actuals distribution.
Object Name	DEPARTMENT_TBL_CA
Navigation	• Define Business Rules, Manage Human Resources (GBL), Setup, Department Table, Comm. Acctg. and EG • Define Business Rules, Manage Human Resources (USF), Setup, Department Table, Comm. Acctg. and EG
Prerequisites	Comm. Acctg. and EG is the second page in the Department Table component. You must first enter data on the Dept Info page.
Access Requirements	Enter a SetID and a Department.

Department Profile Comm. Acctg. and EG

SetID: SHARE Department: KC001

Commitment Accounting and EG View All First 1 of 1 Last

Effective Date: 01/01/1980 Status: Active

*FTE Edit Indicator: No Edit

Tenure Processing

☐ Can Grant Tenure

Commitment Accounting

☐ Use Comm. Acctg. / Budgeting? *Budget with Department: KC001

☐ Use Encumbrance Processing?

☐ Use Actuals Distribution?

☐ Use TL Distribution?

Commitment Accounting and EG page



For more information about using the EG Department Info Page, please refer to Setting Up Control Tables Department Table - Comm. Acctg. and EG Page.

Maintaining the Department Table

You can update the Department Table by using the Tree Manager. The Department Table and the Tree Manager are integrated so that you can set up each department by entering its name and related information.

As you name each node within the Tree Manager, the Department Table page displays so that you can enter or revise the information for each department. Where you position the department on the tree determines the reporting structure of each department and node. Each department reports up the tree hierarchy from one level to the next along the branch of the tree that you positioned it on.

Remember, you can also revise department information by selecting Define Business Rules, Manage Human Resources, Setup, Department Table.

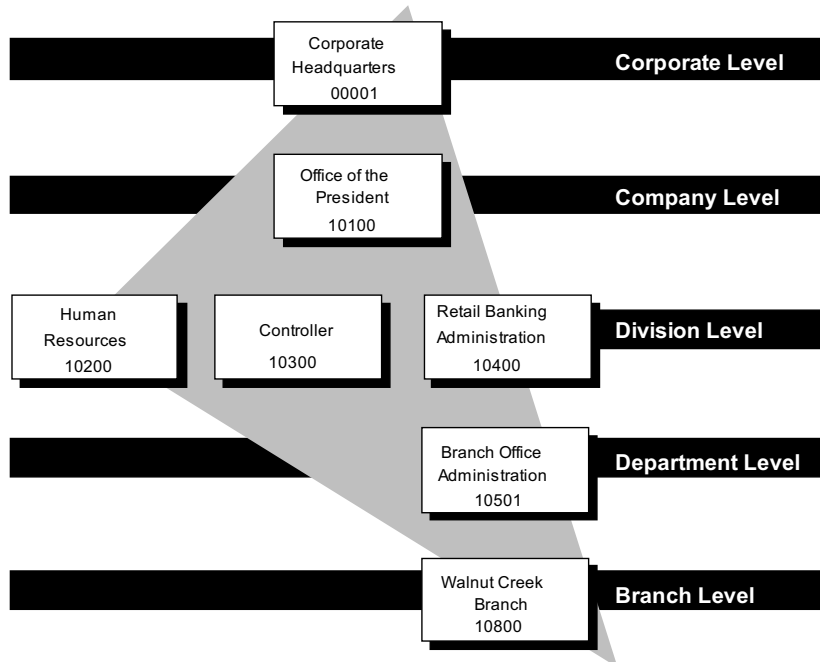
Understanding Organizational Security

The Department Table is also linked to organizational security. In essence, as you enter department information and specify which department reports to which, you are building an organization chart that the system uses to assign organizational security rules.

At the same time, you determine its reporting structure by simply positioning the department on the appropriate level and branch of the tree. This way, you can easily and accurately determine where a department reports to by viewing the reporting structure from one department to another across the entire organization.

The first step in performing department maintenance is to define how you want your departments set up. That way, when you're ready to enter the levels and details of your organization's reporting structure, you'll have all the information available at your fingertips. We'll walk you through how to create various department levels and detail for CCB so you can then apply the same concepts to developing a tree to match your organization chart.

CCB has five levels: Corporate, Company, Division, Department, and Branch. In this abbreviated organization chart, you can see how their reporting structure is set up.



Reporting Structure of CCB

The underlying concept to keep in mind as you set up departments is that the department another department reports to determines security for all employees in that department. For example, if you set up the Office of the President as Department 10100, and Human Resources, Controller's Department, and Retail Banking Administration all report to the Office of the President, each of those departments would report to 10100. Business Services, on the other hand, reports to Retail Banking Administration, 10400. A primary department, such as Office of the President, can report to itself.



For more information about how to set up departments, Administering Security, and Building and Modifying Security Trees, consult your *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

Once you have your department and security structure mapped out, you're ready to open the Tree Manager and establish your Department Table structure. To open Tree Manager, simply select PeopleTools, Tree Manager.

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 an organization, such as President & CEO, HRMS Project Manager, and Payroll Clerk.

The Job Codes you set up on this table may also be used for accounting purposes, such as for job costing, when you want to allocate wages by specific job types.

Defining a Job Code

Usage	Use the Job Code Profile page to define a Job Code and its corresponding compensation information.
Object Name	JOBCODE_TBL1_GBL
Navigation	Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table, Job Code Profile
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:	KC001	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:	Accounting Clerk						
Job Title:	Acct Clerk						
Job Description:	Responsible for bookkeeping requirements.						
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	☐ Medical Checkup Required					

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

USA	
Union Code:	
*EEO-1 Job Category:	No EEO-1 Reporting
*EEO-4 Job Category:	No EEO-4 Reporting
*EEO-5 Job Category:	No EEO-5 Reporting
*EEO-6 Job Category:	No EEO-6 Reporting
IPEDS-S Job Category:	No IPEDS-S Reporting
Standard Occupational Classif:	
EEO Job Group:	
*FLSA Status:	Nonexempt
*Tipped:	Not Tipped
Education and Government	
Academic Rank:	
Service Calculation Group:	

Job Code Profile 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**, **Province**.

Job Code	The job code is displayed here.
Job Code Profile	
Job Title	Enter the job title here.
Job Description	Enter the job description here.
Manager Level	The Manager Level defaults to <i>Non-Mgr</i> , which you can override by selecting a different level from the values in the Translate table. Examples include <i>Vice President</i> , <i>Director</i> , <i>Mid-level Manager</i> , or <i>Supervisor</i> .
Job Function Code	Select the Job Function Code that best categorizes the job by function, such as administrative, legal, or management. Job Function codes are stored in the Job Function Code Table. This information is used for German and Canadian reporting purposes.
Job Family	Enter a Job Family to categorize a Job Code into a more general grouping. For example, you might group a Trust Analyst and an Operations Analyst into a Job Family called "Analyst." Job Families are also used in the Manage Competencies Business Process.
Standard Hours	This field defaults from the Installation Table. What you enter here will become the default on the employee's job record when they are assigned a job code.
Standard Work Period	Select a Standard Work Period. The Standard Work Period is the time period in which employees must complete the Standard Hours. The system stores valid values on the Frequency table. The system uses the annualization factor of the Standard Work Period in combination with the Standard Hours to calculate FTE (full-time equivalency).
Workers' Comp Code	Enter a Workers' Comp Code to specify the workers' compensation plan to which this Job Code belongs.
Comp Freq	This field defaults from the Installation Table. What you enter here will become the default on the employee's job record when they are assigned a job code.
Regular/Temporary	Indicate if the job is regular or temporary.

Medical Checkup Required	If this Job Code requires a one-time medical checkup when the worker is hired into the job, select the Medical Checkup Required check box.
Canada	
National Occupational Classif	Select a National Occupation Classification.
Pay Equity Job Class	Select a Pay Equity Job Class.
Seasonal	Select the check box if the job is Seasonal.
BPS Activity (Business Payrolls Survey Activity)	If you are participating in the Statistics Canada Business Payrolls Survey, select a BPS Activity code from the list of available options to define the job code's business activity.
Union Code	If you're defining a Job Code in Canada associated with a union, select a union code.
Report Flag	Select the appropriate Report Flag if the job code is to be reported in one of the Canada Academic Teaching Surveys. Select either <i>Full-Time Survey</i>, <i>Part-Time Survey</i>, <i>Both Surveys</i>, or <i>Not Applicable</i>. This field is intended for Canadian higher education degree-granting institutions only.
Duties	Indicate if the job code is <i>Teaching only</i>, <i>Teaching & other resp.</i>, or <i>Research</i>. This field is required if you selected the Report Flag field, flagging the job for reporting in the Canada Academic Teaching Surveys. This field is intended for Canadian higher education degree-granting institutions only.
Academic Rank	Select the Academic Rank associated with this job code from the list of available options.
Service Calc. Group (Service Calculation Group)	Select the service calculation group to which this job code belongs from the list of available options.
Province	Enter the Province that you report to when you perform WCB reporting for this Job Code.
Rate Group	If applicable, select a WCB rate group associated with that province.
Classification	Select a WCB Classification associated with that province and rate group. The classification indicates the industry that applies to this Job Code.

Note. The rate groups and classification units can be obtained from your local provincial WCB office. The rate structures and codes can vary from province to province.

For more information about the three WCB fields, see Canadian WCB Assessment Reporting.

USA

Union Code

If you're defining a Job Code in the USA associated with a union, select a Union Code.

EEO-1 Job Category, EEO-4 Job Category, EEO-5 Job Category, and EEO-6 Job Category

Select an **EEO-1 Job Category**, **EEO-4 Job Category**, **EEO-5 Job Category**, and **EEO-6 Job Category** from the values in the Translate table. The EEO-1 code is also the Federal Occupation Category (FOC).

Standard Occupational Classif

If your company has operations in Alaska, you can enter a **Std. Occ. Classif.** (standard occupational classification) code for use in unemployment insurance reporting. You enter U.S. SOC codes in the U.S. Standard Occupational Classification Table. You do not need to enter a value in this field if your company does not have operations in Alaska.

EEO Job Group

If you want to further classify the job categories, enter the **EEO Job Group** to which this job belongs.

FLSA Status

The code you enter in **FLSA Status** indicates whether this job is exempt or nonexempt, according to the Fair Labor Standards Act (FLSA). This value becomes the default for the FLSA Status on all employee job records associated with this Job Code. FLSA Status values are included in the Translate table. Examples include administrative, executive, nonexempt, and professional.

Tipped

Select the appropriate **Tipped** description for this job: *Tipped* or *Not Tipped*.

Evaluation Criteria Page

Usage	Use the Evaluation Criteria page to record information evaluating a given job.
Object Name	JOBCODE_TBL2_NA
Navigation	Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table, Evaluation Criteria

Prerequisites	Evaluation Criteria is the second page in the Job Code Table component. You must first enter data on the Job Code Profile page.
Access Requirements	Enter a SetID and a Job Code.

Job Code Profile Evaluation Criteria Default Compensation Non-Base Compensation

SetID: SHARE Job Code: KC001

Evaluation Criteria View All First 1 of 1 Last

Description: Accounting Clerk
Effective Date: 01/01/1980 Status: Active

Job Evaluation Criteria		Commitment Accounting
Knowhow:	Points: 0	Used by Position Mgmt? ☒
Accountability:	Points: 0	
Problem-Solving:	Points: 0	
Total Points:		

France
Germany

Training Program View All First 1 of 1 Last

Training Program:

Evaluation Criteria 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**.

Job Code The system displays the job code that you entered.

Job Evaluation Criteria

Knowhow Enter points that represent the employee's knowledge required to perform the job.

Accountability Enter points that represent the employee's ability to do the assigned job.

Problem-Solving Enter points that represent the employee's ability to work out solutions despite obstacles.

Total Points You determine the Points by comparing each of these factors to every other job in your company. The greater the **Knowhow**, **Accountability**, and **Problem-Solving** for this job, the higher the points. For example, you would probably assign more **Accountability** points to a controller than to a secretary, because the controller has more responsibility.

The system calculates **Total Points** and the **Percent**, or relative importance, of each factor. For example, if **Knowhow** receives 33.2 percent of total points, **Accountability** receives 33.7 percent, and **Problem-Solving** receives 33.1 percent, then all three factors are almost equally important.

On the other hand, if **Knowhow** receives 54.4 percent, **Accountability** receives 9.2 percent, and **Problem-Solving** receives 36.4 percent, then **Knowhow** is of greater importance than either **Accountability** or **Problem-Solving**, and **Accountability** is of little significance.

Commitment Accounting

Used by Position Mgmt?

The **Used by Position Mgmt?** check box defaults to *on* if you specify Full or Partial Position Management on the Installation Table. If the Job Code is used by a Position, select the **Used by Position Mgmt?** (Used by Position Management) check box. When defining positions, you can only choose Job Codes that have this check box enabled.

When the **Used by Position Mgmt?** check box is selected, it tells the system that you're budgeting for the Job Code at the position level. However, it does not restrict your ability to attach positions to a Job Code or attach employees to a Job Code. Even if **Used by Position Mgmt?** is cleared, you can still set up a position with the Job Code. In the reverse situation, you can still enter the Job Code on the employee's job data record if **Used by Position Mgmt?** is selected.

Training Program

Training Program

You can choose to associate a **Training Program** with this Job Code, which you'll find particularly helpful in career planning. When you set up training and development programs for employees in this Job Code, you can use the default training program as the basis for an individual career training plan.

Establishing Default Compensation Elements for a Job

The Job Code Table Compensation page enables you to assign compensation rate codes and plan/grade/step information to your job codes. Compensation rate codes and their default attributes are defined on the Compensation Rate Code Table in Define Payroll Process. Here at the job level, you can override some of the defaults of the rate codes you assign to a job code.



For more information about defining rate codes on the Compensation Rate Code Table, see *Preparing Your Payroll Process Job Data - Compensation Page*.

Default Compensation Page

Usage	Use the Default Compensation page to record Plan/Grade/Step information and salary survey data.
Object Name	JOBCD_COMP_RATE
Navigation	Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table, Default Compensation
Prerequisites	Default Compensation is the third page in the Job Code Table component. You must first enter data on the Job Code Profile, and Evaluation Criteria pages.
Access Requirements	Enter a SetID and a Job Code.

Job Code Default Compensation 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**.

Job Code

The system displays the job code that you entered.

Salary SetID

Select a **Salary SetID** from this list of available values from the Job Code table.

Salary Administration Plan	Select a Salary Administration Plan (and additional salary planning information) from the list of available options from the Salary Grade and Salary Step tables. Select a Grade. The system populates the second Salary Survey group box on the page with Hourly, Monthly, and Annual Midpt (midpoint) pay rates associated with the Grade. Select a salary Step from the list of available options. Before you can enter a default salary grade and step in the Job Code Table, you must specify a salary administration plan. But the salary administration plan you enter in this table may or may not be the default used for employees. It depends on whether you've associated salary administration plans with locations in the Location Table. If you associated salary administration plans with locations, when you select Job Codes for employees in the Job Data pages, the system enters salary administration plans from the Location Table. If you did not associate plans with locations, the system defaults the salary administration plans you enter here. No matter where the salary administration plan draws its default, when you select Job Codes for employees in the Job Data pages, the salary grade and step always default from the Job Code Table.
Survey Salary	Enter the average salary for this Job Code if you are using a salary survey to compare your organization's salaries with industry averages. Select a Currency . Valid values prompt from the Currency table.
Salary Survey Job Code	Enter the Job Code corresponding to the Survey Salary average salary.
Midpoint	The system displays the Salary Grades in hourly, daily, monthly, and annual midpoints.
Rate Code	Select a compensation Rate Code to apply to the job. This compensation rate will default to the job records of employees assigned to the job you're defining. When you select a code from the drop-down list, the system displays the short description of the code and populates the rest of the row according to the attributes of that Rate Code.
Details	Select this option to go to the Comp Rate Code page.
Comp Rate	A Rate Code can be defined as either a rate or a percent. If the code you select is for a rate, the system shows the compensation rate here. You can override this information for the Job Code you're defining.

Currency

If the **Rate Code** is defined as a **Comp Rate**, the system shows the **Currency Code** assigned to that **Comp Rate**. You can override this information for the **Job Code** you're defining.

Frequency

When you select a **Rate Code**, the system shows the compensation frequency here. You can override this information for the **Job Code** you're defining.

Points

This control does not apply to Payroll for North America.

Percent

A **Rate Code** can be defined as either a rate or a percent. If the code you select is for a percent, the system shows the compensation percent here. You can override this information for the **Job Code** you're defining.

Rate Code Group

Select a rate code group. Valid values prompt from the Rate Code Group Table.

For more information about defining Rate Codes, see PeopleSoft 8 Payroll for North America, "Defining Earnings and Using Earnings Codes"

Apply FTE

Select **Apply FTE** to indicate the compensation rate for this Rate Code will be multiplied by the FTE (full time equivalency) in the calculation of the Job Compensation Rate.

Comp Rate Code Secondary Page

Usage	Use the Comp Rate Code page to review the description, comp rate type, and rate code class associated with the rate code.
Object Name	COMP_RATECD2_SEC
Navigation	Click the Details link on the Default Compensation page.

Comp Rate Code Secondary Panel

Comp Rate Code:

Description

☐ Base Pay ☐ Use Highest Rate

Rate Code Type:

Rate Code Class:

OK Cancel

Comp Rate Code secondary page

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

Comp Rate Code	The comp rate code is displayed here.
Base Pay	The system selects this check box if your selected Rate Code is defined as a base pay rate.
Use Highest Rate	The system selects this check box if the <i>Use Higher Rate</i> option is selected on the Compensation Rate Code Table for your selected Rate Code . You can enter a Comp Rate for this Job Code that differs from the rate defined for the Rate Code . If this box is selected, the system will pay the higher rate.
Rate Code Type	When you select a Rate Code , an abbreviation of the Rate Type assigned to that code on the Compensation Rate Code Table appears here. For example, if the Rate Type of the code you select is Flat Amount, the system displays <i>FA</i> here.
Rate Code Class	The rate code class is displayed here.

Non-Base Compensation Page

Usage	Use the Non-Base Compensation panel to enter information about a Job Codes Non-Base Compensation.
Object Name	JOBCD_NON_BASE
Navigation	Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table, Non-Base Compensation
Prerequisites	Non-Base Compensation is the last page in the Job Code Table component. You must first enter data on the Job Code Profile, Evaluation Criteria, and Default Compensation pages.
Access Requirements	Enter a SetID and a Job Code.

Non-Base Compensation 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.**

Rate Code	Select a compensation Rate Code to apply to the job. This compensation rate will default to the job records of employees assigned to the job you're defining. When you select a code from the drop-down list, the system displays the short description of the code and populates the rest of the row according to the attributes of that Rate Code .
Details	Select this option to go to the Comp Rate Code page.
Comp Rate	A Rate Code can be defined as either a rate or a percent. If the code you select is for a rate, the system shows the compensation rate here. You can override this information for the Job Code you're defining.
Currency	If the Rate Code is defined as a Comp Rate , the system shows the Currency Code assigned to that Comp Rate . You can override this information for the Job Code you're defining.
Frequency	When you select a Rate Code , the system shows the compensation frequency here. You can override this information for the Job Code you're defining.
Points	This control does not apply to Payroll for North America.
Percent	A Rate Code can be defined as either a rate or a percent. If the code you select is for a percent, the system shows the compensation percent here. You can override this information for the Job Code you're defining.
Rate Code Group	Select a Rate Code Group . Valid values prompt from the Rate Code Group table.
Apply FTE	Select Apply FTE to indicate that the compensation rate for this Rate Code is multiplied by the FTE (full time equivalency) in the calculation of the Job Compensation Rate.

Accessing Vendor Data

Before you can use PeopleSoft Payables to pay third parties the deductions withheld from employee paychecks, a unique vendor ID and profile must be established for each deduction recipient. Vendor profiles are created in the Payables system and store the vendor ID, name, payment terms and methods, processing defaults, and other information needed to manage the vendor relationship. Payables uses PeopleSoft's Application Messaging technology to publish, or send, vendor information to PeopleSoft Payroll. You can then display vendors on the Payroll

system's Vendor Information pages and locate the information you will use to link vendors to deduction records.

You'll need to work closely with your accounts payable department to ensure they have all the information they need to set up and maintain the vendor records for deduction recipients.

This section describes the information needed to set up vendor records, how to access the vendor information entered by PeopleSoft Payables, and how to interpret information that appears on the vendor pages. Instructions for linking vendors to deductions are presented elsewhere in this document.



For more information about linking vendors to deductions, see *Interfacing with Accounts Payable*. For more information about setting up vendors in PeopleSoft Payables, see the Payables documentation. To view a list of all available vendors see the *Running Payroll Reports* section.

Coordinating with Payables

Third-party deduction recipients who need to be paid through PeopleSoft Payables must be defined in the PeopleSoft Payables system. Most likely, it will be your responsibility to:

- Provide your accounts payable department with the information they need to set up vendor records for garnishment collectors, tax collection authorities, and other deduction recipients.

You can determine what information is needed by reviewing the vendor pages described later in this section. These pages display the basic information that's required in order to pay third-party vendors—the pages do not contain all fields the PeopleSoft Payables system is capable of storing for each vendor.

- Notify PeopleSoft Payables when information for these vendors changes.
- Request that PeopleSoft Payables send vendor records to PeopleSoft Payroll whenever they update records for deduction recipients.

Although it's possible to create and update vendors using the vendor pages accessible through PeopleSoft Payroll for North America, we recommend that these records be created and updated in the PeopleSoft Payables system only. Changes made on the Payroll system are not passed to Payables. Likewise, updates made in PeopleSoft Human Resources are not acceptable by Payables, so those changes must also be made in Payables.



Benefit providers must also be set up as vendors. You may wish to consult with your benefits department to determine who should supply the vendor information for these parties to your accounts payable department.

Displaying Vendor Pages

Information about each vendor who will receive amounts deducted from employee paychecks is presented on the five PeopleSoft Payroll pages listed below.

- Vendor Information.

This page provides the vendor's name, classification, and status information.

- Addresses.

The Addresses page contains detailed address information for the vendor and links to pages that supply telephone numbers and alternate names for the vendor, if applicable.

- Locations.

The Locations page shows the status of each location associated with the vendor and the remittance instructions. Links on this page take you to bank account information, comments, and payment options for the vendor location.

- Contacts.

The Contacts page supplies the names, addresses, and phone numbers of the people you deal with in the vendor organization.

- Policy.

If the vendor is a benefits provider, the Policy page contains the policy number, begin and end dates, contact names, and so on.

For your convenience, you can access the vendor pages from various PeopleSoft Payroll menus. The menu from which you access the pages determines the types of vendors you can view, as shown in the table below.

<i>Type of Vendor</i>	<i>Navigation Path</i>
All types	Define Business Rules, Define AP Interface, Setup, Vendor Information
Garnishment collectors only	Define Business Rules, Define Payroll Process, Setup, Garnishment Payee Table
Tax collection authorities only	Define Business Rules, Define Payroll Taxes, Setup, Tax Collector Table



An additional page--the Vendor Control page--displays the numbering scheme the accounts payable department uses when adding new vendors. You can access it from the AP Interface menu only.

Vendor Control Page

PeopleSoft Payables has the option of using an autonumbering feature to assign Vendor IDs to new vendors. They can also add a prefix to vendor IDs, if they wish to categorize vendors. The prefix is informational only. For example, Payables might add the same prefix to all vendors set up at the request of the Payroll department. Then, when Payables is ready to publish vendor information to Payroll, they can publish just those vendors with the Payroll prefix.

The Vendor Control page displays whether Payables is using the autonumbering feature for vendors associated with a particular setID and, if applicable, the vendor ID prefix assigned to vendors set up for Payroll use.

Usage	Use the Vendor Control page to identify the prefix assigned to the vendor in Payables, if applicable.
Object Name	VNDR_CNTRL
Navigation	Define Business Rules, Define AP Interface, Setup, Vendor Control
Prerequisites	None.
Access Requirements	Select the SetID the vendor is associated with.

Vendor Control page

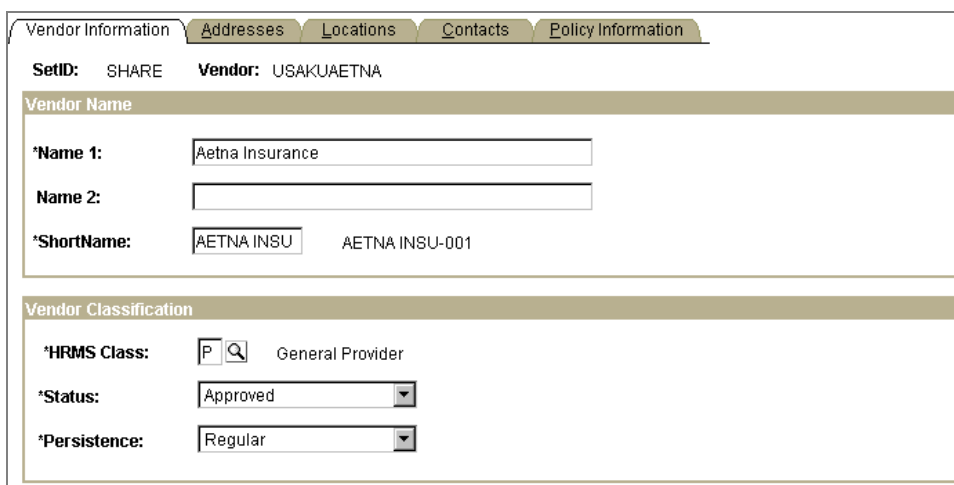
The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID**.

Use Auto-Numbering	Select this option to use the system's auto-numbering feature.
HRMS Vendor ID Prefix	Enter the vendor ID prefix.
Last Vendor ID Assigned	The last vendor ID assigned displays here.

Vendor Information Page

Usage	Use the Vendor Information – Identifying Information page to display the vendor name, classification, status, and persistence.
Object Name	VNDR_ID1

Navigation	• Define Business Rules, Define AP Interface, Setup, Vendor Information • Define Business Rules, Define Payroll Process, Setup, Garnishment Payee Table • Define Business Rules, Define Payroll Taxes, Setup, Tax Collector Table
Prerequisites	To display vendors set up in Payables, the Application Messaging function must have published the vendor tables to Payroll.
Access Requirements	Enter the SetID and Vendor ID.



Vendor Information **Addresses** Locations Contacts Policy Information

SetID: SHARE **Vendor:** USAKU AETNA

Vendor Name

*Name 1: Aetna Insurance

Name 2:

*ShortName: AETNA INSU AETNA INSU-001

Vendor Classification

*HRMS Class: P General Provider

*Status: Approved

*Persistence: Regular

Vendor Information – Identifying Information 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**.

Vendor ID The Vendor ID you entered to access the page appears in this field.

Name 1, Name 2 The vendor's name. Two lines are provided in case the vendor has divisions, subsidiaries, or other entities that require detailed identification.

ShortName You can use the vendor's short name as an alternate search key to access vendor data.

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 nontax 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 PeopleSoft Payables system, the status must be set to <i>Approved</i> . If set to any other status, contact your accounts payable department.
Persistence	The period of time through which the vendor will remain active. If the Persistence field is set to any value other than <i>Permanent</i> , contact your accounts payable department.

Vendor Information - Addresses Page

Usage	Use the Vendor Information – Addresses page to enter one or more addresses for the vendor. You can enter multiple addresses for the different sites a vendor might have.
Object Name	VNDR_ADDRESS
Navigation	• Define Business Rules, Define AP Interface, Setup, Vendor Information • Define Business Rules, Define Payroll Process, Setup, Garnishment Payee Table • Define Business Rules, Define Payroll Taxes, Setup, Tax Collector Table
Prerequisites	To display vendors set up in Payables, the Application Messaging function must have published the vendor tables to Payroll.
Access Requirements	Enter the SetID and Vendor ID.

Vendor Information - Addresses page

Vendor Information - Addresses page

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

- Vendor ID** The **Vendor ID** you entered to access the page.
- Addr** The number automatically assigned to this address when it was entered.
- Description** Enter a description of the address to appear in list boxes and on the vendor detail report (APY3000).
- Address Type** ***Premium Payment*** and ***Remittance*** are the only valid address types for deduction recipients. This field is for payroll use only. PeopleSoft Human Resources would have to update this field manually with Payables data.
- 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 fields** Address information for the vendor, formatted according to the vendor's country.
- Alternate Names** Click **Alternate Names** to access the Alternate Names page where you can view alternate names to be used for payments.

Telephone

Click **Telephone** to access the Telephone page where you can display the vendor's phone number(s).

Email ID

Click **Email ID** to access the Email ID page where you can display the vendor's email address.

Alternate Names Page

Usage	Use the Payment Alternate Names page to display the alternate name to be used on payments, if applicable.
Object Name	VNDR_ADDR_ALTNAME
Navigation	To access the Payment Alternate Names page, click the Names link on the Vendor Information – Addresses page.

Alternate Names

Alternate Name 1:

Alternate Name 2:

Alternate Name page

If an alternate name appears on the Alternate Names page, PeopleSoft Payables will use this information (instead of the name that appears on the Vendor Information page) when it generates payments for the location that uses this address.

Telephone Page

Usage	Use the Telephone page to display phone information for the vendor.
Object Name	VNDR_ADDR_PHN
Navigation	Click the Names link on the Vendor Information - Address page.

Phone Information

Find | View All First 1 of 1 Last

*Phone Type	Telephone	Extension
Cellular		+ -

Telephone Information page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Phone Type, Telephone, Extension.**

Country Code

The country code associated with the phone number is displayed here.

Email ID Page

Usage	Use the Email ID page to display the vendor's email address.
Object Name	VNDR_ADDR_EMAILID
Navigation	Click the Email ID link on the Vendor Information - Address page.

Email ID page

Email ID

The vendor's email address is displayed here.

Vendor Information - Locations Page

A vendor location is a default set of rules, or attributes, which define how you conduct business with a particular vendor. A vendor location comprises information such as payment options and banking information.

If a vendor uses the same set of rules across its business, it can have one location. If the vendor uses different sets of rules for different portions of its business (different branches, sites, or offices, for example), the vendor can have multiple locations, each with its own unique set of business rules.

Vendors may also have unique requirements for remitting. For this reason, a vendor location can point to other vendor locations for remitting.

Although a location is not an address, it will reference addresses. If your vendor only has one address from which it conducts all its business functions, the system will use the address that appears on the Vendor Address page as the default for all of the functions on the Vendor Location page. If a vendor has different addresses for remittances, the Location page identifies the remittance address.

Usage	Use the Vendor Information – Location page to view locations set up for the vendor and the associated remittance information, banking and payment options for the locations.
Object Name	VNDR_LOC
Navigation	• Define Business Rules, Define AP Interface, Setup, Vendor Information • Define Business Rules, Define Payroll Process, Setup, Garnishment Payee Table

	• Define Business Rules, Define Payroll Taxes, Setup, Tax Collector Table
Prerequisites	To display vendors set up in Payables, the Application Messaging function must have published the vendor tables to Payroll.
Access Requirements	Enter a SetID and a Vendor ID.

Vendor Information - Locations page

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

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 you're interested in.

Default

The **Default** checkbox is selected if this is the vendor's default location. This is the location that defaults for the vendor. The address and bank info from that location will be used unless something overrides it.

All vouchers need to have a location value in order to be processed. Attached to the location in AP is bank information and the payment defaults. This information is used to get the payment to the right address at the right time.

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	Click this link to access the Bank Accounts page, where you can view the bank accounts into which the vendor wants to have payments deposited.
Comments	Click this link to access the Comments page, where you can see any notes entered for this vendor.
Payment Options	Click this link to access the Payment Options page, where you can view the payment options for the location.

Bank Accounts - Vendor 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 Vendor Information - Locations page.

Bank Accounts

SetID: SHARE Vendor: USAKU00017 Location: HRMSSD

Vendor Bank Accounts Find | View All First 1 of 1 Last

☐ Default Description:

Bank ID Qual:

Branch ID: Bank ID:

Acct Type:

Account #: Check Digit:

DFI Qualifier: DFI ID:

[Bank Address](#) [Phone Details](#)

OK Cancel

Bank Accounts page

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. A voucher can have multiple payment schedules if the voucher amount will be paid in more than one payment, like installments. 1/3 is paid in 30 days, 1/3 in 60 days, 1/3 in 90 days.
Description	A description of the bank.

Bank ID Qual (Bank ID Qualifier)	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.
Branch ID	The branch ID for the bank, if appropriate.
Acct Type (account type)	Select the account type for the bank from the list.
Account #	The vendor's bank account number.
DFI Qualifier (depository Financial institution Qualifier)	If you are making ACH (automatic clearing house), wire, or EFT (electronic funds transfer) payments to this vendor location, this field should display the appropriate DFI Qualifier: CHIPS ID Canadian Bank Branch/Institute Mutually Defined Swift ID Transit Number The DFI Qualifier determines the format of the bank's DFI ID .
Bank ID	The Bank ID for the bank.
Check Digit	The check digit used by the bank.
DFI ID	The bank's DFI ID. The format is determined by the value displayed in the DFI Qualifier field. Refer to the table below for appropriate formats.
Bank Address	Select this link to display the bank's address information.
Phone Details	Select this link to display the bank's phone information.

DFI Qualifier	DFI ID
Transit Number	Exactly 9 digits, plus check digit calculation.
Swift ID	8 or 11 characters, position 5 & 6 must be a valid 2-character country code.
CHIPS ID	3 or 4 digits.
Canadian Bank Branch/Institute	No validation.
Mutually Defined	No validation.

Bank Address Page

Usage	Use the Bank Address page to display the bank's address information.
Object Name	BANK_ACCT_ADDR_SEC
Navigation	Click the Address link on the Bank Accounts page.

Bank Address page

Country

The bank's **Country** defaults from the Bank Accounts page. Depending on the country, the form of the address fields will vary.

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 from 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	Select the Comments link from the Locations page.



Comments page

Payment Options Page

PeopleSoft Payables uses a hierarchy to control the payment handling and payment method options for vendors. When setting up a vendor, a user can accept the default instructions determined by the hierarchy or can override the defaults and specify different options for the vendor. The control hierarchy is as follows:

1. Business Unit
2. Origin
3. Control Group
4. Vendor
5. Voucher

Usage	Use the Payment Options page to display the payment processing rules for the vendor location.
Object Name	VNDR_PAY
Navigation	Select the Payment Options link from the Locations page.

Payment Options

SetID: SHARE Vendor: USAKU00017 Location: HRMSSD

Payment Control ☐ Hold Payments ☒ Separate Payment	Bank Bank ID: Bank Account:
Payment Handling *Flag: Specify at This Level Code: Regular Payments	Payment Method *Flag: Specify at This Level Code: System Check

OK Cancel

Payment Options 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**.

Vendor The vendor ID is displayed here.

Location The location is displayed here.

Payment Control

Hold Payments

If the **Hold Payments** option is selected, PeopleSoft Payables will automatically place any payments for this vendor on hold.

Separate Payment

When the **Separate Payment** check box is selected, PeopleSoft Payables will create a separate payment for each voucher even if the system processes multiple vouchers for the vendor in the same pay cycle.

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 will follow when payments are issued for this vendor.

Valid options are:

High Dollar Processing

Internal Distribution

Regular Payments

Route to Purchasing

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 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

Vendor Information - Contacts Page

Usage	Use the Vendor Information – Contacts page to display information about the people that you will contact on a regular basis.
Object Name	VNDR_CNTCT
Navigation	• Define Business Rules, Define AP Interface, Setup, Vendor Information

	• Define Business Rules, Define Payroll Process, Setup, Garnishment Payee Table • Define Business Rules, Define Payroll Taxes, Setup, Tax Collector Table
Prerequisites	To display vendors set up in Payables, the Application Messaging function must have published the vendor tables to Payroll.
Access Requirements	Enter the SetID and Vendor ID.

Vendor Information - Contacts page

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

Vendor	The vendor ID is displayed here.
Sequence No.	The number automatically assigned to the contact when a new contact is added for the vendor.
Type	The contact's role, for example, <i>Management</i> or <i>Sales</i> .
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 this option to access the Telephone page where you can view phone information for the contact. The fields on this page are the same as those on the Telephone page you access from the Addresses page.

Vendor Information - Policy Information Page

Usage	Use the Vendor Information – Policy Information page to view policy information for benefit providers.
Object Name	VNDR_POLICY
Navigation	Define Business Rules, Define AP Interface, Setup, Vendor Information
Prerequisites	To display vendors set up in Payables, the Application Messaging function must have published the vendor tables to Payroll.
Access Requirements	Enter SetID and Vendor ID.

Vendor Information – Policy Information 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**.

Vendor

The vendor ID is displayed here.

Policy Information**Group Number**

The Group Number for the policy as defined on the Provider Policy Table. This is optional information that the system does not use.

Policy Number

The policy number.

Policy Begin Date	The begin date of the policy.
Policy End Date	The end date of the policy.
General Policy URL ID	The general policy URL.
Authorized Providers URL ID	The authorized providers URL.

Policy Contacts

Sequence	The number automatically assigned to the contact when a new contact is added for the vendor.
Contact Type	The contact's role, for example, <i>Management</i> or <i>Sales</i> .
Contact Name	The name of the contact.

Receiving Vendor Records from PeopleSoft Payables

To receive new or updated vendor records from PeopleSoft Payables, the Payables system must be set up to publish to the Human Resources Database and Human Resources database must be set up to subscribe.

When a vendor record is added or updated in the AP system, a record will be sent via app messaging to HR database. The HR subscription process will validate that it is classified as an HR vendor, and needs to process the date.

Vendor Reports

The Vendor Listing report prints a list of vendors. You can have the report print specific vendors, or vendors that were used in a given time period.



For more information about the Vendor Report, see Generating an AP Vendor Listing Report.

CHAPTER 3

Defining Earnings and Using Earnings Codes

When you're setting up earnings in PeopleSoft Payroll, the system relies on the information stored in the Company, Earnings, Special Accumulator, Shift, and Pay Group tables to determine how earnings are processed.

Although some of the information you enter on the Earnings Table is dependent on special accumulator codes and shift information, the Earnings Table is the basis for the way earnings are calculated and taxed. Before you get started, we recommend that you read through the sections that tell you how to set up these tables. Then map out the way you want your earnings, special accumulator, and shifts to be defined and segregated within the system before you actually set them up.

When the system calculates earnings, it relies on the information you enter on the Company Table, Earnings Table, Special Accumulator Table, Shift Table, and Pay Group Table.

The Earnings Table stores the parameters and rules for calculating earnings. In this table you define how each type of earnings—regular, overtime, sick, and so forth—is taxed, calculated, and adjusted, as well as how it might affect other balances, such as leave accruals. Using the Special Accumulator Table, you can accumulate earnings that you might want to use later in deduction calculations, such as a savings deduction based on a percentage of regular and overtime pay only. The Shift Table works in conjunction with the Earnings Table to calculate shift premiums.

Classifying Your Earnings Codes

Determine the different types of earnings your organization requires and decide which three-character Earnings Code to assign to each one, such as REG, VAC, and HOL. At a minimum, you'll need to set up Earnings Codes for regular and overtime pay. You'll probably also want to set up Earnings Codes for sick pay, holiday pay, and vacation pay. Depending on your Company, there may be other types of earnings you want to create. For example, you might need Earnings Codes for the following functions:

- Specify regular earnings, which are normally associated with a regular salary or regular hours worked.

Regular earnings are typically taxed by all taxing entities and consist of a simple rate-multiplied-by-time calculation, or a flat amount.

- Use a slightly different method of calculation.

For example, overtime, double time, or triple time Earnings Codes apply a multiplication factor to the earnings.

- Handle accrual accounting.

If you want your payroll system to track holidays, vacation and sick leave, jury duty, personal time off, and so on for leave accruals, you need to set up Earnings Codes for these leave categories and report applicable hours.

- Record non-hour-related earnings, such as bonuses, commissions, or automobile allowances.
- Differentiate between earnings that should or should not be taxed, such as automobile allowances or expense advances.
- Accumulate hours and dollars in other special accumulator balances.

For example, certain earnings are eligible for retirement programs, while other earnings are not.

- Identify those earnings resulting from late paperwork or collective bargaining that you want to calculate through the Retro Pay Process.
- Identify the Earnings Codes you'll use to pay Retro Pay earnings.



When you define Earnings Codes, you need to set up several basic Earnings Codes on the Pay Group Table – Calc Parameters page in the Define Payroll Process menu.

Using a Worksheet to Map Your Earnings Codes

We suggest that you create a worksheet that you can use to map out what you need. The following example is a simplified view of what your Earnings Table worksheet might look like.

<i>Earnings Type</i>	<i>Earnings Code</i>	<i>Earnings Profile</i>	<i>Tax Method</i>	<i>Other Considerations</i>
Regular	REG	Add to Gross Pay	Annualized	Adds to Leave Accruals 401(k) Accumulators
Vacation	VAC	Add to Gross Pay Shift Differential	Annualized	Subtracts from Leave Accruals
Sick	SCK	Add to Gross Pay Shift Differential	Annualized	Subtracts from Leave Accruals

Holiday	HOL	Add to Gross Pay Shift Differential	Annualized	Statutory
Bonus	BON	Add to Gross Pay	Supplemental (Bonus Tax Method should be used for Canada).	

Establishing Earnings Codes

The Earnings Table stores the parameters and rules for calculating earnings. In this table, you define how each type of earnings is taxed, calculated, adjusted, as well as how it might affect other balances, such as leave accruals. To add an Earnings Code, you must complete the Earnings Table pages—one through four.



Note: If you want your payroll system to track annual leave, sick leave, personal time off, and so on for leave accruals, you need to set up Accrual Codes for these leave categories and report applicable hours.



For more information on Leave Accrual Codes, see *USF Defining the Leave Accrual Process* in this PeopleBook.

Earnings Table – General Page

Usage	Use the Earnings Table – General page to characterize your earnings codes and define how each type of earnings—regular, overtime, sick—is taxed, calculated, and adjusted, as well as how it might affect other balances, such as leave accruals. You also use this page for specifying effects on FLSA and defining retro pay processing options.
Object Name	EARNINGS_TABLE1
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, General • Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, General
Prerequisites	None

Access Requirements	Enter a three-character Earnings Code.

General Taxes Calculation Special Process

Earnings Code: CBN

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

- ☐ Either Hours or Amount OK
- ☐ Both Hours and Amount OK
- ☐ Hours Only
- ☒ Amounts Only
- ☐ Unit/Override Rate
- ☐ Flat Amount

Effect on FLSA

- ☒ None
- ☐ Both Hours and Amount
- ☐ Hours Only
- ☐ Amounts Only

Eligible for Retro Pay

- ☐ Eligible for Retro Pay
- ☐ Used to Pay Retro

☐ Hours Distribution ☐ Administrative Stipend Flag

Earnings Table – General page

- Earnings Code** The three-character earnings code you specified in the entry page displays here.
- Effective Date** Enter the effective date for the earnings code.
- Status** Enter the status of the earnings code. Valid values are *Active* and *Inactive*.
- Description** Enter a description of the earnings code.
- Short Description** Enter a short description of the earnings code. The Payroll Check Print report PAY003 (and PAY003CN for Canada) prints the short description you enter here on the paycheck stubs, so be sure to choose a meaningful name that your employees will recognize.
- Allowable Employee Types** Enter the allowable employee types. Valid values are *All*, *Hourly*, and *Salaried*. The Paysheet uses allowable employee types to determine which employees are eligible for this earnings code. If the earnings code you're defining is only for a certain employee type, select the appropriate one.
- Payment Type**
- Some companies need the ability to enter both hours and an amount for other earnings on paysheets. You can use this feature to record an employee's hours simply for record-keeping

purposes and to enter the actual amount of pay you want that employee to receive (which may be unrelated to the number of hours in terms of the employee's actual hourly rate).

Either Hours or Amount OK	Select this option to enter either hours or amount, but not both.
Both Hours and Amount OK	Select this option to enter both hours and amounts for other earnings on paysheets.
Hours Only	Select this option to enter hours only.
Amounts Only	Select this option to enter amounts only.
Unit/Override Rate	Select this option to enter a unit or override rate. A blank field will appear where you can enter the new rate. The system overrides the hourly rate on the employee's job record. You provide a unit/override Rate on this page, then enter the number of units or hours worked in the Hours field on the paysheet. You don't need to change the hourly rate on the paysheet. The system uses the unit/override Rate specified here to calculate the earnings amount. You can use Earnings Codes based on the unit/override rate for piecework earnings.

Example

For example, Table-Driven Motors, which uses our Payroll system, pays its assembly-line employees \$2 for each door that they fasten on a new Miata. To pay their employees accordingly, they set up an Earnings Code, **ASM**, and entered **\$2** in the **Unit/Override Rate** field. During the first pay period, Rocky Andersen fastened 428 doors. If you were entering the information on Rocky's paysheet, you would insert an **Other Earnings** entry, with the code **ASM**, and 428 hours. Because the Earnings Code defines each piece as worth \$2, the system knows to calculate Rocky's earnings for that pay period as \$2 x 428, or \$856.

Flat Amount	Select this option to enter a flat amount. A blank field will appear where you can enter the flat amount. When you define an earnings code as a flat amount, the system uses the flat amount from the Earnings Table instead of the employee's rate from the job record. For example, you might wish to give multiple employees a flat amount of additional pay. You can maintain this type of flat amount on the Earnings Table by making blanket changes to the Flat Amount on the Earnings Table, instead of worrying about multiple additional pay records at the employee level.

Effect on FLSA

Use the **Effect on FLSA** group box to specify whether and how an earnings code affects FLSA regular rate calculations.

None	Select this option if the Earnings Code has no effect on FLSA rate calculations.
Both Hours and Amount	Select this option if both the hours and the amount of the earnings are used in the calculation of the FLSA rate.
Hours Only	Select this option if hours alone are used in the calculation of the FLSA rate.
Amounts Only	Select this option if only the amount of the earnings is used in the calculation of the FLSA rate.

Note. You must also assign each earnings code to a specific FLSA Category of regular, overtime, or excluded on the Earnings Table – Calculation page.

For more information on FLSA rate calculations, see PeopleSoft 8 Payroll for North America, “Calculating Pay”.

Eligible for Retro Pay

Use the **Eligible for Retro Pay** group box to identify how the Retro Pay Process uses an earnings code.

Eligible For Retro Pay	Check this box to make an earnings code eligible for retro pay calculation. You can set up the earnings code for retro pay calculation on the Retro Pay Program – Program Table page.
Used to Pay Retro	Check this box to identify the earnings code on the Retro Pay Program – Program Table page as one used for paying retroactive earnings.

For more information on processing Retro Pay, see PeopleSoft 8 Payroll for North America, “Processing Retro Pay”

Hours Distribution

The **Hours Distribution** check box is used by job earnings distribution processing. Check this box to have standard hours distributed to the non-regular earnings code according to the parameters you defined on the Job Data - Earnings Distribution Page. This check box controls the distribution and display of standard hours to non-regular earnings codes for salaried employees who have their Job Earnings Distribution Type set to either **By Amount** or **By Percent**. The distributed hours will be based upon a proration of the employee's total Standard Hours as defined on Job Data.

These hours will be displayed on the Paycheck Inquiry pages and printed on the Payroll Registers. The distribution of standard hours to the regular earnings code will automatically be processed and displayed regardless of the **Hours Distribution** setting.

Note. For earnings codes defined with a payment type of **Amounts Only** or **Flat Amount**, the **Hours Distribution** check box should be left unselected as these payment types do not allow for hours to be calculated and displayed.

Example

In the following examples, a salaried employee has 80 Standard Hours per biweekly pay period. The job earnings distribution information specifies a 50% distribution to regular earnings code REG and 50% distribution to non-regular earnings code STD. Earnings code STD has a Payment Type of 'Either Hours or Amounts OK'.

Example 1: With **Hours Distribution** checkbox Turned **Off** (cleared)

In this example, the Hours Distribution checkbox for earnings code 'STD' is turned off.

40 hours are associated with earnings code REG; 'blank' hours are associated with earnings code STD.

Example 2: With **Hours Distribution** checkbox Turned **On** (selected)

In this example, the Hours Distribution checkbox for earnings code 'STD' is turned on.

40 hours are associated with earnings code REG; 40 hours are associated with earnings code STD.



(CAN) In order for the hours that are distributed to non-regular earnings codes to be accumulated and reported as Employment Insurance (EI) hours, the **Hours Distribution** check box must be turned on for those earnings codes. A salaried employee's Employment Insurance (EI) hours will be set to zero if none of the earnings codes on a salaried employee's job earnings distribution page allows for hours distribution. Ensure that the hours distribution definitions associated with each earnings code is defined correctly to maintain the integrity of EI hours processing and reporting.

Administrative Stipend Flag

(E&G) Indicate whether this Earnings Code is an administrative stipend.

If an Earnings Code is flagged as an administrative stipend, the system uses this information, in conjunction with the Job Earnings Distribution table to distribute administrative stipend earnings for the Canada Academic Teaching Survey.

Earnings Table – Taxes Page

Usage	Use the Earnings Table - Taxes page to enter special options and tax methods for Earnings Codes.
Object Name	EARNINGS_TABLE2
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, Taxes
Prerequisites	None
Access Requirements	Enter a three-character Earnings Code.

Earnings Table – Taxes page

Earnings Code	The three-character earnings code you specified in the entry page displays here.
Description	The description you specified in the entry page displays here.
Effective Date	The effective date of the earnings code displays here.
Status	The status of the earnings code displays here.
Payback Deduction Code	Select a payback deduction code when calculating specific earnings, such as a loan or vacation advance. The system automatically creates an arrears balance for the earnings amount you specify in this field.

For more information on the **Payback Deduction Code**, see Calculating Payback Deductions.

Tax Method

Selecting an option in the **Tax Method** box determines the tax calculation method the system uses for additional pay. For example, a U.S. employee receiving a monthly bonus payment would be categorized as *Supplemental*. In contrast, for a Canadian employee receiving the same bonus payment, you would select *Bonus*.

U.S./Canadian

Annualized: Select this option to annualize the earnings, calculate tax on the annualized amount, and divide the tax by the number of pay periods in the year. The result is the withholding for the pay period. This is the most common tax method.

Cumulative: Select this option to add together the year-to-date earnings and the earnings for this pay period, annualize the result, and calculate the annualized tax. The system de-annualizes the tax by dividing it by the number of tax periods you have specified on the Paysheet. The result is compared to the year-to-date withholding; if it is greater than the year-to-date withholding, the difference becomes the withholding for the pay period. You generally use this for employees whose wages vary significantly from pay period to pay period, such as salespeople on commission.

Specified on Paysheet: Select this option to have the system employ the default method on the paysheets, annualized. However, you can override this default by specifying a tax method on each individual pay earnings. If you choose a tax method other than **Specified on Paysheet**, you cannot override the tax method on paysheets.

U.S. Only

Supplemental: Select this option for earnings codes used to identify supplemental wages. The different supplemental tax methods, supplemental wages paid with regular pay or as separate pay, are defined on the Federal/State Tax Table – General page.



For more information on the following field **Canadian Only** (Tax Methods) and its field values, see Understanding Canadian Tax Methods.

Earnings

Add to Gross Pay

Check this box to tell the system whether an employee receives actual dollars for this **Earnings Code**. In most cases, earnings add to gross pay. However, certain types of earnings might not.

Example

One example is an earnings that does not actually consist of dollars paid, such as the value of a company-supplied automobile. Because the company supplies the employee with a car—not the money to buy one—these earnings should not be added to the gross income. However, the value of the car must be shown as taxable wages. And you need to track it for W-2 or T4 purposes. To set up this auto earnings code, you would clear **Add to Gross Pay**, but select the **U.S.** or **Canadian Subject to** tax fields. For an expense advance, on the other hand, you would select **Add to Gross Pay**, but clear the **Subject to** tax check boxes.

Maintain Earnings Balances

Check this box to instruct the system to automatically maintain year-to-date, quarter-to-date, and month-to-date earnings balances for you. You should select the **Maintain Earnings Balances** box for all Earnings Codes.

Subtract from this Draw

Subtract from this Draw is information-only.

Elig. for Shift Differential

Check this box if the earnings code is used for shift pay. When the system calculates shift pay for an employee, it looks to see if the employee is assigned to a shift. It then looks at each earnings code that is eligible for shift differential and performs the appropriate shift differential calculation based on the routines selected on the shift table and the shift to which the employee is assigned. Note that shift differentials might also be specified at the employee level.

Hours Only (Reduce from Reg Pay)

Check this box if hours or earnings entered for the earnings code should reduce the employee's regular pay by an equivalent number of hours entered on the paysheets.

Typically, this field is used for Earnings Codes like holiday, sick leave, and vacation leave. If you select this check box, the hours posted to the Earnings Code reduce regular hours (for hourly employees) or regular earnings (for salaried employees) by the number of hours entered during the payroll calculation run. This saves you considerable time during payroll data entry.

Use of the **Hours Only** control depends on how time is reported. You typically use positive time entry for hourly employees, so in effect they already have their hours reduced.

Example

For example, you might enter 32 hours of regular pay and 8 hours of vacation pay on an hourly employee's paysheet. For exception hourly and salaried employees you typically enter only exception pay, and not regular pay. For example, if a salaried employee takes 8 hours off in a given week, you only have to enter 8 hours of vacation time on paysheets. As a result, for your different employee types, you may want to establish some Earnings Codes that use this feature and others that don't.

Subject to Garnishments

Check this box if the earnings code is subject to garnishments. This check box tells the system whether earnings of this type should be included in garnishment processing.

U.S. Only



For more information on U.S. tax processing, see Specifying U.S. Taxes.

Canadian Only



For more information on Canadian tax processing, see Specifying Canadian Taxes and Understanding Canadian Tax Methods.

USF Earnings Table – Taxes Page

Usage	Use the Earnings Table - Taxes page to enter special options and tax methods for Earnings Codes.
Object Name	EARNINGS_TABLE2
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, Taxes
Prerequisites	None
Access Requirements	Enter a three-character Earnings Code.

General		Taxes		Calculation		Special Process	
Earnings Code: BNS Bonus							
Earnings Information Find First 1 of 1 Last							
Effective Date: 01/01/1980		Status: Active		Federal + -			
Payback Deduction Code:							
Tax Method				U.S. Only			
☐ U.S. / Canadian		☒ U.S. Only		☐ Canadian Only		☒ Subject to FWT	
☐ Annualized		☒ Supplemental		☐ Bonus		☒ Withhold FWT	
☐ Cumulative		☐ Commission		☐ Lump Sum		☒ Subject to FICA	
☐ Specified on Paysheet						☒ Subject to Regular Rate	
				☒ Subject to FUT			
				Taxable Gross Component ID:			
				Income Code (for 1042-S):			
Earnings				Canadian Only			
☒ Add to Gross Pay				☒ Subject to CIT			
☒ Maintain Earnings Balances				☒ Subject to QIT			
☐ Subtract from this Draw				☒ Subject to CPP			
☐ Elig. for Shift Differential				☒ Subject to QPP			
☐ Hours Only (Reduce from Regular Pay)				☒ Subject to EI Earn			
☐ Subject to Garnishments				☒ Subject to EI Hrs			
				☒ Subject to True T4			
				☒ Subject to True RL			
				☐ Subject to T4A			
				☐ Subject to RL-2			
				☒ Subject to Payroll Tax			

Earnings Table - Taxes



All fields on this page are the same as the fields on the Earnings Table – Taxes page (commercial version) except for the field(s) listed below.

Federal (button) Click the **Federal** button to access the Additional Earnings secondary page.

Additional Earnings Secondary Page

Usage	Use the Additional Earnings secondary page to specify additional earnings.
Object Name	GVT_EARNINGS_SEC
Navigation	Click on the Federal button to access this page.

Additional Earnings

Addl Earning Control Settings

☐ Adds to Other Pay ☐ Federal Overtime Indicator
☐ Adds to Premium Pay ☒ Add to Other Pay on SF50/52
☐ Adds to Pay Cap Calculations ☒ Include Locality Adjustment
☐ Adds to FEGLI Base Rate

CPDF Earnings Report Type

CPDF Earns Type:

IRR Reporting Settings

☐ IRR Reportable ☐ Leave Without Pay

OK Cancel

Additional Earnings secondary page

Additional Earning Control Settings

- Adds to Other Pay** Check this box if the earnings code adds to Other Pay.
- Adds to Premium Pay** Check this box if the earnings code adds to Premium Pay.
- Adds to Pay Cap Calculations** Check this box if the earnings code adds to the Pay Cap Calculations.
- Adds to FEGLI Base Rate** Check this box if the earnings code adds to the FEGLI Base Rate.
- Federal Overtime Indicator** Check this box if the earnings code is eligible for federal overtime.

Add to Other Pay on SF50/52

Check this box if the earnings code adds to Other Pay on the SF50 or SF52.

Include Locality Adjustment

Check this box if a locality adjustment applies to the earnings code.

CPDF Earns Type**CPDF Earns Type**

Select the CPDF earnings code if additional earnings for this earnings code are reportable to the Central Personnel Data File (CPDF). Valid values are *Not Rpted*, *Retn Allow*, *Staff Diff*, and *Suprv Diff*.

IRR Reporting Settings**IRR Reportable**

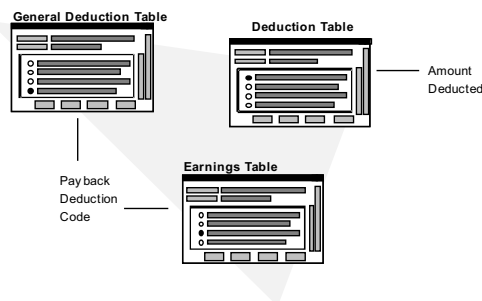
Check this box if additional earnings for this earnings code are tied to basic compensation and are IRR reportable.

Leave Without Pay

Check this box if additional earnings for this earnings code are considered leave without pay on the IRR.

Calculating Payback Deductions

When calculating certain earnings, such as a loan or vacation advance, the system automatically creates an arrears balance for the earnings amount if you enter a general deduction code in the Payback Deduction Code field. The system attempts to recover the arrears associated with this deduction code during subsequent payrolls, until it has been reduced to zero. The actual amount deducted each payroll is based on the Maximum Arrears Payback amount, which you enter on the Deduction Table (or, at the employee level, on the General Deduction Override page).

**Setting up a Payback Deduction Code**

Suppose you set up an Earnings code for Salary Advance: ADV. And you now want to create a Salary Advance Payback Deduction Code of ADVPB. You first need to set up the ADVPB deduction code on the Deduction Table and indicate arrears information. This is where you enter a flat dollar amount or a percentage to tell the system the maximum amount that can be deducted

Next you will need to set up the ADVPB deduction code on the General Deduction Table with a Flat Dollar deduction amount of \$0, unless you want to specify a dollar amount to be taken in addition to the actual payback amount, which you enter on the Deduction Table. Now you can enter ADVPB as the Payback Deduction Code on the Earnings Table for the ADV Earnings Code.



The system creates the advance payback as a before-tax deduction if the earnings associated with it has the Subject to FWT box checked. If this box is not checked, the deduction will be after-tax.

Let's say that after you set up these tables to reflect the salary advance earnings and advance payback deduction codes, the first employee to take advantage of the advance program is Terry Norton, who requests a salary advance of \$500.

During the first pay period, you need to update Terry's paysheet to include Other Earnings of \$500 with an ADV Earnings code. The Pay Confirmation process automatically creates a payback arrears balance of \$500 under the ADVPB deduction code, because you linked that payback deduction code to the ADV Earnings code.

In subsequent pay periods, the system automatically tries to recover any outstanding arrears, based on the ADVPB deduction code, which we set up with a flat maximum payback amount of \$50. In Terry's case, the system takes the deduction amount of \$50 as arrears payback in the second pay period, and reduces the payback arrears balance to \$450. It continues to take \$50 a pay period until the arrears balance is zero.



For more information on how to set up the General Deduction and Deduction tables, see Defining Deductions.

Specifying U.S. Taxes

Subject to FWT, **Subject to FICA**, and **Subject to FUT** determine what effect the Earnings code has on the corresponding taxable grosses for federal withholding, FICA, and federal unemployment taxes, respectively. The system maintains separate accumulators for each of the taxable grosses.

By default, **Withhold FWT** is on. This indicates that the Earnings code is subject to federal income tax withholding. If you deselect the box, then the earnings still add to taxable gross, but withholding isn't taken for this Earnings code. For example, tuition reimbursement is an Earnings code that should add to taxable gross, but no withholding should be taken. In almost all cases, **Withhold FWT** should be on, to prevent under-withholding.

Generally speaking, most earnings are taxable for FWT, FICA, and FUT. However, certain earnings may not be taxable, and should be marked accordingly. You want to deselect these fields for Earnings codes such as expense reimbursements and salary advances.



On the Taxable Gross Definition Table, you can specify, for specific states and localities, whether withholding on a taxable gross component follows the rule you select here. Regardless of federal withholding, a **Taxable Gross Definition ID** entry is required for any Earnings code for which you don't want state or local income tax withheld.



Important! The taxable gross component ID you specify must be unique! If it is not unique, it can cause the taxable grosses to be incorrect.



For more information on the Taxable Gross Definition Table, see Defining Your Payroll Taxes.

To give you a better idea of how these options work, let's take a look at how you might set up the following Earnings codes:

Earnings Code	FWT	FUT	FICA
Regular	Tax	Tax	Tax
Overtime	Tax	Tax	Tax
Injury Pay	Tax	No Tax	Tax
Expense Reimbursement	No Tax	No Tax	No Tax
Disability Payment	Tax	No Tax	No Tax

You select or deselect the **Subject to FWT**, **FUT**, and **FICA** check boxes based on whether the earning should be added to the taxable gross for the specific tax. These settings enable the system to determine exactly how much of an employee's pay is subject to federal taxes.

Earnings Code	Amount	FWT Gross	FUT Gross	FICA Gross
Earnings Code	Amount	FWT Gross	FUT Gross	FICA Gross
Regular	1000	1000	1000	1000
Overtime	200	200	200	200
Injury Pay	200	200		200
Expense Reimbursement	1000			

Earnings Code	Amount	FWT Gross	FUT Gross	FICA Gross
Disability Payment	600.00	600.00		
Total		2000.00	1200.00	1400.00

(E&G) Under Income Code (for 1042-S), make a selection for non-resident alien/1042-S processing. Available options include:

15	Scholarship/Fellowship
16	Independent Personal Services
17	Dependent Personal Services
18	Teaching
19	Studying and Training
50	Other Income

Calculating State Taxes

PeopleSoft Payroll normally sets the taxable gross used for calculation of state and local income tax withholding to the taxable gross for federal withholding. Similarly, the taxable gross for state unemployment and disability is assumed to be the same as the taxable gross for federal unemployment. However, some states and localities don't follow federal rules for the taxability of all types of wages. Therefore you must have a means of overriding the taxability rules you specify in the **Earnings Table**.

To modify federal rules, you make an entry in the **Taxable Gross Component ID** field on the Earnings Table. Valid values are **125**, **401K**, **GTL**, **NOSTX**, **TIP**, and **TSICK**. The **Taxable Gross Component ID** is a code the system uses to define a taxable gross base—different from federal—to use when calculating state and local taxes. This code points to information in the Taxable Gross Definition Table, which serves two purposes:

- Indicates which federal taxable gross level (such as FWT, FUT, or FICA) is used as a base for state and local taxable gross.
- Tells the system how to adjust (add to or subtract from) the state and local base when it differs from the federal definition.

PeopleSoft maintains state and local taxable grosses, which have been adjusted for 401(k), TSP, Section 125, group life plans, and group FEGLI plans. If necessary, you can add your own entries to the Taxable Gross Definition Table for other types of earnings that might need to be adjusted. Additionally, PeopleSoft maintains a Taxable Gross Definition called TIP for employers of tipped people.



Important! The taxable gross component ID you specify must be unique! If it is not unique, it can cause the taxable grosses to be incorrect.



You cannot enter a **Taxable Gross Component ID** on the Earnings Table if you have not yet defined it on the Taxable Gross Definition Table.



For more information on the Taxable Gross Definitions, see Defining Your Payroll Taxes.

Understanding Canadian Tax Methods

Selecting an option in the **Tax Method** box determines the tax calculation method the system uses for the additional pay. Each of the three Canadian tax methods is described and illustrated with an example below.



You can assign only one tax method to each Earnings Code. Multi-country employers need to set up separate earnings codes where country-specific tax methods are applied.

Bonus Tax Method

The **Bonus Tax Method** calculates the taxes on payments that are irregular in nature—such as bonus payments. The actual calculation steps the system uses depends upon how the bonus is paid (that is, whether it is included with earnings or paid in a separate check).

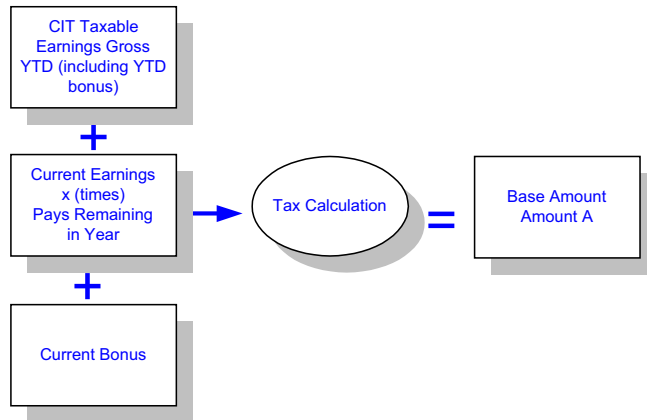
In either scenario, the system calculates a Base Amount A and then a Base Amount B. It then subtracts Base Amount B from Base Amount A to arrive at the actual tax on the bonus.

$$\text{Base Amount A} - \text{Base Amount B} = \text{Tax on Bonus}$$

Scenario 1: Bonus Included With Regular Earnings

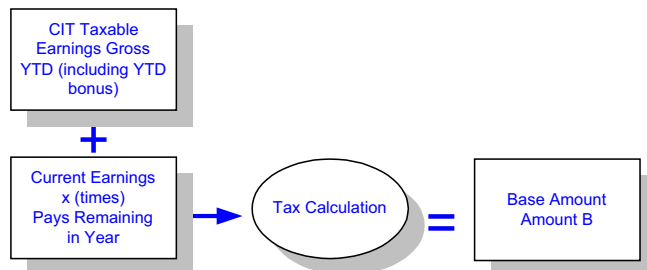
If a bonus payment is included with regular earnings, the tax on the bonus amount is calculated using three formulas.

In the first step, the system calculates a Base Amount A. The Tax Calculation in the following diagram annualizes the final net amount.



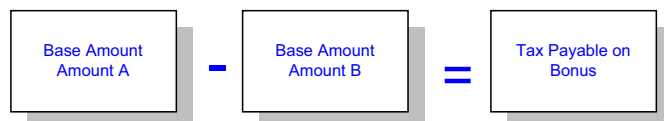
Step 1: Bonus included with regular earnings - Base Amount A

In the second step, the system calculates a Base Amount B.



Step 2: Bonus included with regular earnings - Base Amount B

In the third step, the system subtracts Base Amount B from Base Amount A to arrive at the tax payable on the bonus.

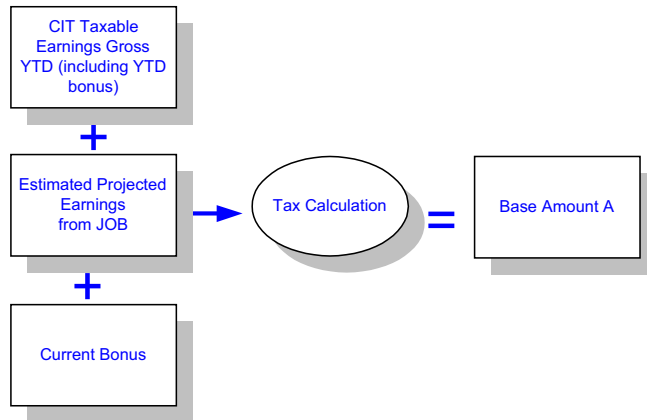


Step 3: Bonus included with regular earnings - tax on bonus

Scenario 2: Bonus Paid in a Separate Cheque

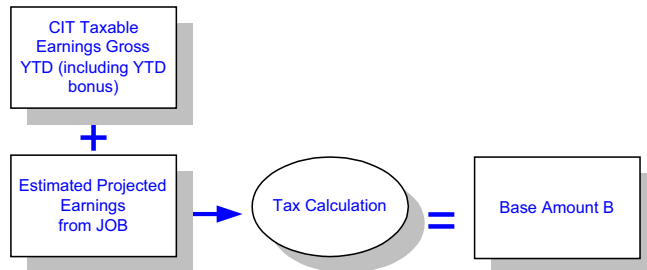
If a bonus payment is paid in a separate cheque, the tax on the bonus is calculated using the following three formulas.

In the first step, the system calculates a Base Amount A.



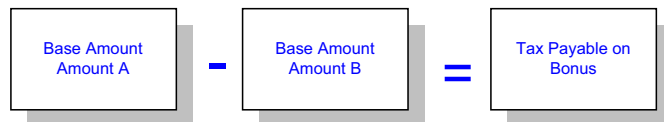
Step 1: Bonus paid in separate Cheque - Base Amount A

In the second step, the system calculates a Base Amount B.



Step 2: Bonus paid in separate Cheque - Base Amount B

In the third step, the system subtracts Base Amount B from Base Amount A to arrive at the tax payable on the bonus.



Step 3: Bonus paid in separate Cheque - tax on bonus

Commission Method

The Commission Tax Method uses amounts entered in the Commission box (Income, Expenses and RPP/RRSP Limit) fields of the Canadian Income Tax Data and Quebec Income Tax Data pages. Be aware that if these amounts are not entered, the system calculates tax using the annualized tax method, resulting in a higher amount of tax withheld. The Commission Tax Method calculates the taxes on commissions differently, depending upon whether you are calculating CIT or QIT.

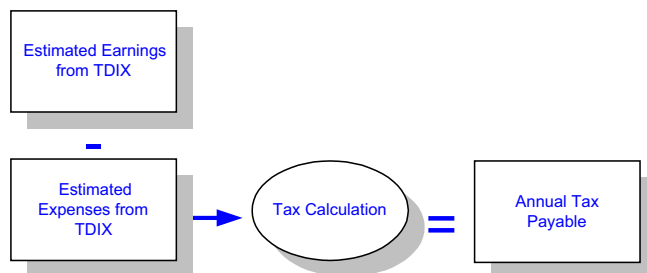


Amounts entered in the Commission box for Income and Expenses on the Canadian Income Tax Data and Quebec Income Tax Data pages represent the total annual estimated earnings and expenses as reported by employees on the Revenue Canada Statement of Remuneration and Expenses and Revenu Quebec Statement of Commissions and Expenses for Source Deduction Purposes.

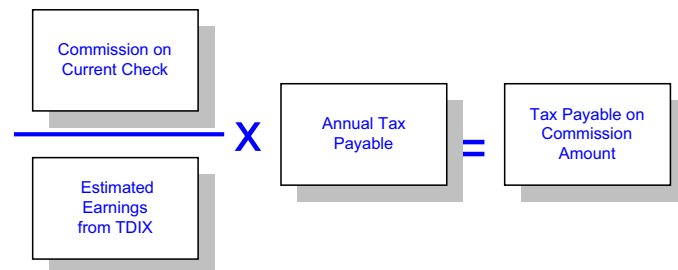
Consider the following two scenarios.

Scenario 1 - CIT Commission Tax Calculation

The system uses two formulas to calculate federal commission tax. The first formula calculates the total annual tax based on net earnings from the Commission group box in the Canadian Income Tax Data page using the annualized method.



Step 1: CIT commission tax - annual tax payable



Step 2: CIT Commission tax - tax on commission

The second step determines the tax payable on the current cheque based on a proration of current period earnings and total estimated earnings for the year.

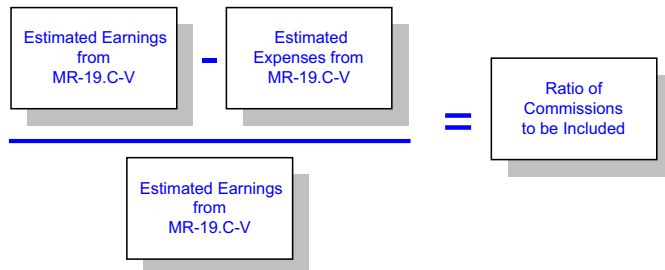
Scenario 2 - QIT Commission Tax Calculation

Unlike the federal Statement of Remuneration and Expenses (used to estimate net annual taxable income amount), the Quebec Statement of Commissions and Expenses establishes a ratio to annualize the current cheque's commission payment.

For Quebec provincial tax, the current cheque's commission earnings are calculated based upon

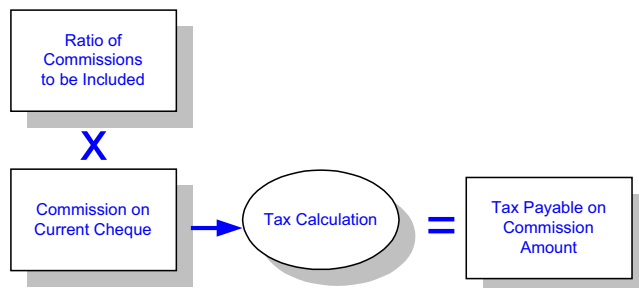
a percentage determined by the values entered in the Commission group box (Income and Expenses) on the Quebec Income Tax Data page. This calculated amount is annualized, and tax is calculated using the annualized method. Additional withholding amounts are added to the calculated amount.

The first step in the Quebec commission tax calculation is to derive the ratio of commission to apply to the current cheque's commission earnings amount.



Step 1: QIT Commission tax - ratio of commissions included

The second step is to apply the ratio determined in step 1 against the current cheque's commission payment to determine the amount of tax to be withheld. The tax calculation annualizes the figure to arrive at an annual taxable earnings amount. The calculated annual tax is de-annualized, according to the pay frequency to arrive at the total tax for the current cheque.



Step 2: QIT Commission tax - tax payable

Lump Sum Tax Method

The lump sum tax method determines the withholding for the period using the corresponding rate(s) for the taxable gross specified on the Federal CIT Lump-Sum Rates box or Quebec (QIT) Lump-Sum Rates box on the Tax Rates, Credits and Other page.



You can assign only one tax method to each Earnings code. Multi-country employers must set up separate earnings codes where country-specific tax methods are applied.

Specifying Canadian Taxes

These are the various Canadian tax options that determine the effect of earnings on taxable grosses:

Subject to CIT	This check box indicates whether or not earnings are subject to Canadian Income Tax.
Subject to QIT	This check box indicates whether or not earnings are subject to Quebec Income Tax.
Subject to CPP	This check box indicates whether or not earnings are subject to Canada Pension Plan contributions.
Subject to QPP	This check box indicates whether or not earnings are subject to Quebec Pension Plan contributions.
Subject to EI Earn	This check box indicates whether or not the amount under a particular Earnings code is subject to Employment Insurance (EI) premiums and insurability. This information is used to complete and report the Record of Employment (ROE)
Subject to EI Hrs	This check box indicates whether or not hours associated with a particular Earnings code are required for Employment Insurance (EI) reporting. This information is used in completing and reporting the Record of Employment (ROE).
Subject True T4	This check box indicates whether or not earnings represent the accumulation of total employment income federally.
Subject to RL-2	This check box indicates whether or not earnings are subject to RL-2 withholding. To ensure that the appropriate amount of tax is reported on the RL-2 year-end slip, select the Subject to RL-2 check box. The system enables the Subject to QIT check box when you save the record. Note. The RL-2 Tax Form Definition table setup is only required before running the year-end process for the tax year
Subject to T4A	This check box indicates whether or not earnings are subject to T4A withholding. To ensure that the appropriate amount of tax is reported on the T4A year-end slip, select the Subject to T4A check box. The system enables the Subject to CIT check box when you save the record.

	Note. The T4A Tax Form Definition table setup is only required before running the year-end process for the tax year.
Subject True RL	This check box indicates whether or not the earnings represent the accumulation of total provincial employment income for Quebec.
Subject to Payroll Tax	This check box indicates whether or not earnings are subject to the Northwest Territories or Nunavut Payroll Tax. For employees who work in the Northwest Territories/Nunavut, you must select the Payroll Tax Exempt check box on the Canadian Income Tax Data page. By default, the system calculates and withholds a 1% payroll tax on specified remuneration paid to employees for work performed in the Northwest Territories. A Northwest Territories/Nunavut employee whose total Northwest Territories/Nunavut earnings doesn't total more than \$5,000 for the calendar year should not be subject to this tax. You might stop the tax withholding for these exempt employees by selecting the Payroll Tax Exempt check box on the Canadian Income Tax Data page. For more information on using the Payroll Tax Exempt check box, see PeopleSoft 8 Payroll for North America, "Maintaining Payroll Data": PeopleSoft 8 Payroll for North America, "Maintaining Payroll Data"



Because the system maintains separate accumulators for each of these taxable grosses, you need to consider each option individually when determining whether the check boxes should be selected.

Important Considerations When Specifying Canadian Withholdings



It is imperative that you define all earnings subject to CIT, T4A, QIT, and RL-2 withholding using the appropriate tax options (Subject to CIT, Subject to T4A, Subject to QIT, and Subject to RL-2) before they are paid to employees. To ensure that all amounts are allocated to the proper accumulators, this setup must be completed before running the first payroll of the new tax year.

It is equally important that all corresponding earnings codes subject to T4A and RL-2 withholding are defined on the Tax Form Definitions Table before running the year-end process for that tax year (for example, set up prior to running the year-end process for tax year 1998).

The same earnings code may be reclassified between T4 and T4A earnings, or RL-1 and RL-2 earnings before running payrolls in the new tax year. A mid-year reclassification of earnings, however, requires that a separate earnings code be set up in order to allocate the earnings to the correct T4 and T4A accumulators, or RL-1 and RL-2 accumulators.

In most cases, earnings will be taxable for CIT, EI, and CPP. If the company is located in Quebec, these earnings also reflect QIT and QPP. If you're setting up Earnings codes that are not taxable (such as expense reimbursements, uniform allowances, or auto reimbursements) deselect the **Subject to** check boxes that don't apply.

To accommodate the accumulation of dollars but not hours, EI options are segregated by hours and earnings when multiple Earnings codes representing the same hours (and subject to EI) are paid in conjunction with one another. This general rule applies to premiums or differentials paid in conjunction with regularly paid work hours. When setting up earnings subject to EI, you must determine whether both the dollars and hours should be accumulated, or just the dollars.

For example, if you set up shift premiums as specific Earnings codes on the Earnings Table, but pay them in conjunction with regular pay, the table setup for EI tax options should look like this:

<i>Earnings Code</i>	<i>EI Earnings</i>	<i>EI Hours</i>
Regular Pay	Yes	Yes
Shift Premiums	Yes	No



For more information on determining how to define Earnings Codes for EI processing, see your *HRDC Employment Insurance Guide*.

You also need to decide how to tax different Earnings codes. For example, to set up the earnings at Viceroy Northern Bank, you must consider the following criteria:

Earnings Code	CIT	True T4	CPP	EI (Earn)	EI (Hrs)
Regular	Tax	Yes	Tax	Tax	Yes
Overtime	Tax	Yes	Tax	Tax	Yes
Shift Premium	Tax	Yes	Tax	Tax	No
Expense Reimbursement	No Tax	No	No Tax	No Tax	No
Retiring Allowance	Tax	No	No Tax	No Tax	No

Earnings Code	QIT	True RL	QPP	Payroll Tax	T4A	RL-2
Regular	Tax	Yes	Tax	Tax	No Tax	No Tax
Overtime	Tax	Yes	Tax	Tax	No Tax	No Tax
Shift Premium	Tax	Yes	Tax	Tax	No Tax	No Tax
Expense Reimbursement	No Tax	No	No Tax	No Tax	No Tax	No Tax
Retiring Allowance	Tax	No	No Tax	Tax	Tax	Tax

To set these Earnings codes up on the Earnings Table, either select or deselect the tax option check boxes in the above chart, depending on whether the earnings type should or should not be taxed or accumulated. This setup enables the system to determine how much of an employee's pay is subject to different tax types.

Earnings Code	Amount	CIT	True T4	CPP	EI (Earn)	EI (Hrs)
Regular	1000	1000	1000	1000	1000	40
Overtime	200	200	200	200	200	10
Shift Premium	100	100	100	100	100	
Injury Pay	200	200	200	200		

Expense Reimbursement	1000					
Retiring Allowance	500					
Total	3000	1500	1500	1500	1300	50

Earnings Code	Amount	QIT	True RL	QPP	T4A	RL-2	Payroll Tax
Regular	1000	1000	1000	1000			1000
Overtime	200	200	200	200			200
Shift Premium	100	100	100	100			100
Injury Pay	200	200	200	200			200
Expense Reimbursement	1000						
Retiring Allowance	500				500	500.00	
Total		1500	1500	1500	500	500.00	150

Earnings Table – Calculation Page

Usage	Use the Earnings Table - Calculation page to track General Ledger entries by Earnings code and to define an Earnings code as earnings based on other earnings. Additionally, use this page to tailor the earnings code to very specific items that control how the earnings code is handled during pay calculation and what results the earnings code produces. Think of these details as special earnings calculation formats.
Object Name	EARNINGS_TABLE3
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, Calculation • Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, Calculation
Prerequisites	None
Access Requirements	Enter a three-character Earnings code.

General Taxes Calculation **Special Process**

Earnings Code: BNS Bonus

Earnings Information Find First 1 of 1 Last

Effective Date: 01/01/1980 Status: Active

Expense Accounts - Non Commitment Accounting:

Earnings Calc Sequence: 500

Rate Adjustment Factor:

Hours Adjustment Factor:

Multiplication Factor: 1.0000

Earnings Adjustment Factor:

Maximum Hourly Rate: \$50.000000

Maximum Yearly Earnings:

*Budget Effect: Nonproductive

*Tips Category: Not Tips

☐ Special Calculation Routine

Based on Other Earnings/Hours

Type

☐ Single Earnings

☐ Special Accumulator

☒ None

*Based On Amount or Hours: None

Category for FLSA

☒ Regular ☐ Overtime ☐ Excluded

Earnings Table – Calculation page

Earnings Code	The three-character earnings code you entered in the entry page displays here.
Description	The description you specified in the entry page displays here.
Effective Date	The effective date of the earnings code displays here.
Status	The status of the earnings code displays here.
Expense Accounts – Non Commitment Accounting	Enter an account number in this field if you want to track general ledger entries by earnings code. The Expense Accounts – Non Commitment Accounting field is not applicable to PeopleSoft Payroll for E&G.
Earnings Calc Sequence	Enter sequence numbers to tell the system the order in which to process earnings during payroll calculation. When assigning priorities, remember that the lower the sequence number, the higher the processing priority for the earnings code. Sequence is important only if one earnings calculation is dependent on another. For example, regular earnings must have a lower sequence number than any earnings codes that reduce regular earnings, that is, earnings that have hours only (reduce from regular pay) selected.

Note. The default earnings calc sequence is 500. A good rule is to change the Earnings Calc Sequence for regular pay to 001, to make sure it is calculated first.

Example

The system calculates earnings for hourly employees according to the following formula:

$$\begin{aligned} \text{Earnings} = & [(\text{Pay Rate or Unit/Override Rate} \\ & + \text{Shift Rate} + \text{Rate Adjustment Factor}) \\ & * (\text{Hours} + \text{Hours Adjustment Factor}) \\ & * \text{Multiplication Factor}] \\ & + \text{Earnings Adjustment Factor} \end{aligned}$$

Earnings for salaried employees are calculated as follows:

$$\begin{aligned} \text{Earnings} = & \text{Earnings amount} \\ & * \text{Multiplication Factor} \end{aligned}$$

Rate Adjustment Factor

Enter a value to adjust the hourly rate associated with an earnings code. The rate adjustment factor is a dollar amount that applies to adjustments in pay rates. For example, if your union negotiates a \$0.30 an hour cost of living adjustment, you enter 0.3 in this field for any applicable earnings, such as regular, overtime, vacation leave, and sick leave. Any employee getting any one of these types of earnings is paid \$0.30 an hour, in addition to the compensation rate specified on that employee's job record.

Hours Adjustment Factor

Enter a value to adjust the number of hours associated with an Earnings code, such as 40 hours for regular. This can be either a positive or negative number. For example, before Jan Gregory joined CCB, she was a nurse at Diablo Hills Hospital. At the hospital, Jan was paid for a full 40-hour week. But because she was required to clock in and out when she went to lunch every day, her time cards showed that she only worked 37.5 hours a week—the actual number of hours that was entered on her paysheets. To set this salary structure up on our system, you would enter an Hours Adjustment Factor of 2.5.

Multiplication Factor

Enter a value to calculate hourly earnings, such as overtime or double time, for which the earnings are multiplied by a specific number or factor: 1.5 for overtime, 2.0 for double time.

Earnings Adjustment Factor

Enter a value to indicate a specific amount that doesn't affect pay rate or hours, you should enter it as a ***Flat Amount*** under Earnings Adjustment Factor. You'd use this type of definition for Earnings codes for which the dollar amount always remains the same for all employees, such as a \$50 Christmas bonus. Keep in mind that when you set up this type of earnings, you should also set the multiplication factor to zero.

Maximum Hourly Rate

Enter a value to indicate the maximum hourly rate for this earnings code. This field is for your information only.

Maximum Yearly Earnings

If you want to set a yearly ceiling on the Earnings code, enter a Maximum Yearly Earnings. The system doesn't allow more than this amount to be paid to any employee in a year.

Note. The **Maximum Yearly Earnings** feature is for use with individual earnings codes only, not special accumulators

Tips Category

Use **Tips Category** to indicate the effect of tips on taxable gross.

Not Tips

Select **Not Tips** to indicate that the earnings code does not represent tippable earnings or reported tips for calculation of Tip Credit. This is the default Tips Category.

Reported Tips

Select **Reported Tips** to indicate that the earnings code represents cash or charge tips reported by your employees.

Other Sys Calc'd Tips

Select **Other Sys Calc'd Tips** to indicate that the earnings code represents amounts used to bring employee earnings up to minimum wage when the cash wage plus tips is less than minimum wage earnings.

Tip Allocation

Select **Tip Allocation** to indicate that the earnings code represents system-calculated amounts of tips allocated to employees.

For more information on the Tip Allocation Process, see the PeopleSoft 8 Payroll for North America, "Working With Tipped Employees".

Tip Credit

Select **Tip Credit** to indicate that the earnings code represents system-calculated amounts of Tip Credit.

Special Calculation Routine

Select the **Special Calculation Routine** check box to indicate that you have modified the COBOL code to perform a calculation routine.



Before you modify the COBOL code, be sure to discuss your proposed alterations with your PeopleSoft Account Executive.

Based on Type

Use the options in the **Based on Type** group box to set up earnings codes based on another earnings code or special accumulator. You can have the system calculate the earnings as a percentage of another earnings code, a rate times a single hour, or a rate times a group of hours. This is useful, for example, in keeping Shift earnings separate from Regular earnings: You simply create a separate earnings code for Shift, based on a percentage of Regular.

Type

Single Earnings: Select this option if the earnings code you're setting up is based on single earnings. If selected, you must select an earnings code.

Special Accumulator: Select this option if the earnings code you're setting up is based on a *special accumulator*. If selected, you must enter a special accumulator code.

None: Select this option if the earnings code is not based on other earnings.

Based on Amt or Hrs

Use this field to specify whether the calculation you're setting up is based on an amount or hours. Your choice in this group box determines how the earnings are calculated. Valid values are *Amount*, *Hours*, and *None*. The default is *None*.

If you select *Amount*, the system calculates the earnings by applying the Multiplication Factor to the current period amount for the Earnings code or *Special Accumulator Code* specified in the **Type** group box. Enter the appropriate percentage in **Multiplication Factor**. For example, if you want the system to calculate the Earnings code you're setting up as 4% of a specified earnings, enter a **Multiplication Factor** of *.04*.

If you choose *Hours*, the system calculates the earnings by multiplying the current period hours for the specified Earnings code or *Special Accumulator Code* by the Hourly Rate on the Paysheet entry, then applying the **Multiplication Factor**.

Example

For example, let's say you want to set up a bonus earnings code to be calculated as ten percent of the employee's Regular pay. On Earnings Table - Calculation, you indicate that the **Type** is **Single Earnings** and enter the code **REG**. You specify that the bonus earnings are to be based on an **Amount** and enter **.1** as the **Multiplication Factor**.

Budget Effect

Select a value to indicate the earnings code's effect on your budget. Valid values are **No Effect**, **Nonproductive**, **Overtime**, and **Regular**. This field is for your information only.

Category for FLSA

The **Category for FLSA** group box is used to include earnings codes to specific FLSA categories.

Regular

Select **Regular** if these earnings are not overtime and are used in the calculation of the FLSA rate.

Overtime

Select **Overtime** if this earnings code has an effect on overtime pay. If you specify overtime for the FLSA category, the system displays a **Regular Pay Included** check box. If your multiplication factor for overtime is .9 or less (.5 for example), you should deselect the **Regular Pay Included** check box. If your Multiplication Factor is 1.1 or greater (1.5 for example), select the **Regular Pay Included** check box.

Excluded

Select **Excluded** if these earnings have no effect on the FLSA calculation.

For more information on assigning earnings codes to an FLSA category, including examples of how PeopleSoft Payroll calculates FLSA rates, see PeopleSoft 8 Payroll for North America, "Calculating Pay".

Earnings Table – Special Process Page

Usage	Use the Earnings Table Special Process page to define how the Earnings code affects leave accruals and special accumulators.
Object Name	EARNINGS_TABLE4
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, Special Process • Define Business Rules, Define Payroll Process (USF), Setup 1,

	Earnings Table, Special Process
Prerequisites	None
Access Requirements	Enter a three-character Earnings code.

Earnings Code: BNS Bonus

Earnings Information Find First 1 of 1 Last

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

Leave Plan Accrual(s) Find First 1 of 1 Last

Leave Plan Type: [Dropdown]

Add to Accrual Balance

☐ Taken ☐ Service Hours ☐ Adjusted ☐ Bought ☐ Sold

Special Accumulator(s) View All First 1-2 of 3 Last

*Accumulator Code:	401	401K Earnings	*Effect on Special Balance:	A
*Accumulator Code:	KC2	Svgs Base	*Effect on Special Balance:	A

Earnings Table – Special Process page

Earnings code The three-character earnings code you entered in the entry page displays here.

Description The description you specified in the entry page displays here.

Effective Date The effective date of the earnings code displays here.

Status The status of the earnings code displays here.

Leave

Within PeopleSoft Benefits, employees can accrue time using the number of hours they have worked (service hours) or the length of time they've worked for your company (based on the Service Date on the employment record). The accrual method is set up on the Leave Plan Table located in the Benefits pages. For either method, you need to indicate how the hours for each earnings code you set up affects leave plans.

Leave Plan Type Select a leave plan, such as vacation or sick leave.

Add to Accrual Balance

Taken

Select this when establishing earnings codes, such as vacation or sick, which should subtract from the leave plan balance. This causes the system to update the unprocessed data on the Leave Accruals page by adding to the leave plan balance for Hours Taken. The key point to remember here is that this balance is unprocessed data. Only when you run the Leave Accrual batch program does the system update the Hours Taken from the actual leave plan balance.

Svc Hrs

Select this if you have a leave plan that accrues based on the number of hours an employee has worked (service hours). Enter the leave plan type and click service hours. The system adds the hours from an employee's service hours maintained on the leave plan accrual balances. However, if the employee is not enrolled in that particular leave plan, the service hours fields in **Leave Accruals** aren't updated.

Example

For example, suppose a company's employee leave plan offers 0.02 hours of vacation time for every hour of regular time and overtime that employees work. In this case, you select the Service Hours check box for regular and overtime earnings codes to show that they **Add to Accrual Balance** for the employee leave plan. The result? If Jan Gregory has 30 hours of regular and 10 hours of overtime earnings, the system adds 40 service hours to her leave plan. It then updates the Leave Accruals Unprocessed Data for her leave plan, causing the Leave Accrual program to accrue 0.8 hours of vacation time when you run the program.

Adjusted

If you wish, you can set up a special Earnings Code whose sole purpose is to adjust accrual balances, that is, to add hours to or subtract hours from an employee's accrual balances. To do this, click Adjusted for each Leave Plan Type you want to endow with this adjustment capability. When you perform the actual adjustments on paysheets, the system accepts positive or negative hours.

Example

For example, CCB Director of Computer Services, Jessica Morris, came to CCB from her former company having worked out an inter-company transfer agreement with CCB. As part of the agreement, CCB lets her carry over 25 hours of vacation time from her old company. To do this, the payroll clerk simply added 25 hours of accrual adjustment time to Jessica's paysheet. The system—looking at the Earnings Table already set up for this type of situation (with Adjusted checked for the VAC Leave Plan Type)—did the rest.

Bought

If your company has a vacation buy/sell plan, you can indicate that the Earnings Code affects vacation hours bought. The actual buying and selling are handled by deductions; the accruals are handled by the Earnings Code.

Example

For example, CCB Administrative Assistant Theresa Carson bought 20 hours of vacation time. The payroll clerk added the hours using the Earnings code he'd set up with Leave Plan Type *VAC* and with the **Bought** check box selected. He used a deduction to take the money Theresa used to buy the vacation time.

Sold

If your company has a vacation buy/sell plan, you can indicate that the Earnings Code affects vacation hours sold. The actual buying and selling are handled by deductions; the accruals are handled by the Earnings Code. If an employee sells vacation time, you subtract from the accrual balance by using an Earnings Code with Leave Plan Type *VAC* and with the **Sold** check box selected. You give the employee the money as a negative deduction.



You must run the Leave Accrual batch program before the system recognizes or reports any leave accrual information you set up for your company and specific employees.



If your leave plan is based on months of service, the Leave Accrual program doesn't use the service hours accumulated by payroll. Instead it refers to the Service Date on the employee record to accrue hours for your leave plan.



For more information on leave accruals, see your PeopleSoft 8 Base Benefits PeopleBook.

Special Accumulator

If you want to roll together specific Earnings Codes to be used later in deduction and earning calculations, you enter a special accumulator code here. This code allows you to designate which earnings should add to or subtract from what can best be described as a bucket of earnings. For example, certain earnings, such as regular and overtime, should add to the amount the system uses for 401(k) deductions, while others, such as tuition and car allowance, should not.

Accumulator Code	Select a special accumulator code. Before you enter the code on this page, you must first set up the Special Accumulator Code on the Special Accumulator Table.
Effect on Special Balance	Select a value that specifies whether the earnings code adds to or subtracts from the special accumulator balance. Valid values are <i>Adds to Special Balance</i> and <i>Subtracts from Special Balance</i> .



The information you set up on the Earnings Table is reflected in several fields on paysheets: regular hours, overtime hours, regular earnings, and additional earnings, as well as tax methods. Most of this data, depending on how you set it up on the Earnings Table, can be overridden on the paysheet.

For example, suppose the employee leave plan offers one hour of annual leave for every twenty hours of regular time and overtime that employees work. In this case, you select the Service Hours check box for regular and overtime Earnings Codes to show that they Add to Accrual Balance for the employee leave plan. The result? If an employee works 30 hours of regular and 10 hours of overtime earnings, the system adds 40 service hours to her leave plan. It then updates the Leave Accruals Unprocessed Data for her leave plan, causing the Leave Accrual program to accrue two hours of annual leave when you run the program.

In case of Leave Buy Back under the Office of Workers Compensation Program (OWCP), your agency can establish a vacation buy plan and indicate that the Earnings Code affects vacation hours Bought. The actual buying is handled by deductions; the accruals are handled by the Earnings Code.

Establishing Earnings Programs

Once you set up your Earnings Codes on the Earnings Table, you must 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 might have any number of Earnings Programs. An individual employee might 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 are valid for the pay groups that use that program, and hence which Earnings Codes are valid for employees belonging to those pay groups.

For example, executives ordinarily don't get overtime pay, so their pay group's Earnings Program shouldn't include Overtime as a valid Earnings Code. Another example: You might want to exclude part-time employees who work fewer than 30 hours a week from certain benefits.

Employees are assigned to Earnings Programs through their pay group. Remember, the Earnings Program you enter on Company Table – Default Settings page becomes the default Earnings Program for the pay groups you set up on the Pay Group Table pages. You can override this default, specifying a different Earnings Program for a pay group, on the Pay Group Table – Calc

Parameters page. You can't override the pay group Earnings Program at the employee level: If Nancy Blue belongs to a certain pay group, she must belong to that pay group's Earnings Program.

Earnings Program Table Page

Usage	Use the Earnings Program Table page to define which earnings codes are valid for the pay groups that use the program and the employees within each pay group.
Object Name	EARNNS_PROGRAM_TBL
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Earnings Program Table • Define Business Rules, Define Payroll Process (USF), Setup 1, 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	+	-
AWD	Award - Non Cash	+	-

Earnings Program Table page

Earnings Program ID

The earnings program ID displays here.

Earnings Program

Effective Date	Enter the effective date of the earnings code.
Status	Enter the status of the earnings code. Valid values are <i>Active</i> and <i>Inactive</i> .
Description	Enter the description of the earnings code.
Short Description	Enter a short description of the earnings code.

Earnings Codes

Earnings Codes	Select each earnings code you want to be part of the program from the drop-down list of available earnings codes. Insert additional rows if necessary.

USF Defining the Leave Accrual Process

PeopleSoft Payroll for U.S. Federal Government is designed to provide streamlined processing and reporting of all leave accrual, usage, transfer, and adjustment activity that affects an employee's leave balances. The system tracks the expiration dates of accrued leave line items, applies leave usage to the oldest line items first, and disposes of expired leave balances by any method you specify (forfeit, automatic pay at the rate earned, automatic pay at the current pay rate, and so on). The system provides a detailed summary of transactions for employees, supervisors, and human resources, and supports all leave plans and transfer programs currently authorized for federal agencies.

USF Defining Earnings Accrual Classes

This section provides the information you need to define a leave accrual process in PeopleSoft Payroll for U.S. Federal Government. Defining a leave process involves the following steps:

1. You define the parameters of each earnings accrual class, which can be defined in these ways:
 - A set of rules determining the rate at which employees accrue leave based on years of service.
 - A set of rules for applying ceilings, carryover limits, and expiration dates to accrued leave, and for disposing of excess leave when these limits have been exceeded.
 - A set of rules to determine how to process, track, and accumulate leave balances.
2. Because the Earnings Accrual Class pages described in this section are based on Earnings Codes, you must set up and define the codes to associate with each Accrual Class.
3. You enroll individual employees who share the same leave accrual rates, earnings limits, and processing rules in the correct Accrual Classes.



For more information on how to set up earnings data through Base Benefits, see Setting Up Leave Plans.

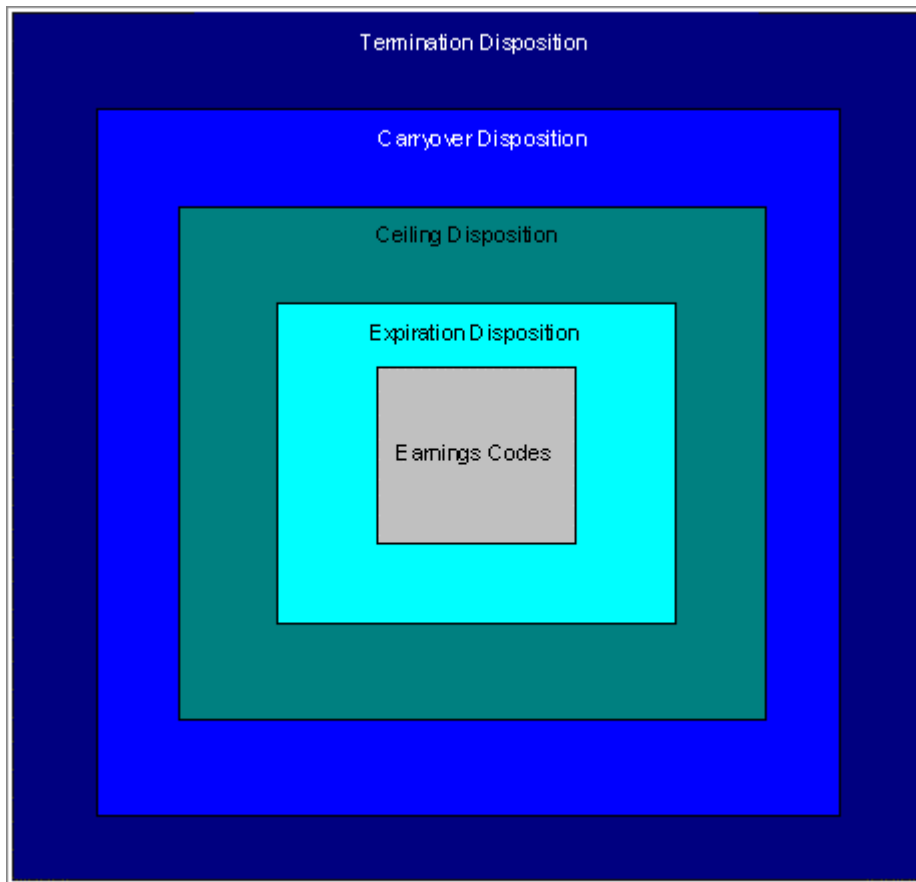
USF Planning Your Accrual Definitions

Before you begin, you need to decide how to convert the processing rules, earnings limits, and other criteria governing leave at your agency into Earnings Accrual Classes. You might decide that you need many Accrual Classes or just a few, depending on how you define the parameters for different leave types, such as annual leave, sick leave, and compensatory time. For example, you might have a rule limiting certain employees to no more than 240 hours of annual leave, and a rule that allows another group of employees to earn up to 360 hours of leave. Each of these rules requires a different Accrual Class. In addition, if the class of employees who can earn up to 360 hours of annual leave is divided into one group whose leave balance can become negative and another whose balance cannot become negative, you must set up separate classes to accommodate these differences.

Furthermore, you need to establish a naming convention for your Accrual Classes, so that you can designate and quickly identify the different classes you need to create for sick leave, compensatory time, military leave, and so forth.

Finally, because Earnings Codes are the foundation for Accrual Classes, you also need to understand the different roles they play in the system and how to define their relation to Accrual Classes. Earnings Codes are important for the following reasons:

- Every type of leave, from Annual Leave to Shore Leave, is represented in the system by one or more Earnings Codes, as used on paysheets at the employee level. An Accrual Class enables you to set limits and parameters for any leave earnings represented by an Earnings Code-. This includes expiration periods for leave, leave ceilings, and carryover limits.
- The relationship between Accrual Classes and Earnings Codes can be represented by the following diagram:



The relationship between earning classes and earning codes

As you can see, Earnings Codes are central to their associated Earnings Classes. By themselves, however, Earnings Codes don't contain the information you need to define how leave should be handled when ceilings or expirations have been reached, the order in which leave earnings should be used, and so forth. This kind of information can only be linked to an Earnings Code when it is associated with an Accrual Class.

- Earnings Codes tell the system what to pay employees if you decide to convert leave to pay upon expiration, termination, or when ceiling and carryover limits have been exceeded.
- Accrual Classes enable you to specify how leave earnings represented by different Earnings Codes are processed and accumulated for individual employees in that class. So, for example, if you set up an Accrual Class for annual leave, you could define an Earnings Code for leave hours taken, and tell the system to add this time to the accumulation of service hours used to calculate leave accrual rates for individuals in this class.
- When you set up an Accrual Class for one type of leave, you must specify how Earnings Codes representing other types of leave or work time affect accrual balances for employees in the Class. If you set up an Accrual Class for annual leave, for example, you can tell the system that you want another type of leave taken by your employees (sick leave or compensatory time) to add to the accumulation of service hours on which annual leave is based.

USF Creating an Earnings Accrual Class

Once you have decided on the Earnings Accrual Classes you need, the naming convention you want to use, and the Earnings Codes you want to associate with each class, you define your Classes using the Accrual Class page group.

USF Earnings Accruals – Class Page

Usage	Use the Earnings Accruals Class page to establish the general properties of an Accrual Class by defining its key features, including the rules for calculating leave based on time in service, frequency of accrual, and other processing rules.
Object Name	GVT_ERN_ACR_CLASS
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Accruals, Class
Prerequisites	None
Access Requirements	Enter an Earnings Accrual Class Code.

Class Ceiling/Carryover Expiration/Termination Rates/Bonus Balance

Earnings Accrual Class: ALFT

Earnings Accrual View All First 1 of 1 Last

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

*Description: Annual Leave -- Full Time Short Description: Annual Lea

Accrual Calculation

Leave Type: Annual

*Accrual Units: Years

Accrual Frequency: Hrs/Pay Pd

*Accrual Year Type: Calendar

*Accrual Pay Period: 1

*Effective Rate: Current Rate

Effective Rate Percent:

Accrual Processing

☒ Accrued Balance Go Negative

☒ Check Non-Pay Hours

☐ Special Calculation Routine

☐ Service Calc at Year Begin

☐ End of Year Indicator

☒ Adjustments Allowed

☒ Use Old First

Earnings Accruals – Class page

Earnings Accrual Class

The earnings accrual class code you entered in the entry page displays here.

Earnings Accrual

Effective Date	Enter the effective date.
Status	Enter the status of the earnings accrual class. Valid values are <i>Active</i> and <i>Inactive</i> .
Description	Enter a description of the earnings accrual class.
Short Description	Enter a short description of the earnings accrual class.

Accrual Calculation

Use the Accrual Calculation group box to define the accrual calculation data. The information you enter here enables the system to record the frequency of accrual and the units of leave time earned by members of the Accrual Class.

Leave Type	Specify the type of leave to be accrued. Each Accrual Class has a type defined for them.

Note. Although you can set up many different types of leave on the Earnings Accrual Class pages; different rules are required for different Accrual Types. For example, because compensatory time does not accrue at regular rates based on years of service, you don't use the Earnings Accruals – Rates/Bonus page to link compensatory time earnings to service time. Annual leave, by comparison, generally does vary according to years of service, and so requires the use of the Earnings Accruals – Rates/Bonus page.

Accrual Units

An accrual unit is the unit of time the system uses to track, store, and quote the service intervals on which accruals are based. The accrual units you enter here default to the Earnings Accruals – Rates/Bonus page; the page on which you tie accrual rates to time in service.

Hours: Select this value if you wish to define your accrual rates based on hours of service.

Months: Select this value if you wish to define your accrual rates based on months of service.

Pay Period: Select this value if you wish to define your accrual rates based on pay period.

Years: Select this value if you wish to define your accrual rates based on years of service.

Accrual Frequency

Accrual Frequency specifies the rate at which leave is earned and tabulated. The value you enter here defaults to the Earnings Accruals – Rates/Bonus page; the page on which you tie accrual rates to years of service.

Hrs/Year: Select this value if you wish to have your employees earn leave at a rate of hours a year. When you select this value, the **Accrual Year Type** field becomes available for entry.

Hrs/Month: Select this value if you wish to have your employees earn leave at a rate of hours a month. When you select the hours a month value, the **Accrual Pay Period** field becomes available for entry.

Hours/Pay: Select this value if you wish to have your employees earn leave at a rate of hours in each pay period.

Hrs/Week: Select this value if you wish to have your employees earn leave at a rate of hours a week.

Accrual Year Type

The **Accrual Year Type** tells the system what dates to use as the begin and end dates of the year.

Calendar: Select this value to use the calendar year as the begin and end dates of the year. A Calendar Year is normally defined as the year beginning January 1 and ending December 31.

Fiscal: Select this value to use the fiscal year as the begin and end dates of the year. For budgeting purposes, a Fiscal Year is normally defined as beginning on October 1 of a year and ending on September 30 of the following year.

Leave: Select this value to use a leave year as the begin and end dates of the year. Similar to Payment Year, a Leave Year normally begins with the first full pay period having a begin and end date within the calendar year. However, because the length of the Leave Year is defined as 26 pay periods, the end date of the Leave Year falls within the following year.

Pay: Select this value to use a pay year as the begin and end dates of the year. A Payment Year normally begins with the first full pay period that has a begin and an end date within the calendar year and ends with the last pay period that has a begin and end date in the year.

Note. The Accrual Year Types you enter in this field cannot be used in the system until you define them on the Pay Calendar Table. Although we have provided the usual definitions of these Year Types, you can define them to suit your own needs.

For more information on how to define Accrual Year Types on the Pay Calendar Table, see Organizing Your Payroll Process: PeopleSoft 8 Payroll for North America, “Using Calendars” in this PeopleBook.

Accrual Pay Period

Use this field to specify the pay period in which you want to grant leave earnings. Valid values are *1, 2, 3, 4, and 5*. For example, if the month contains multiple pay periods, and you decide to distribute earnings after the first week, you can enter any value from *2* to *5* in the accrual pay period field, with *2* indicating week two, *3* indicating week three, and so forth. The system defaults to *1* (week 1) if you enter nothing in this field.

Effective Rate

Use the **Effective Rate** field to determine the disposition of excess leave balances. You can choose to convert leave to pay using the pay rate in effect when the leave was originally accrued, the current rate of pay at the time of expiration, or a percentage of the current rate. Valid values are *Current Rate*, *Rate Earned*, and *Current Rate Percent*. When you select the value *Current Rate Percent*, the **Effective Rate Percent** field becomes available for entry.

Effective Rate Percent

Enter the percentage you want to use as the basis of your calculations.

Accrual Processing

Use the controls in this group box to tell the system how to process, calculate, and adjust accruals, as well as establish a schedule for disposing of dated leave balances.

Accrued Balance Go Negative

Select this value to allow accrual balances to drop below zero. This means that employees enrolled in the accrual class can take leave they have not yet accumulated.

Check Non-Pay Hours	Select this value to tabulate the number of non-pay hours in order to determine whether to grant accrual earnings. For example, let's say that the standard hours for an employee are 80 hours per pay period, the employee has 70 non-pay hours going into a new pay period, and then takes an additional 10 hours of non-paid time. The system adds up the total number of non-pay hours (80), determines that this number equals the total of standard hours, and blocks any additional leave accrual for that pay period.
Special Calculation Routine	This value is currently not in use by HRMS for Federal Government.
Service Calc at Year Begin	To calculate leave hours according to length of service as of January 1 of the current year, select Service Calculation at Year Begin. If you want to calculate leave hours according to the length of service as of the Leave Accrual Process Date, deselect Service Calculation at Year Begin. When performing this calculation, the system uses the service date in the employee's employment record.
End of Year Indicator	Select this value for restored leave only. If you check this option, and an employee in the class receives restored leave, that leave expires at the end of the expiration year (Dec. 31). For example, if the employee's leave is restored on Jan. 15, 1998 and is due to expire in 24 months, the system extends the expiration date beyond the two-year limit to the end of the year the leave is to expire, December 31, 2000.
Adjustments Allowed	Select this value to adjust leave at the line item level on the Accrual Ledger page. Otherwise, the Accrual Adjustment push button is not available.
Use Old First	Select this value when processing ceilings, carryovers, and expirations. The system goes through historic rows of leave, finds the oldest available leave, and uses it first.

USF Earnings Accruals – Ceiling/Carryover Page

Usage	Use the Earnings Accruals - Ceiling/Carryover page to establish the rules for applying ceilings and carryover limits to an earnings accrual class.
Object Name	GVT_ERN_ACR_CLASS2
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Accruals, Ceiling/Carry over
Prerequisites	None

Access Requirements	Enter an Earnings Accrual Class Code.

<u>C</u> lass	Ceiling/Carryover	Expiration/Termination	Rates/Bonus	Balance
Earnings Accrual Class: ALFT				
Ceiling & Carryover View All First 1 of 1 Last				
Effective Date: 01/01/1980		Status: Active		
Description: Annual Leave -- Full Time				
Accrual Ceiling ☐ Ceiling Set Indicator *Ceiling Interval: Hours *Year Type: Calendar *Ceiling Pay Period: 1 *Ceiling Disposition: Convert to Pay Ceiling Intervals: Maximum Ceiling: Ceiling Earnings Code:		Accrual Carryover ☒ Max Carryover Indicator *Carryover Interval: Hours *Year Type: Calendar *Carryover Pay Period: 1 *Carryover Disposition: Use or Lose Carryover Intervals: Max Carryovr: 240.000 Carryover Earnings Code: ☒ Coordinate with Grandfather		

Earnings Accruals – Ceiling/Carryover page

Earnings Accrual Class The earnings accrual class code you entered in the entry page displays here.

Ceiling & Carryover

Effective Date Enter the effective date.

Status Enter the status of the earnings accrual class. Valid values are *Active* and *Inactive*.

Accrual Ceiling

Establishing a leave ceiling enables you to limit leave earnings and to trigger various actions when the ceiling has been reached, including the conversion of leave to pay. In the Accrual Ceiling group box, you place limits on total leave earnings and specify how excess accruals will be handled. The fields in the group box aren't available. To activate these fields, click the **Ceiling Set Indicator** check box.

Ceiling Set Indicator Check this box to activate the fields within the **Accrual Ceiling** group box.

Ceiling Interval Select this field to specify how you measure the maximum amount of leave time that members of an accrual class can accumulate.

Hours: Select this value to establish an hourly limit on the amount of leave time that employees in the Accrual Class can accumulate.

Months: Select this value to establish a limit of months on the amount of leave time that employees in the Accrual Class can accumulate. When you select the **Months** value, the **Ceiling Pay Period** field becomes available for entry.

Pay Period: Select this value to establish a pay period limit on the amount of leave time that employees in the Accrual Class can accumulate.

Years: Select this value to establish a yearly limit on the amount of leave time that employees in the Accrual Class can accumulate. When you select the **Years** value, the **Year Type** field becomes available for entry.

Year Type

Specify the year type for your yearly ceiling interval. Valid values are **Calendar**, **Fiscal**, **Leave**, and **Pay**.

Ceiling Pay Period

Specify the week of each month to which you apply the accrual ceiling and determine the disposition of excess leave. Valid values are **1**, **2**, **3**, **4**, and **5**. **1** represents week one, **2** represents week two, and so forth.

Ceiling Disposition

Use this field to define how excess leave accruals is handled.

Allowed to Exceed: Select this value to disregard any ceilings that might have been applied to the class at an earlier date.

Convert to Other: Select this value to convert excess leave to other types of leave. For example, if you place a ceiling on leave accruals, you can program the system to convert excess earnings into another leave type by entering its corresponding earnings code in the **Ceiling Earnings Code** field. However, **Convert to Other** is not supported by an automated process. Configuration is required to implement this feature.

Convert to Pay: Select this value to convert excess leave to pay by creating an additional pay record, either at the rate earned or at the current rate, as specified on the Earnings Accrual - Class page. The system creates a ledger entry to record the reduction of hours and updates the accruals summary. The resulting payment appears as additional pay on the paysheets. When you select **Convert to Pay**, the **Ceiling Earnings Code** field becomes available for entry.

Forfeit: Select this value to reduce excess accruals and create a ledger entry to record the forfeiture. With this option selected, you immediately lose excess leave.

Use or Lose: Select this value to reduce excess accruals and create a ledger entry to record the forfeiture. With this option selected, you immediately lose excess leave.

For more information on setting up the Earnings Codes used in the **Ceiling Disposition** field, see Establishing Earnings Codes.

Ceiling Intervals

This field is currently not being used by HRMS for Federal Government.

Maximum Ceiling

Enter the maximum number of hours, months, years, or pay periods of leave time that an employee in the Accrual Class can accumulate, depending the unit of measurement you specified in the **Ceiling Interval** field.

Ceiling Earnings Code

Select a ceiling earnings code. These Earnings Codes, which are defined in the Earnings Tables, tell the system how to compensate employees in an Accrual Class when leave is converted to pay.

Accrual Carryover

In the **Accrual Carryover** group box, you specify the carryover limits and tell the system what operations to perform when the limit is exceeded. Establishing a carryover limit enables you to control the amount of leave employees can carry over from one period to another and to trigger other operations, such as the conversion of excess carryover to pay. The fields in this group box are unavailable. To activate the fields, check the **Max Carryover Indicator** box.

Max Carryover Indicator

Select this field to activate the fields within the **Accrual Carryover** group box.

Carryover Interval

Use this field to define the carryover unit you want to associate with your Accrual Class. This is the unit of measurement you use to specify the amount of leave employees in the Accrual Class can carry from one period to another.

Hours: Select this value to specify the maximum amount of leave that employees in your Accrual Class can carry over in multiples of hours.

Months: Select this value to specify the maximum amount of leave that employees in your Accrual Class can carry over in multiples of months. When you select the **Months** value, the **Carryover Pay Period** field becomes available for entry.

Pay Period: Select this value to specify the maximum amount of leave that employees in your Accrual Class can carry over by number of pay periods.

Years: Select this value to specify the maximum amount of leave that employees in your Accrual Class can carry over in multiples of years. When you select the **Years** value, the **Year Type** field becomes available for entry.

Year Type

Specify the **year type** for your yearly carryover interval. Valid values are **Calendar**, **Fiscal**, **Leave**, and **Pay**.

For more information on how to define Accrual Year Types on the Pay Calendar Table, see PeopleSoft 8 Payroll for North America, "Using Calendars".

Carryover Pay Period

Specify the week of each month to which you apply the accrual carryover and determine the disposition of excess leave accruals. Valid values are **1**, **2**, **3**, **4**, and **5**. **1** represents week one, **2** represents week two, and so forth.

Carryover Disposition

Select this field to define how excess leave accruals are handled.

Allowed to Exceed. Select this value to disregard any carryover limits that might have been applied to the class at an earlier date.

Convert to Other. Select this value to convert excess leave to other types of leave. For example, if you apply a carryover limit to leave, you can program the system to convert excess earnings into another leave type by entering its corresponding Earnings Code in the **Carryover Earnings Code** field. However, **Convert to Other** is not supported by an automated process. Configuration is required to implement this feature.

Convert to Pay. Select this value to convert excess carryover to pay by creating an additional pay record, either at the rate earned or at the current rate as specified on the Earnings Accrual - Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. The resulting payment appears as additional pay on the paysheets. When you select the ***Convert to Pay*** value, the **Carryover Earnings Code** field becomes available for entry.

Forfeit. When you select this value to reduce excess leave, a ledger entry is created to record the forfeiture. You immediately lose excess leave.

Use or Lose. When you select this value to reduce excess leave, a ledger entry is created to record the forfeiture. You immediately lose excess leave.

Carryover Intervals

This field is currently not being used by HRMS for Federal Government.

Max Cryovr

Enter the maximum number of hours, months, years, or pay periods of leave time that an employee in the Accrual Class can carry over, depending on the unit of measurement you specified in the **Carryover Interval** field.

Carryover Earnings Code

Select a carryover earnings code. These Earnings Codes, which are defined in the Earnings Tables, tell the system how to compensate employees in an Accrual Class when leave is converted to pay.

Coordinate with Grandfather

Check this box if employees can use grandfathered leave earnings that put them above the carryover limit for their Accrual Class. For example, if an employee moves from an Accrual Class that carries a higher carryover limit than is permitted for individuals in the current Class, **Coordinate with Grandfather** tells the system to look to the Enrollment page for the correct carryover limit for this employee. In effect, employees are eligible to receive a personal carryover limit on the Enrollment page that remains in effect until their leave earnings fall within the carryover limit for the rest of their Accrual Class. This means that an employee coming into an Accruals Class with excess leave isn't forced to lose it. Furthermore, the system coordinates leave usage in such a way that the oldest leave is used first.

Note. Once you enter the original amount of an employee's grandfathered leave on the Enrollment page, the grandfathered leave balance can be viewed on the Accrual Summary page.

USF Earnings Accruals – Expiration/Termination Page

Usage	Use the Earnings Accruals - Expiration/Termination page to apply Expiration and Termination rules to an Earnings Accrual Class.
Object Name	GVT_ERN_ACR_CLASS3
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Accruals, Expiration/Termination
Prerequisites	None
Access Requirements	Enter an Earnings Accrual Class Code.

Earnings Accrual Class: ALFT

Expiration & Termination View All First 1 of 1 Last

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

Description: Annual Leave -- Full Time

Accrual Expiration

☐ **Earnings Expiration Indicator**

*Expiration Interval: Hours

*Expiration Disposition: Convert to Pay

Expiration Intervals:

Expiration Earnings Code:

Hours **Until Expiration**

Accrual Termination

*Termination Disposition: Convert to Pay

Termination Earnings Code: LPO

Pay at Termination Percent: 100.00

Earnings Accruals – Expiration/Termination page

Earnings Accrual Class The earnings accrual class code you entered in the entry page displays here.

Expiration & Termination

Effective Date Enter the effective date.

Status Enter the status of the earnings accrual class. Valid values are *Active* and *Inactive*.

Accrual Expiration

The **Accrual Expiration** group box is used to specify the maximum amount of time that can pass before accrued leave must be used, forfeited, or converted to pay. The fields in the group box aren't available. To activate these fields, click the **Earnings Expiration Indicator** check box.

Earnings Expiration Indicator Check this box to activate the fields within the **Accrual Expiration** group box.

Expiration Interval Specify the units of time you use to define the expiration period. The value you enter in this field becomes the default unit of measurement in the **Until Expiration** field at the bottom of the page.

Hours: Select this value if you want the leave earnings to expire in one or more hours.

Months: Select this value if you want the leave earnings to expire in one or more months.

Pay Period: Select this value if you want the leave earnings to expire in one or more pay periods.

Years: Select this value if you want the leave earnings to expire in one or more years.

Expiration Disposition

Specify how leave is handled upon expiration

Allowed to Exceed: Select this value to disregard any expiration limits that might have been applied to the class at an earlier date.

Convert to Other: Select this value to convert expired leave to other types of leave. For example, if you apply an expiration date to leave earnings, you can program the system to convert this leave into another leave type by selecting its corresponding **Earnings Code**. However, **Convert to Other** is not supported by an automated process. Configuration is required to implement this feature.

Convert to Pay: Select this value to convert expired leave to pay by creating an additional pay record, either at the rate earned or at the current rate as specified on the Earnings Accrual - Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. The resulting payment appears as additional pay on the paysheets. When you select the **Convert to Pay** value, the **Expiration Earnings Code** field becomes available for entry.

Forfeit: When you select this value to reduce expired leave, a ledger entry is created to record the forfeiture. You immediately lose excess leave.

Use or Lose: When you select this value to reduce expired leave, a ledger entry is created to record the forfeiture. You immediately lose excess leave.

Expiration Intervals

This field is not being used by HRMS for Federal Government.

Expiration Earnings Code

Enter an expiration earnings code. These Earnings Codes, which are defined in the Earnings Tables, tell the system how to compensate employees in an Accrual Class when leave is converted to pay.

Until Expiration

Enter the number of hours, months, years, or pay periods until leave expires. The unit of measurement used here defaults from the value you enter in the **Expiration Interval** field.

Accrual Termination

The **Accrual Termination** group box might be used to specify the rule for disposing of leave balances upon termination of employment. The system disposes of unused leave upon termination either by converting leave to pay or by forfeiture.

Termination Disposition

Select this field to specify how leave is handled upon Termination.

Convert to Pay: Select this value to convert unused leave to pay by creating an additional pay record, either at the rate earned or at the current rate as specified on the Earnings Accrual – Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. To complete the payout procedure, you also need to enter this information in the Final Check Program setup pages.

Forfeit: When you select this value to record forfeited accruals, a ledger entry is created to record the termination. You lose any unused leave.

For more information on setting up the Earnings Codes used in the **Termination Disposition** field, see Establishing Earnings Codes.

Termination Earnings Code

Select a termination earnings code. These Earnings Codes, which are defined in the Payroll Earnings Tables, tell the system the earnings for which employees in an Accrual Class are eligible when accruals are converted to pay. If your agency's policy is to convert leave to pay at a percentage of the rate represented by the Earnings Code, enter the percent in the **Pay at Termination Percent** field.

Pay at Termination Percent

If your agency's policy is to convert leave to pay at a percentage of the rate represented by the Earnings Code, enter the percent in the **Pay at Termination Percent** field.

USF Earnings Accruals – Rates/Bonus Page

Usage	Use the Earnings Accruals - Rates/Bonus page to create a schedule for granting leave based on length of service. You use this page to establish the hours, months, years, or pay periods that members of the accrual class must work to receive a specified amount of leave.
Object Name	GVT_ERN_ACR_CLASS4
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1,

	Earnings Accruals, Rates/Bonus
Prerequisites	None
Access Requirements	Enter an Earnings Accrual Class Code.

Earnings Accrual Class: ALFT

Rates & Bonuses View All First 1 of 1 Last

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

Description: Annual Leave -- Full Time

Accrual Rates Values

of Service: Years	Hrs/Pay Pd	Hours in Last Pay Period
	4.000000	
3	6.000000	4.000000
15	8.000000	

Earnings Accruals – Rates/Bonus page

Earnings Accrual Class The earnings accrual class code you entered in the entry page displays here.

Rates & Bonuses

Effective Date Enter the effective date.

Status Enter the status of the earnings accrual class. Valid values are *Active* and *Inactive*.

Accrual Rates Values

The time period displayed under the **Accrual Rates Values** group box—in *this case hours*—defaults from the **Accrual Units** field on the Earnings Accrual - Class page. You defined the units used to measure length of service on the Earnings Accrual - Class page. For example, if you selected *Hours* as your accrual units on the Earnings Accrual - Class page, you measure service time in hours on the Earnings Accruals - Rates/Bonus page.

Hours of Service Enter data under this field to tie leave accruals to length of service. Enter a numerical value representing the length of service in this column.

Hrs/Hour

Enter the number of hours that accrue a month, year, or pay period. The accrual rate (of hours/month, hours/pay period, hours/year, hours/hour) that displays at the top center of the page defaults from the **Accrual Frequency** field on the Earnings Accrual - Class page.

Hours in Last Pay Period

Specify a fixed number of leave hours to be distributed in the last pay period of the year, independent of the amount granted automatically to members of the Accrual Class.

USF Earnings Accruals – Balance Page

Usage	Use the Earnings Accruals - Balance page to specify how the hours represented by the Earnings Codes associated with your Accrual Class affect leave balances. You select the Earnings Codes that add to or subtract from leave balances for the Class and specify how the hours associated with these Earnings Codes are accumulated. You add these hours to various balances that track and store leave time, such as Hours Taken, Hours Earned, and Service Hours.
Object Name	GVT_ERN_ACR_CLASS5
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Accruals, Balance
Prerequisites	None
Access Requirements	Enter an Earnings Accrual Code.

Earnings Accrual Class: ALFT

Balance Date View All First 1 of 1 Last

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

Description: Annual Leave -- Full Time

Earnings Codes View All First 1 of 6 Last

*Earnings Code: ANA Annual Leave Adjustment

☐ Add to Service Hours ☐ Add to Restored Hours Adjust ☐ Add to Hours Bought

☐ Add to Hours Taken ☐ Add to Restored Hours Taken ☐ Add to Hours Sold

☒ Add to Adjust Hours ☐ Add to Hours Earned

*Earnings Code: ANL Annual Leave

☒ Add to Service Hours ☐ Add to Restored Hours Adjust ☐ Add to Hours Bought

☒ Add to Hours Taken ☐ Add to Restored Hours Taken ☐ Add to Hours Sold

☐ Add to Adjust Hours ☐ Add to Hours Earned

Earnings Accruals – Balance page

Earnings Accrual Class The earnings accrual class code you entered in the entry page displays here.

Balance Date

Effective Date Enter the effective date.

Status Enter the status of the earnings accrual class. Valid values are *Active* and *Inactive*.

Earnings Codes

Earnings Code Select an earnings code from the drop-down list for which you want to keep a leave balance. You associate different earnings codes with your accrual classes and specify their impact on balances for individuals in the class.

'Add to' checkboxes

Select the appropriate check box to tell the system how to accumulate the hours associated with this code, what balances they should add to or take from, and how to add to or subtract from accruals balances by selecting the appropriate method.

Add to Service Hours Check this box to add to the accumulation of service hours on which accrual rates are based. To view the total of Service Hours for an employee in your Accrual Class, go to the Accrual Summary page. To adjust Service Hours for an employee, go to the Accrual Ledger page.

Add to Hours Taken	Check this box to add to the accumulation of hours taken. To view the total Hours Taken for an employee in your Accrual Class, go to the Accrual Summary page. To adjust Service Hours for an employee, go to the Accrual Ledger page
Add to Adjust Hours	Check this box to adjust accrual balances by addition or subtraction. When you select the Add to Adjust Hours check box, you define the capability—you don't make an adjustment. When you enter adjustment data using paysheets, the system accepts positive or negative hours. To view the total of hours adjusted year-to-date, use the Accrual Summary page.
	Note. Adjust Hours cannot be entered or altered directly through the Accrual Ledger page, but become part of the leave accrual process through paysheets.
Add to Restored Hours Adjust	Check this box to add to the balance of restored hours adjust. To view the balance of Restored Hours Adjust, go to the Restored Hours page.
	For more information on the Restored Hours page, see PeopleSoft 8 Payroll for North America, “Adjusting Employee Balances” Note. Restored Hours cannot be entered or altered directly through the Restored Hours page, but become part of the leave accrual process through paysheets. Only the expiration date of restored leave can be changed on the Restored Hours page.
Add to Restored Hours Taken	Check this box to add to the balance of restored hours taken. To view the balance of Restored Hours Taken, go to the Restored Hours page.
Add to Hours Earned	Check this box to add leave to the accumulation of Hours Earned. To view the total of Hours Earned, use the Accrual Summary page. To adjust Hours Earned for an employee, go to the Accrual Ledger page.
Add to Hours Bought	Not currently being used by HRMS for Federal Government.
Add to Hours Sold	Not currently being used by HRMS for Federal Government.



Many of these check boxes are replicated on the Earnings Code Table. If you use Accrual Classes to place limits on Earnings Codes and to specify how to accumulate the hours associated with them, use the check boxes on this page, rather than those on the Earnings Code Table.

Example 1

Each checkbox on the Earnings Accruals - Balance page represents a particular balance to which you might want to add for tracking earnings, recording leave hours taken, time in service, and so forth. This enables you to specify how an Earnings Code for the specific Accrual Type you defined in your Accrual Class (annual leave, for example) is tracked and processed, and how the hours associated with that code affect accrual rates and other earnings criteria for employees in this class. For example, in the page above, the two check boxes **Add to Service Hours** and **Add to Hours Taken** have been selected for the Earnings Code FAL, a code representing annual leave hours for the Accrual Class ANN360. Annual leave taken is added to the accumulation of service hours on which accrual rates are based.

Example 2

Because other Earnings Codes representing other types of leave or work time also affect leave accruals for employees in the Accrual Class ANN360, the Leave Plan Administrator specifies how hours associated with these codes affect balances for employees in the Class. In the example below, hours associated with the Earnings Code for Religious Comp Time-Off are added to the service hours on which annual leave rates are based. And in the same way, hours associated with the Earnings Code for Regular Earnings have been added to the accumulation of service time.

What does it mean that Add to Service Hours has been selected for Regular Earnings and Religious Comp Time-Off? If an employee in the Accrual Class ANN360 receives 0.02 hours of leave time for every hour of regular time that he works (Accrual Frequency = hrs/hour), and the same employee works 30 hours of regular time and takes 10 hours of Religious Comp Time-Off, the system adds 40 service hours to his leave plan. It then updates his leave earnings, causing the Leave Accrual program to accrue 0.8 hours of vacation time.



This example involves proration, because the system calculates the number of leave hours to grant based on the actual number of service hours. However, when the Accrual Frequency is other than hrs/hour, there is no proration if the employee works fewer than the normal number of service hours. For example, if the Accrual Frequency is set to hrs/pay pd, the employee receives the full accrual for the pay period, if in an active pay status for any number of hours during that pay period. Proration occurs only with the Accrual Frequency set to hrs/hour.

USF Establishing Pay Plans

Pay Plans establish classification authorities and eligibility for automatic within-grade increases premium pay, LEO pay, and so on. Each Pay Plan also specifies a set of pay limits, exempt overtime rates, and conversion factors. On the Salary Plan Table in Human Resources, you can

associate a Pay Plan with each Salary Plan you define. The IDs you assign to your Pay Plans become SetIDs that link your Salary Plans with Pay Plans you've defined here.

USF Pay Plan Table – Pay Plan Page

Usage	Use the Pay Plan page to enter a Pay Plan ID to become a SetID selection for the Salary Plan table in the Plan Salaries (USF) menu.
Object Name	GVT_PAYPLAN_TABLE
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Pay Plan Table, Pay Plan
Prerequisites	None
Access Requirements	Enter a two-character Pay Plan Identifier.

Pay Plan: GS

Pay Plan View All First 1 of 1 Last

*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 – Pay Plan page

Pay Plan The pay plan displays here.

Pay Plan

Effective Date Enter an effective date for the pay plan.

Status Enter the status of the pay plan.

Description Enter a description of the pay plan.

Short Description Enter a short description of the pay plan.

Classification Authority Select the Pay Plan's Classification Authority from the Translate Table. Valid values are *Equivalent to GS Class System; Equivalent to Title 5 FWS; Title 38, United States Code; Title 5, GS Class System; Title 5, Other; and Title 5, Prevailing Rate Sys.*

Pay Plan is Eligible for

Auto Within Grade Increase Check this box if the pay plan is eligible for automatic within-grade increases.

Premium Pay Check this box if the Pay Plan is eligible for premium pay.

Non-Numeric Steps Check this box if the Pay Plan has non-numeric steps.

Interim Geographic Adjustment Check this box if the Pay Plan is eligible for interim geographic adjustments.

Law Enforcement Officer Pay Check this box if the Pay Plan is eligible for LEO pay.

Locality Adjusted Pay Check this box if the Pay Plan is eligible for locality adjustments.

Wage Grade FEGLI Accumulator

FEGLI Accumulator Select the Special Accumulator used for accumulating FEGLI for this Pay Plan.

USF Pay Plan Table – Pay Plan Process Control Page

Usage	Use the Pay Plan Process Control page to establish pay limits and exempt overtime 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 two character Pay Plan Identifier.

Pay Plan Pay Plan Process Control

Pay Plan: GS General Schedule

Biweekly Pay Limits View All First 1 of 1 Last

Effective Date: 01/01/1980 Active Pay Limit Check Required ☒

Spcl Accum: BPL OK to Pay ☒

Pay Limits and Exempt OT Rates View All First 1-3 of 7 Last

*Earning Process Type	LEO Rule	Loc Rule	*Pay Plan	*Grade	Step	*Mult. Factor	
Ann Limit	☐	☐	EX	V		100	+ -
Ann Limit	☐	☒	EX	IV		100	+ -
Bi-weekly	☐	☒	GS	15	10	100	+ -

Conversion Factors View All First 1 of 1 Last

*Standard Hours From	*Standard Hours To	*Hourly Rate Conv Factor	
1	40	2087	+ -

Pay Plan Table – Pay Plan Process Control page

Pay Plan The pay plan you specified in the entry page displays here.

Biweekly Pay Limits

Effective Date The effective date displays here.

Pay Limit Check Required Check this box if the pay plan is subject to biweekly check limitations. When you check this field, the **Special Accumulator Code** field appears and becomes available for entry.

Ok to Pay You must select this check box if the **Pay Limit Check Required** check box is selected.

Pay Limits and Exempt OT Rates

Earning Process Type Select the type of pay limits that apply to this pay plan. Valid values are *Ann Limit*, *Bi-weekly*, and *Overtime*.

LEO Rule Check this box if the LEO rule applies.

Loc Rule Check this box if the Loc rule applies.

Pay Plan Select a pay plan for each pay limit.

Grade Select the grade for each pay limit. The value of this field cannot exceed two characters, except for the EX Pay Plan. Only the EX Pay Plan can have a grade value greater than three characters.

Step Select the step for each pay limit.

Mult. Factor Select 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 to be used to convert standard hours to the hourly rate.

Establishing Compensation Rates

Employee compensation is based on various rates of pay. These rates might be defined as basic compensation, or additional rates of pay. Basic compensation is normally paid each payroll period. Additional rates of pay are not necessarily paid each period.

Basic compensation might involve multiple components, such as regular pay and merit pay. It is normally defined as an hourly or salary amount. Additional rates of pay include pay for working under hazardous conditions, working in a different job, or completing a certain task.

Compensation rates are typically assigned to the employee, a job code, or the general employee population. Each rate might represent an hourly rate, a flat amount, or an addition to the base hourly rate. In PeopleSoft Payroll, the Compensation Rate Code Table enables you to establish Compensation Rate Codes that identify the compensation rates you assign to your employees and their Job Codes.

You can define and maintain all the Compensation Rates that are specific to an employee, a job code, or the general employee population. Compensation Rates are independent of Earnings Codes to provide you with the flexibility to associate any Earnings Code with a particular rate. You can also associate all employee-specific rates with each job change.

You can view a total of all base compensation in addition to all components that make up base pay and additional pay. Total base compensation is reflected on paysheets. You can specify a Rate Code on an additional pay record to indicate an alternate rate of pay, and the paysheet reflects that Rate Code.

On the paysheet, you can specify an alternate rate of pay to apply to various earnings, such as regular, overtime, other earnings. This rate can represent earnings from a prior or future period. You can enter this rate manually on the paysheet or derive it from the Compensation Rate Codes specifically defined for the Job Code, Employee ID, or the general employee population.

The payroll calculation derives the necessary rates to calculate earnings.

All types of check processing, except manual checks, support additional rates. This includes on-cycle, off-cycle, online, reversal, reversal/adjustment, gross-up, and final check. All rates of pay used during the payroll calculation process are available for your reviewing, reporting, and audit trail needs.

Comp Rate Code Table – Comp Rate Code Table Page

Usage	Use the Comp Rate Code Table page to set up and define Compensation Rate Codes.
Object Name	COMP_RATECD_TBL
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Comp Rate Code Table, Comp Rate Code Table • Define Business Rules, Define Payroll Process (USF), Setup 1, Comp Rate Code Table, Comp Rate Code Table
Prerequisites	None
Access Requirements	Enter a Comp Rate Code.

The screenshot shows the 'Comp Rate Code Table' page with the 'Seniority Pay' tab selected. The 'Comp Rate Code' is 'KDGG02'. The 'Compensation Rate Code Information' section is active, displaying the following details:

- *Effective Date:** 01/01/1980, Active
- *Description/ Short Desc:** Base Salary 2 / Base
- ☒ **Base Pay**, ☐ **Use Highest Rate**, ☒ **Apply FTE**
- *Rate Code Type:** Flat Amount
- Comp Rate / Percent:** 0.000000 / 0.000
- Frequency:** M (Monthly)
- Rate Code Class:** BASSAL
- Earnings Code:** (empty)

Comp Rate Code Table page

Comp Rate Code

The comp rate code you specified in the entry page displays here.

Compensation Rate Code Information

Effective Date

Enter the effective date for the comp rate code.

Description

Enter the description of the comp rate code.

Short Description

Enter the short description of the comp rate code.

Base Pay

Check this box if the rate code represents base pay.

Use Highest Rate	Check this box if you want the system to use a higher rate for the comp rate code. When you assign rate codes at the job level, you can enter compensation rates that differ from the rate defined for the rate code. If you clear this box, the rate specified at the job level overrides this rate.
Apply FTE (apply full time equivalency)	Check this box to include full time equivalency on Job in the calculation of a base pay rate. You will enter a 1 for a full time employee working 40 hours per week and .5 for a part time employee working 20 hours per week. This box can only be checked when the Rate Type is <i>Flat Amount</i> , <i>Hourly + Flat Amount</i> . This checkbox does not apply to non-base pay rates and is unavailable for entry if the Base Pay check box is left unselected.
Rate Code Type	Select this field to apply a comp rate type to the rate code. <i>Flat Amount:</i> Select this value if the rate is an amount. <i>Hourly Rate + Flat Amount:</i> Select this value if the rate is an amount that adds to the hourly rate. <i>Hourly Rate:</i> Select this value if the rate is an hourly rate. <i>Percent:</i> Select this value if the rate is a percent. <i>Points:</i> Select this value if the rate is a point.
Comp Rate	Enter the rate according to the comp rate type. If the code you're defining is for a rate (<i>Flat Amount</i> , <i>Hourly Rate + Flat Amount</i> , <i>Hourly Rate</i>), enter the compensation rate in the first edit box and select the currency code from the drop-down list.
Percent	Enter the percent according to the comp rate type. If you're defining a compensation percent, enter the percentage in the edit box to the right.
Frequency	Select the frequency to express the compensation rate. Valid values prompt from the Frequency Table. You can define frequencies on the Frequency setup page.
Rate Code Class	Select the rate code class. Valid values are <i>Elements of Base Salary</i> , <i>Regular Bonus</i> , and <i>Seniority Rate Codes</i> .
Earnings Code	Select an earnings code, if you want to associate the rate code with an Earnings Code. This is an optional field.

Comp Rate Code Table – Seniority Pay Page

Usage	Use the Seniority Pay Setup Page to associate a Seniority Rate Code with levels of compensation increase by amount, points, or percentage

	of pay. Here you specify the type of date on which to base seniority, such as Hire Date, Birth Date, Company Seniority Date, or Professional Experience Date. You can also use this page to associate a Seniority Rate Code with one or more Groups that you define in the Group Build module.
Object Name	SENIORITY_PAY
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Comp Rate Code Table, Seniority Pay • Define Business Rules, Define Payroll Process (USF), Setup 1, Comp Rate Code Table, Seniority Pay
Prerequisites	You must create seniority rate codes on the Comp Rate Code setup page.
Access Requirements	Enter a Seniority Rate Code.

Comp Rate Code Table Seniority Pay

Comp Rate Code: KDGG02

Seniority Pay Information View All First 1 of 1 Last

Effective Date: 01/01/1980

Calculate Seniority By: ☒ Hire Date ☐ Company Seniority Date ☐ Birth Date ☐ Professional Experience Date

Seniority Pay Group View All First 1 of 1 Last

*Group ID:

Seniority Pay Compensation View All First 1 of 1 Last

*Level	Min. Years	Min. Months	Comp Rate	Currency	Frequency
1					

Comp Rate Code Table – Seniority Pay page

Comp Rate Code

The system displays the seniority compensation rate code you entered.

Seniority Pay Information**Effective Date**

The effective date displays here.

Effective Date

The effective date displays here.

Calculate Seniority By

Select the starting date for the Seniority Calculation from the following valid values:

Hire Date: The date the employee was hired by the organization.

Company Seniority Date: This date tracks the amount of time an employee has been with a particular company in the organization. The company seniority date is automatically set to the date of hire but you can override it.

Birth Date: The employee's birth date.

Professional Experience Date: The date the employee began working in a job requiring the skills directly related to the current position.

Seniority Pay Group**Group ID**

Enter one or multiple group IDs to associate the Seniority Rate Code with groups you define in Group Build (Setting up Group Definitions). The system issues a warning if the ID you enter is already associated with another Seniority Rate Code. The system displays the name of the Group ID when you move out of the field.

Note. The system associates the Seniority Rate Code with every worker's compensation package if you do not enter a Group ID.

Seniority Pay Compensation**Level**

Enter a Seniority level.

Min. Years (minimum years)

Enter the minimum years of service necessary to qualify for the Seniority Level. If you enter both minimum years and minimum months, the system uses the total of these years and months in its calculation.

Min. Months (minimum months)

Enter the minimum months of service necessary to qualify for the Seniority Level. If you enter both minimum years and minimum months, the system uses the total of these years and months in its calculation.

Comp Rate

Enter a compensation rate to associate with this Seniority Level.

Currency	Select a currency to associate with this Seniority Level. Valid values prompt from the Currency table.
Frequency	Select a frequency (<i>hourly, daily, monthly, annually</i> , and so on) to express the compensation rate. Select valid values prompted from the Frequency table. You define frequencies on the Frequency Table page.

Establishing Retro Pay Programs

To take advantage of the Retro Pay feature of PeopleSoft Payroll, you can set up Retro Pay Programs to identify sets of Earnings Codes to be used for calculating and paying retroactive earnings. The Retro Pay Programs you define on the Retro Pay Program Table can be assigned to specific pay groups to establish the Earnings Codes for which employees can be paid retroactively.

For example, in each Retro Pay Program you define, you can specify any number of Earnings Codes as earnings for which Retro Pay can be calculated. For each of these Earnings Codes, you can specify an Earnings Code to be used for paying the Retro Pay earnings.



For more information on assigning Retro Pay Programs to pay groups, see Setting up Pay Groups.



For more information on how the system uses these earnings codes values to process retroactive pay, see Processing Retro Pay.



Earnings Codes you specify in a Retro Pay Program must already be defined for Retro Pay on the Earnings Table.

Retro Pay Program – Program Table Page

Usage	Use the Retro Pay Program page to describe a Retro Pay Program and specify its paysheet processing options.
Object Name	RETROPAY_PGM_TBL
Navigation	Define Business Rules, Define Retroactive Process, Setup, Retro Pay Program, Program Table
Prerequisites	None
Access Requirements	Enter a Retro Pay Program ID.

Retro Pay Program – Program Table page

Retro Pay Program ID

The retro pay program ID you specified in the entry page displays here. It's used to link the earnings codes for this program to the pay groups you assign to this retro pay program.

Effective Date

Enter an effective date for the retro pay program.

Description

Enter a description for the retro pay program.

Short Description

Enter a short description for the retro pay program.

Offset Earnings Type

Select an offset earnings type for any negative earnings generated by the Retro Pay Calculation. You can avoid negative checks by linking this Earnings Code to a Payback Deduction Code. The amount is deducted from subsequent paychecks of applicable employees.

Status

Enter the status of the retro pay program. Valid values are *Active* and *Inactive*.

Off Cycle?

Use this group box to select processing options for the retro pay program.

Off Cycle	Check this box to specify that retroactive pay associated with this program is created as off-cycle earnings. If you clear this box, the retroactive pay associated with this program is created as on-cycle earnings. Once earnings are created, you can change this setting before Retro Pay Calculation, if needed, on the Retro Pay Review/Update page in Manage Payroll Process.
Sep Check	Check this box if you want the earnings associated with this program to be loaded to a separate check on the paysheets.
Tax Method	Select a tax method to be loaded to the paysheet line to which earnings for this program are loaded.
Tax Periods	Enter the number of tax periods to be loaded to the paysheet line to which earnings for this program are loaded.

Retro Pay Program – Program Definition Page

Usage	Use the Retro Pay Program Definition page to establish the Earnings Codes for which Retro Pay is calculated in a Retro Pay Program, and those that are used for paying Retro Pay earnings.
Object Name	RETROPAY_PGM_DEF
Navigation	Define Business Rules, Define Retroactive Processing, Setup, Retro Pay Program, Program Definition
Prerequisites	None
Access Requirements	Enter a Retro Pay Program ID.

RetroPay Find First 1 of 1 Last

Retro Pay Program ID: KU1 **Status:** A Active

Description: US RetroPay Program **Effective Date:** 01/01/1980

Assignments/Ranges Find | View All First 1 of 9 Last

*Earnings Type for Retro Pay	*Retro Pay Earnings Type	Start Date Ovr for Mass Retro	End Date Ovr for Mass Retro
CMP Comp Time	RRP RetroRegPy		
DBT DoubleTime	ROP RetroOTPay		
HNS Holiday NS	RRP RetroRegPy		
HOL Holiday	RRP RetroRegPy		
OTP Overtime	ROP RetroOTPay		
OTS StraightOT	ROP RetroOTPay		

Retro Pay Program – Program Definition page

RetroPay

Retro Pay Program ID	The retro pay program ID displays here.
Description	The retro pay program's description displays here.
Status	The retro pay program's status displays here.
Effective Date	The retro pay program's effective date displays here.

Assignments/Ranges

Earnings Type for Retro Pay	Select the earnings codes for which retro pay is calculated in this retro pay program. The only earnings codes valid for this field are those for which you selected Eligible for Retro Pay on the Earnings Table – General page.
Retro Pay Earnings Type	Specify the earnings code for paying the retro pay. The only Earnings Codes valid for this field are those for which you selected Used to Pay Retro on the Earnings Table – General page.
Start/End Date Ovr for Mass Retro	Enter a start date and an end date for any of the earnings code rows of this Retro Pay Program.

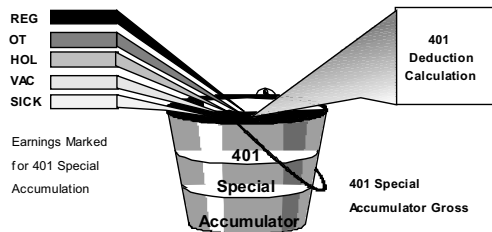
Establishing Special Accumulator Types

The best way to see how these special accumulators work is to look at an example of how you set up a 401(k) retirement savings plan, where you want the 401(k) deduction calculated as a percentage of Regular, Overtime, Holiday, Vacation, and Sick earnings.

You first need to create a three-character code for the Special Accumulator Table. Because it's for the 401(k) plan, let's make it easy to remember: 401. This code, in essence, becomes a bucket to accumulate all the earnings that affect 401(k).

Then, for each valid Earnings Code—Regular, Overtime, Holiday, Vacation, and Sick—you enter the 401 Special Accumulator Code on Earnings Table - Special Process and select the Adds To special balance value. This tells the system to add these earnings to the 401 special accumulator.

Finally, when defining the 401(k) calculation on the Savings Plan Table, you specify Use 401 Special Accumulator Instead of Total Gross. With this in place, the system calculates 401(k) deduction amounts based on the total amount of earnings earmarked for 401 special accumulation.



Understanding Special Accumulators

Special Accumulator Table Page

Usage	Use the Special Accumulator Table page to define accumulators that might be used for deduction calculation. You assign the appropriate Earnings Codes to add to or subtract from the accumulator balances on Earnings Table – Special Process page. The Savings Plan Table and the General Deduction Table use Special Accumulator Codes in calculation routines.
Object Name	SPCL_EARNS_TABLE
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Special Accumulator Table • Define Business Rules, Define Payroll Process (USF), Setup 1, Special Accumulator Table
Prerequisites	None
Access Requirements	Enter a Special Accumulator Code.

Special Accumulator Table

Special Accumulator Code: 401

Special Accumulator(s) Find | View All First 1 of 1 Last

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

*Description: 401K Eligible Earnings

Short Description: 401K Earns

Special Accumulator Table page

Special Accumulator Code The special accumulator code you specified in the entry page displays here.

Special Accumulator(s)

Effective Date Enter an effective date for the special accumulator.

Status Select the status of the special accumulator. Valid values are *Active* and *Inactive*.

Description Enter a description of the special accumulator.

Short Description Enter a short description of the special accumulator.

Special Accumulator Earning Page

Usage	Use the Special Accumulator Earnings page to display the Earnings Codes that you defined on the Earnings Table as having an effect on this special accumulator.
Object Name	SPCL_ACCUM_EARNS
Navigation	• Define Business Rules, Define Payroll Process, Inquire, Special Accumulator Earnings, Special Accumulator Earning • Define Business Rules, Define Payroll Process (USF), Inquire, Special Accumulator Earnings, Special Accumulator Earning
Prerequisites	You must have defined a special accumulator code on the Special Accumulator Table Page.
Access Requirements	Enter a Special Accumulator Code.

Special Accumulator Earning

Special Accumulator Code: 401 **Dummy Name:** Active
Description: 401K Eligible Earnings

Eligible earnings		Find View All	First	1-6 of 13	Last
Earnings Code					Dummy Name
ADJ	Adjustments	Adds to	+	-	
BNS	Bonus	Adds to	+	-	
CLA	Cost of Living Adjustment	Adds to	+	-	
DBT	Double Time	Adds to	+	-	
JUR	Jury Pay	Adds to	+	-	
OCP	On-Call Pay	Adds to	+	-	

Special Accumulator Earning page



This page is display only and is used to view the earnings included in the special accumulator.

Establishing Shifts

The Shift Table comes into play when an hourly Earnings Code is defined as eligible for shift differential. The system first checks employees' job records and paylines to see if you have assigned each of them to a shift. It then checks the Shift Table to determine how you've defined each shift and any associated shift differentials that affect earnings. It also checks the Earnings Table to see whether the earnings are eligible for shift differential.

Understanding Shifts

Shifts are defined both by the Shift Table and by a series of translate values. The system looks to the Shift Table during batch processes. You use the Translate Table when performing online edits on pages, such as paysheets.



The values on the Shift and Translate tables must match, so if you add new shift values, you must add them to the Translate Table using Data Designer before adding them to the Shift Table. If you don't have multiple shifts, inactivate all shift values on the Translate Table except for the N/A shift value and set up the N/A shift on the Shift Table.

We deliver several basic shift values in the Translate Table: First, Second, Third, and N/A for no shift. Even if you don't have shifts, you must define at least one shift, such as N/A, on the Shift Table. Also note that shift earnings are not currently broken out on reports, such as paychecks and payroll registers. If you want to review shift earnings separately, you should set them up as specific Earnings Codes on the Earnings Table.

Shift Table Page

Usage	Use the Shift Table page to add a shift.
Object Name	SHIFT_TABLE
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Shift Table
Prerequisites	None
Access Requirements	Enter a Set ID.

Shift Table

SetID: LBH Biweekly Hourly Paygroup
Shift: 1

Shift Table Information Find | View All First 1 of 1 Last

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

Description: First Shift

Short Description: 1st shift

Shift Hours: 8 : 00 to 15 : 59

Employee Shift Differential?

☒ Specified at Employee level

Rate:

Factor:

Shift Table page

Set ID The set ID you specified in the entry page displays here.

Shift The shift number displays here.

Shift Table Information

Effective Date Enter an effective date for the shift.

Status The status of the shift displays here.

Description Enter a description of the shift.

Short Description Enter a short description of the shift.

Shift Hours Enter the shift hours. The time format uses a 24-hour clock, so to set up a second shift from 4 p.m. to 11:59 p.m., you enter **16:00 / 23:59**. This field is for your information only.

Employee Shift Differential?

Specified at Employee Level	Check this box if shift premiums vary from employee to employee. This option enables you to define the shift premium rate or factor for any employee assigned to the shift at the employee level. If you clear this field, you enter the Rate or Factor on this table.
Rate	If you deselect the Specified at Employee Level check box, enter a rate for the shift differential.
Factor	If you deselect the Specified at Employee Level check box, enter a factor for the shift differential.



If you enter a specific **Rate** or **Factor** under **Shift Differential** on the Shift Table, the **Rate** or **Factor** will apply to all employees assigned to that shift. You can't override these definitions at the employee level.



For more information on Job Data pages, see Entering Job Data.

Calculating Shift Differentials

There are two parts to calculating shift differentials. The system needs to first determine the shift premium, then adjust the total earnings eligible for shift differential.

The system calculates the shift premium using the following formula:

$$(\text{Shift Rate} + (\text{Shift Factor} \times \text{Pay Rate})) = \text{Shift Premium}$$

Shift Rate is the shift differential rate, Shift Factor is the shift differential factor, and Pay Rate is the hourly rate on the pay earnings record.

Applying the resulting Shift Premium, the system then adjusts any earnings subject to shift differential using this calculation:

$$(\text{Pay Rate} + \text{Shift Premium}) \times \text{Hours Worked} = \text{Adjusted Earnings}$$

Pay Rate is the hourly rate on the pay earnings record, and Hours Worked are the number of hours associated with the Earnings Code for that pay period.

Let's look at a couple of examples of how shift pay is calculated at CCB, where we've set up three shifts and defined the shift differentials as follows:

First Shift \$0.50 per hour for eligible earnings

Second Shift	10 percent
Third Shift	\$1 per hour plus 15 percent

When Andrew Gordon joined CCB as an hourly employee, he earned \$10 an hour and worked 40 hours of eligible shift earnings. His pay would obviously vary depending on which shift he worked.

During his first six months with CCB, Andrew worked the First Shift, and his weekly earnings were:

$$\begin{aligned} \$0.50 &+ (0 \times \$10) = \$0.50 \\ \text{Shift Rate} + (\text{Shift Factor} \times \text{Pay Rate}) &= \text{Shift Premium} \end{aligned}$$

$$\begin{aligned} (\$10 + \$0.50) \times 40 &= \$420 \\ (\text{Pay Rate} + \text{Shift Premium}) \times \text{Hours Worked} &= \text{Adjusted Earnings} \end{aligned}$$

A few months later, his wife delivered their first child, and Andrew transferred to the Second Shift, so he could help take care of the child during the day. His pay rate remained the same, but his shift differential was calculated a little differently:

$$\begin{aligned} \$0 &+ (0.10 \times \$10) = \$1 \\ \text{Shift Rate} + (\text{Shift Factor} \times \text{Pay Rate}) &= \text{Shift Premium} \end{aligned}$$

$$\begin{aligned} (\$10 + \$1) \times 40 &= \$440 \\ (\text{Pay Rate} + \text{Shift Premium}) \times \text{Hours Worked} &= \text{Adjusted Earnings} \end{aligned}$$

After a while, he decided to move to Third Shift, so he could earn a little more money, yet still stay home during the day and have time to take a few data processing and C programming classes at night. His shift pay was then calculated as:

$$\begin{aligned} \$1 &+ (0.15 \times \$10) = \$2.50 \\ \text{Shift Rate} + (\text{Shift Factor} \times \text{Pay Rate}) &= \text{Shift Premium} \end{aligned}$$

$$\begin{aligned} (\$10 + \$2.50) \times 40 &= \$500 \\ (\text{Pay Rate} + \text{Shift Premium}) \times \text{Hours Worked} &= \text{Adjusted Earnings} \end{aligned}$$

One morning, a little over a year after Andrew first started working for CCB, he ran into Mark Larsen as he was walking to his car. Mark immediately recognized Andrew as an old pal from Diablo Hills College. And as they brought each other up to date on what they'd been doing since school, Mark realized that Andrew might be perfect for the new opening in the internal systems division. A couple of interviews later, Andrew was offered a position with no shift differential, but his hourly rate more than made up the difference:

$$\$20 \text{ per hour} \times 40 \text{ hours} = \$800$$

Reviewing Shifts and Shift Rates on Paychecks

The Paycheck Earnings Inquire page in the Manage Payroll Process menu shows you the employee's hourly rate and any applicable shift differential.



For more information on the Paycheck Earnings page, see Calculating Pay.



For more information on employee shift as defined on the employee's job record and appearing on the paysheet, see Working with Paysheets.

USF Setting Up Individual Retirement Record Processing

PeopleSoft Payroll for U.S. Federal Government provides Individual Retirement Record (IRR) processing and generates output according to Office of Personnel Management (OPM) guidelines. In this section we discuss the set up requirements for IRR processing.

Before you can create an IRR, you need to designate Nature of Action (NOA) Codes that are reportable to OPM on IRRs.

PeopleSoft delivers Nature of Action Codes on the Nature of Action Table in the PeopleSoft Human Resources application. If you need to, you can also create your own NOA Codes.

USF Nature of Action Table Page

Usage	Use the Nature of Action Table page to define the action that is occurring, such as appointment or promotion. Each nature of action code has a unique numerical code that identifies, for statistical and data processing purposes, that particular nature of action. PeopleSoft delivers standard codes found on the NOAC Table, based on information received from the OPM Bulletin Board.
Object Name	GVT_NOAC_TBL
Navigation	Define Business Rules, Manage Human Resources (USF), Setup, Nature of Action Table, Nature of Action Table
Prerequisites	None
Access Requirements	Enter an Action and a corresponding Nature of Action Code.

Nature of Action Table

Action: DTA Data Change

Nature of Action Code: 792

NOA Description View All First 1 of 1 Last

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

*Description - Part 1: Chg In Duty Station

Description - Part 2:

Time NOA is Effective: Opening of Business Day

☒ Required for CPDF

☒ Push Action to Job

☐ IRR Reportable

Nature of Action Table page

Action	The action displays here.
Nature of Action Code	The nature of action code displays here.
NOA Description	
Effective Date	Enter an effective date for the action.
Status	Enter the status of the action. Valid values are <i>Active</i> and <i>Inactive</i> .
Description – Part 1 & 2	Enter a description of the action.
Time NOA is Effective	Enter the time for which the action is effective. Valid values are <i>None</i> , <i>Close of Business Day</i> , and <i>Opening of Business Day</i> .
Required for CPDF	Check this box if required for CPDF.
Push Action to Job	Check this box to push action to job.
IRR Reportable	Check this box if a NOA Code is to be reported to OPM on the IRR.

USF Defining the ROST Process

PeopleSoft Payroll for U.S. Federal Government produces the Register of Separations and Transfers (ROST) in accordance with federal regulations. The system automatically includes on the ROST any PAR remarks that you identify as ROST-related on the PAR Remarks Table.

USF Pers Action Request Remarks – PAR Remarks Table Page

Usage	Use the PAR Remarks Table page to associate remarks to IRR reportable PARs and indicate which PAR remarks are reportable.
Object Name	GVT_SF50_RK_TBL
Navigation	Define Business Rules, Manage Human Resources (USF), Setup, Pers Action Request Remarks, PAR Remarks Table
Prerequisites	None
Access Requirements	Enter a SF50 Remark Code.

PAR Remarks Table

Remark CD: B02

Remark Description View All First 1 of 1 Last

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

Insertion Required ☐ IRR Reportable ☐ ROST Reportable ☐

Elected not to enroll for health benefits.

Pers Action Request Remarks – PAR Remarks Table page

Remark CD The remark code you specified in the entry page displays here.

Remark Description

Effective Date Enter an effective date for the remark.

Status Enter the status of the remark. Valid values are *Active* and *Inactive*.

Insertion Required Check this box if insertion is required.

IRR Reportable

Check this box to have this PAR remark appear in the final IRR report that you generate. Note that all PAR remarks are display in the IRR Service History page. However, only the PAR remarks that you've designated as **IRR Reportable** in the PAR Remarks Table appear on the final IRR report that you generate.

ROST Reportable

Check this box if it is ROST reportable.



For more information on the ROST process, see Defining_ROST.

USF Defining IRR Reportability for Earnings Codes

You need to identify the Earnings Codes that are tied to basic compensation and to leave without pay.



For more information on these earnings codes, see Earnings Table – Taxes Page.

USF Creating IRR Remarks

You can add special remarks to document additional information in the IRR. For example, if an employee separates from an agency and owes it money, you can indicate this information with a remark on the employee's IRR. The OPM can then deduct the debt from the employee's contributions to the CSRS or FERS fund.

We provide you with an IRR remark template generator that enables you to set up IRR remarks ahead of time. In the IRR Remarks Table, you create remarks that contain employee-specific and text components. Enter the employee-specific information when attaching the remark to an employee's IRR in the IRR Remarks page. The combination of each of these components comprise a unique IRR remark.

Setting up IRR remarks in the IRR Remarks Table dynamically generates a complete remark for an employee in the IRR Remarks page. When an employee separates, you can select the remarks for them as needed in the IRR Remarks page.

USF IRR Remarks Page

Usage	Use the IRR Remarks page to create IRR Remarks.
Object Name	GVT_IRR_RK_TBL

Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, IRR Remarks Table, IRR Remarks
Prerequisites	None
Access Requirements	Enter an IRR Remark Code.

IRR Remarks

IRR Remark Code: YX3

IRR Remark View All First 1 of 1 Last

Effective Date: 01/01/1980 Status: Active ROST Remark ☐ + -

Description: Retire Ded on ROST Short Desc: RetireDed

Remark Text View All First 1 of 1 Last

Sequence Number: 10 IRR Remark Type: + -

Field Type: + -

Remark Label: + -

Remark Text: + -

IRR Remarks page

IRR Remark Code The IRR remark code you specified in the entry page displays here.

IRR Remark

Effective Date Enter an effective date for the IRR remark.

Status Enter the status for the IRR remark. Valid values are *Active* and *Inactive*.

ROST Remark Check this box if you want the IRR remark to be reported on the ROST (Register of Separations and Transfers).

Descr (Description) Enter a description of the IRR remark.

Short Desc (Short Description) Enter a short description of the IRR remark.

Remark Text

Sequence Number

Assign the component a sequence number. We suggest that you assign numbers in increments of five to leave room in case you need to go back and modify this remark. This saves you from renumbering the sequence of all the components.

IRR Remark Type

Select a remark type to determine the format for this sequence number.

None: Select this value if there is no format for the sequence number.

Emp spec (employee specific): Select this value if it is employee specific. If you select the **Emp spec** value, the **Field Type** and **Remark Label** fields become available for entry.

Text: Select this value for text. If you select the **Text** value, the **Text Remark** field becomes available for entry.

Field Type

Select a value to determine the type of edit that's used in the remark line of an employee's IRR in the IRR Remarks page. Valid values are **None**, **Date**, **Number**, and **Text**.

Note. Date field values are influenced by your operating system, for example, Oracle or DB2/MVS.

Remark Label

Enter a label to identify information in an employee-specific remark type.

Remark Text

Enter a text remark.

USF Identifying an IRR Retirement Form on the Retirement Plan Table

For each Retirement Plan you define on the Retirement Plan Table, you specify the IRR Retirement Form as either Civil Service Retirement System (CSRS) or Federal Employee Retirement System (FERS).



For more information on identifying Retirement Plan Tables, see Retirement Plan Page.

USF Identifying Year Settings on the Pay Calendar

For every Pay Calendar you establish, you specify the Pay Year on the Year Settings secondary page of the Pay Calendar Table by entering the year in the Pay Year field. The IRR Fiscal Data Accumulation process requires that you define the Pay Year. When the IRR Fiscal Data Accumulation process is running, the system looks for the Pay Year. We recommend that the pay year match the pay end date.



For more information about defining the Pay Year in the Pay Calendar, see [Creating Pay and FLSA Calendars](#).



For more information on the IRR Fiscal Data Accumulator, see [IRR Fiscal Data Accumulation Page](#).

Defining the Final Check Process

Employee terminations occur for various reasons: some are initiated by the employee, others by the employer. When employment is terminated, regardless of the reason, employers are required by law to give employees their final wages. Some states require that the employee receives final wages before leaving the premises. The PeopleSoft Payroll Final Check functionality eases the burden of creating final checks.

The Final Check process enables you to define a set of termination rules as a Final Check Program that identifies the earnings, deductions, and leave plans to be processed when creating a final check. It then enables you to automate the application of these rules to provide a clean and speedy way of creating final checks.

You can create a final check for a terminated employee whether or not the termination has been processed through Human Resources. You can specify which Action and Action Reason codes automatically generate a Final Check Request when an employee Termination Job record is entered on the system. On the Final Check Program Table, you can define the sets of earnings, deductions, and leave accrual processing rules to be applied to final checks.

When processing final checks for an employee whose termination has not been processed through Human Resources, you just enter the Employee ID, Termination Date, and Final Check Program ID on the Final Check request page.



Because the process is workflow-enabled, the system automatically generates a worklist item to notify the Personnel Administrator that a Final Check Request has been created for an employee who is not yet terminated on the Job page.

FC Action/Reason Page

Usage	Use the Final Check Action/Reason page to define the valid Action and Action Reason code combinations that automatically trigger a Final Check request when an employee Termination Job record is entered on the system. Action and Reason codes not defined on this table will not trigger a Final Check request.
Object Name	TERM_ACTN_RSN
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Final Check Action/Reason, FC Action/Reason • Define Business Rules, Define Payroll Process (USF), Setup 2, Final Check Action/Reason, FC Action/Reason
Prerequisites	None
Access Requirements	Enter an Action Code.

FC Action/Reason

Action: RET Retirement

Termination Action		Find View All	First	1-2 of 2	Last
*Reason Code:	Description:				
ERT	Early Retirement				
RMT	Normal Retirement				

FC Action/Reason page

Action The action code you specified in the entry page displays here.

Termination Action

Reason Code Select an action reason to associate with the action code. Add as many rows as you need. Action codes and action reasons are defined on the Action Reason Table page.

Description A description of the action reason displays here.



For more information on the action codes and action/reasons available to you, see the *PeopleSoft Human Resources PeopleBook*.

Setting Up the Final Check Program Table

The Final Check Program Table enables you to specify sets of earnings, deductions, and leave plans that can be processed on a final check. You identify each Final Check Program with a Final Check Program ID. You can assign a Final Check Program to each Pay Group using the Final Check Program ID. The Pay Group's Final Check Program defaults to the Final Check requests of terminated employees of that Pay Group. However, you can override the Final Check Program for any employee when processing a Final Check request.

Final Check Program Table – Program Definition Page

Usage	Use the Final Check Program Definition page to establish a Final Check Program ID and its description.
Object Name	TERM_PGM_TBL
Navigation	- Define Business Rules, Define Payroll Process, Setup 2, Final Check Program Table, Program Definition - Define Business Rules, Define Payroll Process (USF), Setup 2, Final Check Program Table, Program Definition
Prerequisites	None
Access Requirements	Enter a Final Check Program ID.

Program Definition | Earnings Definition | Leave Accrual Definition | Deduction Definition

Final Check Program ID: KU1

Final Check Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980

*Status: Active

*Description: US Final Check Program

Short Description: US Fnl Ck

☒ Include T&L Payable Time

Final Check Program Table – Program Definition page

Final Check Program ID The final check program ID you specified in the entry page displays here.

Final Check Details

Effective Date Enter an effective date for the program.

Status Enter the status of the program. Valid values are *Active* and *Inactive*.

Description Enter a description for the program.

Short Description Enter a short description for the program.

Include T&L Payable Time Check this box if you have an interface with PeopleSoft Time & Labor. If you select this check box, the system uses the time from Time & Labor to create the paysheet for the final check. This marks the Time and Labor paysheet as processed by Final Check.

Final Check Program Table – Earnings Definition Page

Usage	Use the Earnings Definition page to define earnings for your final check program.
Object Name	TERM_RGM_DEFERN
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Final Check Program Table, Earnings Definition • Define Business Rules, Define Payroll Process (USF), Setup 2, Final Check Program Table, Earnings Definition
Prerequisites	None
Access Requirements	Enter a Final Check Program ID.

Program Definition		Earnings Definition		Leave Accrual Definition		Deduction Definition	
Final Check Details Find View All First 1 of 1 Last							
Final Check Program ID: KU1		Status: Active					
Description: US Final Check Program		Effective Date: 01/01/1980					
Earnings Find View All First 1-4 of 4 Last							
Earnings Code	Description	Override Limit Amount	Payout Option				
BNS	Bonus		Earns Amt				
DBT	Double Time		Earns Amt				
OTP	Overtime		Earns Amt				
REG	Regular		Earns Amt				

Final Check Program Table – Earnings Definition page

Final Check Details

Final Check Program ID The final check program ID you specified in the entry page displays here.

Description The program description displays here.

Status The program status displays here.

Effective Date The effective date of the program displays here.

Earnings

Earnings Code Select the earnings code of each type of earnings you want to include as eligible in the final check program you're defining.

Description A description of the earnings code displays here.

Override Limit Amount If you want to place a limit on an amount that can be paid if the regular payout amount exceeds your specified amount for an earnings code, enter a value in this field.

Payout Option Select a payout option for each earnings code.

Earns Amt: Select this value if the final check process uses the regular earnings amount to pay the earnings for the earnings code.

Goal Dif: Select this value if the final check process looks for a corresponding additional pay record for the earnings code and calculates the remaining balance on the employee's goal amount.



Only those earnings identified here are included on a final check. For example, if an Additional Pay earnings for a car should be included on final checks, you need to include the appropriate Earnings Code for those earnings on this page, otherwise it will not be included on employees' final checks.

Final Check Program Table – Leave Accrual Definition Page

Usage	Use the Leave Accrual Definition page to define the rules that apply to paying leave accruals to employees for whom you decide to pay earned and/or prorated accruals.
Object Name	TERM_PGM_DEFLVE
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Final Check Program Table, Leave Accrual Definition • Define Business Rules, Define Payroll Process (USF), Setup 2, Final Check Program Table, Leave Accrual Definition
Prerequisites	None
Access Requirements	Enter a Final Check Program ID.

Final Check Details

Final Check Program ID: KU1 Status: Active

Description: US Final Check Program Effective Date: 01/01/1980

Leave

Plan Type	Benefit Plan	Description	Override Limit Hours	Payout ErnCd	Prcs Neg
51	KUVACN	GBI Vacation Time		VAO	☐

Accrual Proration

Prorate? ☐ Prorated ErnCd ☐

<= Months of Service	<= Hours of Service	Hours to Pay

Final Check Program Table – Leave Accrual Definition page

Final Check Details

Final Check Program ID The final check program ID you specified in the entry page displays here.

Description The program description displays here.

Status The program status displays here.

Effective Date The effective date of the program displays here.

Leave

Plan Type Select the plan type for leave accruals you're including in the final check program.

Benefit Plan Select the benefit plan code that identifies the leave plan.

Description A description of the benefit plan displays here.

Override Limit Hours Enter a value (in hours) if you want to apply an override when payout earned and prorated hours exceed the limit.

Payout ErnCd Select a payout earned code to be used for paying the accruals that are earned and awarded for the benefit plan. You can choose to pay only the earned and awarded accruals, only the prorated portion, or both. The Earnings Code you use for paying the earned and awarded accruals must be defined on the Earnings Table as earnings that do not reduce regular pay but do add to hours taken. This ensures the integrity of the accrual balance records when employee leave accruals are paid upon termination.

Pracs Neg	Check this box if you also want to pay negative accruals.
Prorate?	Check this box if you want to prorate accruals for the benefit plan.
Prorated ErnCd	Select the prorated earnings code to be used for paying the prorated portion of accruals for the benefit plan. You can choose to pay only the entitled and awarded accruals, only the prorated portion, or both. The Earnings Code you use for paying prorated accruals must be defined as earnings that do not reduce regular pay, but do add to hours taken and hours adjusted. This ensures the integrity of the accrual balance records when employee leave accruals are paid upon termination.

Accrual Proration

If you prorate accruals for the benefit plan, use these controls to establish the proration rules. You can establish cutoff points in **Months of Service** or **Hours of Service** and specify the hours to pay for each case.

<=Months of Service (months of service less than or equal to)	To prorate accruals by months of service, enter your monthly increments here. For example, <= 1 Months of Service , <= 2 Months of Service , and so on. The system computes the months of service based on the employee's termination date and the last date on which the Leave Accrual process was run.
<=Hours of Service (hours of service less than or equal to)	To prorate accruals by hours of service, enter your hourly increments here. For example, <= 160 Hours of Service , <= 320 Hours of Service , and so on.
Hours to Pay	Enter the number of hours to pay for each proration level you define.

Defining Deductions for a Final Check Program

You might need to refund or override a particular general or benefit deduction on a final check. To handle this, you can define a set of rules in each Final Check Program for processing deductions or refunds on an employee's final check.

The system adds deductions and refunds to an employee's paysheet as One-Time Deductions. This enables a payroll administrator to further override any values on collections or refunds by deduction class, if there are any additional rules that are outside the scope of Final Checks.

Final Check Program Table – Deduction Definition Page

Usage	Use the Deduction Definition page to define what deductions are

	included in a final check and limits and special rules that are used to calculate the deduction.
Object Name	TERM_PGM_DEFDED
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Final Check Program Table, Deduction Definition • Define Business Rules, Define Payroll Process (USF), Setup 2, Final Check Program Table, Deduction Definition
Prerequisites	None
Access Requirements	Enter a Final Check Program ID.

Final Check Details

Final Check Program ID: KU1 Status: Active **+** **-**

Description: US Final Check Program Effective Date: 01/01/1980

Deduction Details

Plan Type	Deduction Code	Description	Override Limit Amount	Processing Rule	
00	KU4UN1	Union Dues		Col GolDif	+ -
00	KULON1	Loan Payback		Col GolDif	+ -
00	KULON2	Loan Payback		Col GolDif	+ -
00	KUNTPY	Net Pay Adjustment		Col GolDif	+ -
00	KUUSBC	U.S. Savings Bond Deduction		Ref SBBal	+ -

Final Check Program Table – Deduction Definition page

Final Check Details

Final Check Program ID The final check program ID you specified in the entry page displays here.

Description The program description displays here.

Status The program status displays here.

Effective Date The effective date of the program displays here.

Deduction Details

Plan Type Select the plan type of each deduction you're including in the final check program.

Deduction Code	Select the deduction code that identifies the deduction on the deduction table.
Description	The deduction code description displays here.
Override Limit Amount	If you want to place a limit on an amount that can be paid if the regular payout amount exceeds your specified amount for an earnings code, enter a value in this field.
Processing Rule	Select a processing rule for each deduction code that you specify. Col Goldif (Collect Goal Difference): Used for collection of General Deductions only. The amount to be collected is the General Deduction data Goal Amount minus the Goal Balance. Col PerDed (Collect Pay Period Deduction): Used for General Deductions and Benefit Deductions collection. The amount to be collected is the scheduled Pay Period deduction. Ref ESPP (Refund Employee Stock Purchase Plan Balance): This value is reserved for future use. Ref GolBal (Refund Goal Balance): Used for refunding General Deductions only. The amount to be refunded is the General Deduction data Goal Balance. Ref LstDed (Refund Last Deduction): Used for refunding General Deductions and Benefit Deductions. The amount to be refunded is the Pay Deduction data Current Deduction, which represents the amount deducted at the last time the deduction was taken. Ref MTDBal (Refund Month-to-Date Balance). Used for refunding General Deductions and Benefit Deductions. The amount to be refunded is the Deduction Balance data MTD Deduction, which represents the Month-to-Date deductions taken. Ref QTDBal (Refund Quarter-to-Date Balance): Used for refunding General Deductions and Benefit Deductions. The amount to be refunded is the Deduction Balance data QTD Deduction, which represents the Quarter-to-Date deductions taken. Ref YTDBal (Refund Year-to-Date Balance): Used for refunding General Deductions and Benefit Deductions. The amount to be refunded is the Deduction Balance data YTD Deduction, which represents the Year-to-Date deductions taken.

Ref SBBal (Refund Savings Bond Balance): Used for refunding U.S. Savings Bond deductions. The amount to be refunded depends on the status of each bond. The Bond Log data Accumulated Amount is refunded when the bond log status is Not Ready to Disburse (N) or Funds Disbursed (D). The Accumulated Amount is refunded when the Bond Log Status is Ready to Disburse (R).

Ref SBBRTD (Refund Savings Bond Balance & Disburse Amount): Used for refunding U.S. Savings Bond deductions. The amount to be refunded depends on the status of each bond. The Bond Log data Accumulated Amount is refunded when the Bond Log Status is Not Ready to Disburse (N) or Funds Disbursed (D). The Accumulated Amount and Disburse Amount is refunded when the Bond Log Status is Ready to Disburse (R).



Important! The Final Check Process performs normal payroll arrears processing whether or not the deduction is included in the Final Check Program.

USF Final Check Program Clone – Run Parameters Page

Usage	Use the Final Check Clone Parameters page to identify the Final Check Program you're cloning, specify a Final Check Program ID and Effective Date for the new program, and indicate which program elements you want to copy to the new Final Check Program.
Object Name	RUNCTL_FCXCLONE
Navigation	Define Business Rules, Define Payroll Process (USF), Process, Final Check Program Clone, Run Parameters
Prerequisites	You must have defined a final check program.
Access Requirements	Enter a Run Control ID.

FC Program Clone

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

Process Request Parameter(s)

Current Final Check Program	New Final Check Program
Final Check Program ID: KC1	New Final Check Program ID:
Effective Date:	New Effective Date: 08/28/2000
☐ Clone Earnings Definition ☐ Clone Leave Accr Definition ☐ Clone Deductions Definition	

Final Check Program Clone – Run Parameters page

Run Control ID The run control ID you specified in the entry page displays here.

Process Request Parameter(s)

Current Final Check Program

Final Check Program ID Select a final check program ID for the final check program you are copying.

Effective Date Enter an effective date for the final check program you are copying.

New Final Check Program

New Final Check Program ID Enter the final check program ID to use to identify the new final check program.

New Effective Date Enter an effective date for the new final check program.

Clone Earnings Definition Check this box to copy the earnings definitions of the original Final Check Program to the new Final Check Program. If you clear this check box, no earnings definitions are copied to the new Final Check Program.

Clone Leave Accr Definition Check this box to copy the leave accrual definitions of the original Final Check Program to the new Final Check Program. If you clear this check box, no leave accrual definitions are copied to the new Final Check Program.

Clone Deductions Definition Check this box to copy the deduction definitions of the original Final Check Program to the new Final Check Program. If you clear this check box, no deduction definitions are copied to the new Final Check Program.

CHAPTER 4

Defining Deductions

In this section we will discuss the processing of deductions, the creation of deduction subsets, the setting up of deductions, the defining of general deductions, and the use of the programs.

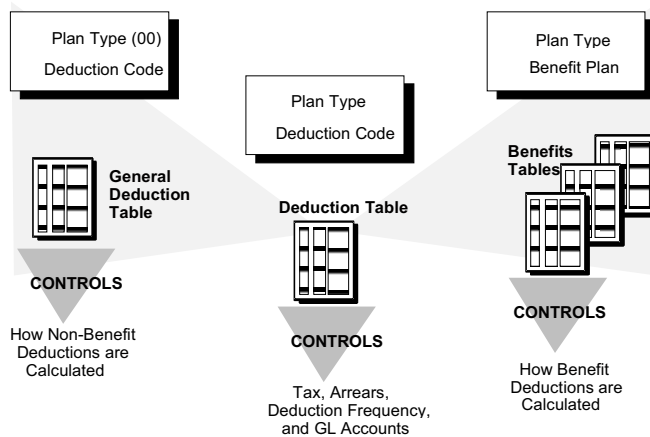
When setting up deductions in PeopleSoft Human Resources, keep in mind that there are actually four parts to defining a deduction:

- You will use the Deduction Table pages to specify the processing of a deduction, including the priority of the deduction, how the deduction affects taxes, related general ledger account codes, and other special payroll process indicators, such as how arrears should be handled.
- You will define parameters for the actual calculation of non-benefit deductions such as parking or union dues, using the General Deduction Table page.
- You will define parameters for the actual calculation of benefit deductions such as life insurance and savings plans, using the Benefits Program Table pages.
- You will add the general deductions to the Company General Deductions page.

Combined, these tables allow you to define exactly how you want the system to process the deduction.

Processing Deductions

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 want your deductions, general deductions, and benefits to be defined and segregated within the system before you actually set them up. As with earnings, you may want to develop a deduction worksheet on which you can lay out what you'll need to know to set up deductions in the related tables. Here is a diagram representing the Deduction Processing relationships:



Deduction Processing Relationships



For more information on PeopleSoft Human Resources benefit tables, see *Designing Your Base Benefits System*.

Classifying Deductions

In PeopleSoft Payroll, 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're setting up.

Benefits Tables

Define calculations for health plans, life insurance plans, and so forth. Note that, in most cases, a different table is 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're defining, you must set up a corresponding entry on the Deduction Table. This is where you tell the system how to tax the deduction, how to handle arrears, and how often to take the deduction.

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

Creating Deduction Subsets

A deduction subset is a group of deductions that you select from the standard set of deductions you will define for your company. Deduction subsets are used to process only a subset of the deductions that has been set up on an employee's record. For example, when running a bonus payroll, you may want to have 401k and garnishments deducted from the bonus checks but not medical, dental, savings bonds, etc. So a deduction subset would be set up with only 401k and garnishments deductions. The subset is added to the calendar, which in turn feeds it to the paysheets. When the payroll is run, any deductions that are not in the subset are not taken from any of the checks. This provides a way of overriding the deductions on a group of employee's without having to look up each individual employee and entering a one-time override on the paysheet.

With PeopleSoft Payroll for North America, you can define as many deduction subsets as needed. As you establish deductions on the Deduction Table, you can include each one in as many of your deduction subsets as needed. You can also set up a Deduction Subset ID with which you associate no deductions at all. You could use this no-deductions subset on pay runs for which you want to ensure that no deductions are taken.



You will create the deduction subset before defining the deductions so that the subset will be available for use when creating the deduction codes. If you were to create the subsets after defining the deductions, you would have to go back into the Deduction Table in correction mode to add the deduction subset to the appropriate deductions. Correction mode access is rarely given to users.

Deduction Subset Table Page

Usage	Use the Deduction Subset Table page to define subsets of deductions.
Object Name	DED_SUBSET
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Deduction Subset Table • Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Subset Table
Prerequisites	None.
Access Requirements	Enter a Deduction Subset ID.

Deduction Subset Table	
Deduction Subset ID:	KU1
Description:	United States Ded Subset Bonus
Short Description:	US Ded Sub

Deduction Subset Table page

Deduction Subset ID	The deduction subset ID you selected in the entry dialog box displays here.
Description	Enter the description of the subset.
Short Description	Enter the short description of the subset.



For more information on including deductions in a deduction subset, see [Creating Deduction Subsets](#).



For more information on applying deduction subsets to pay calendars, see [Using Calendars](#).

Setting Up Deductions

The Deduction Table defines the tax effect on deduction types and specifies how the system should handle arrears and other special deduction considerations during payroll processing. Deductions consist of all payroll deductions and employer contributions to benefit plans—not including taxes. We refer to deductions for taxes simply as *taxes*.

Deductions on the Deduction Table are grouped by plan type. The type of plan you select is critical in the deduction process, because it tells the system which table—General Deduction or Benefits—to retrieve the deduction calculation routine from. General Deductions are easy; the plan type code is always *00*. If you want to create your own plan types, use *Z0* through *ZZ*.

It is important to remember that deductions are grouped by plan types. Each plan type is assigned a unique range of codes that tell the system from which tables—General Deduction or Benefits—to retrieve the deduction calculation routine. When you assign new codes, you must assign a code in the correct range and identical to the one defined in the General Deduction table or Benefits tables, otherwise the deduction will not be calculated.

To add a deduction, use the following five deduction pages:

- Deduction Table – Setup page.
- Deduction Table – Tax Class page.

- Deduction Table – Tax Effect page.
- Deduction Table – Process page.
- Deduction Table – Schedule page.



It is mandatory that each entry on the General Deduction table or the Benefits tables have a corresponding entry on the Deduction table for payroll to process the deduction. Otherwise, you will receive an error during payroll calculation.

Deduction Table – Setup Page

Usage	Use the Deduction Table - Setup page to specify the deduction priority, subset ID, and other parameters for arrears payments and garnishments.
Object Name	DEDUCTION_TABLE1
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Setup
Prerequisites	None
Access Requirements	Enter a Deduction Plan Type and a Deduction Code

Setup | Tax Class | Tax Effect | Process | Schedule

Plan Type: 10 Medical Deduction Code: KCHMOK

Deduction Information Find First 1 of 1 Last

*Effective Date: 01/01/1980

*Description: Kaiser HMO

Short Description: HMO Kaiser

Deduction Priority: 500

Maximum Arrears Payback

☒ No Maximum

☐ Flat Maximum for Payback

☐ Factor x Regular Deduction

Deduction Subset Find | View All First 1 of 1 Last

Subset ID	Description

Deduction Table – Setup page

Plan Type	The plan type you specified in the entry dialog box displays here.
Deduction Code	The deduction code you specified in the entry dialog box displays here.
Deduction Information	
Effective Date	Enter an effective date for the deduction.
Description	Enter a description of the deduction.
Short Description	Enter a short description of the deduction. The short description you enter here is printed on the paycheck stubs by the Payroll Check Print report PAY003 (PAY003CN for Canada).
Deduction Priority	Enter a deduction priority number for the deduction code. The order in which the system takes deductions during pay calculation is based on the deduction priority number and the deduction classification. You will define deduction classifications on the Deduction Table – Tax Class page. The lower the deduction priority number, the higher the priority is given to that deduction. For example, a deduction with a priority number of 20 will be taken before a deduction with a priority number of 40. PeopleSoft recommends that you give each deduction a unique deduction priority number, particularly with before-tax deductions. A possible exception would be instances where you may want to establish a set of related deductions with equal deduction priorities. For example, if your company offers a flexible benefits program that requires each employee to choose only one of several health plans, you may want to assign the same deduction priority to all the available health plans. For more information on deduction priority and its role in pay calculation, see PeopleSoft 8 Payroll for North America, “Calculating Pay”.
Special Processing	Select a value from this field if the deduction will be used for a special process. None. Select this value if the deduction is not considered a special process.

Bond. Select this value if the deduction is for purchasing U.S. Savings Bonds. Set up bond specifications for individual employees in Maintain Payroll Data. The U.S. Bond Specification and Activity Log Tables under the Maintain Payroll Data menu reference this field before activating any special bond processing.

Garnishment. Select this value if the deduction is for garnishments. This option triggers garnishment processing during payroll calculation. You set up garnishment specifications for individual employees in Maintain Payroll Data.

Union Dues. Select this value if the deduction is for union dues. When you select this option, the system automatically displays the **Union Code** field.

For more information on the fields that affect the way garnishments work, see PeopleSoft 8 Payroll for North America, “Defining Garnishments”.

Union Code

This field appears only when you select **Union Dues** in the **Special Process** field. Select the union code associated with the union for which this deduction applies. Union codes are defined on the CAN/USA – Union Table.

Maximum Arrears Payback

Using the **Maximum Arrears Payback** group box, you can specify how the system handles the payback of arrears balances. Note that any arrears processing method you define here may be overridden either at the employee level on the Paysheet One-Time Deductions page, or on the General Deduction Override page for general deductions.

No Maximum

Select **No Maximum** if you do not want there to be a maximum amount specified for arrears payback—garnishments usually fall in this category. If you select this field, the system will deduct as much money as possible from the employee’s paycheck to pay back the arrears balance.

Flat Maximum for Payback

Select **Flat Maximum** if you want the maximum arrears payback to be a flat rate. For example, if an employee has an arrears balance of \$500 and a flat maximum amount for payback specified at \$100, only \$100 will be deducted on each paycheck for the arrears balance until the total \$500 has been withheld. Please note that this amount would be in addition to any regular deductions.

Factor x Regular Deduction Select **Factor x Regular Deduction** if you want to have a percentage of a regular deduction withheld for the payback of the arrears balance. This would be in addition to the withholding of the regular deduction. For example, an employee has a medical deduction of \$100 with an arrears balance of \$500. You may want to have the system deduct the normal \$100 medical deduction and specify that 50 percent of that amount to apply to the arrears balance. This would make a total deduction of \$150. To do this, you select the **Factor x Regular Deduction** field, and enter .5 as the factor.

Deduction Subset

If you want to include the deduction in any of the deduction subsets that you've defined on the Deduction Subset Table page, select an applicable deduction subset ID. You can include a deduction in any number of deduction subsets.

Subset ID Select an applicable deduction subset ID.

Description A description of the subset ID displays here.

For more information on creating your deduction subsets, see [Creating Deduction Subsets](#).

USF Deduction Table – Setup Page

Usage	Use the Deduction Table - Setup page to specify the deduction priority, subset ID, and other parameters for arrears payments and garnishments.
Object Name	DEDUCTION_TABLE1
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Setup
Prerequisites	None
Access Requirements	Enter a Deduction Plan Type and a Deduction Code

Deduction Table – Setup Page



All fields on this page are identical to the fields on the Deduction Table – Setup page (commercial version) except for the field(s) listed below.

Federal Data (button)

Click the **Federal Data** button to access the Federal Distribution Destinations secondary page.

Federal Distribution Destinations Secondary Page

Usage	Use the Federal Distribution Destinations secondary page to further define the deduction and the interface in which it will be included. The distribution must be defined for the deduction to be included in the interface.
Object Name	GVT_DEDUCT1_SEC
Navigation	Click on the Federal Data button to access this page.

Federal Distribution Destinations secondary page

Distribution Destinations

Interface

Select an interface in which the deduction will be included. Valid values are *Not Applicable*, *OPM/RITS Interface*, *Thrift Savings Board Interface*, and *U.S. Department of Treasury*.

Reporting Code

Select a reporting code to define the type of deduction. Valid values include *Employee Allotment*, *FEGLI Basic Life*, and *TSP Agency Basic Contribution*.

Deduction Table – Tax Class Page

Usage	Use the Deduction Table - Tax Class page to specify a deduction classification for deduction codes (U.S. and Canada) and sales tax applicable to deduction codes (Canada only).
Object Name	DEDUCTION_TABLE2
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Tax Class • Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Tax Class
Prerequisites	None. This is the second page in a five-page component.
Access Requirements	Enter a Plan Type and Deduction code.

Deduction Table – Tax Class page

Plan Type

The plan type you specified in the entry dialog box displays here.

Deduction Code

The deduction code you specified in the entry dialog box displays here.

Deduction Information**Effective Date**

The effective date displays here.

Tax Classifications

Use the **Tax Classifications** group box to assign a deduction classification—and if applicable—Canadian sales tax to each deduction code. The order in which the system takes deductions during pay calculation is based on the deduction classification and the deduction priority number. You define the deduction priority on the Deduction Table - Setup page. Once a deduction code is assigned a classification, (before-tax, after-tax, taxable benefit, and so on) the system will use that classification to decide which deduction takes precedence over the other when a specific deduction has multiple classifications—a 401(k) with both a before-tax and after-tax classification for example.

Deduction Classification

Use the **Deduction Classification** group box to select an appropriate classification for the deduction.

Select ***After Tax*** to reduce net pay. A typical example might be a monthly parking deduction, or in Canada, a savings bonds purchase.

Select ***Before-Tax*** to reduce net pay and taxable gross. One example is an employee contribution to a retirement program, such as a 401(k) plan.

Deduction Classification

Use the **Deduction Classification** group box to select an appropriate classification for the deduction.

Select ***Nontaxable Benefit*** to represent an employer contribution for an after-tax deduction (not subject to tax) to an employee benefit plan such as a health plan or retirement plan. This contribution has no direct payroll effect. The after-tax matching contribution for savings plans is also a nontaxable benefit.

Select ***Nontaxable Btax Benefit*** to represent an employer contribution for a before-tax deduction (not subject to federal tax) to an employee benefit plan. Currently only used for the before-tax matching contribution to savings plans.

Select ***Taxable Benefit*** to represent an employer contribution (subject to federal tax) on behalf of an employee, such as life insurance. This contribution increases taxable gross (for tax purposes), but does not increase total gross (for pay purposes). An example of a taxable benefit is the imputed income on employer paid group term life insurance in excess of fifty thousand dollars.

Select ***QC Taxable Benefit*** (Canada only) to represent employer paid items that specifically affect Quebec income tax, such as contributions to employee dental and extended health plan benefits. The contribution increases Quebec provincial gross (for tax purposes), but does not increase total gross (for pay purposes).

Unlike the Taxable Benefit deduction classification (which automatically increases CIT taxable gross) QC Taxable Benefit deductions must be defined to Add to QIT taxable gross, on Deduction Table - Tax Effect.

Note. Each deduction must have one or more deduction classification to determine its effect on gross pay and taxable gross.

For more information on deduction classifications, see Understanding Deduction Classifications.

For more information on deduction classification and its role in pay calculation, see PeopleSoft 8 Payroll for North America, “Calculating Pay”.

Deduction Classification

Use the **Deduction Classification** group box to select an appropriate classification for the deduction.

Canadian Sales Tax

Use the **Canadian Sales Tax** group box to specify a sales tax type for each deduction classification you define. The system then applies the appropriate sales tax percentage against the deduction classification amount that is being calculated and adjusts the taxable gross amounts accordingly.

Note: PeopleSoft maintains the rates for goods and services tax (GST), harmonized sales tax (HST), provincial sales tax (PST), and provincial sales tax insurance (PSTI) on the Canadian Tax Tables. The provincial premium tax (PPT) rates are defined and maintained by you on the Canadian Company Tax Table.

Note. If a deduction is subject to sales tax, you must insert rows to associate each sales tax type required for each applicable deduction classification.

Because you must assign each deduction classification a sales tax type, the system defaults to *None*.

Select ***Goods and Service Tax*** if the deduction code is subject to goods and service tax.

Select ***Harmonized Sales Tax*** if the deduction code is subject to harmonized sales tax.

Select ***Provincial Sales Tax*** if the deduction code is subject to provincial sales tax.

Select ***Provincial Sales Tax Insurance*** if the deduction code is subject to provincial sales tax insurance.

Select ***Provincial Premium Tax*** if the deduction code is subject to provincial premium tax.

Note. In order to include sales taxes when calculating the value of employee benefits (taxable benefits), you must set up Deduction Table entries for those benefit plans.

For more information on Canadian sales tax, see The Logic Behind Canadian Sales Tax Calculations.

Understanding Deduction Classifications

Deduction classifications have a significant effect on the way the system calculates tax amounts during payroll processing. Some deductions may have more than one classification. For example, retirement plan deductions, such as 401(k) benefit deductions, can have both before- and after-tax classifications as well as a nontaxable classification for any employer contributions. And 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.

For example, let's 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. And because of IRS rules governing employer-paid insurance for coverage over \$50,000, there is also a taxable benefit classification for the plan.



Remember that it is mandatory that each entry on the General Deduction table or the Benefits tables have a corresponding entry on the Deduction table for payroll to process the deduction. Otherwise, you will receive an error during payroll calculation.

U.S. Deduction Classifications

Let's take a look at how these U.S. Deduction Classifications would affect total gross and federal taxable gross for CCB employee Mark Miller, who has 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 Affecting Net Pay, But Not Federal Taxes

Garnishment	After-Tax	150	No Effect	\$250
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

Notice that even though a deduction may have more than one classification, it is still only 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.

To set up a deduction with multiple classifications, simply click the add button in the "Tax Classifications" scroll area to insert another class. Remember that the order in which deductions are calculated is determined by the Priority within Classification.

If, after taking a before-tax deduction and calculating taxes, the system discovers that it is unable to take an after-tax deduction with a higher priority number than the before-tax deduction, the system goes back to square one. It then recalculates taxes without taking the before-tax deduction and uses the remaining amount to take the after-tax deduction.

As long as Mark has enough remaining pay for the system to take all deductions, the system will more or less ignore the deduction priority—with the exception of percent of net pay deductions. Priority only comes into play when Mark doesn't have enough pay to satisfy all deductions. When this happens, the system will start with the deductions that have the highest priority (those with the lowest deduction priority numbers) and take the deductions until it reaches the minimum net pay requirements defined in the Pay Group Table.



For more information on the role deduction classifications play in a pay calculation, see Running Pay Calculations.



For more information on Canadian deduction classifications, and the Deduction Table page, see Understanding Canadian Deductions.

The Logic Behind Canadian Sales Tax Calculations

When a particular deduction is identified as subject to a sales tax, the tax is calculated according to the rates specified for each province on the Canadian Tax Table – Tax Rates, Credit and Other page (and Canadian Tax Table – Provincial Rates page for GST). For this reason, any deductions that do not have the same tax application for all provinces must be set up as separate deduction codes. For example, the same deduction might be represented by two deduction codes:

- One subject to provincial taxation.

- One not subject to provincial taxation.

For GST and HST sales tax processing, the system determines which tax type to apply based on the employee's tax location, providing that the deduction has been set up with both the GST and HST sales tax types specified.

When the system is calculating PSTI, it uses the employee's province of residence on the Name/Address page of the Personal Data table for employee-paid portions of a deduction. However, the system uses the employee's Tax Location on the Payroll page of the Job Data table when calculating PSTI for the employer-paid portions. All other sales tax types use the employee's Tax Location when calculating applicable tax.

Canadian deduction classifications are discussed in further detail in the description of the Deduction Table –Tax Effect page.



Depending upon what agreements you have with your benefit carriers, a PPT rate may or may not be required at your site.

Deduction Table – Tax Effect Page

Usage	Use the Deduction Table – Tax Effect page to specify U.S. and Canadian tax considerations for the deduction you are defining.
Object Name	DEDUCTION_TABLE3
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Tax Effect • Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Tax Effect
Prerequisites	None. This is the third page in a five-page component.
Access Requirements	Enter a Plan Type and Deduction Code.

Setup Tax Class Tax Effect Process Schedule

Plan Type: 00 General Deduction
Deduction Code: KCAVPB Advance Payback

Deduction Information Find First 1 of 1 Last

Effective Date: 01/01/1980

Tax Effects Find View All First 1 of 1 Last

Deduction Classification: After-Tax
Sales Tax: None

U.S. Only

*Effect on FICA Gross: No Effect
*Effect on FUT Gross: No Effect
Taxable Gross Comp ID:
*GTL/DPL: No Effect
☐ Withhold FWT

Canadian Only

*Effect on QIT Gross: No Effect
*Effect on CPP Gross: No Effect
*Effect on QPP Gross: No Effect
*Effect on EI Gross: No Effect
*Eff on True T4 Gross: No Effect
*Eff on True RL Gross: No Effect
*Effect on T4A Gross: No Effect
*Effect on RL-2 Gross: No Effect
*Eff on Payroll Tax Gross: No Effect

Deduction Table – Tax Effect page

Plan Type

The plan type you specified in the entry dialog box displays here.

Deduction Code

The deduction code you specified in the entry dialog box displays here.

Deduction Information**Effective Date**

The effective date displays here.

Tax Effects**Deduction Classification**

The deduction classification specified on the Deduction Table - Tax Class page displays here.

Sales Tax

The Canadian sales tax specified on the Deduction Table - Tax Class page displays here.

U.S. Only

Use the **U.S. Only** group box to indicate whether the deduction adds to, subtracts from, or has no effect on FICA gross and FUT gross. These fields should be used only on the taxable benefit or before-tax portion of the deduction.

Effect on FICA Gross

Select the field value that specifies how the deduction should affect the taxable gross for FICA. These fields should be used only on the taxable benefit or before-tax portions of the deduction. Valid values are *Adds to*, *No Effect*, and *Subtracts*.

Effect on FUT Gross

Select the field value that specifies how the deduction should affect the taxable gross for FUT. These fields should be used only on the taxable benefit or before-tax portions of the deduction. Valid values are *Adds to*, *No Effect*, and *Subtracts*.

Taxable Gross Comp ID

The taxable gross component ID is a code that the system uses to define a taxable gross base different from federal when calculating state and local taxes. This code “points” to information in the Taxable Gross Definition Table, which serves two purposes: 1) Indicates which federal taxable gross level (such as FWT, FICA, and FUT) is used as a base for state and local taxable gross. 2) Tells the system how to adjust (add to or subtract from) the state and local base when it differs from the federal definition. This field will be unavailable for entry unless you specified **Taxable Benefit** on the Deduction Table - Tax Class page.

Important! The taxable gross component ID you specify must be unique! If it is not unique, it can cause the taxable grosses to be incorrect.

Note. You cannot enter a taxable gross component ID on the deduction table if you have not yet defined it on the taxable gross definition table.

125. Select this value if want a Section 125 cafeteria plan as the taxable gross component ID.

401(k). Select this value if you want 401(k) as the taxable gross component ID.

GTL. Select this value if you want group term life as the taxable gross component ID.

TIP. Select this value if you want reported tips for an employee as the taxable gross component ID.

Example

Pennsylvania does not consider 401(k) contributions as a reduction in state taxable wages. So the 401(k) deduction would be considered taxable for state withholding tax, but not federal withholding tax. To set this up, you would first create a taxable gross component ID, such as 401K, on the Taxable Gross Definition Table for Pennsylvania. You then enter 401K in **Taxable Gross Component ID** on this page when defining the 401(k) deduction.

GTL/DPL

In **GTL/DPL** (group term life/dependent life), select either *Add to GTL*, *Add to DPL*, or *No Effect*. This field will be unavailable for entry unless you specified **Taxable Benefit** on the Deduction Table - Tax Class page. If the deduction classification is anything other than taxable benefit this field will be unavailable for entry.

For more information on group term life insurance, see PeopleSoft 8 Payroll for North America, "Handling Group-Term Life Insurance".

Withhold FWT

When the deduction classification is Taxable Benefit, **Withhold FWT** defaults to selected, indicating that the taxable benefit portion of the deduction should be withheld. If you don't want the taxable benefit portion withheld, clear this check box. This field will be unavailable for entry unless you specified **Taxable Benefit** on the Deduction Table - Tax Class page.

For more information **on** deductions and U.S. taxes, see Calculating Federal, State, and Local Taxes.

Canadian Only

In the **Canadian Only** group box (with the exception of CIT gross), you may make selections to specify how the deduction should affect the taxable gross amounts for each of these accumulators. You can specify whether a deduction adds to, has no effect on, or subtracts from the taxable gross amounts.



Important! This setup is a requirement for Canadian processing. It is imperative that you define deductions that affect T4A and RL-2 withholdings before they are processed. To ensure that all amounts are allocated to the proper accumulators for year-end processing, complete this setup prior to running your first payroll of the new tax year.



Be aware that the corresponding deduction codes must be defined to the appropriate Tax Form Definitions through the Tax Form Definitions Table prior to running the year-end process.

Effect on QIT Gross

Select *Adds To* if the deduction is subject to Quebec income taxes. If the deduction is not subject to Quebec income taxes, select *No Effect*. If the deduction is eligible for reducing Quebec Taxable Gross, select *Subtracts*.

Effect on CPP Gross	Select <i>Adds To</i> when deductions are subject to CPP contributions. If the deduction does not impact CPP contributions, select <i>No Effect</i> . If the deduction is eligible to reduce CPP contributions, select <i>Subtracts</i> .
Effect on QPP Gross	Select <i>Adds To</i> when deductions are subject to QPP contributions. If the deduction does not impact QPP contributions, select <i>No Effect</i> . If the deduction is eligible to reduce QPP contributions, select <i>Subtracts</i> .
Effect on EI Gross	Select <i>Adds To</i> when deductions are subject to EI premiums. If the deduction does not impact EI premiums, select <i>No Effect</i> . If the deduction is eligible to reduce EI premiums, select <i>Subtracts</i> .
Eff on True T4 Gross	Taxable benefits should be defined as <i>Adds To</i> . Before-tax deductions should be defined as having <i>No Effect</i> . This field affects accumulated total employment income amounts, which will be used for reporting purposes. The Health Insurance Premium Report TAX102CN is a prime example.
Eff on True RL Gross	Affects accumulated total employment income amounts that will be used for reporting purposes. The Health Insurance Premium Report (TAX102CN) is a prime example. Taxable benefits should be defined as <i>Adds To</i> . Before-tax deductions should be defined as having <i>No Effect</i> . Valid values are <i>Adds to</i> , <i>No Effect</i> , and <i>Subtracts</i> .
Effect on T4A Gross	Affects the accumulated taxable gross pay amount reported on the T4A slip. Valid values are <i>Adds to</i> , <i>No Effect</i> , and <i>Subtracts</i> .
Effect on RL-2 Gross	Affects the accumulated taxable gross pay reported on the RL-2 slip. When Effect on RL-2 Gross is set to <i>Adds To</i> or <i>Subtracts</i> , the system automatically sets Effect on QIT Gross to <i>Adds To</i> or <i>Subtracts</i> , respectively. Valid values are <i>Adds to</i> , <i>No Effect</i> , and <i>Subtracts</i> .
Eff on Payroll Tax Gross	Affects accumulated amounts that are subject to Northwest Territories Payroll Tax. Valid values are <i>Adds to</i> , <i>No Effect</i> , and <i>Subtracts</i> .

For more information on Canadian deductions, see Understanding Canadian Deductions.

Calculating Federal, State, and Local Taxes

PeopleSoft Payroll will set the taxable gross used for calculation of state and local income tax withholding to the taxable gross for federal withholding. Similarly, the system assumes the taxable gross for state unemployment and disability to be the same as the taxable gross for federal unemployment. However, some states and localities don't follow federal rules for the taxability of all types of benefits. Therefore you must have a means of overriding the taxability rules you specify in the Deduction Table.

PeopleSoft maintains state and local taxable grosses that have been adjusted for 401(k), section 125, TSP, group-term life plans, and tips. If necessary, you can add your own entries to the Taxable Gross Definition Table for other types of deductions that may need to be adjusted. Should you run across a rule not accounted for in our system, please let your PeopleSoft Account Manager know so we can include it in the next release or tax update.

Understanding Canadian Deductions

Let's look at a few examples of benefit deduction setups and the expected resulting calculations for Ontario and Quebec. To setup these benefit deductions and enter information (such as Deduction Classification, which Sales Tax Types the deduction is subject to, and Effect on Taxable Grosses), use the Deduction Table – Tax Class and Deduction Table – Tax Effect pages.

Example 1: Ontario—Insurance Other Than Life Insurance (Plan Type 10 and 30)

Define on the Deduction Table:

Deduction Classification	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	
Nontaxable Benefit	None	ER pays	None	

Example: Total Premium = \$100 per month:

- Employer pays \$ 60
- Employee pays \$ 40

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	\$ 40	
Nontaxable Benefit	None	\$ 60	

Class	Premium
EE pays	\$ 40
ER pays	\$ 60

Example 2: Ontario—Life Insurance (Plan Type 20)

PPT = 2% Ontario Provincial Premium Tax

PSTI = 8% Ontario Provincial Sales Tax

PSTI = 9% Quebec Provincial Sales Tax

Province of residence = QC

Province of work = ON

Define on the Deduction Table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PSTI
Taxable Benefit	None	ER pays	Adds to EE taxable grosses	Subject to PPT, PSTI
After-Tax	PPT	EE pays	None	
After-Tax	PSTI	EE pays	None	Calculated on the total of prem + PPT
Taxable Benefit	PPT	ER pays	Adds to EE taxable grosses	
Taxable Benefit	PSTI	ER pays	Adds to EE taxable grosses	Calculated on the total of prem + PPT

Example: coverage priced at \$1 per \$1000:

- Employer pays \$0.60 per \$1000
- Employee pays \$0.40 per \$1000

For \$100,000 coverage: Total Premium = \$100:

- Employer pays \$60
- Employee pays \$40

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	\$ 40	$100,000 \times 0.40 / 1,000$
Taxable Benefit	None	\$ 60	$100,000 \times 0.60 / 1,000$
After-Tax	PPT	\$ 0.80	$\$ 40 \times 2 \%$
After-Tax	PSTI	\$ 3.67	$\$ 40.80 \times 9 \%$
Taxable Benefit	PPT	\$ 1.20	$\$ 60 \times 2 \%$
Taxable Benefit	PSTI	\$ 4.90	$\$ 61.20 \times 8 \%$

	Premium		PPT		PSTI		Total
EE pays	\$ 40	+	\$ 0.80	+	\$ 3.67	=	\$ 44.47
Adds to EE taxable gross	\$ 60	+	\$ 1.20	+	\$ 4.90	=	\$66.10
ER pays	\$ 60	+	\$ 1.20	+	\$ 4.90	=	\$66.10

Example 3: Quebec—Health Insurance (Plan Type 10)

PPT = 2.35% Quebec Provincial Premium Tax

PST = 7.5% Quebec Provincial Sales Tax

Define on the Deduction Table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PST
QC Taxable Benefit		ER pays	Adds to EE QC taxable grosses	Subject to PPT, PST
After-Tax	PPT	EE pays	None	
After-Tax	PST	EE pays	None	
QC Taxable Benefit	PPT	ER pays	Adds to EE QC taxable grosses	

QC Taxable Benefit	PST	ER pays	Adds to EE QC taxable grosses	

Example: Total Premium = \$100 per month:

- Employer pays \$60
- Employee pays \$40

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax Benefit	None	\$ 40	
QC Taxable Benefit	None	\$ 60	
After-Tax	PPT	\$ 0.94	\$ 40 x 2.35 %
After-Tax	PST	\$ 3	\$ 40 x 7.5 %
QC Taxable Benefit	PPT	\$ 1.41	\$ 60 x 2.35 %
QC Taxable Benefit	PST	\$ 4.50	\$ 60 x 7.5 %

Deduction Class	Premium		PPT		PST		Total
EE pays	\$ 40		\$ 0.94	+	\$ 3	=	\$ 43.94
Adds to EE Fed taxable gross		+		+		=	\$ 0
Adds to EE Quebec taxable gross	\$ 60	+	\$ 1.41	+	\$ 4.50	=	\$ 65.91
ER pays	\$ 60	+	\$ 1.41	+	\$ 4.50	=	\$ 65.91

Example 4: Quebec—Life Insurance (Plan Type 20)

PPT = 2.35 % Quebec Provincial Premium Tax

PSTI = 9 % Quebec Provincial Sales Tax

Province of residence = QC

Province of work = QC

Define on the Deduction Table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PSTI
Taxable Benefit	None	ER pays	Adds to EE Fed taxable grosses	Subject to PPT, PSTI
After-Tax	PPT	EE pays	None	
After-Tax	PSTI	EE pays	None	Calculated on the total of prem + PPT
Taxable Benefit	PPT	ER pays	Adds to EE Fed taxable grosses	
Taxable Benefit	PSTI	ER pays	Adds to EE Fed taxable grosses	Calculated on the total of prem + PPT

Example: Coverage priced at \$1 per \$1000:

- Employer pays \$0.60 per \$1000
- Employee pays \$0.40 per \$1000

For \$100,000 coverage: Total Premium = \$100:

- Employer pays \$60
- Employee pays \$40

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	\$ 40	100,000 x 0.40 / 1,000
Taxable Benefit		\$ 60	100,000 x 0.60 / 1,000
After-Tax	PPT	\$ 0.94	\$ 40 x 2.35 %
After-Tax	PSTI	\$ 3.68	\$ 40.94 x 9 %
Taxable Benefit	PPT	\$ 1.41	\$ 60 x 2.35 %
Taxable Benefit	PSTI	\$ 5.53	\$ 61.41 x 9 %

Class	Premium		PPT		PSTI		Total
EE pays	\$ 40	+	\$ 0.94	+	\$ 3.68	=	\$ 44.62
Adds to EE Fed taxable gross	\$ 60	+	\$ 1.41	+	\$ 5.53	=	\$ 66.94
Adds to EE Quebec taxable gross		+		+		=	\$ 0
ER pays	\$ 60	+	\$ 1.41	+	\$ 5.53	=	\$ 66.94

Deduction Table – Process Page

Usage	Use the Deduction Table - Process page to establish parameters for partial deductions and arrears.
Object Name	DEDUCTION_TABLE4
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Process • Define Business Rules, Define Payroll Process(USF), Setup 1, Deduction Table, Process
Prerequisites	None. This is the fourth page in a five-page component.
Access Requirements	Enter a Plan Type and Deduction Code.

Setup Tax Class Tax Effect Process **Schedule**

Plan Type: 10 Medical
Deduction Code: KCHMOK Kaiser HMO

Deduction Information Find First 1 of 1 Last

Effective Date: 01/01/1980 + -

Process Information Find View All First 1 of 1 Last

Deduction Classification: Before-Tax + -
Sales Tax: None

Partial Deduction Allowed

☒ Partial Deduction Allowed
☒ Deduction Arrears Allowed
☐ Deductions Taken From Sep Chk
☐ Stop Deduction at Termination

Maximum Yearly Deduction:
Expense Accounts - Non Commitment Accounting:
Liability Accounts - Non Commitment Accounting: P200000

Deduction Table – Process page

Plan Type	The plan type you specified in the entry dialog box displays here.
Deduction Code	The deduction code you specified in the entry dialog box displays here.

Deduction Information

Effective Date	The effective date displays here.

Process Information

Deduction Classification	The deduction classification displays here.
Sales Tax	The system displays the sales tax defined for the deduction here.

Partial Deduction Allowed

Use the **Partial Deduction Allowed** group box to define parameters for deductions during deduction processing and arrears.

Partial Deduction Allowed	Check this box if you want a partial deduction to be taken during deduction processing when there is insufficient pay to take the entire amount.

Deduction Arrears Allowed	Check this box to have the system transfer any uncollected amount for a deduction into an arrears balance. During subsequent payroll runs the system will attempt to recover the balance in arrears from an employee's paycheck—up to the maximum controlled by the arrears payback amount on this table.

If you set up an arrears payback deduction (such as a company loan or a vacation advance) on the Earnings Table – Taxes page, this check box must be selected.

For more information on using the **Deduction Arrears Allowed** check box in conjunction with a payback deduction and the **Payback Deduction Code** field, see the PeopleSoft 8 Payroll for North America, “Defining Earnings and Using Earnings Codes” and PeopleSoft 8 Payroll for North America, “Defining Earnings and Using Earnings Codes”.

Important! If an employee is *not* paid during a regularly scheduled payroll and there are deductions scheduled to be withheld, those deductions will be put into arrears if the **Deduction Arrears Allowed** check box is selected.

Important! Do not select the **Deduction Arrears Allowed** check box for garnishments. Late or unpaid garnishments cannot be held in arrears—these are managed by the court system and are prohibited from being placed in arrears by garnishment regulations. If you should select this check box for garnishments, unexpected or incorrect pay results may occur for both U.S. and Canadian customers.

**Deductions Taken From
Sep Chk (separate check)**

Check this box if you want the deduction to be taken from any additional check that an employee might get in a single pay period. You may want to select this check box for deductions for savings plan contributions.

**Stop Deduction at
Termination**

Check this box to tell the system not to take the deduction from the paycheck of a terminated employee. If an employee's termination date is equal or prior to the pay period end date, the deduction will not be taken. 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 shouldn't be taken.

**Maximum Yearly
Deduction**

Enter an amount for any deductions that have a yearly limit. For example, there is a limit on the amount of before-tax portion 401(k) contributions an employee can make. For that deduction classification, you would enter the maximum contribution in this field, so the system will automatically stop once the deduction limit has been reached.

The value you enter in this field will remain valid for one calendar year. It will reset to zero at the start of the new year.

**Expense Accounts – Non
Commitment Accounting**

If an employer completely or partially pays a deduction, enter the General Ledger expense account to which this deduction should be charged. At least one general ledger account must be entered for a deduction.

Liability Accounts – Non Commitment Accounting

Enter the General Ledger liability account to which this deduction should be charged. At least one general ledger account must be entered for a deduction.



The Expense Accounts – Non Commitment Accounting and Liability Accounts – Non Commitment Accounting fields are not applicable to PeopleSoft Payroll for Education and Government.

Specifying Deduction Frequency

By default, each deduction comes out every pay period regardless of pay frequency. If you want a deduction to be taken out on a schedule other than every pay period, you need to complete Deduction Table – Schedule.

Deduction Table – Schedule Page

Usage	Use the Deduction Table – Schedule page to specify which pay periods the deduction should be taken for the pay frequencies you want to override.
Object Name	DEDUCTION_TABLE5
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Schedule • Define Business Rules, Define Payroll Process USF), Setup 1, Deduction Table, Schedule
Prerequisites	None. This is the fifth page of a five-page component.
Access Requirements	Enter a Plan Type and Deduction Code.

Setup		Tax Class		Tax Effect		Process		Schedule	
Plan Type:		10		Medical					
Deduction Code:		KCHMOK		Kaiser HMO					
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

Plan Type

The plan type you specified in the entry dialog box displays here.

Deduction Code

The deduction code you specified in the entry dialog box displays here.

Deduction Information**Effective Date**

The effective date displays here.

Deduction Schedule

Pay Frequency

Specify the pay frequency you want to override for those deductions that are not subtracted every pay period. Valid values prompt from the Frequency Table. Valid values are *Annual*, *Biweekly*, *Daily*, *Monthly*, *Quarterly*, *Semimonthly*, and *Weekly*. 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. 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 take deduction in the second pay period.

For more information on the frequency values, see the PeopleSoft 8 Application Fundamentals for HRMS, “Setting Up Control Tables”.

Deduction Frequency

Use the **Deduction Frequency** group box to specify which appropriate pay periods will take the deduction for the pay frequency selected. (Note that you will need to insert a new row for every pay frequency for which you have a pay group defined.)

First Pay Period	Select this field if you want the deduction to be taken in the first pay period.
Second Pay Period	Select this field if you want the deduction to be taken in the second pay period.
Third Pay Period	Select this field if you want the deduction to be taken in the third pay period.
Fourth Pay Period	Select this field if you want the deduction to be taken in the fourth pay period.
Fifth Pay Period	Select this field if you want the deduction to be taken in the fifth pay period.



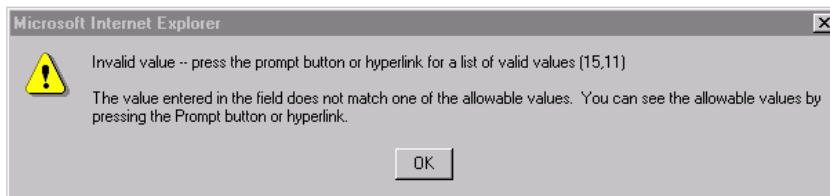
If you want the deduction code to be taken each pay period, do not alter this page when you initially create the deduction code. The default for this page is every pay period for every pay frequency.

Defining General Deductions

In PeopleSoft Human Resources, a general deduction is any deduction that isn't a benefit deduction. Charitable deductions, union dues, parking, garnishments, bonds, and so forth all fit into this category. You use the General Deduction Table to define how these non-benefit deductions are calculated.

Accessing the General Deduction Table

Generally, PeopleSoft allows you to add any value you desire to a table using the “**Add**” function. However, when adding a new general deduction to this table, you can only add deductions that have previously been set up on the Deduction Table. Click the **Add** button only after you have selected a deduction code. If the **Add** button is clicked before selecting a deduction code, you will get the error message shown below:



Error Message

After receiving the error message you will be prompted to search for an existing value using the **Find an Existing Value** function:

Find an Existing Value prompt

General Deduction Table Page

Usage	Use the General Deduction Table page to define how non-benefit deductions are calculated.

Object Name	GENL_DEDUCTION_TBL
Navigation	Define Business Rules, Define Payroll Process, Setup 1, General Deduction Table
Prerequisites	None
Access Requirements	Enter a Deduction Code.

General Deduction Table

Deduction Code: KCAGR Garnishment

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

☐ Loan Processing (Canada)

☐ Ben Admin Taxable Ben (Canada)

☐ Allow update via Emp Self Serv

☐ Separate AP Payment

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

Flat/Additional Amount:

*Pay Frequency: D Daily

General Deduction Table page

Deduction Code

The deduction code specified in the entry dialog box displays here.

Note. For general deductions, you do not have to specify a plan type because it is always 00. However, there must be a matching entry on the deduction table with a plan type of 00 using the same deduction code you enter on this table.

Description

A description of the deduction displays here.

General Deduction**Effective Date**

Enter an effective date for the deduction.

Deduction Calculation Routine

For each general deduction, you need to indicate a specific deduction calculation routine for the system to use to determine the amount of the deduction. You can override any of these calculation routines at the employee level. Keep in mind that, regardless of which deduction calculation routine you choose, the default deduction rate or percent and the calculation routine that you enter here may be overridden at the employee level.

Flat Amount. Select this value to calculate the deduction as a flat amount and enter the amount in the **Flat/Addl Amt per Pay Period** field. However, if the amount varies from employee to employee, such as with charitable contributions, leave the **Flat/Addl Amt per Pay Period** field blank and enter the amount on the employee's General Deduction Data page.

Percent of Federal Gross. Select this value to calculate the deduction as a percent of the employee's federal taxable gross. Enter the percent in the **Deduction Rate or %** field.

Percent of Total Gross. Select this value to calculate the deduction as a percent of the employee's total gross. Enter the percent in **Deduction Rate or %** field.

Percent of Net Pay. Select this value to calculate the deduction as a percent of the employee's net pay. Enter the percent in the **Deduction Rate or %** field. Net pay is determined at the time the deduction is calculated. You establish the priority of the calculation on the Deduction Table.

Percent of Special Accumulator. Select this value to calculate the deduction as a percent of the employee's special accumulators, such as 401(k) or TSP. Enter the percent in the **Deduction Rate or %** field; then select the appropriate special accumulator code.

Rate x Total Hours. Select this value to calculate the deduction as a rate multiplied by total hours worked in a period. Enter the rate in the **Deduction Rate or %** field. This rate will be multiplied by all the hours specified on employee paysheets during a pay period.

Rate x Hours Worked. Select this value to calculate the deduction as rate multiplied by hours worked. Enter the rate in the **Deduction Rate or %** field. The system then adds all employee earnings types that have the FLSA Hours Worked check box selected in the Earnings Table, and multiplies the total by the rate stated here.

Rate x Special Hours. Select this value to calculate the deduction as a rate multiplied by special hours. Enter the rate in the **Deduction Rate or %** field, and select the special accumulator code to be used to accumulate the special hours. Select a special accumulator code in the **Special Accumulator Code** field.

Special Deduction Calculation. Select this value to indicate that you've created a calculation for this deduction. Be sure to consult with your PeopleSoft Account Manager before making changes to the program.

Percent of Special Earnings. Select this value to Calculate the deduction as a percentage of the employee's special accumulators, such as 401(k). Enter the percentage in the Rate/Percent field, then enter the appropriate Special Accumulator Code.

Deduction Rate or %	Enter the deduction rate or percentage of the non-benefit deduction.
Special Accumulator Code	If you choose either <i>Percent of Special Accumulator</i> or <i>Rate x Special Hours</i> , select the code of the special accumulator you want associated with this deduction. If you choose either <i>Percent of Special Accumulator</i> or <i>Rate x Special Hours</i> as the deduction calculation routine, select the code of the special accumulator you want associated with this deduction.
SetID	Enter the setID for the vendor. (The Vendor table is keyed by setID so when a Vendor is entered, a setID must also be entered.) This field applies only if you are using PeopleSoft Accounts Payable to pay deductions withheld from employee paychecks to vendors—such as a garnishment collector or tax collection authority.
Vendor ID	Enter the ID of the vendor to whom monies for this deduction should be paid. The interface between PeopleSoft Payroll for North America and PeopleSoft Accounts Payable uses this vendor ID to extract data and create AP vouchers. The Vendor ID field applies only if you are using PeopleSoft Accounts Payable to pay deducted amounts to third parties. The prompt table lists only those vendors associated with the setID you entered in the previous field.

Pay Mode

Enter the pay mode to be used when creating AP vouchers. The **Pay Mode** field becomes available when you select a setID and vendor ID. It tells the system when to pay the deducted amount to the vendor. When you run the extract program, the system reads the value you entered in this field to determine whether to create a voucher for PeopleSoft Accounts Payable.

Pay as Deducted. Select this option if you want PeopleSoft Accounts Payable to pay the vendor each time PeopleSoft Payroll calculates this deduction.

Pay when Collection Completed. Select this option if you want PeopleSoft Accounts Payable to pay the vendor only when the goal amount or deduction end date has been reached. (This pay mode is valid for general deductions and garnishments.)

Pay when Bond Price Met. If the deduction is for a bond purchase, select this option if you want PeopleSoft Accounts Payable to pay the vendor only when the bond purchase price has been reached.

Pay at Specified Date. Select this option if you want to pay the vendor on a particular date. You'll specify the date in the **AP Payment Date Type** field.

AP Payment Date Type

Indicate which type of date should be used to create the AP voucher. This field becomes available when you select the ***Pay at Specified Date*** value in the **Pay Mode** field.

Check Date. Select this value if the date is a check date.

Pay Period End Date. Select this value if the date is a pay period end date.

Separate AP Payment

Check this box if a separate AP payment applies.

Loan Processing (Canada)

Check this box if you are establishing a deduction for Canadian Low-Interest Loan paybacks. This activates the unique calculation routines used for low-interest loans.

Important! *Do not* select this checkbox for deduction codes that will be used to handle home purchase or home relocation loans. The PeopleSoft system does not calculate the taxable benefit for these types of loans.

**Ben Admin Taxable Ben
(Canada)**

Check this box if you are a Canadian operator using PeopleSoft Benefits Administration and wish to identify the taxable benefit deduction codes specified on the Credit Allocation Hierarchy Table.

**Allow update via Emp Self
Serv**

Select this check box to include the deduction in any employee self-service transaction.

Amount Per Pay Period

Use the **Amount Per Pay Period** group box for deductions that are a flat amount for the month, regardless of the pay frequency. You would set up each pay frequency with it's own entry. For example, a parking deduction for the month is \$100 for all employees. Rather than setting up individual deductions for each pay frequency, you can set up one deduction with a flat amount of \$100. You can then enter a line for pay frequency weekly with an amount of \$25, pay frequency bi-weekly with amount of \$50, pay frequency semi-monthly with amount of \$50 and pay frequency monthly with amount of \$100.

**Addl Amount per Pay
Period or Flat Amount**

If you select a deduction calculation routine that uses a deduction rate or percent, you can also enter an additional or flat amount per pay period to be deducted. However, you need to indicate the amount here only if it's the same for all employees within a pay frequency. If it varies from employee to employee, you'll enter the amounts for each employee on General Deduction Data.

Pay Frequency

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. Valid values prompt from the Frequency Table Page.

USF General Deduction Table Page

Usage	Use the General Deduction Table page to define how non-benefit deductions are calculated.
Object Name	GENL_DEDUCTION_TBL
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 1, General Deduction Table
Prerequisites	None.
Access Requirements	Enter a Deduction Code.

General Deduction Table

Deduction Code: KCLOAN Loan Payback

General Deduction Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 **Federal Data**

*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

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

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

Flat/Additional Amount:

*Pay Frequency: D Daily

General Deduction Table



All fields on this page are the same as the fields on the General Deduction Table page (commercial version) except for the field(s) listed below.

Federal Data (button)

Click on the **Federal Data** button to access the Federal General Deduction Routing Information secondary page.

Federal General Deduction Routing Information Secondary Page

Usage	Use the Federal General Deduction Routing Information secondary page to define the distribution Routing Level and Summary Level.
Object Name	GVT_GENL_DED_SEC
Navigation	Click the Federal Data button to access this page.

Federal General Deduction Routing Information

Payment Distribution

Routing Level: No External Routing Required

Summary Level: No Summary - Ded Level Only

Federal General Deduction Routing Information secondary page

Payment Distribution

Routing Level

Select a routing level to group the deductions. They can be grouped according to Distribution Code such as FERS Retirement or the groupings can be defined at the Employee Level with Routing Number and Account Number. If the deduction is not routed, leave the Routing Level at the default ***No External Routing Required***. Other valid values are ***Route on Distribution Code*** and ***Route on Employee Level***.

Summary Level

Select a summary level to further define whether the deduction data is to be summarized or detailed. The data can be summarized by distribution code or defined at the employee level. If the deduction is not summarized, use ***No Summary – Ded Level Only***. Other valid values are ***By Distribution Code*** and ***By Employee Level***.

Benefit Deductions

Benefit deductions are set up on separate deduction pages.



For more information on the benefit deduction pages, see the Benefit Program Table - Benefit Program Page in the Building Base Benefit Programs chapter of the PeopleSoft 8 Base Benefits PeopleBook.

Assigning General Deductions to Your Company

After defining your general deductions, you use the Company General Deductions page to make them available to your employees. When you perform this process, you use the basic general deductions you have already set up to build a general deduction plan for which employees in your company will be eligible.

Company General Deductions Page

Usage	Use the Company General Deductions page to assign general deductions to your company.
Object Name	GDED_COM_TBL
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Company General Deductions

	• Define Business Rules, Define Payroll Process (USF), Setup 1, Company General Deductions
Prerequisites	None
Access Requirements	Enter a Company.

Company General Deductions

Company: IN Department of the Interior

Company General Deductions Find | View All First 1 of 1 Last

*Effective Date: 08/09/2000

Deductions Find | View All First 1 of 1 Last

*Deduction Code	Description

Company General Deductions page

Company The company displays here.

Company General Deductions

Effective Date Enter the effective date.

Deductions

Deduction Code Enter a deduction code to assign to your company.

Description This field is display only.

Defining Tables That Support the Payroll Process

In this section, we 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 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.



For more information on the Bank Table, see PeopleSoft 8 Payroll for North America, “Setting Up Human Resources Tables”.

Tables in the Background

A number of tables supply information for the primary Payroll Process Tables already discussed. For example, the Pay Group Table looks to the information you set up on the Bank Table and Form Table to verify which bank account to draw funds from and which form to print paychecks or advices on. The Pay Calendar Table extracts information from the Holiday Table to find out the valid holidays for the agency you assign various pay groups to. You’ll also find tables you may or may not need to use, such as the Account Code, U.S. Savings Bond, and Garnishment Payee tables. As you learn how the system uses these tables, you can determine whether they apply to your payroll needs.

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

Form Table Page

Usage	Use the Form Table page to identify the type of forms you’ll use to print checks and advices, and to track form numbers.
Object Name	PAY_FORM_TABLE
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Form Table

	• Define Business Rules, Define Payroll Process (USF), Setup 1, Form Table
Prerequisites	None
Access Requirements	Enter a Form ID.

The screenshot shows the 'Form Table' page. At the top, there's a tab labeled 'Form Table'. Below it, the 'Form ID' is set to 'KUCHK'. A section titled 'Form Details' contains three input fields: 'Description' with the value 'US Check', 'Short Description' with the value 'US Check', and 'Last Form Number Used' with the value '1837'.

Form Table page

Form ID

The form ID you specified in the entry dialog box displays here.

Note. You must use this table to establish a Form ID for every check or advice form you plan to use.

Form Details**Description**

Enter a description of the form.

Short Description

Enter a short description of the form.

Last Form Number Used

The system refers to the last form number used in both the Pay Confirmation and Paycheck Reprint processes. Each time you run Pay Confirmation, the system will automatically update this field with the appropriate check or advice number, reflecting the last number used in the payroll process. You can change this number manually if you have a discrepancy in form numbers—such as when a payroll clerk spills a pot of coffee on the forms you were planning to use for the next pay run. But normally you shouldn't need to change the numbers.

If you're not already using pre-printed forms that you can run through a laser printer, you might want to check into that possibility. Another option is to create a form with a graphic design or form creation program and then to use the "flash" capabilities of your laser printer to print the form and check information simultaneously. This flash option allows you to send an image (such as a form) to the printer, which holds it in memory until you send the second image (paycheck data) to be printed.

You can use the Paycheck Reprint process for form alignment, in which case you'd save the 10 or so paychecks you use on form alignment as dead paychecks.

For more information on the Last Form Number Used option, see PeopleSoft 8 Payroll for North America, "Working with Checks" in the PeopleSoft 8 Payroll for North America, "Working with Checks" chapter.



To run PeopleSoft Payroll, you must have at least one entry on this table to specify check or advice forms for a pay group.

Holiday Schedule Table Page

Usage	Use the Holiday Schedule page to designate holidays for payroll processing.
Object Name	HOLIDAY_SCHED_TBL
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Holiday Schedule Table • Define Business Rules, Define Payroll Process (USF), Setup 1, Holiday Schedule Table
Prerequisites	None
Access Requirements	Enter a Holiday Schedule.

Holiday Schedule

Holiday Schedule: KUHS01

Schedule Information

***Description:** USA Holiday Schedule

Short Description: USA Holid

Holiday Details Find | View All First 1-7 of 22 Last

*Holiday	Description	Number of Hours	Holiday Type	Start Time	Time End	
01/01/1997	New Year's Day		Standard			+ -
02/17/1997	President's Day		Standard			+ -
05/26/1997	Memorial Day		Standard			+ -
07/04/1997	Independence Day		Standard			+ -
09/01/1997	Labor Day		Standard			+ -
11/27/1997	Thanksgiving Day		Standard			+ -
11/28/1997	Day After Thanksgiving		Standard			+ -

Holiday Schedule Table page

Holiday Schedule

The holiday schedule you specified in the entry dialog box displays here.

Schedule Information**Description**

Enter a description for the holiday schedule.

Short Description

Enter a short description for the holiday schedule.

Holiday Details

Use the **Holiday Details** group box to define parameters for each holiday.

Holiday

Enter a date for the holiday.

Description

Enter a description of the holiday.

Number of Hours

Enter the number of paid hours for each holiday.

Holiday Type

Enter the type of holiday.

None. Select this option if the holiday has no specific type.

Bridge. Select this option if bridge applies.

Canadian. Select this option if the holiday is a Canadian holiday.

High. Select this option if high applies.

Low. Select this option if low applies.

Standard. Select this option if the holiday is a standard holiday.

US Public. Select this option if the holiday is a public holiday in the United States (The Fourth of July, etc.).

Very High. Select this option if very high applies.

Start Time Enter the start time of the holiday.

Time End Enter the time the holiday will end.



Once you set up all your holiday schedules, go to Pay Group Table – Calc Parameters page and specify a Default Holiday Schedule for the company. You can override this default on any employee’s job record on the Job Data Table.



For more information on the Holiday Schedule page see, Setting Up Holidays.

Setting Up Holidays

Because holidays may vary for different segments of your employee population depending on location, work schedules, or other factors, you can set up as many holiday schedules on this table as you need. For example, if some employees are paid based on an 8-hour day and others on a 7.5-hour day, you’ll need to set up a separate holiday schedule for each. The same applies if some employees recognize a holiday on the actual day itself and others on a different date. To add holiday schedules, complete the Holiday Schedule Table page for each schedule you wish to add.

The system automatically establishes an employee’s holiday earnings based on the scheduled holidays you set up on the Holiday Schedule Table. Do not include floating holidays on this list.

If a defined holiday occurs within the pay period during the paysheet process, the system automatically sets up a holiday Earnings Code on the paysheet for the number of hours indicated in the Holiday Schedule Table.

If you selected the **Hours Only** option on the Earnings Table – General page, the number of regular hours will be reduced by the number of holiday hours during the payroll calculation process.

The holiday Earnings Code used is specified on the Pay Group Table. The system also uses the default holiday schedule from the Pay Group Table during the Pay Calendar Creation process to ensure that check issue dates fall neither on weekends nor on holidays.

Account Code Table Page

Usage	Use the Account Code Table page to edit account codes that are specified on the Paysheets, Job Data, Job Earnings, and Additional Pay pages.
Object Name	ACCT_CD_TABLE
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Account Code Table • Define Business Rules, Define Payroll Process (USF), Setup 1, Account Code Table
Prerequisites	None
Access Requirements	Enter an Account Code.

Account Code Table

Account Code: 000000001

Account Code Details View All First 1 of 1 Last

*Effective Date: 01/01/1990 *Status: Active

*Description: Salaries

Short Desc: Salaries ☐ Direct Charge ☒ Commitment Accounting

Chartfield Details

Account: 5000 DeptID: 114 Project/Grant: NIH001

Product: Fund: 100 Program: 1000

Class Field: 10 Affiliate: Operating Unit:

Alternate Account: SetID: UNIV

Encumbrance Account: Pre-Encumbrance Account:

☒ Prorate Liability Indicator

Account Code Table page



Important! Most of the information specified on this page will be used for Commitment Accounting. If you are using Commitment Accounting ***you must*** complete all of the fields on this page. However, if you are not using Commitment Accounting, you need only complete the **Account Code**, **Effective Date**, **Status**, and **Description** fields.



The Account Code Table is an edit table for the Account Codes that are entered on Paysheets, Job Data, Job Earnings, and Additional Pay pages.

Account Code The account code you specified in the entry dialog box displays here. The Account Code identifies the Chartfield combinations that pass information between Payroll and General Ledger. When creating a new Account Code, you can either enter an Account Code or allow the system to assign one.

Account Code Details

Effective Date Enter an effective date for the account.

Status Enter the status of the account. Valid values are *Active* and *Inactive*.

Description Enter a description of the account.

Short Desc Enter a short description of the account.

Direct Charge Check this box if this account code will be used for a direct charge. This field is information only.

Commitment Accounting Check this box for commitment accounting.

Chartfield Details



Warning! The following fields represent the General Ledger Chartfields. Take great care when entering data in these fields. These fields will not be available for edits after you have saved the table, even when you re-enter the page in correction mode. PeopleSoft recommends that you make every effort to use the automated Account Code Load process for the sake of data accuracy and ease of update.



(E&G) HRMS for Education and Government uses Account Codes to refer to unique combinations of Chartfield values. Chartfield values are established in the General Ledger to accurately identify specific funding entities, such as grants. If you do not wish to use the automated Account Code Load process, you may enter your account codes manually on the Account Code Table.

Account Enter the account.

DeptID Enter the department ID.

Project/Grant Enter the project or grant.

Product Enter the product.

Fund Enter the fund.

Program	Enter the program.
Class Field	Enter the class field.
Affiliate	Enter the affiliate.
Operating Unit	Enter the operating unit.
Alternate Account	Enter the alternate account.
SetID	Enter the set ID.



Important! Organizations, such as universities and hospitals, are often funded by grants. These grants may require that the recipients track the distribution of job earnings. To do this you need to assign unique codes to an employee's pay that links it with the appropriate grants. Before you can reference these codes elsewhere in the system, you must set them up on the Account Code Table.

Encumbrance Account	Enter the name of the account you want the system to use when calculating encumbered amounts for this Chartfield combination. This value will display on the Journal Entry Detail Report (FIN2001).
Pre-Encumbrance Account	Enter the name of the account you want the system to use when calculating pre-encumbered amounts for this Chartfield combination. This value will display on the Journal Entry Detail Report (FIN2001).
Prorate Liability Indicator	Check this box if employee paid taxes and deductions will be prorated back across the earnings expenses during the Actuals Posting process.

Establishing Savings Bonds

Using the U.S. Savings Bond Table page, the Canadian Savings Bond Deductions page, and the Canadian Savings Bond Denominations page, U.S. and Canadian customers can establish savings bonds deductions through employee payroll deductions.

PeopleSoft delivers a U.S. Savings Bond Table complete with all savings bond types that employees can purchase through a payroll deduction. The U.S. Savings Bond Table page identifies specific bond types that employees can purchase through payroll deductions; it also helps control bond purchasing within PeopleSoft Payroll. The system uses this table to edit employee bond specifications and to process bonds during Pay Confirmation.

For Canadian savings bonds, a new series of bonds (one series number per year) goes on sale every October. For each bond year, use the CSB Deductions page and the CSB Denominations page to establish the new bond series and define the deduction information for your specific payroll savings plan(s). For example, series 55 is for the year 2000; series 56 is for the year 2001, and so on. A bond year is defined as starting on November 1 and ending on October 31. November 1 is usually the last day of purchase for a series. Although you can set up various plans with different start dates, the year must always end on October 31. For example, you may have a plan A that starts on November 1 and ends on October 31 and a plan B that starts on January 1 and ends on October 31.

U.S. Savings Bond Table Page

Usage	Use the U.S. Savings Bond Table page to setup employee deductions for U.S. savings bonds.
Object Name	SAVINGS_BOND_TABLE
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, U.S. Savings Bond Table • Define Business Rules, Define Payroll Process (USF), Setup 1, U.S. Savings Bond Table
Prerequisites	None
Access Requirements	Enter a Savings Bond ID.

U.S. Savings Bond Table

Savings Bond ID: 10K

Savings Bond Information Find | View All First 1 of 1 Last

*Effective Date: 03/03/1980 *Status: Active

*Description: Series EE \$10,000

Short Desc: EE \$10,000

Purchase Amount: \$5,000.00

Redemption Value at Maturity: \$10,000.00

U.S. Savings Bond Table page



PeopleSoft delivers all information for US Bonds. You do not have to enter information on this page.

CAN Canada Savings Bond Table – CSB Deductions Page

Usage	Use the CSB Deductions page to setup employee deductions for Canadian savings bonds.
Object Name	CSB_SERIES_TBL1
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Canada Savings Bond Table, CSB Deductions
Prerequisites	None
Access Requirements	Enter a Bond Series Code.

CSB Deductions CSB Denominations

Bond Series Code: C53

Series Information First 1 of 1 Last

*Effective Date: 01/01/1999 *Status: Active

Description: Series Code 53

Deduction Details Find | View All First 1 of 4 Last

Company: GBI *Pay Group: KC1 Cdn Weekly

*Deduction Start Date: 01/01/1999 *Number of Deductions: 52

Deduction Code: KCCSB1 *Deduction Factor: 0.01985865

Bond Deadline Date:

Canada Savings Bond Table – CSB Deductions page

Bond Series Code The bond series code you specified in the entry dialog box displays here.

Series Information

Effective Date Enter an effective date for the Canadian Savings Bond. Each Series Code is effective on a specific date; e.g. CSB Series C53 was effective October 1, 1997.

Status Enter status of the savings bond (deduction). Valid values are *Active* and *Inactive*.

Description Enter a description of the savings bond (deduction).

Deduction Details

Use the **Deduction Details** group box to specify deduction information for each company and pay Group combination that participates in a CSB Series.

Company Select a Company.

Pay Group Select a pay group.

Deduction Start Date Select a deduction start date for the savings bond (deduction). This date can differ from the effective date. This date will be used to populate the Deduction Start Date on the Canada Savings Bond Spec data page for employees of this Company and Pay Group that are registered for this CSB series.

For more information on the Canada Savings Bond Spec data page, see PeopleSoft 8 Payroll for North America, "Maintaining Payroll Data".

Number of Deductions Enter the number of deductions.

Deduction Code Select a deduction code to be used to take deductions for this series.

Deduction Factor Enter the deduction factor to be used for calculating the required payment per \$100 par value of bonds being purchased. Deduction factors are provided on the remittance schedules issued by the Bank of Canada.

Bond Deadline Date Select the bond deadline date.

CAN Canada Savings Bond Table – CSB Denominations Page

Usage	Use the CSB Denominations page to enter CSB Denominations.
Object Name	CSB_SERIES_TBL2
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, Canada Savings Bond Table, CSB Denominations
Prerequisites	None
Access Requirements	Enter a Bond Series Code.

Bond Series Code: C53

Series Information First 1 of 1 Last

Effective Date: 10/01/1999 **Status:** Active

Description: Series Code 53

Bond Denominations Find | View All First 1-5 of 6 Last

*Amount:	100	+	-
*Amount:	300	+	-
*Amount:	500	+	-
*Amount:	1000	+	-
*Amount:	5000	+	-

Canada Savings Bond Table – CSB Denominations page

Bond Series Code The bond series code you specified in the entry dialog box displays here.

Series Information

Effective Date The effective date displays here.

Status The status displays here.

Description The description displays here.

Bond Denominations

Use the **Bond Denominations** group box to designate the amount of the Canadian bond denomination.

Amount Enter the amount of the savings bond.

Business Payrolls Survey (BPS) Reporting

Employers selected by Statistics Canada to participate in the new Business Payrolls Survey (BPS) are required to report payroll earnings and hours information on a monthly basis. PeopleSoft has worked in coordination with Statistics Canada to provide you with the capability of producing your monthly survey results in an electronic data file format.

PeopleSoft Payroll's BPS reporting process will enable you to define your reporting units, associate employees with those reporting units, define the earnings and deduction codes required for reporting, generate an electronic data reporting file for transmission to Statistics Canada, and produce a summary report of the output. The report can also be used to respond to Statistics Canada via telephone survey or BPS questionnaire.

If you are or will be participating in the Business Payrolls Survey, please refer to the Business Payrolls Survey Electronic Data Reporting Guide published by Statistics Canada for further information. Statistics Canada requires that certain conditions be met before you are accepted as an electronic data reporting (EDR) respondent.

Note. Survey reporting in the new BPS format becomes mandatory with the October reference month, and replaces the existing Survey of Employment, Payrolls and Hours (SEPH) report, SQR program PAY100CN.

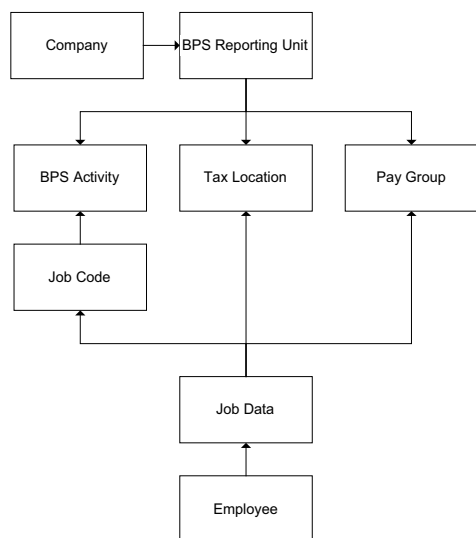
Understanding the BPS Reporting Unit

A BPS Reporting Unit represents a group of employees within a company that Statistics Canada has selected for the BPS survey. A Reporting Unit is defined by business activities, business locations and pay frequencies of employees (in the Business Payrolls Survey, pay frequency is referred to as *pay period type*). Each Reporting Unit, uniquely identified within a company by the Reporting Unit ID, corresponds to one Payroll Record (Record Type 2) in the BPS Electronic Data Report file.

In PeopleSoft, the relationship of these criteria is established through the new BPS Reporting Unit Table. For each BPS Reporting Unit record, you will define the required business activities and locations. You will do this by using the existing Tax Location field and a new field called BPS Activity. You will also assign a Pay Group to each Reporting Unit to ensure that it includes only those employees with the same pay frequency (for example, biweekly or monthly) and pay period dates.

Employees whose Job Data fulfils the criteria defined in the BPS Reporting Unit Table will be selected for reporting. Their payroll information will be extracted and reported in the Payroll Record of the electronic data report file.

The following diagram shows the relationship of entities related to the BPS Reporting Unit:



BPS Business Info (CAN) – BPS Business Information Page

Usage	Use the BPS Business Information page to enter the business and contact Information record (Record Type 1) of the BPS Electronic Data Report file.
Object Name	BPS_CONTACT_CAN
Navigation	Define Business Rules, Define Payroll Process, Setup 1, BPS Business Info (CAN), BPS Business Information
Prerequisites	None
Access Requirements	Enter a Company.

BPS Business Information

Company: GW International Boundary & Water
Business Number:

Contact Information

***Legal Name of Business:**
***Contact Name:**
Telephone Number:
Fax Number:
Email ID:

BPS Business Info (CAN) – BPS Business Information page

Company	The company displays here.
Business Number	The Business Number is automatically retrieved from the Wage Loss Plan record of the company. This is a display-only field.
Contact Information	
Legal Name of Business	Enter the legal name of the company associated with the specified Business Number.
Contact Name	Enter the name of your company's BPS contact person. You can enter the name in the format you wish to be reflected in the transmission file.
Telephone Number	Enter the telephone number of the contact person, including the area code.
Fax Number	Enter the fax number of the contact person, including the area code.
Email ID	Enter the e-mail address of the contact person.

BPS Activity Table (CAN) – BPS Activity Table Page

Usage	Use the BPS Activity Table page to setup business activities as defined by Statistics Canada for the purpose of defining your organization's Reporting Units in the system. The activity or activities you set up here will be used to define your Reporting Units through the BPS Reporting Unit table.
Object Name	BPS_ACT_TBL
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, BPS Activity Table (CAN).
Prerequisites	None
Access Requirements	Enter a BPS Activity code.

BPS Activity Table

Activity ID: 200

Industry/Activity Definition Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980

*Status: Active

*Description: Payroll Administration

Short Description: Payroll

BPS Activity Table (CAN) – BPS Activity Table page

Activity ID The activity ID displays here.

Industry/Activity Definition

Effective Date Enter the Effective Date of the record.

Status Specify whether the record is Active or Inactive.

Description Enter a description for the business activity.

Short Description Enter a short description for the business activity.

Linking BPS Activities with Jobs

After defining the BPS Activities, you will need to link them to the appropriate Job Codes. To update a Job Code with a BPS Activity Code, select **Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table, Occ Classif/Offic Languages** and specify the Job Code.

Job Code Table – Job Code Profile Page

Usage	Use the Job Code Profile page to link BPS Activities to the appropriate Job Codes.
Object Name	BPS_CONTACT_CAN
Navigation	Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table, (click on the Canada link to update BPS Activity)
Prerequisites	Job Codes and BPS Activities defined.
Access Requirements	Enter a SetID and a Job Code.

Job Code Profile		Evaluation Criteria		Default Compensation		Non-Base Compensation	
SetID: SHARE		Job Code: KC001		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:	Accounting Clerk						
Job Title:	Acct Clerk						
Job Description:	Responsible for bookkeeping requirements.						
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	☐ Medical Checkup Required					

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 <table border="1"> <thead> <tr> <th>Province</th> <th>Rate Group</th> <th>Classification</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Province	Rate Group	Classification			
Province	Rate Group	Classification					

Job Code Table – Job Code Profile page



For the initial set up of BPS Activity codes on the Job Code Table, make sure that the updates are applied to all relevant current, history and future-dated records as applicable to the reference months required for reporting.

BPS Activity Select a BPS Activity code to associate it with the Job Code.



For more information on the Job Code Table, see Setting Up Human Resources Tables.

Setting up BPS Reporting Units

The BPS Reporting Unit Table pages are used to specify the Pay Group, BPS Activities, and Tax Locations that define a Reporting Unit.

BPS Rptg Unit Table (CAN) – BPS Activities Page

Usage	Use the BPS Activities page to specify the Pay Group and BPS Activities that define a Reporting Unit.
Object Name	BPS_RU_TBL1
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, BPS Rptg Unit Table (CAN), BPS Activities
Prerequisites	You must have defined BPS Activities.
Access Requirements	Enter a Company and a BPS Reporting Unit.

The screenshot displays the 'BPS Rptg Unit Table (CAN) – BPS Activities' page. At the top, there are tabs for 'BPS Activities' and 'BPS Locations'. Below the tabs, the 'Company' is set to 'GBI' (Global Business Institute) and the 'Reporting Unit' is 'KCRU2'. The 'Reporting Unit Information' section includes fields for 'Effective Date' (01/01/1980), 'Status' (Active), 'Description' (Resource Management), 'Short Description' (Res Mgmt), and 'Pay Group' (KC2). Below this is an 'Activity Information' table with two rows: Activity ID 100 (HR Administration) and Activity ID 200 (Payroll Administration). Each row has a magnifying glass icon and a '+' or '-' button.

BPS Rptg Unit Table (CAN) – BPS Activities page

Company The Company displays here.

Reporting Unit The reporting unit displays here.

Reporting Unit Information

Effective Date Enter the Effective Date of the record.

Status Specify whether the record is Active or Inactive.

Description	Enter a description for the Reporting Unit.
Short Desc	Enter a short description for the Reporting Unit.
Pay Group	Specify the Pay Group that represents the group of employees selected for the survey. Note that you can specify only one Pay Group for each Reporting Unit. This ensures that each Reporting Unit reports on employees of the same pay frequency and pay period dates.

Activity Information

Activity ID	Define the BPS Activity required for reporting within the specified Reporting Unit. If this field is left blank, all activities will be reported.
Description	The description of the activity displays here.

BPS Rptg Unit Table (CAN) – BPS Locations Page

Usage	Use the BPS Locations page to specify the BPS locations that define a Reporting Unit.
Object Name	BPS_RU_TBL2
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, BPS Rptg Unit Table (CAN), BPS Locations
Prerequisites	BPS Activities defined.
Access Requirements	Enter a Company and a BPS Reporting Unit.

BPS Activities		BPS Locations	
Company:	GBI	Global Business Institute	
Reporting Unit:	KCRU2		
Reporting Unit Information Find View All First 1 of 1 Last			
Effective Date:	01/01/1980	Status:	Active
Description:	Resource Management	Short Description:	Res Mgmt
Pay Group:	KC2		
Location Information Find View All First 1-3 of 3 Last			
Tax Location Code	Description		
KCBC00	British Columbia	+ -	
KCON00	Ontario	+ -	
KCGC00	Quebec	+ -	

BPS Rptg Unit Table (CAN) – BPS Locations page

Location Information

Tax Location Code

Define the Tax Location(s) required for reporting within the specified Reporting Unit. If this field is left blank, all tax location codes will be reported.

Description

A description of the tax location code displays here.



To ensure that each employee is reported only once per survey, be sure that each Reporting Unit is assigned a unique combination of Pay Group, BPS Activity and Tax Location information.

Defining Earnings and Deduction Codes for BPS Reporting

The Tax Form Definition table will provide the translation between your earnings and deduction codes, and the earnings and hours reported to Statistics Canada. Use the Tax Form Definition table to define the appropriate earnings and deduction codes, which are to be accumulated for reporting in selected fields of the survey file. Before you can do this, a new tax form ID, Business Payrolls Survey—CAN is required, together with a set of associated tax form boxes representing the various types of earnings and hours information required for reporting in the designated sections of the report.

Tax Form Definition – Tax Form Definition Page

Usage	Use the Tax Form Definition page to add appropriate Earnings and Deductions Codes for BPS reporting.

Object Name	TAXFORM_DEFN_TBL
Navigation	• Compensate Employees, Manage Annual Tax Rptg (CAN), Setup, Tax Form Definition, Tax Form Definition
Prerequisites	Earnings and Deductions Codes to be references are defined on the Earnings Code Table and Deduction Code Table.
Access Requirements	Enter a Tax Form Identification of 'Business Payroll Survey' and an appropriate Effective Date.

The screenshot displays the 'Tax Form Definition' page. At the top, there are tabs for 'Tax Form Definition' and 'Tax Form Footnote'. Below the tabs, the 'Tax Form Identification' is set to 'BPS'. The 'Effective Date' is '01/01/1998'. The 'Box' section shows 'OTH' (Overtime Hours Worked (Hrly)) with 'OT Hours' as the amount type. The 'Taxes' section shows 'Jurisdiction Type', 'State', 'Locality', 'Tax Class', and 'Amt Type'. The 'Deductions' section shows 'Plan Type', 'Deduction Code', 'Ded Class', and 'Sales Tax'. The 'Earnings' section shows 'Earnings Code' with 'DBT' (Double Time) as the amount type.

Tax Form Definition – Tax Form Definition page

Box



For more information on tax form boxes, see Tax Form Boxes in this chapter.

Taxes

Jurisdiction Type Select the jurisdiction type.

State Enter the state.

Locality Enter the locality.

Tax Class Select the tax class.

Amt Type Select the amount type.

Deductions

Plan Type	Enter the Benefit Plan Type of the Deduction Code that should be accumulated to the Tax Form Box.
Deduction Code	Enter the Deduction Code that should be accumulated to the Tax Form Box.
Ded Class	Enter the Deduction Class of the Deduction Code.
Sales Tax	Enter the Sales Tax Class for the Deduction Code if applicable.

Earnings

Earnings Code	Enter the Earnings Code(s) that should be accumulated to the Tax Form Box.

Tax Form Boxes

The following table provides a description of the new Tax Form Boxes, which require definition for the Business Payrolls Survey. The Earnings and Deduction Codes defined to each box will apply to the respective categories of employees (Hourly, Salaried, Working Owners) for all Reporting Units:

<i>Tax Form Box</i>	<i>Description</i>	<i>Comments</i>
The following boxes refer to payments made in the last pay period of a reference month:		
RGP	Regular Gross Pay	For Hourly, Salaried employees, and Working Owners.
OTP	Overtime Pay	For Hourly and Salaried employees only.
THP	Total Hours Paid for Hourly Employees	For Hourly only.
OTH	Overtime Hours Worked by Hourly Employees	For Hourly only.
The following boxes refer to payments made at any time during a reference		

Tax Form Box	Description	Comments
month:		
SP1	Special Payments - Monthly Payments	As described.
SP2	Special Payments - Payments made every 2 Months	As described.
SP3	Special Payments - Quarterly Payments	As described.
SP4	Special Payments - Greater than Quarterly Payments	As described.
SP5	Special Payments - Federal Taxable Benefits	As described.
SP6	Special Payments - Retroactive Payments	As described.
TGR	Total Gross Monthly Payroll	For all employees paid in the reference month. Note. For this box, define only the Earnings codes that should be reported in addition to employees' True T4 Taxable Gross amounts—e.g. severance pay.



For accurate reporting, it is imperative that all applicable earnings and deduction codes are defined to each BPS Tax Form Box, prior to creating the electronic data report file for transmission to Statistics Canada.



Note. Refer to the Business Payrolls Survey Electronic Data Reporting Guide published by Statistics Canada for further information on the reporting requirements for each box. The Tax Form Box descriptions in the table correspond directly to reporting fields of the same descriptions in the EDR record layouts. Ensure that Earnings Codes are not duplicated in Tax Form Boxes where it is undesirable to report those earnings or hours twice. An example is the reporting of overtime in box "OTP" for regular overtime pay versus the reporting of overtime in the "SPx" boxes for irregular overtime payments.

Processing the BPS Electronic Data Report File

SQR program PAY104CN will generate the BPS Electronic Data Report (EDR) file for transmission to Statistics Canada. At the same time, the system will produce the BPS Summary Report for your reference.

You can select the Reference Month and companies for which the EDR file should be generated. Each company selected will correspond to a Business and Contact Information Record (Record Type 1) in the EDR file. All the Reporting Units defined in the BPS Reporting Units Table for the company will be reported. Each Reporting Unit will correspond to a Payroll Record (Record Type 2).

Business Payrolls Survey – Business Payrolls Survey (BPS) Page

Usage	Use the Business Payrolls Survey (BPS) page to specify the parameters required to create the electronic data report file for transmission to Statistics Canada.
Object Name	RUNCTL_PAY104CN
Navigation	• Compensate Employees, Report Payroll Info Canada, Report, Business Payrolls Survey, Business Payrolls Survey (BPS)
Prerequisites	The transmission file for each reference month, should be created only after the Pay Confirmation process has been completed for all pay periods associated with that reference month.
Access Requirements	Enter a Run Control ID.

Business Payrolls Survey (BPS)

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

Report Request Parameter(s)

Year: Period:

Reporting Companies [Find](#) | [View All](#) First 1 of 1 Last

*Company:

Comments:

Business Payrolls Survey – Business Payrolls Survey (BPS) page

Run Control ID The run control ID displays here.

Report Request Parameter(s)

Year Select the year associated with the reference month.

Period Select the reference month. For example, for the reference month of December, you would select 12 as the Period.

Reporting Companies

Company Specify the company or companies required for reporting. Each company specified corresponds to a Business and Contact Information Record (Record Type 1) in the EDR file.

Comments Enter optional comments for the file transmission.

Run Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

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

Locating the BPS Electronic Data Report Output



For more information on the BPS Electronic Data Report Output, please see Overview of Payroll for North America Reports.

Additional Information on BPS Processing

The following tips and definitions are provided to help you better understand the system's BPS reporting process:

- A reference month is the month for which payroll data is reported in the Business Payrolls Survey. The system will process the selection of payroll information for a reference month as follows:
 - Payroll information for the "Last Pay Period" blocks of the report will be selected from the pay period with a pay period end date that is closest to but not later than the 3rd day of the month following the reference month. For example, for the reference month of October,

1998, the pay period with a pay period end date that is closest to but not later than November 3, 1998 will be selected.

- Payroll information for the "Gross Monthly Payroll" block of the report will be selected from pay periods with pay period end dates which fall between the 4th day of the reference month and the 3rd day of the following month. For example, for the reference month of October 1998, the pay periods with pay period end dates from October 4, 1998 to November 3, 1998 inclusive will be selected.
- Special Payment amounts reported in Blocks 1 through 6 of the report will be selected from pay periods with cheque dates which fall between the 4th day of the reference month and the 3rd day of the following month. For example, for the reference month of October 1998, the pay periods with cheque dates from October 4, 1998 to November 3, 1998 inclusive will be selected.
- In processing the Business Payrolls Survey, PeopleSoft will classify employees into either 'Hourly' or 'Salaried' based on the Employee Type in Job Data. 'Exception Hourly' employees will be processed as 'Hourly' employees. Employees can also be classified as Working Owners by the Officer Code in Job Data, in which case they will be excluded from the 'Hourly' and 'Salaried' categories. Employees assigned to the following Officer Codes will be classified as 'Working Owners' and reported in 'Category D - Working Owners of Incorporated Businesses':
 - Chairman
 - Director
 - President
 - Vice President

Canada Payroll Savings (CPS) Plan

As a part of their employee benefits package, many employers offer their employees the opportunity to purchase Canada Savings Bonds through a payroll savings plan. Canada Investment and Savings (CI&S), in partnership with the Bank of Canada, has introduced an improved payroll savings deduction program. Unlike the existing loan-based bonds purchase system, the new Canada Payroll Savings (CPS) does not require a loan. The employee specifies a contribution amount, the employer automatically deducts that amount from the employee's pay cheque on a regular basis, and the contribution details are transmitted electronically to the Bank of Canada for credit to the employee's savings plan account. Other new benefits include the choice for employers to offer a Registered Retirement Savings Plan (RRSP) option, one-time sign up for employees, and regular contribution minimums as low as \$2 per weekly pay period.

PeopleSoft Payroll is providing you with functionality to support the new Canada Payroll Savings plan and help you to effectively manage the activities as a participating organization. The system will enable you to define your campaign contribution information, maintain employee enrollment/change election periods, set up your employees' CPS payroll deductions, create an electronic data file for transmission to the Bank of Canada to remit the contributions, and produce a summary report of the output.

For further information, please refer to the published guides that are available through your Canada Payroll Savings Representative.

Canada Payroll Savings Org ID Page

Usage	Use the Canada Payroll Savings Org ID page to specify details on a CPS Organization.
Object Name	CPS_ORG_ID_PNL
Navigation	• Define Business Rules, Define Payroll Process, Setup 1, CPS Organization ID
Prerequisites	None
Access Requirements	Enter an Employer Organization ID.

Canada Payroll Savings Org ID

Employer Organization ID: 12345

Organization ID Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/1997

*Status: Active

*Description: Global Business Institute

Short Description: GBI

*Contact Type: E-mail

Email ID: peoplesoft.com

Canada Payroll Savings Org ID page

Employer Organization ID The employer organization ID displays here.

Organization ID Details

Effective Date Enter the Effective Date, which represents the date that the CPS Organization becomes effective.

Status Enter the status of the CPS Organization. Valid values are Active and Inactive.

Description A description of the organization displays here.

Short Description A short description of the organization displays here.

Contact Type	Select a Contact Type of E-mail, Fax Number or None to indicate whether file transmission confirmations are required from the Bank of Canada, by either e-mail or fax.
Email ID	This field will be presented according to the Contact Type selected. Enter either the fax number or the e-mail address of your company's CPS contact person.

Establishing CPS Campaigns

The information you set up on the Canada Payroll Savings Table page will be used to ensure that employee contribution amounts specified on the General Deduction Data page meet the minimum limits as established by the program. In addition, it will provide you with a flexible method of maintaining allowable time period(s)—as determined by you—for changes to employee contribution information within a campaign period. In the system, we refer to these open periods of allowable changes as Election Periods.

Canada Payroll Savings Table Page

Usage	Use the Canada Payroll Savings Table page to specify the parameters required to create the electronic data report file for transmission to Statistics Canada.
Object Name	CPS_CAMPAIGN_DATA
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Canada Payroll Savings Table
Prerequisites	CPS Organization ID(s) defined.
Access Requirements	Enter a Company.

Canada Payroll Savings Table

Company: GW International Boundary & Water

Campaign Details Find | View All First 1 of 1 Last

*Effective Date: 08/29/2000 *End Date: + -

*Employer Organization ID: 🔍

*Transmitter Organization ID: 🔍

*Payment Type: ▾

*Min. Weekly Contribution Limit:

Election Period(s) Find | View All First 1 of 1 Last

*Start Date *End Date + -

Canada Payroll Savings Table page

Company The Company displays here.

Campaign Details

Effective Date Enter the Effective Date, which represents the date that your payroll savings contribution period begins for each campaign.

End Date Enter the End Date, which represents the date that your payroll savings contribution period ends for each campaign.

Employer Organization ID Specify the Employer Organization ID. The Bank of Canada assigns this unique five-digit identification number to you, as a participating employer/organization.

Transmitter Organization ID Specify the Transmitter Organization ID. The Bank of Canada assigns this unique five-digit identification number. It is required for the transmittal file to uniquely identify the transmitter organization and to ensure the secure processing of your employees' contributions.

Payment Type In the Payment Type field, select a Payment Type of Batch to indicate that individual cheques for each batch will be sent, or a Payment Type of Transmission to indicate that one cheque will be sent for the whole transmission.

Min. Weekly Contribution Limit

Enter the Minimum Weekly Contribution Limit. This amount represents the minimum limit established by the Bank of Canada for employees paid on a weekly pay frequency. The value defined in this field is used to calculate the contribution minimum limits for employees in all other pay frequencies.

Election Period(s)**Start Date**

Specify an Election Period Start Date for the campaign contribution period. This date represents the earliest date that the system will accept payroll savings contribution change information through the General Deduction Data page.

End Date

Specify an Election Period End Date for the campaign contribution period. This date represents the last date that the system will accept payroll savings contribution change information through the General Deduction Data page.

Note. If changes to employee contribution information are allowed for the entire campaign contribution period, enter the campaign Effective Date as the Election Period Start Date, and enter the campaign End Date as the Election Period End Date. If desired, multiple election periods may be defined for one campaign contribution period.

Setting Up CPS Deduction Codes

You set up CPS deduction codes on the Deduction Table – Setup page and the General Deduction Table page.

Use the Deduction Table – Setup page to set up Canada Payroll Savings deduction codes, as general deductions (plan type of 00). If you are offering both Non-RRSP and RRSP account types, define a separate deduction code to process contributions for each account type. Use the Bond special process flag to identify Canada Payroll Savings deduction codes for the reporting of contribution information.

Next you set up the corresponding General Deduction Table entry for each Deduction Table entry.



For more information about the Deduction Table – Setup page and the General Deduction page, see Defining Deductions.

General Deduction Data Page

Usage	The General Deduction Data page is used to enroll employees in the Canada Payroll Savings program and to set up each employee's contributions. If both non-RRSP and RRSP options are offered, employees may elect to contribute to both types of accounts concurrently. In this event, two separate general deduction data records must be created; one for non-RRSP contributions and the other for RRSP contributions.
Object Name	GENL_DED_DATA
Navigation	• Compensate Employees, Maintain Payroll Data (CAN), Use, General Deduction Data
Prerequisites	None
Access Requirements	Enter an Employee ID.



For more information about the General Deduction Data page, see *Maintaining Payroll Data: General Deduction Data Page*.

Processing the CPS Transmittal File

The new SQR program PAY132CN will produce the Canada Payroll Savings (CPS) electronic transmittal file that includes detailed employee contribution information, by Pay Run ID, for transmission to the Bank of Canada. At the same time, the system will produce a transmission summary report for your reference. The employee deduction detail information to support this summary report is available on the corresponding Deduction Register, SQR program PAY001CN.



Please refer to the New Canada Payroll Savings Technical Specifications booklet for further information regarding the technical aspects of creating or transmitting files to the Bank of Canada.

Creating the CPS Electronic Transmittal File



For more information on the Payroll Savings Create File process and the Payroll Savings Create File page, see *Overview of Payroll for North America Reports*.

Reviewing and Modifying Payroll Messages

On this 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 modify or add your own messages. If you modify the system and your changes include new error messages, you can add new error message codes and text to this table. When you add a new message code, please use a number greater than 90,000 to avoid conflict with message codes provided by PeopleSoft. You can also modify the long text description of error messages to include procedures unique to your own environment. For example, you might add something like this to a message:

Call Pat Jones at extension 23 and ask her to run pay calc in final mode.

To add a pay message, complete the Pay Message Table. You'll find all the error messages that may occur during the batch payroll processes on the Pay Message Table.

Pay Message Table Page

Usage	Use the Pay Message Table page to specify non-fatal system messages that may be bypassed during pay calculation.
Object Name	PAY_MESSAGE_TABLE
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Message Table • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Message Table
Prerequisites	None
Access Requirements	Enter a Message ID.

Pay Message Table			
Message ID:	000010		
Description:	Invalid One-Time Deduction		
Description:	The one-time deduction (displayed below) was not found to be valid for the employee. This can result from it being a duplicate of another entry and also an override to a general deduction marked for garnishment processing.		
<table border="1"> <tr> <td> Continue With This Error *Continue With This Error: No Maximum Errors: </td> <td> Distribute With This Error ☐ Distribute With This Error </td> </tr> </table>		Continue With This Error *Continue With This Error: No Maximum Errors:	Distribute With This Error ☐ Distribute With This Error
Continue With This Error *Continue With This Error: No Maximum Errors:	Distribute With This Error ☐ Distribute With This Error		

Pay Message Table page

Message ID The message ID you specified in the entry dialog box displays here.

Text The error text displays here.

Description A description of the error displays here.

Continue With This Error

Use the **Continue With This Error** group box to indicate how the system should proceed when it encounters this error, and limit the number of occurrences of the error.

Continue With This Error Select a value to indicate how the system should proceed when it encounters this error—which would otherwise cause the payroll process to stop.

Yes. Select this value if you want the system to continue with payroll processing after it has encountered this error. If you select **Yes**, the **Maximum Errors** field will become available for entry.

No. Select this value if you do not want the system to continue with payroll processing after it has encountered this error.

System. For errors that cannot be selected for the Continue with Error process, **System** will appear in this box. The entire **Continue With This Error** group box becomes unavailable for entry.

Maximum Errors

Enter a numerical value to limit the number of times the system bypasses a specific error message.

Note. When the number of occurrences of the message equals the value entered here, none of the errors will be bypassed. The errors will need to be corrected before you can continue the payroll process.

Distribute With This Error**Distribute With This Error**

Select **Distribute With This Error** if you want the Actuals Distribution process to continue when it encounters this error.

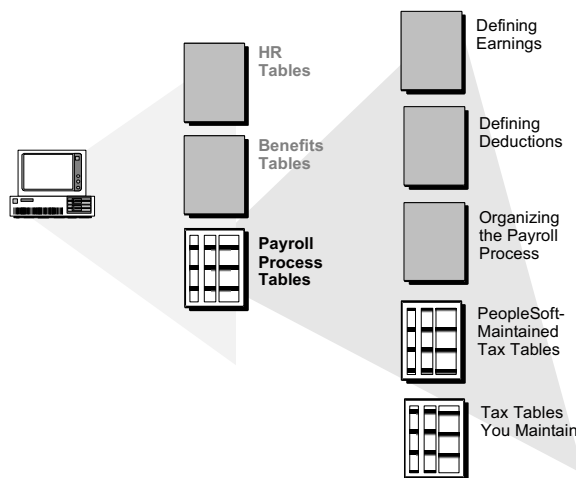
CHAPTER 6

Defining Your Payroll Taxes

The PeopleSoft Payroll tax tables, the majority of which you'll find under Setup in Define Payroll Taxes, store tax information that the system requires to calculate and report taxes. In this section, we look at both the tables that PeopleSoft provides and maintains and those that your company will be responsible for initializing and updating.

Overview of the Payroll Tax Tables

PeopleSoft provides and maintains most of the payroll tax tables we review in this section.



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.



For more information about tables directly relevant to year-end tax reporting (Tax Form Definitions, Tax Form Footnotes, Print Parameters, Tax Reporting Parameters, Canadian Tax Reporting Parameters, T4-,T4A Mag Media Reporting, T4 Reporting, RL1, RL2 Reporting, RL Mag Media Reporting, and W-2 Company Data) see Accessing Year-End Processing Instructions, included in this PeopleBook.

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.

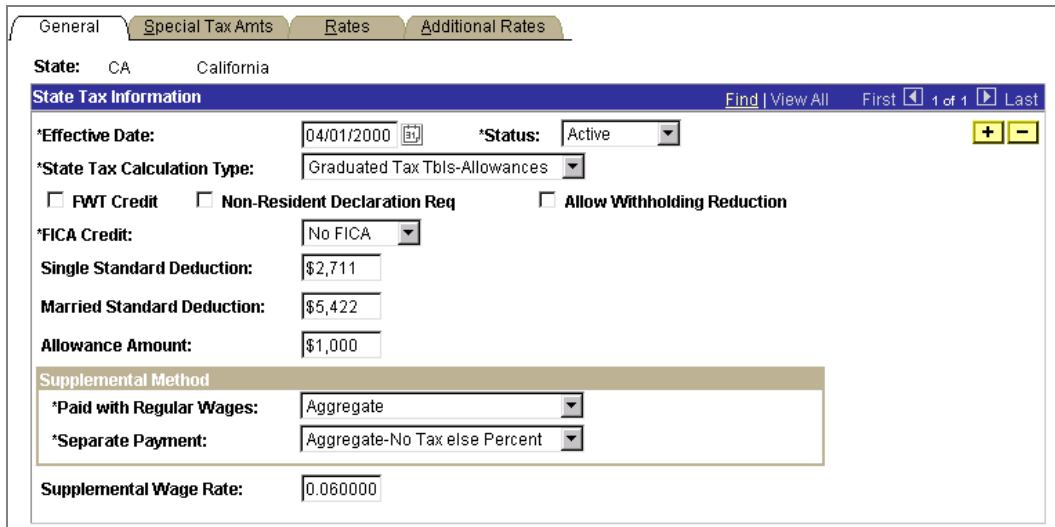
In addition to the rules for state withholding, the rates for calculating federal withholding, FICA, and federal unemployment are defined on this table, primarily because the method of calculation is similar. Localities that use graduated tax tables are also included. These entries are identified by 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</i> , and <i>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</i> , and <i>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:

<i>Aggregate – No Annualize</i>	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.



For more information about maintaining employee-specific tax information, see Maintaining Payroll Data.

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

☒ Delay W/H for tips ☒ Employee Detail Required on tax reports ☐ 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 ReportingOptions 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.



For more information about the Pay Group options for processing tips, see Job Data - Payroll Page in the Preparing Your Payroll Process section of this PeopleBook.

Federal/State Tax Table - Rates Page

Usage	The Rates page lists wage bracket information.
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.

General Special Tax Armts 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 Rates Find | View All First 1-9 of 18 Last

*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 Classes Find | View All First 1-3 of 4 Last

*Tax Class	*Calculation Type	*Tax Base	Tax Rate (after form)	Max Gross
OASDI/EE	% Tax Grs	Disability	0.007000	46327
Max Tax: *EE/ER Both: Employee ☐ Period Max ☒ Delay Withholding for Tips ☐ Self Adj				
Unempl ER	% Tax Grs	Unemploym		7000
Max Tax: *EE/ER Both: Employer ☐ Period Max ☒ Delay Withholding for Tips ☐ Self Adj				
Vol Dis/EE	% Tax Grs	Disability		46327
Max Tax: *EE/ER Both: Employee ☐ Period Max ☒ Delay Withholding for Tips ☐ Self Adj				

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.



For more information about adjusting an employee's tax balances, see *Adjusting Tax Balances* in the *Adjusting Employee Balances* chapter.



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: *EE/ER Both: Employee ☐ Period Max ☒ Delay Withholding for Tips

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.

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: 01/01/1900 *Status: Active + -

Maintenance Responsibility
☐ Customer ☒ PeopleSoft
☐ Partial Indicator (PA only)

Local Jurisdiction: Municipal

Locality Name: SAN FRANCISCO ER TAX
 County: SAN FRANCISCO
 Other Locality Name:
 Other Locality Short Name:
 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: Combined, School, Municipal, Other, State and County . Use Municipal when the locality represents a municipality, School for a school district, State or County when those terms apply, and Combined 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 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: 01/01/1900 Active

Locality Name: SAN FRANCISCO ER TAX

*Local Tax Calculation: ☒ Rtx TaxGr ☐ Withhold On Work Locality Only

Type: Graduated Tax Table ☐

Code:

Tax Rate	
Resident:	0.015000
Nonresident:	0.015000

*Tax Class: ☒ Local ER ☐

Low Gross:
Minimum Tax:
Maximum Tax:
Annual Exemption:

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 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.



For information about the **W-2 Print Name** and **W2 Mag Media Code** fields, see Accessing Year-End Processing Instructions in this PeopleBook.



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	• 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

☒ SUT Credit credit when employee transfers to residence state

Reciprocity Rule

- ☐ Withhold on total wages in both states
- ☐ Calculate residence states's withholding on total wages. Then reduce the withholding by work state's withholding
- ☐ Calculate residence state's withholding on total wages. Then factor the withholding by the percentage of wages earned in the residence state
- ☐ Reduce total wages by taxable wages earned in all work states. Then calculate residence state's withholding on these reduced wages.
- ☒ Do not withhold for the work state if the employee is taxed by residence state
- ☐ 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	• 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

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

*Effective Date: 01/01/1900 *Status: Active Reduce Percent: + -

Reciprocity Rule

- ☒ Withhold on total wages in both localities.
- ☐ Calculate residence locality's withholding on total wages, Then reduce withholding by percentage of work locality's withholding
- ☐ Calculate work locality's withholding on work locality's wages, Then reduce withholding by percentage of residence locality's withholding
- ☐ Reduce Total wages by taxable wages earned in all work localities. Then calculate residence withholding on these reduced wages.
- ☐ Do not withhold for the work locality if the employee is taxed by residence locality

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	• 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.



For more information about establishing employee tax data, see the Maintaining Payroll Data chapter.

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	• 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 Tbl

State: CA California
Locality: 67000 SAN FRANCISCO ER TAX

Taxable Gross Definition Table Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

Taxable Gross Find | View All First 1 of 1 Last

*Taxable Gross: Withholding

*Base Gross: FWT

Adjustment to Base Gross Find | View All First 1 of 1 Last

*Taxable Gross Component ID: 401K ☐ Withholding Follows Fed Rules

Plan Type:
*Tax Gross Effect: Adds To

Deduction Code: \$DFLT

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 Displays the locality.

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.



For more information about maintaining the Deduction Table, see Defining Deductions and Understanding Tax Options in this PeopleBook.

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	- 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.

SWT Marital Status Table

State: CA California

SWT Marital/Tax Status: S

SWT Marital Status Information Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active

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

CPP/QPP and EI | Tax Rates, Credits and Other | Provincial Rates | Provincial Tax Thresholds

CPP/QPP & EI Find | View All First 1 of 1 Last

*Effective Date: 07/01/2000

▼ Canada Pension Plan

Max Annl Pensionable Earnings: \$37,600.00

Basic Annual Exemption Amount: \$3,500.00

Employee Contribution Percent: 3.900

Minimum Age: 18

Maximum Age: 70

► Quebec Pension Plan

▼ Employment Insurance

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

Maximum Age: 999

► Quebec Employment Insurance

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 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

CPP/QPP and EI | Tax Rates, Credits and Other | Provincial Rates | Provincial Tax Thresholds

Tax Credits, Rates & Other Find | View All First 1 of 1 Last

*Effective Date: 07/01/2000

▼ Federal

Federal Basic Personal Amount:	7331.00
Excess Surtax Threshold (T3):	18500.00
Basic Rate (Annualized):	0.00000
*Excess Rate (Annualized):	0.05000
*Basic Rate (Cumulative):	0.01500
*Excess Rate (Cumulative):	0.05000

► Quebec

► Other

► Federal Income Tax Rates

► Quebec Income Tax Rates

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

CPP/QPP and EI		Tax Rates, Credits and Other		Provincial Rates		Provincial Tax Thresholds	
Provincial Rates Find View All First 1 of 1 Last							
*Effective Date: 07/01/2000							
Alberta First 1 of 1 Last							
*Province:	AB						
Tax Rate (V):	0.44000	Threshold Amount (V1A):	0.00				
Surtax Rate (V1A):	0.00000	Threshold Amount (V1B):	0.00				
Surtax Rate (V1B):	0.00000	Tax Surtax (V4):	0.00				
Flat Tax-Income (V2):	0.00000	Tax Reduction (S):	430.00				
Flat Tax-Taxable (V3):	0.00500	Constant (N2):	0.00				
Constant (N1):	0.5000	Threshold Amount (TH):	0.00				
Net Claim Amount:	0.00	Maximum LCP Credit:	0.00				
WCB Limit:	48600.00	LCP Rate:	0.00000				
Health Insurance Rate:	0.000000	Prov. Sales Tax - Insurance:	0.00				
Provincial Sales Tax:	0.00	Payroll Tax Rate:	0.00000				
Harmonized Sales Tax:	0.00	*Stats Can Province Code:	84821				
▶ British Columbia ▶ Manitoba ▶ New Brunswick ▶ Newfoundland							

Canadian Tax Table - Provincial Rates page



For more information, see Canadian Company Tax Table Page in this PeopleBook.

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.
Object Name	CAN_TAX_TABLE3
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian Tax Table, Provincial Tax Thresholds
Prerequisites	None
Access Requirements	None

The screenshot displays the 'Provincial Tax Thresholds' page within the PeopleSoft interface. The page has a navigation bar at the top with tabs for 'CPP/QPP and EI', 'Tax Rates, Credits and Other', 'Provincial Rates', and 'Provincial Tax Thresholds'. Below the navigation bar, there is a header section with the title 'Provincial Tax Reduction Thresholds' and a search bar. The main content area contains a table with the following data:

Province	Net Claim Amount Threshold	Provincial Tax Reduction (Y)	+	-
MB	20338.00	1070.00	+	-
MB	13835.00	1020.00	+	-
MB	12210.00	570.00	+	-
MB	7331.00	520.00	+	-
MB	0.00	0.00	+	-
SK	13835.00	550.00	+	-
SK	12210.00	300.00	+	-
SK	7331.00	250.00	+	-
SK	0.00	0.00	+	-

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
Employer ID: TC1-CA-SUI ☐ Override
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 <i>on</i> or <i>off</i> 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 affective.

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 *Subject* for the company as a whole. If you select **Exempt from ER Disability** here, **Exempt** becomes the default **SDI Status** for this state at the employee level; employees hired in this state will have **Exempt** 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.

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

Voluntary Disability Plan

☒ Voluntary Disability Plan

Plan Number: CAPLAN1

VDI Administrator Code: VDISERVICE

Effective Yr/Qtr: 1995 3 Third Qtr

Employee Rate: 1.00000 (%)

Employer Rate: (%)

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	• 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
Access Requirements	Enter a SetID, a Vendor ID, and a Short Vendor Name (or an Abbreviated Tall or Medium-sized Vendor Name)

Vendor Information
Addresses
Locations
Contacts
Policy Information

SetID: SHARE Vendor: USAKUAETNA

Vendor Name

Name 1: Aetna Insurance
Name 2:
ShortName: AETNA INSU AETNA INSU-001

Vendor Classification

HRMS Class: P Q General Provider
Status: Approved
Persistence: Regular

Tax Collector Table - Vendor Information 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.

Vendor Name

Name 1, Name 2 The vendor's name is displayed here. Two lines are provided in case the vendor has divisions, subsidiaries, or other entities that require detailed identification.

Short Name You can use the vendor's short name as an alternate search key to access vendor data.

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	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.

Vendor Information | **Addresses** | Locations | Contacts | Policy Information

SetID: SHARE Vendor: USAKUAETNA Aetna Insurance

Vendor Address Find | View All First 1 of 1 Last

Address: 1 + -

Description: Aetna Insurance

Address Type: Business

Address Detail Find | View All First 1 of 1 Last

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

Country: USA United States

Address 1: 781 Main Street

Address 2:

Address 3:

City: Walnut Creek

County:

Postal: 94596

State: CA California

[Alternate Names](#) [Telephone](#) [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.

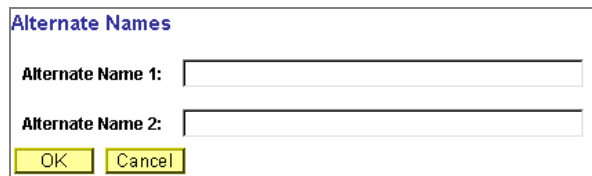
Address Detail

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 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.

Phone Information

Phone Information			Find View All	First	1 of 1	Last
*Phone Type	Telephone	Extension				
Cellular			+ -			

OK Cancel

Phone Information page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Phone Type, Telephone, Extension.**

Country Code

The country code associated with the phone number is displayed here.

Locations Page

Usage	Use the Locations page to enter additional location information for a tax-collecting agency.
Object Name	VNDR_LOC
Navigation	• Define Business Rules, Define Payroll Taxes, Setup, Tax Collector Table, Locations • Define Business Rules, Define Payroll Taxes (USF), Setup, Tax Collector Table, Locations
Prerequisites	Locations is the third page in the Tax Collector Table component. You must first enter data on the Vendor Information and Addresses page.
Access Requirements	Enter a SetID and a Vendor ID.

Vendor Information | Addresses | Locations | **Contacts** | Policy Information

SetID: SHARE Vendor: USAKUAETNA Aetna Insurance

Vendor Location Find | View All First 1 of 1 Last

Location: HQ Description: Aetna Insurance ☒ Default + -

Location Detail Find | View All First 1 of 1 Last

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

Remit Vendor

Vendor	Location	Address
USAKUAETNA	HQ	1 Aetna Insurance

[Bank Accounts](#) [Comments](#) [Payment Options](#)

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.

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.

Branch ID

The branch ID for the bank, if appropriate.

Bank ID	The Bank ID for the bank.
Acct Type	The account type for the bank, <i>Bond</i> , <i>Checking Account</i> , and <i>Life Insurance</i> , for example.
Account #	The vendor's bank account number.
Check Digit	The check digit used by the bank.
DFI Qualifier	If you are making ACH, wire, or EFT payments to this vendor location, this field should display the appropriate DFI Qualifier: CHIPS ID Canadian Bank Branch/Institute Mutually Defined Swift ID Transit Number The DFI Qualifier determines the format of the bank's DFI ID.
DFI ID	The bank's DFI ID . The format is determined by the value displayed in the DFI Qualifier field. Refer to the table below for appropriate formats.
Bank Address	Select Bank Address for the Bank Address page.
Phone Details	Select Phone Details for the Phone Details page.

DFI Qualifier	DFI ID
Transit Number	Exactly 9 digits, plus check digit calculation.
Swift ID	8 or 11 characters; position 5 & 6 must be a valid 2-character country code.
CHIPS ID	3 or 4 digits
Canadian Bank Branch/Institute	No validation
Mutually Defined	No validation

Bank Address Page

Usage	Use the Bank Address page to display the bank's address information.
Object Name	BANK_ACCT_ADDR_SEC
Navigation	Click the Bank Address link on the Bank Accounts page.

The screenshot shows a 'Bank Address' form. It includes a 'Country' field with a search icon, a 'Postal Search' link, and several address fields. At the bottom are 'OK' and 'Cancel' buttons.

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.

The screenshot shows a 'Phone Details' form. It includes fields for 'Country Code', 'Telephone', 'Phone Extension', and 'Fax Number'. At the bottom are 'OK' and 'Cancel' buttons.

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

Comments Text:

OK Cancel

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

Payment Control

☐ Hold Payments

☒ Separate Payment

Bank

Bank ID:

Bank Account:

Payment Handling

*Flag:

Code:

Payment Method

*Flag:

Code:

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	• 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 Requirements	Enter a SetID and a Vendor ID.

Vendor Information | Addresses | Locations | **Contacts** | Policy Information

SetID: SHARE Vendor: USAKUAETNA Aetna Insurance

Vendor Contact Find | View All First 1 of 1 Last + -

Sequence No: 1 Description: Medical Insurance

Vendor Detail Find | View All First 1 of 1 Last + -

Effective Date: 01/01/2000 Status: Active

Type: Customer Service

Contact Name: Carmen Herrera

Title: Customer Service Representative

Address: 1 Aetna Insurance

URL:

[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.

Canadian Company Tax Table

Company: GBI Global Business Institute

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

*Effective Date: 01/01/1997

Prescribed Interest Percent: 6.000

Company Tax Rates Find | View All First 1-5 of 5 Last

*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.

The screenshot shows the 'Tax Type Table' page in a web browser. At the top, there's a tab labeled 'Tax Type Table'. Below it, the 'Tax Type' is set to 'KUHUITAX'. A section titled 'Tax Type Information' contains fields for 'Effective Date' (01/01/1980), 'Status' (Active), and 'Description' (Unemployment - Special). Navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last' are visible. There are also '+' and '-' buttons for adding or deleting records.

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 Type Table

State: NY New York Locality: 84000

Local Tax AP Payment Definition Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980

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

*Tax Type: KUWHTAX Income W/H Taxes

SetID: SHARE

Vendor ID: USAKU00002 NYS Income Tax

Tax Classes Find | View All First 1 of 1 Last

*Tax Class Withholding

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

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.

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**.

If **Goods and Services Tax** is selected, only federal sales tax types are allowed: **G (GST)** and **H (HST)**.

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)**.

Description

The description of each tax class you select is displayed in this field.

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	• 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.



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 the Entering Job Data section of this PeopleBook. For more information about the Employee Tax Distribution page, see the Maintaining Payroll Data chapter.

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	• 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.



The treaty information established on this page is used on Federal Tax Data 3. For more information about using Federal Tax Data 3, please refer to E&G Federal Tax Data 3 Page in Maintaining Payroll Data.

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	• 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.



For more information about reports, see Running Payroll Reports.

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	• 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.

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	• 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

Tax Reporting Parameter 1 page

Balance ID

The balance ID you entered is displayed here.

W-2 Transmitter ID

Enter the Company ID of the company transmitting W-2s for tax reporting. This is used in a multi-company environment when a single company acts as the transmitter for all companies in the organization.

Balances for Year

The value you enter here defines the reporting period. The remainder of the data in the system is available to be used as needed.

Balances for Quarter

The value you enter here defines the reporting period. The remainder of the data in the system is available to be used as needed.

Computer Manufacturer

Enter the name of the manufacturer, such as IBM, Compaq, or Digital, that makes the computer you use to create the magnetic media (such as diskette or tape) for tax reporting.

Transmitter Same as Employer?

This field is not currently used by Payroll for North America.

Organization Type

Select *Government* or *Other*.

Type of Employment	Select <i>Agriculture, Federal, Medicare Qualified Government Employee, Military, Railroad, or Regular (All Others)</i> .
Tape Label	Select the tape label from the available values.
Tape Density	Enter the tape density from the available values.
Recording Code	Select <i>ASCII</i> or <i>EBCDIC</i> .

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	*Status:	Active
Tax Year:	2000	Business Number:	123456789RP0002
EI Employer Rate:	1.2981		
Quebec EI Employer Rate:	1.2981		
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.

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 Status: Active

Tax Year: 2000 Business Number: 123456789RP0002

EI Employer Rate: 1.2981

Quebec EI Employer Rate: 1.2981

Expense Accounts - Non Commitment Accounting Find | View All First 1 of 3 Last

Tax Class	GL Account #
Canada Pension Plan Employer	P620011
Employment Insurance Employer	P620013
Provincial Health Tax	P620014

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

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.



For more information and for a description of the Tax Reporting Parameters page, see the Accessing Year-End Processing Instructions included in this PeopleBook.

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.

The screenshot displays the 'Tax Form Definitions' page. At the top, there are tabs for 'Tax Form Definition' and 'Tax Form Footnote'. The 'Tax Form Identification' section shows 'WCB Earns' as the selected form. Below this, the 'Effective Date' is set to 04/01/1999. The 'Box' section shows 'WAB', 'WCB Alberta', and 'WCB AB'. The 'Taxes' section includes fields for 'Jurisdiction Type', 'State', 'Locality', 'Tax Class', and 'Amt Type'. The 'Deductions' section includes 'Plan Type' (General), 'Deduction Code' (KCHOUS - Company Housing), 'Ded Class' (T - Taxable), and 'Sales Tax' (B - None). The 'Earnings' section shows 'Earnings Code' (AUT - Automobile Allowance).

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 Requirements	Enter a Company and Province ID.

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 <i>N/A</i> . 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 <i>Not Applicable</i> 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	
Province	Rate Group

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.



For more information about the Job Code Table component, see Establishing Job Codes.

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: KC015 Building Maintenance Engineer Entry Date: 09/07/1997

*Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: *Officer Code: None

*Regular Shift: N/A Shift Rate: /

Standard Hours: 40.00 FTE: 1.00

Work Period: W Weekly

Contract Number: Contract Type:

Next Contract Number

► Belgium

► Germany

► Spain

► France

► United Kingdom

► Italy

Canadian WCB Assessment Reporting Table - Job Information page



For more information on how to use reports in the PeopleSoft HRMS system, see [Running Payroll Reports](#). For more information about the Job Data component, see [Entering Job Data](#).

CHAPTER 7

Defining Garnishments

When establishing garnishments for your organization, you'll use a combination of tables and pages within the PeopleSoft Payroll system: Define Payroll Process tables, Maintain Payroll Data pages, and Manage Payroll Process pages. This section will show you how to do the following:

- Process multiple garnishments by priority or by proration rules.
- Refund garnishments.
- Garnish manual checks.
- Create a General Deduction code for garnishments.
- Enter deduction information for garnishments on the Deduction Table.
- Set up the Garnishment Payee Table.
- Define garnishment rules.
- Maintain employee data for garnishments.
- Split complex garnishment orders into multiple specifications.
- Review garnishment balances.
- Use Online Check to see if you can comply with a garnishment order.

Creating a General Deduction Code for Garnishments

Usage	Use the General Deduction Table page to set up how a general deduction is calculated. In this instance you'll be using the page to establish a garnishment deduction.
Object Name	GENL_DEDUCTION_TBL
Navigation	Define Business Rules, Define Payroll Process, Setup 1, General Deduction Table
Prerequisites	None.
Access Requirements	Enter a Deduction Code.

General Deduction 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: **Description**, **Effective Date**, **SetID**.

Deduction Code

This is the deduction code you entered to access this page.

Deduction Calculation Routine

Select *Flat Amount* as the **Deduction Calculation Routine**. The system automatically calculates and determines the deduction flat amount, based on the employee's garnishment specification records, and takes the appropriate amount depending on the garnishment rules specified.

The remaining fields on the General Deduction Table page are not applicable to garnishment processing.



For more information, including an example of the General Deduction Table page, see Defining Deductions Defining General Deductions General Deduction Table Page.

Setting Up Deduction Table Information for Garnishments

As with all general deductions, you now need to specify the corresponding deduction information on the Deduction Table, which controls taxability. Deduction frequency of garnishments is controlled at the employee level, on the Garnishment Specification Data Table.



For more information on the Deduction Table, see Setting Up Deductions in the Defining Deductions section of this PeopleBook.

Setup Page

Usage	Use the Setup page to specify garnishment's deduction priority.
Object Name	DEDUCTION_TABLE1
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Setup
Prerequisites	None.
Access Requirements	Enter a Plan Type and a Deduction Code.

Setup page showing Deduction Information for Plan Type 10 Medical and Deduction Code KCHMOK. The Effective Date is 01/01/1980, Description is Kaiser HMO, Short Description is HMO Kaiser, and Deduction Priority is 500. The Maximum Arrears Payback section shows the 'No Maximum' option selected. The Deduction Subset table is empty.

Setup 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, Short Description.**

Deduction Priority

The rule of thumb when establishing **Deduction Priority** is *the smaller the number, the higher the priority*. For garnishments, you want to make sure that the **Deduction Priority** number you assign is large enough to allow the system to take taxes and any required deductions before it attempts to take garnishments.

Maximum Arrears Payback

Arrears are not applicable to garnishment deductions. Instead you can establish a proration rule.

Note. Proration rule does not apply to Canadian Payroll.

For more information about proration rules, Maintaining the Garnishment Proration Rules Table.

Ded. Subset ID

If you want to include the Garnishment deduction code in deduction subsets, identify each subset in **Ded. Subset ID**.

Special Processing

Select ***Garnishment*** to trigger garnishment processing during payroll calculation. This will set this deduction code as the default garnishment deduction code.

For Canadian Payroll, there isn't a 'default' garnishment deduction code as multiple before-tax and after-tax deduction codes can be set up to process garnishments.



The frequency of garnishment deductions is controlled at the employee level on the Garnishment Specification Data Table.



For more information about the other fields on this page, see Defining Deductions Setting Up Deductions Deduction Table – Setup Page.

Tax Class Page

Usage	Use the Tax Class page to assign the garnishment's deduction classification.
Object Name	DEDUCTION_TABLE2
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Tax Class
Prerequisites	Tax Class is the second page in the Deduction Table component. You must first enter data on the Setup page.
Access Requirements	Enter a Plan Type and a Deduction Code.

Tax Class 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**.

Plan Type	This is the value you entered to access this page.
Deduction Code	This is the value you entered to access this page.
Deduction Classification	For U.S., select <i>After-Tax</i> . For Canada, select <i>Before-Tax</i> or <i>After-Tax</i> as applicable. For example, a Canadian child support garnishment may be a before-tax garnishment.
Sales Tax	Since this is not applicable for establishing garnishments, select <i>None</i> .



For more information about the Tax Class page, see Defining Deductions Setting Up Deductions Deduction Table – Tax Class Page.

Tax Effect Page

Usage	Use the Tax Effect page to specify how the garnishment affects taxable grosses.
Object Name	DEDUCTION_TABLE3
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Tax Effect
Prerequisites	Tax Effect is the third page in the Deduction Table component. You

	must first enter data on the Setup and Tax Class pages.
Access Requirements	Enter a Plan Type and a Deduction Code.

Setup Tax Class Tax Effect Process Schedule

Plan Type: 00 General Deduction
Deduction Code: KCAVPB Advance Payback

Deduction Information Find First 1 of 1 Last

Effective Date: 01/01/1980 + -

Tax Effects Find View All First 1 of 1 Last

Deduction Classification: After-Tax
Sales Tax: None

U.S. Only + -

*Effect on FICA Gross: No Effect
*Effect on FUT Gross: No Effect
Taxable Gross Comp ID:
*GTL/DPL: No Effect
☐ Withhold FWT

Canadian Only + -

*Effect on QIT Gross: No Effect
*Effect on CPP Gross: No Effect
*Effect on QPP Gross: No Effect
*Effect on EI Gross: No Effect
*Eff on True T4 Gross: No Effect
*Eff on True RL Gross: No Effect
*Effect on T4A Gross: No Effect
*Effect on RL-2 Gross: No Effect
*Eff on Payroll Tax Gross: No Effect

Tax Effect 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**.

Plan Type	This is the value you entered to access this page.
Deduction Code	This is the value you entered to access this page.
Deduction Class	This value is carried over from Deduction Classification on the Tax Class page.
Sales Tax	This value is carried over from the Tax Class page.
U.S.	
Effect on FICA Gross	For U.S. companies, garnishments have no effect on taxable grosses.
Effect on FUT Gross	For U.S. companies, garnishments have no effect on taxable grosses.
Canadian	
Effect on Gross	For Canadian companies, after-tax garnishments have no effect on taxable grosses but before-tax garnishments would affect taxable grosses.

For your garnishments **Deduction Code**, set up the fields on the Tax Effect page as shown in this example.



For more information about the tax effect page, see Defining Deductions Setting Up Deductions Deduction Table – Tax Effect Page.

Process Page

Usage	Use the Process page to specify the way the garnishment is deducted from pay.
Object Name	DEDUCTION_TABLE4
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Process
Prerequisites	Process is the fourth page in the Deduction Table component. You must first enter data on the Setup, Tax Class and Tax Effect pages.
Access Requirements	Enter a Plan Type and a Deduction Code.

The screenshot displays the 'Process' tab of a software interface. At the top, there are tabs for 'Setup', 'Tax Class', 'Tax Effect', 'Process', and 'Schedule'. The 'Process' tab is active. Below the tabs, the 'Plan Type' is set to '10 Medical' and the 'Deduction Code' is 'KCHMOK Kaiser HMO'. The 'Effective Date' is '01/01/1980'. The 'Process Information' section shows 'Deduction Classification' as 'Before-Tax' and 'Sales Tax' as 'None'. A 'Partial Deduction Allowed' section contains four checkboxes: 'Partial Deduction Allowed' (checked), 'Deduction Arrears Allowed' (checked), 'Deductions Taken From Sep Chk' (unchecked), and 'Stop Deduction at Termination' (unchecked). At the bottom, there are input fields for 'Maximum Yearly Deduction', 'Expense Accounts - Non Commitment Accounting', and 'Liability Accounts - Non Commitment Accounting' (containing 'P200000').

Process 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**.

Deduction Method

Specify the deduction method according to the table below.

<i>Deduction Method</i>	<i>U.S. Selections</i>	<i>Canadian Selections *</i>	<i>U.S. Federal Selections</i>
Partial Deduction Allowed	Selected	Cleared	Cleared
Deduction Arrears allowed	Cleared	Cleared	Cleared
Deductions Taken From Separate Check	Selected	Selected	Selected
Stop Deduction at Termination	Cleared	Cleared	Cleared

* The Canadian Selections are recommended settings and can be changed at the user's discretion.

Partial Deduction Allowed Partial Deductions are only allowed for jurisdictions that permit prorated payments.

For more information about proration rules, Maintaining the Garnishment Proration Rules Table.

Maximum Yearly Deduction This field is not applicable. Garnishment limit is defined on Garnishment Specification Data.

GL Account # Expense This field is not applicable. Deduction expense accounts are for employer-paid deductions.

GL Account # Liability Enter the General Ledger liability account to which this deduction should be charged.



For more information about the Process page, see Defining Deductions Setting Up Deductions Deduction Table – Process Page.

Schedule Page

Usage	Use the Schedule page to specify the pay periods in which the garnishment is taken.
Object Name	DEDUCTION_TABLE5
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Schedule
Prerequisites	Schedule is the fifth page in the Deduction Table component. You must first enter data on the Setup, Tax Class, Tax Effect and Process pages.
Access	Enter a Plan Type and a Deduction Code.

Requirements	

Setup
Tax Class
Tax Effect
Process
Schedule

Plan Type: 10 Medical
Deduction Code: KCHMOK Kaiser HMO

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

Schedule page

Deduction Schedule

No entries should be made on this page for garnishments. To set the frequency of a garnishment deduction use the Garnishment Specification Data Table.



Actual garnishment deduction frequency is controlled on the Garnishment Specification Data Table.



For more information about the Schedule Page, see Defining Deductions Setting Up Deductions Deduction Table – Schedule Page.

Maintaining Garnishment Vendors

You set up vendor information on the Garnishment Payee Table. Vendors are courts, tax authorities or state agencies to which you will send the garnishment monies withheld from employees. These can be different from the court or tax authority that issues the withholding order. The entity issuing a specific order is defined on the Garnishment Specification Data Table.

The settings on this table are used to create voucher data that is sent to PeopleSoft Payables where payments to the vendors are made. Entering data on the Garnishment Payee Table will automatically update the Vendor Tables in PeopleSoft Payables when Application Messaging is set up.



For more information about PeopleSoft Application Messaging, see Introduction to Application Messaging. This section includes information specific to setting up garnishment vendors on the Vendor Tables.



For more information about setting up Vendor Tables, see Accessing Vendor Data.

Garnishment Payee Table - Vendor Information Page

Usage	Use the Vendor Information page to enter the name and status of garnishment payees.
Object Name	VNDR_ID1
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garnishment Payee Table, Vendor Information
Prerequisites	None.
Access Requirements	Enter a SetID and a Vendor ID.

Vendor Information | Addresses | Locations | Contacts | Policy Information

SetID: SHARE Vendor: USAKUAETNA

Vendor Name

*Name 1: Aetna Insurance

Name 2:

*ShortName: AETNA INSU AETNA INSU-001

Vendor Classification

*HRMS Class: P General Provider

*Status: Approved

*Persistence: Regular

Garnishment Payee Table - Vendor Information 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**.

Vendor This is the value you entered to access this page.

Name1	Enter the payee name as it should appear on the garnishment check. The payee might be a court, the IRS, or some other entity with jurisdiction over garnishments.
Name2	Enter the payee name as it should appear on the garnishment check. The payee might be a court, the IRS, or some other entity with jurisdiction over garnishments.
ShortName	Enter the payee name as it should appear on the garnishment check. The payee might be a court, the IRS, or some other entity with jurisdiction over garnishments.
HRMS Class	This field identifies this vendor as a Garnishment Payee.
Status	The value for this field defaults to <i>Approved</i> and should not be changed as long as the vendor is active.
Persistence	The value for this field defaults to <i>Regular</i> and should not be changed for garnishments.

Garnishment Payee Table - Addresses Page

Usage	Use the Addresses page to enter address information for garnishment payees.
Object Name	VNDR_ADDRESS
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garnishment Payee Table, Addresses
Prerequisites	Addresses is the second page in the Garnishment Payee Table component. You must first enter data on the Vendor Information page.
Access Requirements	Enter a SetID and a Vendor ID.

Vendor Information | Addresses | **Locations** | Contacts | Policy Information

SetID: SHARE Vendor: USAKUAETNA Aetna Insurance

Vendor Address Find | View All First 1 of 1 Last

Address: 1 + -

Description: Aetna Insurance

*Address Type: Business

Address Detail Find | View All First 1 of 1 Last

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

Country: USA United States

Address 1: 781 Main Street

Address 2:

Address 3:

City: Walnut Creek

County:

Postal: 94596

State: CA California

[Alternate Names](#) [Telephone](#) [Email ID](#)

Garnishment Payee 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**, **Addr**, **Description**, **Effective Date**, **Status**, **Country**.

Vendor

This is the value you entered to access this page.

Address Type

At least one address for garnishments must be a remittance address. The interface to PeopleSoft Payables uses the remittance address when creating vouchers for payment.



For more information about the fields on this page, see Vendor Information - Addresses Page.

Garnishment Payee Table - Locations Page

Usage	Use the Locations page to enter location information for a garnishment payee. Every vendor must have at least one location.
Object Name	VNDR_LOC
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garnishment Payee Table, Locations
Prerequisites	Locations is the fourth page in the Garnishment Payee Table component. You must first enter data on the Vendor Information, Addresses and

	Phone Numbers pages.
Access Requirements	Enter a SetID and a Vendor ID.

Garnishment Payee 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**, **Addr**, **Description**, **Effective Date**, **Status**.



For more information about the fields on this page, see Vendor Information - Locations Page.

Garnishment Payee Table - Contacts Page

Usage	Use the Contacts page to enter contact information for a garnishment payee.
Object Name	VNDR_CNTCT
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garnishment Payee Table, Contacts
Prerequisites	Contacts is the ninth page in the Garnishment Payee Table component. You must first enter data on the Vendor Information, Addresses, Phone Numbers, Locations, Payment Details, Bank Details 1, Bank Details 2 and Bank Details 3 pages.
Access Requirements	Enter a SetID and a Vendor ID.

Garnishment Payee 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.**



For more information about the fields on this page, see Vendor Information - Contacts Page.

Maintaining the Garnishment Proration Rules Table

Usage	Use the Garnishment Proration Rules page to apply each applicable state's rules to specific employee garnishments.
Object Name	GARN_PRORATE_RL
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garnishment Proration Rules
Prerequisites	None.
Access Requirements	Enter a Proration Rule State and a Prorate Type (Type of Garnishment).

Garn Prorate RL

Proration Rule State:	CA	California
Type of Garnishment:	S	SUPPORT

Garnishment Rule Details Find | View All First 1 of 1 Last

*Prorate Rule ID:	PCTCUR	+ -
Effective Date:	01/01/1980	BY
Maintenance Responsibility:	PeopleSoft	
*Description:		
Description:	Current support is prorated before arrears. 1) Total the monthly amount from all current orders. 2) Divide the current monthly amount from each order by the total monthly current support amount. 3) Multiply the maximum amount available by the percentages for each order as determined in step 2.	

Garnishment Proration Rules Table page

Since garnishments cannot go into arrears, some states require that employers prorate an employee's garnishments when there is insufficient monies available to cover all garnishments of the same type (for example, if an employee has two child support garnishments and not enough money to cover both of them).



In Canada, the courts and authorized agencies are responsible for issuing (and, if needed, *re-issuing*) garnishment orders and determining proration requirements.



For more information about applying proration rules to employee garnishments, see Garnishment Specification Data 7 Page in this section.

Proration Rule State

If there are multiple garnishments from the same state, the system uses the proration rule for that state. If there are multiple garnishments from different states, the system uses the employee's state of residence as the source of the proration rule.

Type of Garnishment

Select **Support** or **Writ**.

Proration Rule ID

This identifies the proration rule as defined on the Garnishment Proration Definition Table, described in this section.

Effective Date

This is the date the proration rule goes into effect.

Maintenance Responsibility

The maintenance responsibility of this table is PeopleSoft's. However, If you revise or update any proration rules, their maintenance is *your responsibility*.

Description	This text box can be used for entering a description of a proration rule when needed.
Text of Rule	This is the text of the rule the payroll system follows when applying the proration rule. This information is maintained by PeopleSoft on the Garnishment Proration Definition Table, described in this section.

Maintaining the Garnishment Proration Definition Table

Usage	Use the Garnishment Proration Definition Table to view each rule used by states that allow proration of garnishments.
Object Name	GARN_PRORATE_DF
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garn Prorate Defn
Prerequisites	None.
Access Requirements	Enter a Proration Rule ID.

Proration Rule

*Proration Rule ID: CRTORC

Description: Court Ordered prorations are those where the court will tell the employer how to prorate the amount. When this rule is entered on Garn Spec 6 for an employee, the court ordered percent or amount must be entered on Garn Spec 7 for each affected support order.

Garnishment Prorate Definition Table



Note. PeopleSoft maintains the Garnishment Proration Definition Table with a proration rule ID and text for each rule used by states that allow proration of garnishments. If you make any changes or additions to this table, maintenance of those records becomes your responsibility.

Proration Rule ID	This identifies the proration rule.

Description	This is the text of the rule the payroll system follows when applying the proration rule.

Defining Disposable Earnings for Garnishments

An employee's disposable earnings (or DE) are the earnings subject to garnishment. What constitutes disposable earnings varies according to the governing jurisdiction (that is, federal, state, provincial, and/or local authority). For example, a disposable earnings definition might call for calculation of an employee's gross earnings minus all federal and state taxes and health insurance premiums.

PeopleSoft maintains the standard federal and state disposable earnings definitions. They are delivered as part of the PeopleSoft Payroll package.

Garnishment Disposable Earnings Definitions Page

Usage	Use the Garnishment Disposable Earnings Definitions page to review and update disposable earnings definitions.
Object Name	GARNISH_DE_DEFN
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garnishment DE Defn (U.S.)
Prerequisites	None.
Access Requirements	Enter a DE Definition ID.

Garnishment DE Definition

DE Definition ID: GARN2

Disposable Earnings Definition Find | View All First 1 of 1 Last

*Effective Date: 01/01/1995 *Status: Active

*Maintenance Responsibility: PeopleSoft

*Description: Child Support Order

Details: Child Support Withholding Order

Subtract from Gross

☒ Federal Taxes ☒ State Taxes ☒ Local Taxes ☐ Child Support

Reduction to DE Find | View All First 1 of 1 Last

*Plan Type:

Benefit Plan:

*Deduction Code:

Deduction Classification

☒ After-Tax ☐ Before-Tax

Garnishment Disposable Earnings Definition page

PeopleSoft maintains the standard federal and state disposable earnings definitions and delivers them as part of the PeopleSoft Payroll package. You can use the **Search** button in the Update/Display dialog box to bring up a list of the PeopleSoft-maintained DE Definitions.

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, Description.**



Courts, however, frequently issue garnishment orders defining disposable earnings definitions that are different from any standard federal or state definition. In such a case, you'll use this page to establish a record of the court's individual definition. The maintenance of these records is *your responsibility*.

DE Definition ID	Identifies each garnishment disposable earnings definition. This ID also acts as a key to link the garnishment disposable earnings definition to the applicable Garnishment Rule Table.
Maintenance Responsibility	The maintenance responsibility of this table is PeopleSoft's. However, if you revise or create a new garnishment disposable earnings definition, the maintenance becomes <i>your responsibility</i> .
Text Description	Enter a text description of any length to further describe the garnishment definition.
Subtract from Gross	Specify what you want the system to Subtract from Gross . Options to choose from include the employee's Federal Taxes, State Taxes, Local Taxes, and Child Support payments.

Deductions

Some court orders stipulate that particular deductions must be subtracted from the employee's gross pay to arrive at disposable earnings. If so, use the Deductions group box to enter the deductions to be applied in the calculation of disposable earnings.

Plan Type	Enter the plan type here.
Benefit Plan	Enter the benefit here.
Deduction Code	Enter the deduction code here.
Deduction Class	Specify whether the deduction class is After-Tax or Before-Tax . For example, if an employee paying child support has health insurance that covers his estranged wife and child, a judge might order the health deduction subtracted from his disposable earnings.



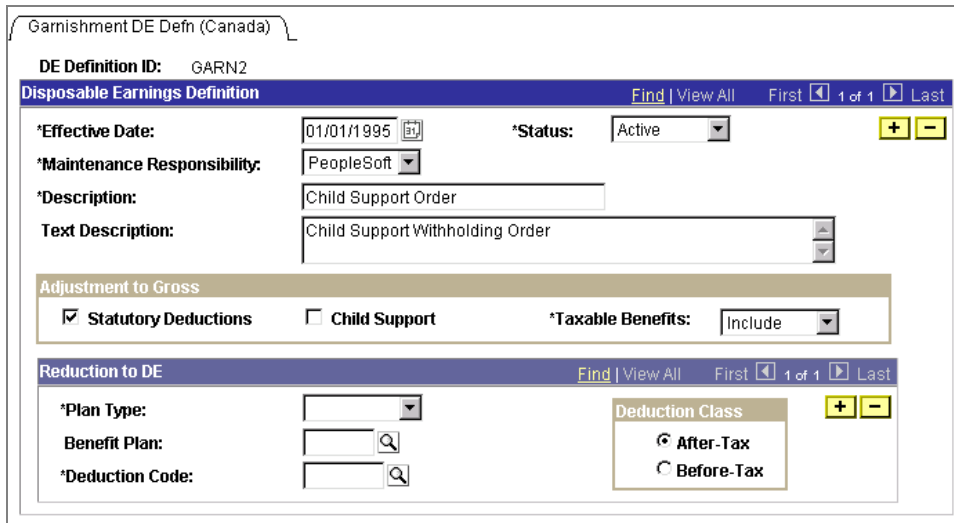
Important! For U.S. federal tax levies, the IRS defines disposable earnings as gross earnings minus voluntary and involuntary deductions in existence when the employer receives the garnishment order. Therefore, only *involuntary* increases in those existing deductions can be applied to the disposable earnings calculation for garnishments of this type. PeopleSoft provides FEDTAXLEVY as the **DE Definition ID** for federal tax levies and for state tax levies for which the same rules apply.

So, for the **DE Definition ID** FEDTAXLEVY, you'll use the **Deductions** group box to identify *only* those deductions that *cannot* be applied to the disposable earnings calculation.

The PeopleSoft-maintained garnishment disposable earnings definitions are complete as delivered *except* for any deductions to be specifically allowed or disallowed in determining the disposable earnings subject to garnishment. As part of your implementation process, you'll have to enter the deductions pertaining to specific disposable earnings definitions.

CAN Garnishment Disposable Earnings Definitions Page

Usage	Use the Garnishment Disposable Earnings Definitions page to review and update disposable earnings definitions for Canadian garnishment processing.
Object Name	GARNISH_DE_DEFN_CN
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garnishment DE Defn (CAN)
Prerequisites	None.
Access Requirements	Enter a DE Definition ID.



Garnishment DE Defn (Canada)

DE Definition ID: GARN2

Disposable Earnings Definition Find | View All First 1 of 1 Last

*Effective Date: 01/01/1995 *Status: Active

*Maintenance Responsibility: PeopleSoft

*Description: Child Support Order

Text Description: Child Support Withholding Order

Adjustment to Gross

☒ Statutory Deductions ☐ Child Support *Taxable Benefits: Include

Reduction to DE Find | View All First 1 of 1 Last

*Plan Type: Deduction Class: ☒ After-Tax ☐ Before-Tax

Benefit Plan: Deduction Code:

Garnishment Disposable Earnings Definition (CAN) page

With the exception of Ontario Family Support Orders, taxable benefits *are included* when calculating disposable earnings (DE).

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, Description.**

DE Definition ID

PeopleSoft maintains two Canadian Federal disposable earnings definitions (FEDERALCAN and FEDCANEXBN). These definitions are delivered as part of the PeopleSoft Payroll package. You can use the **Search** button in the Update/Display dialog box to bring up a list of all available definitions.

FEDERALCAN

Disposable earnings definition that *includes* taxable benefits when calculating statutory deductions (that is, Income tax, CPP, and EI) as a reduction to gross.

All provinces (except Ontario, in cases of Family Support Orders) include taxable benefits when calculating disposable earnings.

FEDCANEXBN

Disposable Earnings definition that *excludes* taxable benefits when calculating statutory deductions (that is, Income tax, CPP, and EI) as a reduction to gross.



Courts and other authorized jurisdictions may issue garnishment orders establishing disposable earnings that are different from standard definitions. In such a case, use the Garnishment DE Defn page to establish a record of the court's individual definition. The maintenance of these records will be *your responsibility*.

Although the Canadian Garnishment Disposable Earnings (DE) Definition page functions similarly to the U.S. version, the Canadian page does feature a number of modifications, including the following:

Adjustment to Gross

Statutory Deductions and **Child Support** options are for information only.

Reductions to DE

Some court orders stipulate that particular deductions can be used to reduce DE (for example, union dues).

If so, use the **Reduction to DE** group box to enter the deductions to be used in the calculation of disposable earnings. Identify the **Plan Type**, **Benefit Plan**, and **Deduction Code**. Specify whether the **Deduction Class** is *After-Tax* or *Before-Tax* as defined in your set up in the Deduction Table.



Important! The PeopleSoft-maintained Garnishment Disposable Earnings Definitions are complete as delivered *except* for deductions that should be *included* or *excluded* when determining the disposable earnings subject to garnishment. As part of your implementation process, you must enter the deductions pertaining to specific disposable earnings definitions.

Defining U.S. Garnishment Rules

PeopleSoft Payroll provides a set of Garnishment Rules that includes most of the garnishment rules used by U.S. federal and state governments. Federal software also provides information for U.S. localities and Canadian provinces.

You can use the *Search* button in the Update/Display dialog box to bring up a list of all available rules.

Garnishment Rules Table 1 Page

Usage	Use the Garnishment Rules Table 1 to view the basic definition about a garnishment rule.
Object Name	GARNISH_RULE_TBL1
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (U.S.), Garnishment Rules Table 1
Prerequisites	None.
Access Requirements	Enter a Garnish Law Source and a Rule ID.

Garnishment Rules Table1 **Garnishment Rules Table2**

Garnish Law Source: \$U Rule ID: CH13

Garnishment Rule Details Find | View All First 1 of 1 Last

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

*Maintenance Responsibility: PeopleSoft

*Description: Chapter XIII Bankruptcy

Details: No exemptions available to orders under Chapter XIII bankruptcy regulations.

*DE Definition ID: FEDERAL 🔍

Garnishment Rules 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: **Effective Date**, **Status**, **Description**.

Garnish Law Source

Each garnishment rule is identified by a particular jurisdictional entity called a garnish law source. This field, along with **Rule ID** links the Garnishment Rule page to garnishment specification data for individual employee's garnishments.

Rule ID

This is the unique code that identifies each garnishment rule. This field, along with **Garnish Law Source** links the Garnishment Rule page to garnishment specification data for individual employee's garnishments.

Maintenance Responsibility

In addition to the PeopleSoft-maintained garnishment rules, you can set up your own garnishment rules to handle any exceptions to the normal rules you might encounter. In such a case, the **Maintenance Responsibility** for that Garnishment Rule becomes that of the *Customer*.

Text of Rule

The text of the rule is displayed here.

DE Definition ID

This field points to a particular garnishment disposable earnings definition.

Garnishment Rules Table 2 Page

Usage	Use the Garnishment Rules Table 2 to maintain exemption calculation methods and data.
Object Name	GARNISH_RULE_TBL2
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (U.S.), Garnishment Rules Table 2

Prerequisites	Garnishment Rules Table 2 is the second page in the Garnishment Rules Table component. You must first enter data on Garnishment Rules Table 1.
Access Requirements	Enter a Garnish Law Source and a Rule ID.

Garnishment Rules 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: **Description**, **Effective Date**, **Status**.

Garnish Law State

Each garnishment rule is identified by a particular jurisdictional entity called a garnish law source. This field, along with **Rule ID** links the Garnishment Rule page to garnishment specification data for individual employee's garnishments.

Rule ID

This is the unique code that identifies each garnishment rule. This field, along with **Garnish Law Source** links the Garnishment Rule page to garnishment specification data for individual employee's garnishments.

Exemption Calculation

The inner scroll bar on this page indicates that there may be multiple ways to calculate an exemption for this rule. If multiple calculation methods exist, the system will try them all and select the method most favorable to the individual employee—in other words, the one with the largest exemption amount, which will result in deducting the least possible amount from the employee's paycheck per pay period.

Exemption Calculation

Checking options in the Exemption Calculation group box determines whether the system will use a **General Calculation**, a **General Calculation with Entered Amount**, or a calculation **Based on Minimum Hourly Wage**.

If you choose **General Calculation**, the system will calculate the exemption as follows, based on the Exemption Variables you've entered:

Exempt Percent
 + Exempt Amount
 + (Exempt Amount Per Dependent x Number of Dependents)
 + (Exempt Amount per Allowance x Number of Allowances)

The system gets the number of dependents from the Dependent/Exemption Count field on Garnishment Specification Data 6. The number of allowances comes from the Allowance Count field on the same page.

If you choose **General Calculation with Entered Amount**, the calculation is the same as the **General Calculation** except that the system uses the exempt amount entered on Garnishment Specification Data 6 instead of the exempt amount here on Garnishment Rule Table 2.

If you choose a calculation **Based on Minimum Hourly Wage**, enter the minimum hourly wage in the Exempt Amount field. The system will calculate as follows:

(Exempt Amount x Exempt Hours)
 + (Exempt Amount per Dependent x Number of Dependents)

Exemption Variables

Exempt Percent	Enter the exempt percent if applicable.
Exempt Amount	Enter the exempt amount if applicable.
Exempt Hours	Enter the exempt hours if applicable.
Exempt Amount Per Dependent	Enter the exempt amount per dependent if applicable.
Exempt Amount Per Dependent	Enter the exempt amount per dependent if applicable.

Frequency

Specify whether the variables are daily, weekly, and/or monthly amounts.



You can review the PeopleSoft-maintained information in Garnishment Rules Table 1 and 2 under the Define Payroll Process window; however, if you have any recommended changes, please contact the PeopleSoft Global Support Center, or follow the guidelines for updating PeopleSoft-maintained tables described in Defining Your Payroll Taxes.

Defining Canadian Garnishment Rules

PeopleSoft Payroll provides a set of garnishment rules that covers the majority of the defined federal and provincial garnishment requirements.

You can use the *Search* button in the Update/Display dialog box to bring up a list of all available rules by *province* or *garnishment* type. You can use any rule if it applies to a specific garnishment situation, regardless of the original province designation.

Garnishment Rules Table - Description/Text Page

Usage	The Description page defines the basic information about a garnishment rule.
Object Name	GARN_RULE_TBL1_CN
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (CAN), Description
Prerequisites	None.
Access Requirements	Enter a Garnish Law Source and Rule ID.

Description	Earnings Inclusions/Exclusions	Exemption Variables	Calculation Formula
Garnish Law Source: \$U Rule ID: CH13			
Garnishment Rule Details Find View All First 1 of 1 Last			
*Effective Date:	01/01/1980	*Status:	Active
*Maintenance Responsibility:	PeopleSoft		
*Description:	Chapter XIII Bankruptcy		
Text of Rule:	No exemptions available to orders under Chapter XIII bankruptcy regulations.		

Garnishment Rules Table, Description/Text 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**, **Description**.

Garnish Law Source

The province (or jurisdictional entity) that identifies a garnishment rule. You can use any rule if it applies to a specific garnishment situation, regardless of the original province designation. The **ZZ** designation identifies federally related orders. This field, along with *Rule ID* links the Garnishment Rule page to garnishment specification data for individual employee's garnishments.

Rule ID

This is a unique code that identifies a garnishment rule. This field, along with *Rule ID* links the Garnishment Rule page to garnishment specification data for individual employee's garnishments.

Garnishment Rule Details

Maintenance Responsibility

By default, the maintenance responsibility of this table is *PeopleSoft's*. However, If you revise or create garnishment rules, the maintenance becomes *your responsibility*.

Text of Rule

This is the text that defines the garnishment rule.

Garnishment Rules Table - Earnings Inclusions/Exclusions Page

Usage	You specify adjustments to disposable earnings in the Earnings Inclusions/Exclusions page. The Earnings Code drop-down list allows you to override selections on the Earnings Table. You can specify whether one or multiple Earnings Codes are <i>included</i> or <i>excluded</i> from the garnishment process.

Object Name	GARN_RULE_TBL2_CN
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (CAN), Earnings Inclusions/Exclusions
Prerequisites	Earnings Inclusions/Exclusions is the second page in the Garnishment Rule Table component. You must first enter data on the Description/Text page.
Access Requirements	Enter a Garnish Law Source and Rule ID.

The screenshot shows the 'Earnings Inclusions/Exclusions' tab selected. At the top, 'Garnish Law Source' is '\$U' and 'Rule ID' is 'CH13'. Below this is a section titled 'Garnishment Rule Details' with a 'Find | View All' link and 'First 1 of 1 Last' navigation. The details include 'Description: Chapter XIII Bankruptcy', 'Effective Date: 01/01/1980', and 'Status: Active'. Below this is a table with two columns: 'Earnings Code' and 'Description'. The 'Earnings Code' column has a search icon. To the right of the table is an 'Include/Exclude Indicator' dropdown menu currently set to 'Exclude', with '+' and '-' buttons.

Garnishment Rules Table (CAN), Earnings Inclusions/Exclusions page

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

Garnishment Rule Details

Garnish Law Source The province or jurisdictional entity is displayed here.

Rule ID The garnishment rule ID is displayed here.

Earnings Code Inclusions/Exclusions

Earnings Code Allows you to override selections on the Earnings Table. Select earnings code(s) that should be *included* or *excluded*. If no earnings codes apply, leave this field blank.

To add additional earnings codes, simply position the cursor in the Earnings Code field and click the Insert Row toolbar button.

Include/Exclude Indicator Select whether the selected Earnings Code should be excluded or included in the garnishment process.

Garnishment Rules Table - Exemption Variables Page

Usage	The Exemption Variables page allows you to select the exemption amounts for each frequency (that is, daily, weekly, and/or monthly.)
Object Name	GARN_RULE_TBL4_CN
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (CAN), Exemption Variables
Prerequisites	Exemption Variables is the third page in the Garnishment Rules Table component. You must first enter data on the Description/Text and Earnings Inclusions/Exclusions pages.
Access Requirements	Enter a Garnish Law Source and a Rule ID.

The screenshot displays the 'Exemption Variables' tab within the 'Garnishment Rule Details' window. At the top, 'Garnish Law Source' is set to '\$U' and 'Rule ID' is 'CH13'. The 'Description' is 'Chapter XIII Bankruptcy', 'Effective Date' is '01/01/1980', and 'Status' is 'Active'. Below these, the 'Exemption Variables' section contains several input fields: 'Exempt Percent', 'Exempt Amount', 'Minimum Exemption', 'Maximum Exemption', 'Dependents Excluded', 'Exempt Amount Per Dependent', and 'Exempt Amount Per Allowance'. To the right of these fields are '+' and '-' buttons. At the bottom, the 'Amount Frequency' section has three radio buttons: 'Daily', 'Weekly', and 'Monthly', with 'Monthly' being selected.

Garnishment Rules Table (CAN), Exemption Variable page

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

Garnishment Rule Details

Garnish Law Source The province or jurisdictional entity is displayed here.

Rule ID The garnishment rule ID is displayed here.

Exemption Variables

These variables allow you to further define a given adjustment and determine the amount available for garnishment.

Exempt Percent Enter the exemption percentage if applicable.

Exempt Amount	Enter the exemption amount if applicable.
Minimum Exemption	Enter the minimum exception if applicable.
Maximum Exemption	Enter the maximum exception if applicable.
Dependents Excluded	Specify the number of dependents to be excluded before applying the <i>Exempt Amount Per Dependent</i> . For example, if exemption of \$30 per dependent when an employee has more than 2 dependents, 2 should be entered in <i>Dependents Excluded</i> and \$30 should be entered in <i>Exempt Amount Per Dependent</i> .
Exempt Amount Per Dependent	Enter the exempt amount per dependent if applicable.
Exempt Amount Per Allowance	Enter the exempt amount per allowance if applicable.
Amount Frequency	Specify whether the Exemption Variables are daily, weekly, and/or monthly amounts.



If your selections here do not match the previously defined pay frequency, the system automatically performs a conversion for you.

Garnishment Rules Table - Calculation Formula Page

Usage	You define the actual formulas that calculate a garnishment in the Calculation Formula page. The Calculation Formula section on this page allows you to create formulas that consist of multiple steps for calculating DE for Rule, exemptions, the amount available for garnishment, and, in some provinces, the garnishment amount.
Object Name	GARN_RULE_TBL3_CN
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (CAN), Calculation Formula
Prerequisites	None.
Access Requirements	Enter a Garnish Law Source and a Rule ID.

The screenshot displays the 'Garnishment Rule Details' and 'Calculation Formula' sections. The 'Garnishment Rule Details' section includes fields for 'Garnish Law Source' (\$U), 'Rule ID' (CH13), 'Description' (Chapter XIII Bankruptcy), 'Effective Date' (01/01/1980), 'Status' (Active), and 'DE Definition ID' (FEDERAL). The 'Calculation Formula' section includes a 'Step' field, a 'Calculation Type' dropdown (DE for Rule, Exemption, Amt Available for Garnishment), a 'Condition' dropdown (None), and 'Element 1' and 'Element 2' dropdowns (None, N/A, None).

Garnishment Rules Table (CAN), Calculation Formula page

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

Garnish Law Source The province or jurisdictional entity is displayed here.

Rule ID The garnishment rule ID is displayed here.

Garnishment Rule Details

DE Definition ID References a particular Garnishment Disposable Earnings (DE) definition. If creating a new rule ID, select a **DE Definition ID** from the drop-down list.

Calculation Formula

Allows for the creation of step-by-step formulas for calculating garnishments or the amount available for garnishment. Fields to be aware of include the following:

Step Displays the actual step or sequence number in the calculation formula.

Calculation Type Identifies *what* the formula is calculating: **DE for Rule**, **Exemption**, or **Amt Available for Garnishment**.

Condition Offers options on how the end result of each step should be handled, including:

If negative, set to zero

Less of Element 1 and 2

Min/Max Check

None

Element 1

The first of two mathematical elements that can be used in a mathematical options. Available options in the Element 1 and 2 drop-down lists include:

of Allowances.

of Dependent.

Allowance Amount.

Amount.

Dependent Amount.

Exempt Amount.

Exempt Percent.

Earnings Subj to Garnishment (earnings subject to garnishment).

Maximum Exemption (maximum exemption amount).

Minimum Exemption (minimum exemption amount).

None.

Percentage.

Selected Deductions.

Statutory Deduction (statutory deductions: CPP/QPP, EI, and Income Taxes).

Result of Step.

Threshold.

Operation

Allows you to select *how* Elements 1 and 2 will behave in the defined mathematical operation. Elements 1 and 2 can be added (+), subtracted (-), multiplied (**x**), divided (/), or have no effect (*N/A*) on one another.

Element 2

The second of two mathematical elements that can be used in a mathematical operation.



It is important that you select the correct DE definition ID. For Canadian garnishment processing, there are only two supported IDs (FEDERALCAN and FEDCANEXBN).

Understanding Canadian Garnishment Formulas

The Calculation Formula group box allows you to review and build garnishment calculation formulas. Most garnishment rules consist of several calculations. The **Step** field displays the actual step number (or process) in the calculation formula. To scroll from one step to the next, simply click the inner scroll arrow.

The bottom portion of the page functions literally as a simple mathematical formula. Element 1 and element 2 serve as two mathematical elements. These two elements can be added (+), subtracted (-), multiplied (*x*), divided (*/*), or have no effect (*N/A*) on one another depending upon the selection you make in the Condition box.



When **Result of Step** is selected from either the Element 1 or 2 drop-down lists, pressing TAB creates a new field into which you can enter the appropriate step number.

To understand more clearly how garnishment rules work, consider the following example using garnish law source **BC** and rule ID **GEN/DEP**. This garnishment rule formula consists of three steps:

Step 1 - Calculating DE for Rule

Garnishment Rules Table, Calculation Formula page - Step 1 Sample

Example

In this example, Step 1 defines the logic used to calculate **DE for Rule**. In this instance, there are no conditions. The actual formula being calculated is as follows:

Element 1 (Earnings Subject to Garnishment) - Element 2 (Statutory Deductions) = DE for Rule

Statutory deductions consist of CPP/QPP, EI, and income tax.

To scroll to the next step, click the illuminated arrow in the Calculation Formula box.

Step 2 – Calculating DE for Rule

Description	Earnings Inclusions/Exclusions	Exemption Variables	Calculation Formula
Garnish Law Source: \$U Rule ID: CH13			
Garnishment Rule Details Find View All First 1 of 1 Last			
Description: Chapter XIII Bankruptcy Effective Date: 01/01/1980 Status: Active *DE Definition ID: FEDERAL			
Calculation Formula Find View All First 1 of 1 Last			
*Step: 2 Calculation Type			
☒ DE for Rule ☐ Exemption ☐ Amt Available for Garnishment			
*Condition: None			
*Element 1: Result of Step N/A *Element 2: Selected Deductions			
Step:			

Garnishment Rules Table, Calculation Formula page –Step 2 Sample

Example

The definition of the Disposable Earnings rule is continued in this step.

Element 1 (Result of Step 1) – Element 2 (Selected Deductions) = DE For Rule

Select Deductions are established on the Garnishment DE Definition page.

Step 3 - Calculating Exemptions

Description	Earnings Inclusions/Exclusions	Exemption Variables	Calculation Formula
Garnish Law Source: \$U Rule ID: CH13			
Garnishment Rule Details Find View All First 1 of 1 Last			
Description: Chapter XIII Bankruptcy Effective Date: 01/01/1980 Status: Active *DE Definition ID: FEDERAL			
Calculation Formula Find View All First 1 of 1 Last			
*Step: 3 Calculation Type			
☐ DE for Rule ☒ Exemption ☐ Amt Available for Garnishment			
*Condition: None			
*Element 1: Result of Step N/A *Element 2: Exempt Percent			
Step: 2			

Garnishment Rules Table, Calculation Formula page - Step 3 Sample

Example

In this example, Step 3 defines the logic used to determine the amount of exemptions. Because the condition is set to **Min/Max Check**, the system compares the calculation results to the minimum and/or maximum exemptions amounts specified on Garnishment Rules Table 2. If the amount is *less* than the minimum, the minimum will be used. If the amount is *greater* than the maximum, the maximum will be used.

$$\text{Element 1 (Result of Step 2)} \times \text{Element 2 (Exempt Percent)} = \text{Exemption}$$

To scroll to the next step, click once on the inner scroll arrow.

Step 4 - Calculating Amt Available for Garnishment

The screenshot shows the 'Calculation Formula' tab in the 'Garnishment Rules Table'. The 'Garnish Law Source' is '\$U' and the 'Rule ID' is 'CH13'. Under 'Garnishment Rule Details', the 'Description' is 'Chapter XIII Bankruptcy', 'Effective Date' is '01/01/1980', 'Status' is 'Active', and '*DE Definition ID' is 'FEDERAL'. The 'Calculation Formula' section is active, showing '*Step: 4', '*Condition: None', '*Element 1: Result of Step', '*Element 2: Result of Step', and 'Step: 2' and 'Step: 3'.

Garnishment Rules Table, Calculation Formula page - Step 4 Sample

Example

In this example, Step 4 defines the logic used to determine the **Amt Available for Garnishment**. The selected condition is set to **None**. The actual formula being calculated is as follows:

$$\text{Element 1 (Step 2 Result)} - \text{Element 2 (Step 3 Result)} = \text{Amt Available for Garnishment}$$

The Step 2 result is the total Disposable Earnings. The result of Step 3 is the total income amount exempt from the garnishment.

Setting Up Employee Payroll Data for Garnishments

You set up employee deduction data for garnishments on pages in Maintain Payroll Data (US or CAN). On these pages, you can also track garnishment balances and paycheck information.

Garnishment Specifications Data 1 Page

Usage	To enter actual garnishment order information, you use the Garnishment Spec Data 1 page.
Object Name	GARNISH_SPEC1 GARNISH_SPEC1_CN
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data 1 • Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data 1
Prerequisites	None.
Access Requirements	Enter an Employee ID.

Garnishment Spec Data 1 Garnishment Spec Data 2 Garnishment Spec Data 3 Garnishment Spec Data 4

Justin, Clare ID: K0G008

Company: GBI Global Business Institute

Garnishments Find | View All First 1 of 1 Last

*Garnish ID: 01 *Status: Received

*Received Date/Time: 08/01/2000

*Respond By Date/Time: 10/26/2000

*Type: Writ of Garnishment

Garnishment Support Type: Current

*Court Name:

*Court Document IDs:

Remarks:

Garnishment Specification Data 1 page

Only set up *one* garnishment specification for each garnishment order received for an employee. Each garnishment specification must have a unique code entered in the **Garnish ID** field.

Status

As the status changes throughout the life of the garnishment, it is your responsibility to update this field. Updating garnishment status is important because it affects the payroll processing of the garnishment deduction. You can select from the following options:

Received. Select this option when you first establish a new garnishment record. Typically, you might select this option when you want to set up an off-cycle entry for the employee to test the garnishment deduction before you actually put it into production.

Approved. Select this option when you inform the court, authorized agency, or government agency that the company will comply with the garnishment or levy.

Completed. Select this option when the garnishment has been paid in full.

Rejected. Select this option if you can't comply with the garnishment or levy. For example, if the employee has been terminated and there are no wages to garnish, you can reject the garnishment.

Suspended. Select this option if you need to stop the garnishment deduction in payroll, but want to preserve the garnishment specification data.

If you select **Received** or **Approved**, the system will process the garnishment when you run Pay Calculation; if you select **Completed**, **Rejected**, or **Suspended**, the system will ignore the garnishment during the calculation process.

Deduction Code

This field is required for Canadian users only. Select a valid **Before-Tax** or **After-Tax** garnishment deduction code. If a **Before-Tax** deduction code is selected, a warning will be issued that "Before-tax garnishment requires separate general deduction(s) for Company and Payee Fees". When a before-tax deduction code is specified on the page, the fields associated with the processing of garnishment fees will automatically be grayed out. These fields are located on the Garnishment Spec Data 3,4 and 5 pages. As the company and payee fees associated with garnishments must be processed as after-tax deductions, you will be required to define them separately as general deductions. When setting up these general deductions, ensure that the Garnishment Process flag on the Deduction Table is *not* turned on.

Received Date/Time

Enter the date and time your company received the writ of garnishment or tax levy from the court, authorized agency, or government agency.

Respond By Date/Time

Indicates the date and time by which you need to tell the court, authorized agency, or government agency whether you can comply with the garnishment order. For example, if the employee was no longer employed, you wouldn't be able to garnish wages.

Type

Select the option that describes the type of garnishment or levy:

Writ of Garnishment- Typical garnishment type for failure to pay.

Tax Levy – Failure to pay taxes.

Status

As the status changes throughout the life of the garnishment, it is your responsibility to update this field. Updating garnishment status is important because it affects the payroll processing of the garnishment deduction. You can select from the following options:

Received. Select this option when you first establish a new garnishment record. Typically, you might select this option when you want to set up an off-cycle entry for the employee to test the garnishment deduction before you actually put it into production.

Approved. Select this option when you inform the court, authorized agency, or government agency that the company will comply with the garnishment or levy.

Completed. Select this option when the garnishment has been paid in full.

Rejected. Select this option if you can't comply with the garnishment or levy. For example, if the employee has been terminated and there are no wages to garnish, you can reject the garnishment.

Suspended. Select this option if you need to stop the garnishment deduction in payroll, but want to preserve the garnishment specification data.

If you select ***Received*** or ***Approved***, the system will process the garnishment when you run Pay Calculation; if you select ***Completed***, ***Rejected***, or ***Suspended***, the system will ignore the garnishment during the calculation process.

Chapter 13 Bankruptcy – Bankruptcy in Canada or Chapter 13 bankruptcy in the U.S.

Wage Assignment – Similar to a ***Writ*** (that is, signifying a failure to pay).

Child Support – Typically ordered by a family court. If the garnishment is this type, select either ***Current*** or ***Arrears***, as applicable, in **Support Type**.

Spousal Support – Typically ordered by a family court. If the garnishment is this type, select either ***Current*** or ***Arrears***, as applicable, in **Support Type**.

Dependent Support – Typically ordered by a family court. If the garnishment is this type, select either ***Current*** or ***Arrears***, as applicable, in **Support Type**.

Status	As the status changes throughout the life of the garnishment, it is your responsibility to update this field. Updating garnishment status is important because it affects the payroll processing of the garnishment deduction. You can select from the following options: <i>Received.</i> Select this option when you first establish a new garnishment record. Typically, you might select this option when you want to set up an off-cycle entry for the employee to test the garnishment deduction before you actually put it into production. <i>Approved.</i> Select this option when you inform the court, authorized agency, or government agency that the company will comply with the garnishment or levy. <i>Completed.</i> Select this option when the garnishment has been paid in full. <i>Rejected.</i> Select this option if you can't comply with the garnishment or levy. For example, if the employee has been terminated and there are no wages to garnish, you can reject the garnishment. <i>Suspended.</i> Select this option if you need to stop the garnishment deduction in payroll, but want to preserve the garnishment specification data. If you select <i>Received</i> or <i>Approved</i>, the system will process the garnishment when you run Pay Calculation; if you select <i>Completed</i>, <i>Rejected</i>, or <i>Suspended</i>, the system will ignore the garnishment during the calculation process.
Garnishment Support Type	U.S. Only. Applies only for <i>Child Support</i>, <i>Dependent Support</i>, and <i>Spousal Support</i> Garnishment types. If the garnishment is one of these types, select either <i>Current</i> or <i>Arrears</i>, as applicable.
Court Name	Enter the name of the entity (that is, court, authorized agency, or government agency) that has legal jurisdiction over the garnishment.
Court Document IDs	Enter any codes you need to identify the garnishment documents from the court. For example, garnishment documents may carry a file number, a case number, or both, while a tax levy is usually identified by a date and the employee's SSN or SIN. You may want to use this field to enter IDs needed for reports sent back to the court or government agency.
Remarks	Use this field to keep any notes or write any comments about this garnishment specification.

Garnishment Specification Data 2 Page

Usage	Use the Garnishment Spec Data 2 page to enter information regarding the payee.
Object Name	GARNISH_SPEC2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data 2 • Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data 2
Prerequisites	Garnishment Spec Data 2 is the second page in the Garnishment Spec Data component. You must first enter data on the Garnishment Spec Data 1 page.
Access Requirements	Enter an Employee ID.

Justin, Clare ID: K0G008
Company: GBI Global Business Institute

Garnishments Find | View All First 1 of 1 Last

Garnish ID: 01 Writ of Garnishment

SetID: CANAB Vendor ID: Address:

Payee Name: Rocio Duran

Country: ARG Argentina

Address 1: P.O. Box 3221

Address 2:

Address 3:

Address 4:

City:

County: Postal:

State:

Contact
Name: William McNolly
Phone:

Garnishment Specification Data 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: **EmplID**, **Company**, **Country**, **Address 1**, **Address 2**, **Address 3**, **City**, **County**, **Postal**, **State**, **Name**, **Phone**.

Garnish ID

Garnish ID is displayed here.

SetID

If applicable, select the SetID for the vendor to be entered in the Vendor ID field.

Vendor ID

Enter the vendor ID for the garnishment.

Addr

Enter the address number from the Garnishment Vendor table that represents the remittance address.

Contact Name Enter the contact name.

Garnishment Specification Data 3 Page

Usage	Use the Garnishment Spec Data 3 page to define garnishment deduction parameters and any applicable limitations.
Object Name	GARNISH_SPEC3
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data 3 • Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data 3
Prerequisites	Garnishment Spec Data 3 is the third page in the Garnishment Spec Data component. You must first enter data on the Garnishment Spec Data 1 and Garnishment Spec Data 2 pages.
Access Requirements	Enter an Employee ID.

The screenshot displays the 'Garnishment Specification Data 3' page. At the top, there are tabs for 'Garnishment Spec Data 1', 'Garnishment Spec Data 2', 'Garnishment Spec Data 3' (selected), and 'Garnishment Spec Data 4'. Below the tabs, the user's name 'Justin, Clare' and company 'GBI Global Business Institute' are shown. The 'ID' field contains 'K0G008'. The 'Garnishments' section has a 'Find | View All' button and a 'First 1 of 1 Last' indicator. The 'Garnish ID' is '01' and the 'Writ of Garnishment' is 'Writ of Garnishment'. The 'Deduction' section includes a 'Deduction Schedule' dropdown set to 'Deduct on All Payrolls', a 'Priority' field set to '104', and two checked boxes: 'Include Company Fee Within DE' and 'Include Payee Fee Within DE'. The 'Limitations' section has fields for 'Start Date', 'Stop Date', 'Stop Date Days', 'Limit Amount', and 'Limit Balance'. There is also a 'Calculate Stop Date' checkbox. The 'Monthly Limit Amounts' section has fields for 'Garnishment', 'Company Fee', and 'Payee Fee'.

Garnishment Specification Data 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: **EmplID**, **Company**.

Garnish ID Garnish ID is displayed here.

Deduction Schedule

In the **Deduction** group box, specify whether you want the system to **Deduct on All Payrolls** or **Deduct by Schedule** in the deduction schedule. If you select the **Deduct on All Payrolls** option, use Garnishment Specification Data 4 to complete the deduction information. If you select the **Deduct by Schedule** option, use Garnishment Specification Data 5 to create the deduction schedule and complete the deduction information.

Priority

For garnishments to which proration rules do not apply, the system uses the value you enter in the **Priority** field when processing.

You should indicate the processing priority of the garnishment in relation to other garnishments for the employee. This is not the same as the deduction priority you set up on the General Deduction Table.

If you leave **Priority** blank, or assign the same priority number to more than one garnishment specification, the system will determine the processing priority by sorting the specifications by garnish ID. The lower the number, the higher the priority. For example, 100 is a higher priority than 200.

Include Company Fee Within DE

If one or both of these fees should be deducted from the employee's disposable earnings before garnishment deductions are taken, select **Include Company Fee Within DE** and/or **Include Payee Fee Within DE**.

Include Payee Fee Within DE

If one or both of these fees should be deducted from the employee's disposable earnings before garnishment deductions are taken, select **Include Company Fee Within DE** and/or **Include Payee Fee Within DE**.



PeopleSoft Payroll provides for proration of garnishments for those states that allow proration of garnishments when an employee has more than one of the same type. If you're using the garnishment proration option, the system will use the value in the **Priority** field only for garnishments to which proration does not apply.



For more information about garnishment proration see Maintaining the Garnishment Proration Rules Table and Garnishment Specification Data 7 Page in this section.

Dates

The fields in the **Dates** group box impose time and amount restrictions on the garnishment deduction you're setting up. This functionality is useful when you're dealing with multiple garnishment orders from states where regulations prohibit the collection of more than one garnishment order at a time, or impose time limits on the collection of a garnishment.

Start Date

If you want the garnishment deduction to start immediately, leave the **Start Date** field blank. Otherwise, enter the date the deduction should begin.

Stop Date

Leave the **Stop Date** field blank if you want the garnishment deduction to go on until the garnishment is satisfied. Otherwise, enter the date the deduction should stop. The garnishment stop date must be greater than the check date for a pay period to have the garnishment withheld for that pay period. For example, if the pay period has a pay period end date of 3/10/2000 and a check date of 3/12/2000 then the garnishment Stop Date must be greater than 3/12/2000 in order to have the garnishment withheld in the 3/10/2000 pay period.

Calculate Stop Date

In certain situations, when you don't know what the exact stop date will be, you can have the system calculate one for you. For example, Tennessee currently has a rule for garnishments of the Writ type, specifying a term of 90 days. In other words, you can only garnish money for 90 days. The 90-day term does not begin until you actually begin taking money from the employee, that is, until the employee has money available to garnish. For example, you may receive a garnishment order on September first. If the employee has another garnishment of a higher priority, there may not be any money left to garnish until November.

In this situation, you won't be able to enter a stop date because you don't know what the exact start date will be. Instead, select **Calculate Stop Date** and enter the length of the garnishment term (**90** for Tennessee) in **Stop Date Days**. The first time the system is able to take money for this garnishment, it will calculate the stop date by adding 90 to the processing date of the current pay period, enter that date in the **Stop Date** field, and turn off the **Calculate Stop Date** indicator. From this point on, the system will take the garnishment until the end of the term or until other limits are satisfied.

Stop Date Days

Enter the length of the garnishment term if you are using the Calculate Stop Date option.

Limit Amount

Enter the garnishment limit amount if applicable.

Limit Balance

The **Limit Balance** field does not reflect the adjustments made to garnishment balances. Any time an online balance adjustment is made to garnishments, the same update should be made to the **Limit Balance** field.

Calculations for limit processing use the YTD garnishment balance field on the Garnishment Balance page. Be sure to update the **Limit Balance** field with that value after running those calculations.

Garnishment

Enter the monthly garnishment limit amount if applicable.

Company Fee

Enter the monthly company fee limit amount if applicable.

Payee Fee

Enter the monthly payee fee limit amount if applicable.

Voucher fees are handling fees related to garnishments and may be charged by your company and the payee. You'll enter the actual fees owed to your company or to the payee in the **Processing Fees Defaults** group box on Garnishment Specification Data 4 or on Garnishment Specification Data 5, depending on which deduction option you've chosen—on *All Payrolls* or by *Schedule*.

Defining Garnishment Limitations

To establish a maximum total amount for the garnishment deduction, enter a limit amount. Each time you run Pay Confirmation, the system updates the limit balance, showing you how much of the garnishment has been paid to date. When the limit balance equals the limit amount, the system will automatically stop taking the deduction. If you don't want to set a limit, leave the limit amount blank.

Some courts impose monthly limitations on the garnishment itself as well as the company fee and the payee fee. It is important to note that in processing monthly limitations, the system uses the actual *paycheck date*—not the pay period end date, which may be in a different month. For example, a pay period may end on January 31st, but the paycheck date may be February 1.

The way PeopleSoft Payroll normally calculates deductions—including garnishments—is by annualizing a monthly amount (multiplying it by 12), then dividing by the appropriate number of pay periods (for example, 52 in the case of weekly pay periods). This can result, in those months of the year containing 5 weekly pay periods instead of 4, in more than the original intended monthly amount being deducted. Similarly, in months containing 4 pay periods, the system will deduct less than the intended monthly amount.

For example, company CCB employee Steven Baker has been ordered to pay spousal support of \$1,000 per month. Ordinarily, the system would annualize this amount to \$12,000 per year, then divide by 52 to arrive at a weekly garnishment of \$230.77. If January has 5 weekly pay periods, the system would take \$1153.85 of Steven's pay; if February has 4 pay periods, the system would take \$923.08.

A possible way to deal with this situation is to set up a flat amount for the deduction calculation on Garnishment Specification Data 5. In order to use this option, **Deduct by Schedule** in Garnishment Specification Data 3 must be selected. However, if all you want to do is establish a monthly garnishment limitation to prevent the system from taking more than a certain amount in

a given month, enter that amount in the **Garnishment** field in the **Monthly** group box. When you do this, the system will stop taking the deduction once the amount has been reached.

Garnishment Specification Data 4 Page

Usage	You use Garnishment Spec Data 4 if you select the Deduct an All Payrolls option on Garnishment Spec Data 3.
Object Name	GARNISH_SPEC4
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data 4 • Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data 4
Prerequisites	Garnishment Spec Data 4 is the fourth page in the Garnishment Spec Data component. You must first enter data on the Garnishment Spec Data 1, Garnishment Spec Data 2 and Garnishment Spec Data 3 pages.
Access Requirements	Enter an Employee ID.

Justin,Clare ID: K0G008

Company: GBI Global Business Institute

Garnishments Find | View All First 1 of 1 Last

Garnish ID: 01 Writ of Garnishment

Deduct on All Payrolls Option

Deduction Calculation Defaults

☒ Maximum
☐ % DE + Amount DE Percent:
☐ % Gross + Amount Flat Amount:
☐ Greater of %DE or Amount *Frequency: M Monthly
☐ Greater of %Gross or Amount

Processing Fees Defaults

Greater of %Deduction or Flat Amount

To Company:

To Payee:

Garnishment Specification Data 4 page

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

Garnish ID The Garnishment ID is displayed here.

Deduction Defaults

Use the **Calculation** radio buttons to select the method to calculate the deduction:

Maximum	Sets the deduction equal to the disposable earnings minus any exemptions. When you select this option the system will take all that it can get. Maximum is most often used for tax levy and bankruptcy.
% DE + Amount	Sets the deduction equal to a percent of disposable earnings plus a flat amount. Usually child support garnishments would be calculated using this option. If you select % DE + Amount, enter the appropriate DE percent and flat amount. The percent can be zero (leave DE Percent blank) if the deduction is a flat amount only.
% Gross + Amount	Sets the deduction equal to a percent of earnings subject to garnishment plus a flat amount. If you select % Gross + Amount, enter the appropriate gross (earnings subject to garnishment) percent and flat amount. The percent can be zero (leave DE Percent blank) if the deduction is a flat amount only.
Greater of % DE or Amount	Sets the deduction equal to the greater of a percent of disposable earnings OR a flat amount. If you select Greater of % DE or Amount, enter the appropriate DE percent and flat amount. The percent can be zero (leave DE Percent blank) if the deduction is a flat amount only.
Greater of % Grs + Amount	Sets the deduction equal to a percent of earnings subject to garnishment OR a flat amount. If you select Greater of % Gross + Amount, enter the appropriate gross (earnings subject to garnishment) percent and flat amount. The percent can be zero (leave DE Percent blank) if the deduction is a flat amount only.
DE Percent	Enter the percentage of disposable earnings if applicable.
Flat Amount	If you've specified a flat amount, you also need to enter a deduction frequency. The system uses this frequency to adjust the flat amount to the employee's pay frequency to calculate the deduction amount per pay period.
Frequency	Select an appropriate frequency.

Entering Processing Fee Defaults

Based on the details of the court order, you can enter processing fees consisting of a percentage of the deduction or a flat amount to be paid to the company and/or to the payee. Recall that on Garnishment Specification Data 2 you specified whether the system should include the company and payee fees in the employee's disposable earnings.

Some garnishment orders may require you to compare a given flat amount with a percentage of the deduction and to take the greater of the two. In that case, simply enter both, and the system will automatically take the greater amount.

Garnishment Specification Data 5 Page

Usage	Use Garnishment Spec Data 5 to set the payment schedule for the garnishment. In order to use this page, you must select the Deduct by Schedule option on Garnishment Specification Data 3.
Object Name	GARNISH_SPEC5
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data 5 • Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data 5
Prerequisites	Garnishment Spec Data 5 is the fifth page in the Garnishment Spec Data component. You must first enter data on Garnishment Spec Data 1, Garnishment Spec Data 2 and Garnishment Spec Data 3.
Access Requirements	Enter an Employee ID.

The screenshot displays the 'Garnishment Specification Data 5' page. At the top, there are tabs for 'Garnishment Spec Data 4', 'Garnishment Spec Data 5' (selected), 'Garnishment Spec Data 6', and 'Garnishment Spec Data 7'. Below the tabs, the user's name 'Justin, Clare' and company 'GBI Global Business Institute' are shown. The 'Garnishment ID' is '01' and the 'Writ of Garnishment' is 'Writ of Garnishment'. The 'Deduct by Schedule Option' section is active, showing 'Pay Frequency' as 'Weekly' and 'Pay Period' as 'First'. The 'Deduction Calculation Routine' section has five radio button options: 'Maximum Allowed', '% DE + Amount' (selected), '% Gross + Amount', 'Greater of %DE or Amount', and 'Greater of %Gross or Amount'. The 'Processing Fees' section has two columns: 'Greater of %Deduction or Flat Amount' and 'To Company'/'To Payee', each with input fields.

Garnishment Specification Data 5 page

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

Schedule Option

Garnish ID

Garnish ID is displayed here.

Pay Frequency Select an appropriate pay frequency.

Pay Period Select the appropriate pay period in which garnishment will be taken.

Garnishment Deduction Calc Routine

Maximum Allowed Sets the deduction equal to the disposable earnings minus any exemptions. When you select this option the system will take all that it can get. Maximum is most often used for tax levy and bankruptcy.

DE% Enter the percentage of disposable earnings if applicable.

% DE + Amount Sets the deduction equal to a percent of disposable earnings plus a flat amount. Usually child support garnishments would be calculated using this option.

If you select **% DE + Amount**, enter the appropriate DE percent and flat amount. The percent can be zero (leave **DE Percent** blank) if the deduction is a flat amount only.

Flat Amount Enter the amount to be deducted.

% Gross + Amount Sets the deduction equal to a percent of earnings subject to garnishment plus a flat amount.

If you select **% Gross + Amount**, enter the appropriate gross (earnings subject to garnishment) percent and flat amount. The percent can be zero (leave **DE Percent** blank) if the deduction is a flat amount only.

Greater of % DE or Amount Sets the deduction equal to the greater of a percent of disposable earnings OR a flat amount.

If you select **Greater of % DE or Amount**, enter the appropriate DE percent and flat amount. The percent can be zero (leave **DE Percent** blank) if the deduction is a flat amount only.

Greater of % Grs or Amount Sets the deduction equal to a percent of earnings subject to garnishment OR a flat amount.

If you select **Greater of % Gross + Amount**, enter the appropriate gross (earnings subject to garnishment) percent and flat amount. The percent can be zero (leave **DE Percent** blank) if the deduction is a flat amount only.

Processing Fees

Greater of % Deduction or Flat Amount If necessary, you can also specify different processing fees for each pay period.

Some courts might require you to deduct different garnishment amounts in different pay periods. The inner scroll bar on Garnishment Specification Data 5 controls pay periods within a month of the deduction schedule you're setting up.

For example, you receive a garnishment order for an employee who's paid weekly. The order specifies that he be garnished \$150 in the first pay period of the month, \$200 in the second, \$250 in the third, \$200 in the fourth, and not at all in the fifth (for those months that have 5 pay periods).

To set this up, you'd enter a pay frequency of **Weekly** and a pay period of **First**, which indicates that you're defining what to deduct in the first weekly pay period. In the **Deduction Calculation** group box, select **%DE + Flat Amount** and enter a flat amount of **\$150** (DE% would be left blank).

Once you've completed the deduction calculation for the first pay period, insert a row for the second pay period. Select the **Second** pay period then enter **\$200** as the flat amount. Repeat these steps for the remaining pay periods.

Garnishment Specification Data 6 Page

Usage	On the Garnishment Spec Data 6 page, you indicate which garnishment rule governs each garnishment.
Object Name	GARNISH_SPEC6
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data 6 • Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data 6
Prerequisites	Garnishment Spec Data 6 is the sixth page in the Garnishment Spec Data component. You must first enter data on the Garnishment Spec Data 1, Garnishment Spec Data 2, Garnishment Spec Data 3, Garnishment Spec Data 4 and Garnishment Spec Data 5 pages.
Access Requirements	Enter an Employee ID.

The screenshot displays the 'Garnishment Specification Data 6' page. At the top, there are tabs for 'Garnishment Spec Data 4', '5', '6', and '7'. The main header shows 'Justin, Clare' and 'Company: GBI Global Business Institute'. Below this, the 'Garnishments' section shows 'Garnish ID: 01' and 'Writ of Garnishment'. The 'Assignments' section has a search bar for '*Garnish Law Source' and '*Rule ID'. The 'Exemption Parameters' section includes fields for 'Dep/Exempt Count', 'Allowance Count', 'Exempt Amount', and 'Amount Frequency' (set to 'Monthly'). A 'Canadian' box contains 'Minimum Exemption' and 'Maximum Exemption' fields. The 'Deductions Allowed in DE Calc' section has fields for 'Plan Type', 'Deduction Code', 'Limit Amount', 'Benefit Plan', 'Deduction Class', and 'Limit Percent'.

Garnishment Specification Data 6 page

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

The **Garnish Law Source** is the location providing the definition or specifics outlining the garnishment rule.



For Canadian processing, you can use any rule if it applies to a specific garnishment situation, regardless of the original province designation.

Garnish ID

The Garnishment ID is displayed here.

Garnish Law Source

Select the garnishment jurisdictional entity for which this garnishment should be calculated.

Rule ID

The rule ID is a unique code assigned to a garnishment rule. Both the garnishment law source and rule ID are maintained on the Garnishment Rules Table and, when combined, function as the identifier for each rule.

DE Definition ID

The garnishment DE Definition ID is displayed here.

The middle scroll arrow on this page indicates that you can enter multiple garnish law sources with their associated rule IDs for each employee. Typically, you'll enter the Federal code (**\$U**) then insert a row for each applicable state.



In Canada, you'll typically only need to enter the province code or **ZZ** for federally supported rules.

For U.S. garnishment, when an employee has more than one garnishment in a single state, the system determines proration rules based on the garnish law source. If the garnishments are for more than one state, the system uses the proration rule of the employee's resident state.



For proration rules **CRTORD** and **CRTDET**, the courts supply amounts or percents for prorating garnishments. For multiple garnishments with either of these proration rules, you'll have to enter the court-ordered proration amount or percent for each of the garnish ID on the Garnishment Spec Data 7 page.

The system uses the values entered in the **Exemption Parameters** group box to calculate the most favorable garnishment deduction amount for the employee.

Depending on the exemption calculation routine (on Garnishment Rule Table 2) that applies to this rule, the system may use one or more of the exemption parameters here to calculate the amount of disposable earnings that are exempt from garnishment. You only have to enter the exemption parameters that are appropriate to the rule.

Dependent/Exemption Count	The number of dependents or exemptions claimed by the employee.
Allowance Count	The number of allowances claimed by the employee.
Exempt Amount	If a specific exemption amount is determined by the court, enter it here.
Amount Frequency	If a specific exemption amount frequency – daily, weekly, or monthly – is determined by the court, click on the appropriate option.

The **Canadian** group box serves as an override to amounts already identified on the Garnishment Rules Table 2. To override those existing entries, enter the applicable amounts in the **Minimum Exemption** and **Maximum Exemption** fields.

For U.S. garnishments, each time you set up a new garnishment for an employee, the first payroll calculation you run will populate fields in the **Deducts Allowed in DE Calc** group box.

Splitting Garnishment Orders

PeopleSoft Payroll accommodates a wide range of garnishment orders. From time to time, you may receive orders that seem forbiddingly complex. We've made it easy for you to comply with the judge simply by splitting the order into multiple specifications.

In other words, just because you've received a single garnishment order on a single piece of paper, this doesn't mean you can't split the order into multiple components. By splitting an order into two or more garnishment specifications, you can often make the system work for you in ways that would be difficult if not impossible with a single specification.

For example, you'll probably find that splitting is the way to go when you're dealing with:

- One-time handling fees.

For example, a court may want a one-time \$10 fee in conjunction with a particular garnishment. You could set up two garnishment specifications: the first one would handle the fee, and the second would handle the garnishment itself.

- Multiple payees.
- Multiple Document IDs.

For example, when a child support order for an employee with three children requires you to report to the court by child.

Garnishment Specification Data 7 Page

Usage	If the proration rule of the garnish law state is either <i>CRTORD</i> or <i>CRTDET</i> , you <i>must</i> use the Garnishment Specification Data 7 page to enter the Court Ordered Amount or Court Ordered Percent to prorate the employee's garnishments. If the garnish law state's proration rule is neither <i>CRTORD</i> nor <i>CRTDET</i> , you do not need to use this page.
Object Name	GARNISH_SPEC7
Navigation	Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Specification Data 7
Prerequisites	Garnishment Spec Data 7 is the seventh page in the Garnishment Spec Data component. You must first enter data on the Garnishment Spec Data 1, Garnishment Spec Data 2, Garnishment Spec Data 3, Garnishment Spec Data 4, Garnishment Spec Data 5 and Garnishment Spec Data 6 pages.
Access Requirements	Enter an Employee ID.

Justin,Clare ID: K0G008
 Company: GBI Global Business Institute Country: USA

Garnishments Find | View All First 1 of 1 Last

Garnish ID: 01 Writ of Garnishment

Proration Rule State:

Proration Rule ID:

Proration Override

Court Ordered Percent:

Court Ordered Amount:

Pay Mode

Pay Mode:

AP Payment Date Type: (Invalid Value)

☐ Separate AP Payment

Garnishment Specification Data 7 page

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

Garnish ID The garnish ID is displayed here.

Proration Rule State Enter the state code to which the proration rule applies.

Proration Rule ID Select the valid proration rule ID that applies to the garnishment.

Court Proration Orders

Court Ordered Percent If you have a court ordered percent override for the garnishment, enter it here.

Court Ordered Amount If you have a court ordered amount override for the garnishment, enter it here.

Pay Mode

Pay Mode Enter the pay mode for the garnishment.

AP Payment Date Type Enter the type of date to be used when creating vouchers.

Separate AP Payment Select this option if the payment for this garnishment should be on a separate check when AP makes the payment.

Pay Mode is for your information only and isn't used in garnishment processing. You have three options you can choose from that indicate how the garnishment payment should be made to the payee:

Pay as Deducted Pay each time the garnishment deduction is processed.

Pay Monthly	Pay the garnishment amount collected each month.
Pay When Collection	Pay one lump sum when the entire garnishment amount has been deducted.
Completed	The garnishment deduction has been paid in full.

Inquiring on Garnishments

You can view garnishment balances online and garnishments details on paychecks.

Garnishment Balances Page

Usage	Use the Garnishment Balances page to view an employee's garnishment deduction balances. The system updates these balances each time you run the Confirm process for a payroll run.
Object Name	BALANCES_GRN1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Garnishment Balances, Garnishment Balances • Compensate Employees, Maintain Payroll Data (CAN), Inquire, Garnishment Balances, Garnishment Balances
Prerequisites	None.
Access Requirements	Enter an Employee ID.

Garnishment Balances page



The information on the Garnishment Balances page is display only.

Year-to-Date Deduct for Garnish

Calculations for limit processing use the **YTD Deduct for Garnish** field. Be sure to update the Limit Balance field on the Garn Spec Data 3 page with this value.

Garnishment Balance Adjustment Page

Usage	Use the Garnishment Balance Adjustment page to view on-line adjustments made to garnishment balances.
Object Name	BALANCES_GRN2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Garnishment Balances, Garnishment Balance Adjustment • Compensate Employees, Maintain Payroll Data (CAN), Inquire, Garnishment Balances, Garnishment Balance Adjustment
Prerequisites	Garnishment Balance Adjustment is the second page in the Garnishment Balances component. You must first enter data on the Garnishment Balances page.
Access Requirements	Enter an Employee ID.

Garnishment Balances Garnishment Balance Adjustment

Stankowski, Richard Non-Employee Cobra Part ID: C10001

Company Information Find | View All First 1 of 1 Last

Company: GBI Global Business Institute

Plan Type: Garnishment ID: Ded Code: Ded Class:

Balance ID: Year: Quarter: Period:

Adjustment Reason:

Sequence Number: Date Entered:

	Deduction	Garnishment	Company Fee	Payee Fee
Before MTD:				
Before QTD:				
Before YTD:				
Adjustment:				
After MTD:				
After QTD:				
After YTD:				

Garnishment Balance Adjustment page

Viewing Garnishments on a Paycheck

Usage	Use the Paycheck Garnishments page to inquire about garnishment information for a single paycheck. You'll find this page extraordinarily useful when you need to verify the accuracy of a garnishment

	calculation because what you see here is, in effect, the entire complex garnishment calculation broken down into its component parts.
Object Name	PAY_CHECK_D
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Paycheck Data, Paycheck Deductions • Compensate Employees, Maintain Payroll Data (CAN), Inquire, Paycheck Data, Paycheck Deductions
Prerequisites	None. Select a paycheck from the Paycheck Inquiry search dialog box to view paycheck deductions.
Access Requirements	Enter a Company Name, Pay Group, Pay Period End Date, Off Cycle Status, Page #, Line #, Separate Check #, Paycheck Number, EmplID, and Name.

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions	
Company:	ACC	Pay Group:	PAB	Pay Period End:	15/07/1999
EmplID:	PA008	Name:	Silverstein, Jacob	Page:	1
Confirmed	Check	☐ Off Cycle ?	☐ Reprint	☐ Adjustment	Sep Chk #:
Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
83	15/07/1999	673.08	166.45	0.00	506.63

Deductions							
Benefit Plan	Code	Class	Ben Rcd#/ Plan Type	Amount	Amt Not Taken/ Calculated Base	Payback Amt/ Refund Amt	AP Status
			0				

Garnishments				
Priority	ID	Type	Vendor	AP Status
DE For Rule:				
Less Exemption:		General Calculation		
Less Other Garnishments:				
Maximum Deduction:				
Limited Amount:		Deduct Not Limited		
☐ Adjusted Due To Included Fee		Garnishment proration rule ID:		
Garnishment	Company Fee	Payee Fee	Total Deducted	

Net Pay Distribution				
Check/Advice#	Account Type	Bank ID	Account#	Amount

Paycheck Garnishments page

The Paycheck Garnishments page displays the results of each of the system's garnishment calculations for a particular check, including:

De for Rule	The DE (disposable earnings) calculated for the particular Garnishment Rule in conjunction with the Garnishment DE Definition .
Less Exemption	The amount determined (as defined in the rule or garnishment set up) to be excluded from the garnishment.
Less Other Garnishments	Refers to the actual garnishments processed. This applies only when there are multiple prioritized garnishments.
Maximum Deduction	The calculated amount (based on the above items) that reflects the maximum deduction that can be taken.



When an employee has child support orders from two or more states, the system uses the garnishment proration process to choose the maximum deduction that provides the most money for the children. For example, if *state A* has a maximum deduction of \$1200, and *state B* has a maximum deduction of \$900, the system uses the maximum deduction of \$1200 for both child support orders.

Below the **Maximum Deduction**, you may see any of the following messages indicating the presence or absence of limitations placed on the garnishment after the system calculated the maximum deduction:

<i>Deduct Not Limited.</i>	Indicates that no further limitations were placed on the garnishment.
<i>Deduct Limited by Calculation.</i>	Indicates that the deduction was limited by one of the deduction calculation amounts or percentages you specified on Garnishment Specification Data 4 or 5.
<i>Deduct Limited by Total Amount and Deduct Limited by Monthly Amount.</i>	Indicate that the system used the limitations you set up on Garnishment Specification Data 3.

If the system adjusted the calculation for fees included in DE, the **Adjusted Due To Included Fee** check box will be selected. Basically, there are two ways the system can take fees:

- Within disposable earnings.
- Outside (on top of) disposable earnings.

You determine whether to include company fee within DE and whether to include payee fee Within DE on Garnishment Specification Data 3.

If the addition of the calculated garnishment amount plus the fee is greater than the maximum allowed (which is basically disposable earnings minus exemptions), then the system will make an adjustment.

If you're allowed to take the fees on top of the disposable earnings, then whatever fees the system takes will have no impact on the garnishment amount. For example, if the system determines that you can take a garnishment of \$177.00, and you have fees that are not to be included in the disposable earnings, then the garnishment amount will stay at \$177.00.

If, on the other hand, the order says you can take \$5.00 for the company's fee, but that fee has to be included within disposable earnings, then the system will adjust the amount to be garnished and select the **Adjusted Due To Included Fee** check box.

In cases where the system has adjusted the garnishment amount based on a *percentage* of the deduction, the **Adjusted Due To Included Fee** check box will be selected, and the garnishment amount in the lower left corner of this page will differ from the maximum deduction amount by the amount of the adjustment.

At the bottom of the page you'll see the calculated amounts for the garnishment itself, the company fee, the payee fee, and the total deducted from the paycheck.

One-Time Deduction Overrides and Garnishments

You cannot use the Paysheet, One-Time Garnishment page to override a garnishment deduction. Although a garnishment deduction code may be entered and saved on the page, paycalc processing will generate error message 000010, indicating that the override is invalid. However, if you wish to take *only* the garnishment deduction and no other deductions, you must first use the Deduction Override page and select *subset* in the Deductions Taken field. You will then enter a deduction subset that you have defined to include only your garnishment deduction code.

If you wish the system to process all garnishments for an employee as they are normally done, you do not need to enter any garnishment overrides on the pay sheet. However, if you wish to process only one garnishment, you must enter a garnishment override with the one-time code of SUSPEND for every other active garnishment the employee has. The drop-down arrow by the GARNID box will identify all of the employee's garnishments for you, so you do not have to do any additional lookups.

To process a garnishment refund, choose SUBSET on the One-time Deduction Override Paysheet and enter the subset which consists only of the garnishment deduction code(s), enter the GARNID on the one-time garnishment override pay sheet, select the one-time code of REFUND, and enter the amount to be refunded for the garnishment and/or for the company and payee fees. If the employee has other garnishments, enter a garnishment override of SUSPEND for each of them.



For more information about processing one-time deduction overrides, see the Recording One-Time Deductions, Garnishments, and Taxes topic in the Working with Paysheets section of this PeopleBook.

Verifying Employee Garnishment Data

When you receive a garnishment order for an employee, PeopleSoft Payroll enables you to determine quickly whether you can comply.

Once you enter the garnishment information for the employee, use the Online Check feature to enter the payroll information for that employee as if you were going to create a single check. In just a few steps, you can perform pay sheet creation and pay calculation and verify that the garnishment deduction will be withheld as required by the garnishment order.

Be sure to delete the online check before you run your payroll.



For more information about online checks, see the Working with Checks section of this PeopleBook.

CHAPTER 8

Defining Your Organizational Framework

You can organize the processes of PeopleSoft Payroll to address your specific payroll requirements. In this section we review the tables that enable you to:

- Group employees to be paid together using pay groups.
- Establish pay calendars that determine when those employees should be paid.
- Create Pay Run IDs to process payrolls more efficiently.
- Establish balance types for maintaining every kind of balance you need.

Organizing the Payroll Process

PeopleSoft Payroll employs four organizational tools or concepts to help you categorize employee types and streamline payroll processing: Balance IDs, Pay Groups, Pay Calendars, and Pay Run IDs.

Balance ID	Enables you to define any number of balance types—calendar year, fiscal year, benefit year, and so on, for which you can maintain employee balances. You set up your balance types on the Balance ID Table.
Pay Groups	Pay Groups represent groups of employees who share certain characteristics: the company for which they work, how often they are paid, and the country in which they reside. PeopleSoft Payroll calculates employees by the pay groups you establish on the Pay Group Table.
Pay Calendar	On the Pay Calendar Table you define parameters for begin and end dates and pay run IDs—instructing the system which pay calendar entries to process together.
Pay Run ID	Enables you to assign a unique ID to each pay calendar entry, so that payroll for more than one pay group can be run together. The basic concepts you should remember are that pay calendar entries are assigned by pay group and Pay Run IDs are assigned to one or more pay calendar entries.

Suppose you set up two different pay groups: a semimonthly pay group of salaried employees and a monthly pay group of administrative employees. The second pay period for your semi-monthly group starts on January 16 and ends on January 31. Not surprisingly, the monthly administrative group pay period also ends on January 31. 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
01/01/98 to 01/15/98	SM1	MMA
01/16/98 to 01/31/98	SM1	EMA
01/01/98 to 01/31/98	MO1	EMA

Organizing Your Payroll According to Pay Groups

When you implement PeopleSoft Payroll, one of the major decisions you have to make is which pay groups to set up. A pay group is a logical grouping of employees based on shared characteristics that facilitate payroll processing because of common requirements such as employee type, pay frequency, same country location, etc. A pay group gathers a set of employees within a company for payroll processing. When you run the Paysheet Creation process, the system processes one pay group at a time. At this point, the system verifies that the company and pay group assigned on the employee job records match the company and pay group specified for the payroll run.

You may also have other reasons for setting up multiple pay groups. For example, if you print checks or advices on more than one print stock, you must create a separate pay group for each print stock you use. If the company has both U.S. and Canadian employees, you must set up a separate pay group for each. If paysheets and checks are printed in different sort sequences, you need a separate pay group for each sequence.



Before you group people together, consider the characteristics employees must share.

Identifying Pay Groups

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

- All employees belong to the same company.
- All employees are paid at the same pay frequency.
- All employees use the same check form or direct deposit advice form.

- 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 paid by the same bank.
- All employees are assigned the same work schedule for proration.
- All employees are assigned the same minimum net pay.
- FLSA either applies or does not apply to all employees. If FLSA applies, ***all*** FLSA rules (FLSA Calendar ID and FLSA Salaried Hrs Use—for example) must be the same for all employees.
- All employees are assigned to the same Earnings Program and the same Retro Pay Program.

When processing payrolls, you may group multiple pay groups together as long as they can be scheduled and completed concurrently.

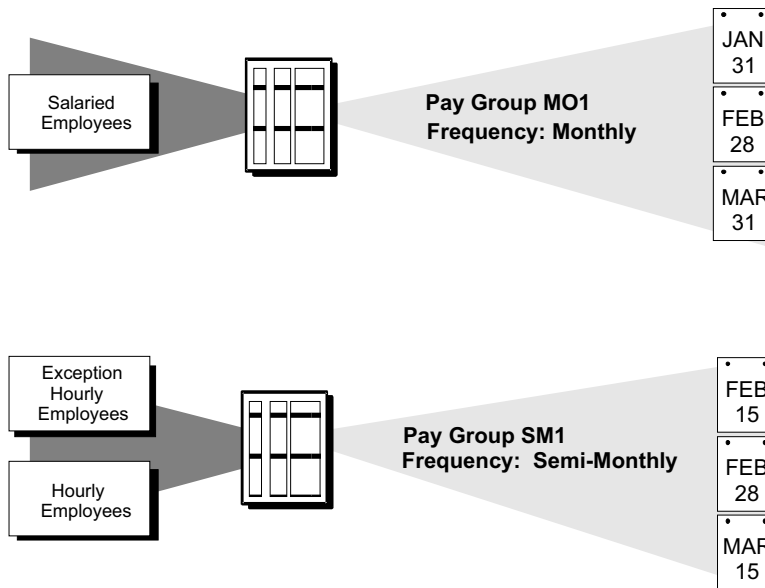


For more information on pay groups, see Creating Pay and FLSA Calendars.

Pay Group Setup Example

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

MO1—Monthly	Employees who are paid monthly and share the same pay period, which ends on the last day of the month, may belong to the same pay group. Salaried employees at CCB are paid monthly.
SM1—Semi-Monthly	Employees who are paid semi-monthly, and share the same pay periods (ending on the 15th and last day of the month) may also belong to the same pay group. Exception Hourly and Hourly employees at CCB are paid semi-monthly.



Example of Pay Group setup

Setting up Pay Groups

When you first add a Pay Group, a page prompts you for a company ID and pay group ID. The company ID is a key field on the pay group table, implying that all employees in a pay group are also in the same company. Click the prompt arrow on the company edit box, if you're unsure of your company ID. For the pay group ID, you can use any three-character alphanumeric ID that conforms to your payroll standards.

Pay Group Table – Definition Page

Usage	Use the Pay Group Table - Definition page to create a pay group and define its basic characteristics.
Object Name	PAYGROUP_TABLE1
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Definition • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Group Table, Definition
Prerequisites	None
Access Requirements	Enter a Company and a Pay Group.

Pay Group Table – Definition page

Company

The company you specified in the entry page displays here.

Pay Group

The pay group you specified in the entry page displays here.

Note. Pay groups default to employee job records from the company level.

Pay Group Information**Effective Date**

Enter the effective date for the pay group.

Status

Select the status of the pay group. Valid values are *Active* and *Inactive*.

SetID

Select a set ID for the pay group. When you add a new pay group, the system executes PeopleCode that automatically creates a TableSet Record Group Control entry. The set ID for shift codes, which is created for this entry, defaults to the Pay Group ID. If the set ID for shift codes for this pay group should be pointing to a different SetID—for example, a company level SetID—then you must update the default SetID. To do this, select **PeopleTools, Utilities, TableSet Control, Update/Display, TableSet Record Group Control**. Enter the set control value equal to the pay group you just added. When the page displays, enter the appropriate SetID for the Record Group ID equal to SHIFT.

Description	Enter a description for the pay group.
Short Description	Enter a short description for the pay group.
Retiree Pay Group	Check this box for a separate retiree pay group. Peoplesoft recommends keeping retirees in their own pay group. However, there is no processing associated with the retiree pay group check box.
PI Configuration ID	Select a payroll interface configuration ID. The Payroll Interface product uses the PI Configuration ID.
Deduction Priority	Enter a deduction priority number for your pay group. The deduction priority is used for multiple job employees when the single check option is not selected for a company. For more information on deduction priority, see PeopleSoft 8 Payroll for North America, “Defining Deductions” and PeopleSoft 8 Payroll for North America, “Calculating Pay”.
Country	Select a country for your pay group. The country you select tells the system which tax module, United States or Canadian, to use when calculating pay for this pay group. The country defaults from the Installation Table.
Currency	Specify a currency for your pay group.
Employee Type Default	Select the most common employee type within the pay group. The system uses the employee type default you specify on this page as the default for the pay group’s employee job records. The default you enter on this page is edited against the Benefit/Deduction Program Table in the Administer Base Benefits page. You need either to set up that table first or leave this field blank for now. Salaried: Select this value for employees whose earnings are based on an amount per pay period, rather than accumulated hours. You can still enter exceptions on the paysheets. Hourly: Select this value for employees who don’t work the same number of hours each pay period. Typically, an hourly employee requires positive time reporting. In this case, you enter the hours worked on the paysheets. Exep Hrly: Select this value for employees who work a set number of hours each pay period. Here you only enter exceptions to their schedule on the paysheets.

Not Appl: Select this value if the employee type default is not applicable.

For more information on employee type default, see PeopleSoft 8 Payroll for North America, “Setting Up Human Resources Tables”.

Wage Loss Plan Default

(Canada only) Use this field to specify a wage loss plan default value for the pay group. This default value assigns employees the appropriate wage loss plan on the Canadian Income Tax Data page whenever the system automatically creates employee tax data records. The Wage Loss Plan Default that you specify on the Pay Group Table - Definition page becomes the default Wage Loss Pl on the Canadian Income Tax Data page whenever the system automatically creates employee tax data records.

Frequency

Pay

Select the appropriate pay frequency. Valid values are *Annual, Biweekly, Daily, Monthly, Quarterly, Semimonthly*, and *Weekly*.

Daily

Select *Daily*, if appropriate. Valid value is *Daily*.

Monthly

Select *Monthly*, if appropriate. Valid value is *Monthly*.

GL Use

Rate Type

Select a rate type. Valid values are *Commercial Rate, Financial Rate, Floating Rate, Freemarket Rate, Global Payroll, Official Rate*, and *Spot Market Rate*.

Conv Date

Select the appropriate date. Valid values are *Check Date, Pay End Date*, and *Today's Date*.

Pay Group Table – Process Control Page

Usage	Use the Pay Group Table - Process Control page to establish default employee types.
Object Name	PAYGROUP_TABLE2
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Process Control • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Group Table, Process Control
Prerequisites	None

Access Requirements	Enter a Company and a Pay Group.

Pay Group Table – Process Control page

Company The company you specified in the entry page displays here.

Pay Group The pay group you specified in the entry page displays here.

Pay Group Information

Effective Date The effective date of the pay group displays here.

Status The status of the pay group displays here.

Continue With Errors

The **Continue With Errors** group box allows you to specify how the payroll process continues when the system encounters error messages.

Continue With Errors Check this box if you want the system to continue the payroll process even when encountering error messages.

Error Pay End Date Option Select the date of the off-cycle calendar to which erred paysheets are moved. Valid values are *None*, *Next Day*, and *Same Day*.

If you select the *Next Day* value, the Pay Calendar Creation process creates one cycle pay calendar for each on cycle pay calendar that is created. The pay end date for the off cycle calendar is one day after the pay end date for the on cycle pay calendar. For example, if the pay end date for the on cycle calendar is May 31st, the pay end date for the off cycle calendar is June 1st.



For more information about specifying errors to be bypassed during the Payroll Process, see *Reviewing and Modifying Payroll Messages*.

Processing Control

Industry

Select the industry. Valid values include *Core*, *Education*, and *Government*.

Industry Sector

Select the industry sector. Valid values are *Core*, *Public Sct*, and *US Federal*.

Employee Type(s) for Paygroup

Use the **Employee Type(s) for PayGroup** group box to establish employee types and specify paysheet reviews.



If a specific employee type is not defined on a pay group, a user can't set up that type of employee. For example, if a pay group does not have an Employee Type of Salaried, when an employee is hired, the user can't enter S as the Employee Type on job.

Employee Type

For each Pay Group, you need to establish the valid Employee Type(s). For each valid Employee Type you establish, you need to specify the appropriate processing parameters. When you enter the Employee Type on an employee's Job Record, the system verifies that the type has been assigned to the Pay Group. To insert multiple employee types, click the inner scroll bar and insert rows as needed. Valid values are *Hourly*, *Excep Hourly*, and *Salaried*.

Print Paysheets

Check this box if the employees in this employee type should always be included when printing paysheets. Employee types that do not have this option checked still appear on the paysheet pages.

Note. You must check this box if either of the confirmation required check boxes is selected.

Confirmation Required for Job Earnings on Paysheet

Check this box to control the default for the OK to Pay field on the paysheets. OK to Pay is a checkpoint that tells the system whether to pay an employee or place the record on hold until you review it. Pay Calculation, in turn, processes only those employees who have OK to Pay selected. Saying that confirmation is required means that OK to Pay on the Paysheets is selected. If you select this option, Print Paysheets must also be selected.

Typically, Hourly employees require some sort of positive time input to get paid. For this reason, you might say that confirmation is required. Once you enter their time on the paysheets, you manually select OK to Pay to permit them to be paid.

For Exception Hourly and Salaried employees, you usually enter exception time only as required. Therefore, you might indicate that confirmation is not required. These employees automatically get paid their regular salary or hours each pay cycle, because the paysheets are created with the OK to Pay check box selected.

Confirmation Required for Partial Pay Period on Paysheet

Check this box to control the **OK to Pay** check box on the paysheet. Whenever there is a mid-period change on the job record—an employee is hired, is terminated, or changed jobs or pay rates—the system creates partial pay period records due to proration. Typically, if you prorate pay, you should clear this check box to tell the system that confirmation is not required and to select OK to Pay on the paysheet. If, on the other hand, you want to manually verify the proration for employees, select this option. You can adjust the pay on the paysheets and click the OK to Pay check box. If you select this option, Print Paysheets must also be selected.

Pay Group Table – Calc Parameters Page

Usage	Use the Pay Group Table - Calc Parameters page to further define payroll processing parameters for paygroups.
Object Name	PAYGROUP_TABLE3
Navigation	Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Calc Parameters
Prerequisites	None

Access Requirements	Enter a Company and Pay Group.

Pay Group Table – Calc Parameters page

Company

The company you specified in the entry page displays here.

Pay Group

The pay group you specified in the entry page displays here.

Pay Group Information**Effective Date**

The effective date of the pay group displays here.

Status

The status of the pay group displays here.

Earnings Program ID

Select a value for which the employee records in this pay group may default.

Holiday Schedule

Select the holiday schedule for the pay group. The system uses the holiday schedule 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 Holiday Schedule Table under the Define Payroll Processes menu. You need to set up that table first or leave this field blank for now.

Earnings

Use the **Earnings** group box to define earnings codes for each earnings type.

Regular Hours	Select the appropriate earnings code for the regular hours earnings type.
Overtime Hours	Select the appropriate earnings code for the overtime hours earnings type.
Regular Earnings	Select the appropriate earnings code for the regular earnings type.
Holiday	When paysheets are created and the system detects that a holiday falls within the pay period, it uses the earnings code associated with the Holiday field. If Holiday Type on the Holiday Schedule Table is Canadian, the system uses the Holiday Earnings Code specified on the Pay Group Table to set up the statutory holiday earnings on the paysheet.
Addl Educ/Govt Earnings Codes	Click the Addl Educ/Govt Earnings Codes button to access the Education and Government Additional Earnings Codes secondary page.
Default Benefit Program	Select the default benefit/deduction program for the pay group. The system uses the default benefit/deduction program you select 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 menu. You must set up that table first, or leave this field blank for now.
Retro Pay Program ID	Select a retro pay program ID to assign the pay group to a retro pay program. Specify a retro pay program ID that identifies the Earnings Codes to be used in Retro Pay Calculations.

Note. You define Retro Pay Programs on the Retro Pay Program Table and Earnings Codes on the Earnings Tables. In each Retro Pay Program you define, you can specify any number of Earnings Codes as earnings for which Retro Pay can be calculated. For each of these Earnings Codes, you can specify an Earnings Code to be used for paying the Retro Pay earnings.

For more information about setting up Retro Pay Earnings Codes and Retro Pay Programs, see PeopleSoft 8 Payroll for North America, “Defining Earnings and Using Earnings Codes”.

For more information on how the system uses these values to process retroactive pay, see PeopleSoft 8 Payroll for North America, “Processing Retro Pay”

Final Check Program ID

To specify a default final check program for the pay group, select the final check program ID that identifies the earnings, deductions, and accruals to be used in final check processing for the Pay Group.

Holiday (Non-Statutory)

(Canada only) If you’re using the Canadian PeopleSoft Payroll application, the system refers to Holiday (Non-Statutory) when paysheets are created, depending on whether the holiday is statutory or non-statutory earnings.

FLSA Required

Select **FLSA Required** if FLSA regulations are to be applied to this pay group. When you select the **FLSA Required** check box, the **FLSA Period Definition** push button appears. If you do not check **FLSA Required**, the button does not appear and you cannot define FLSA pay periods.

FLSA is for U.S. Payroll only; this check box appears on the page if you have enabled FLSA processing on the Fica/Tax Details page (access through the Company Table – Default Settings page) and on every pay group when applicable.

Note. If FLSA is not selected for a company, it cannot be selected for a pay group within that company. Once it has been selected at the company level, it does not have to be selected at the pay group level. However, if FLSA is required for a pay group, it must be selected at both the company and pay group levels. If FLSA is required for a whole agency or for most pay groups in an agency, you should deselect the **FLSA Required** check box and define FLSA requirements on the Agency Table. Remember that if **FLSA Required** isn’t selected on the Agency Table, the FLSA Rule for a pay group defaults to **Higher of FLSA Contractual**.

Note. In order to be included in FLSA calculation, an employee must have non-exempt status and belong to an FLSA pay group.

For more information on how PeopleSoft Payroll calculates FLSA rates, see PeopleSoft 8 Payroll for North America, “Defining Earnings and Using Earnings Codes”

FLSA Period Definition (button)

Click the **FLSA Period Definition** button to access the FLSA Period Definition secondary page.

Education and Government Additional Earnings Codes Secondary Page

Usage	Use the Education and Government Additional Earnings Codes secondary page to access additional earnings codes for education and government.
Object Name	PAYGROUP_TBL3_HP_SEC
Navigation	Click the Addl Educ/Govt Earnings Codes button to access this secondary page.

Education and Government Additional Earnings Codes secondary page

Addl Educ/Govt Earnings Codes

Contract Regular Earnings Select the appropriate earnings code for contract regular earnings.

Earned Not Paid Select the appropriate earnings code for earned not paid.

Paid Not Earned Select the appropriate earnings code for paid not earned.

1042 Earnings Select the appropriate earnings code for 1042 earnings.

FLSA Period Definition Secondary Page

Usage	Use the FLSA Period Definition secondary page to specify the FLSA Period that applies to this pay group and other FLSA calculation parameters.
Object Name	FLSA_PERIOD_SBPNL
Navigation	Click the FLSA Period Definition button on the Pay Group Table – Calc Parameters page to access this secondary page.

FLSA Period Definition secondary page

FLSA Period Definition

Select the appropriate FLSA period definition from the following options:

Fixed FLSA Period: 7 or 14 days. 7 is the default.

Fire Protection: 7 to 28 days.

Law Enforcement: 7 to 28 days.

If you select ***Fixed FLSA Period***, the period can only be for 7 or 14 days. There are no FLSA Threshold Hours for employees in the ***Fixed FLSA Period***, because threshold hours only apply to law enforcement and fire protection employees.

FLSA Salaried HRS Use

Fixed Salaried Hours (Hours per Week)

The Fixed Salaried Hours uses the standard hours you entered on the employee's Job record. If you select Fixed Salaried Hours, the Use Basic Formula check box appears.

Use Basic Formula	If you select the Use Basic Formula check box, the FLSA Calendar ID and FLSA Period in Days check boxes disappear. Basic formulas are used only for monthly and semi-monthly pay periods. The FLSA period is assumed to be the same as the Pay Calendar period; hence, no FLSA Calendar ID is required. If you select Use Basic Formula , you must enter information into the Work Day Hours field on the Job Information page.
Unspecified Salaried Hours	The actual number of hours worked per week by salaried employees is used to determine their FLSA rate.
FLSA Calendar ID	Select a FLSA Calendar ID. The FLSA Calendar ID is linked to the FLSA Start Date and FLSA Period in Days fields on the FLSA Calendar Table page, which are used to define the FLSA Begin and End Dates. Hence, the pay group uses the FLSA Calendar ID to define the FLSA periods. This field is not applicable if you select Basic Rate Formula. If you select Fixed FLSA Period , the prompt list only contains FLSA Calendar Ids with 7 or 14 FLSA Periods in Days. For Fire Protection or Law Enforcement, the prompt list contains FLSA Calendar Ids from 7 to 28 days.
FLSA Period in Days	The length of the FLSA pay period, or the days from the FLSA Begin Date to the FLSA End Date. The system displays it automatically. It is based on the FLSA Period in Days you define on the FLSA Calendar Table. This field is display only.
FLSA Threshold Hours	The number of hours worked before the FLSA rate applies to Fire Protection and Law Enforcement employees. Both of these types of jobs have different threshold hours defined by FLSA regulations. Both threshold hour schedules are delivered by PeopleSoft and are defined in FLSA Period Table.

The FLSA Period Definition Secondary page morphs, depending on which options you select. The following table shows which fields are visible on the page, depending on the FLSA Period Definition you select:

<i>FLSA Period Definition</i>	<i>FLSA Salaried HRS Use: Unspecified or Fixed</i>	<i>Use Basic Formula</i>	<i>FLSA Calendar ID</i>	<i>FLSA Period in Days</i>	<i>FLSA Threshold Hours</i>
<u>Fixed FLSA Period</u> with Fixed Salaried Hrs checked and Using Basic Formula unchecked	X	X	X	X	
<u>Fixed FLSA Period</u> with Fixed Salaried Hrs checked and Using Basic Formula checked	X	X			
<u>Fixed FLSA Period</u> with Unspecified Salaried Hrs checked	X		X	X	
<u>Law Enforcement</u>			X	X	X
<u>Fire Protection</u>			X	X	X

Pay Group Table – Paysheets Page

Usage	Use the Pay Group Table – Paysheets page to specify the proration rules and some paysheet options for each pay group you establish.
Object Name	PAYGROUP_TABLE4
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Paysheets • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Group Table, Paysheets
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Paygroup Table – Paysheets page

Company The company you specified in the entry page displays here.

Pay Group The pay group you specified in the entry page displays here.

Pay Group Information

Effective Date The effective date of the pay group displays here.

Status The status of the pay group displays here.

Salaried Proration Rule

The **Salaried Proration Rule** group box allows you to define how earnings and hours are prorated during paysheet creation for employees eligible for partial pay.



For more information on the **Salaried Proration Rule** group box and its fields, see Understanding Proration Rules.

Hourly Proration Rule

The **Hourly Proration Rule** group box allows you to define how earnings and hours are prorated during Paysheet Creation for employees eligible for partial pay.



For more information on the **Hourly Proration Rule** group box and its fields, see Understanding Proration Rules.

Paysheet Sequence

Use the **Paysheet Sequence** group box to instruct the system how to sort your online and printed paysheets. Depending on the option you select, the paysheet process forces a page break any time it finds a new sequencing code.

Dept, Employee Type, Employee	Select this option to instruct the system to insert page breaks after each different employee type and department.
Dept, Employee	Select this option to instruct the system to insert page breaks after each different department.
Employee Only	Select this option to instruct the system to insert page breaks based on the number of paylines it can accommodate.
Employee Type, Dept, Employee	Select this option to instruct the system to insert a paysheet page break after each different department and employee type.
Employee Type, Employee	Select this option to instruct the system to insert page breaks after each different employee type.

Paysheet Employee Sequence

Use the **Paysheet Employee Sequence** group box to instruct the system to sort paysheets by employee ID or by employee name sequence. Essentially, that gives you 10 sorting options. The online and hardcopy reports obviously vary, depending on how you choose to sequence them.

Employee ID Sequence	Select this option to sort by employee ID sequence.
Employee Name Sequence	Select this option to sort by employee name sequence.

Work Schedule

Define the work schedule the system uses when prorating partial pay. Enter a *Y* (yes) or an *N* (no) under the initial of each day to specify the days included in the normal work schedule for this pay group. The field is seven characters long, one character for each day of the week, starting with Sunday. The system uses these indicators to determine the number of work days per year and the number of work days per week.

If the normal work schedule for the pay group is Monday through Friday, you enter NYYYYYN.

Automatic Paysheet Update Check this box to instruct the system to compare paysheet records to job records. If the system finds discrepancies between the two records, it automatically updates the paysheet from the job record information before calculating pay, if you have the Paysheet Job Pay option selected.

For example, assume you run paysheets on July 10. You then receive the late paperwork on Jan's salary change, which should have gone into effect on July 1. If you selected the Automatic Paysheet Update flag on the Pay Group Table, during Pay Calculation the system accesses the new salary information from the job record and updates Jan's payline to reflect the new pay rate.

Understanding Proration Rules

The Salaried Proration Rule and Hourly Proration Rule options enable you to define how earnings and hours are prorated during Paysheet Creation for employees eligible for partial pay. An employee is considered eligible for partial pay whenever a job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee in the middle of a pay period.

Whenever the system encounters a job record causing partial pay, it applies one of these proration rules, depending on the employee type, and creates a separate pay earnings record with the corresponding hours or earnings for each partial period. Each proration method uses the work schedule specified for the pay group on this page to determine the number of work days in the partial period, and then calculates the associated hours or earnings.



Important! If an employee is set up with *any* job distributions (by percent, amount, hours, etc.), the system automatically calculates the proration—or partial pay—using **Percent of Period**, in place of any other proration rule you may have specified.

Let's take a look at how the system applies salaried and hourly proration rules and how these rules affect earnings for salaried employee Mark Miller and hourly employee Jan Gregory. Both Mark and Jan are in the SM1 pay group, which uses a Monday through Friday work schedule. We look at one semi-monthly pay period: July 1 through July 15.

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

21	22	23	24	25	26	27
28	29	30	31			

As you can see, there are 11 workdays in this period. On Monday July 8, all employees received a 10 percent pay increase. Here's how Mark and Jan's salary would be prorated.

Applying Salaried Proration Rules

Until his raise went into effect, Mark was earning \$1,000 per period. With the 10 percent pay increase, he now earns \$1,100. The system looks to the specified proration rule to determine how to prorate his earnings.

Under the Salaried Proration Rule, if you select the **Percent of Annual** option, the system prorates earnings based on the number work days in the calendar year:

$$\text{Work Days} \times \text{Annual Pay Rate} / 260 \text{ Work Days per Year}$$

Work Days, which are specified in the Pay Group Table, are the number of days worked that correspond to the effective-dated action on the employee's job record, such as Mark's mid-period pay rate change. Therefore, in Mark's case, the system calculates his pay as follows:

$$5 \text{ Work Days} \times \$24,000 / 260 = \$461.54$$

$$6 \text{ Work Days} \times \$26,400 / 260 = \$609.23$$

$$\text{Total Pay} = \$1,070.77$$

If you select the **Rate per Work Day** option, the system uses the following formula:

$$\text{Work Days} \times \text{Hours Per Day} \times \text{Hourly Rate}$$

The hours per day equal the employee's standard hours per week, divided by the number of work days in a week. Under this rule, Mark's salary is prorated a little differently. Here's how the system calculates his pay, presuming he works a standard 40-hour week:

$$5 \text{ Work Days} \times 8 \text{ Hours per Day} \times \$11.538 \text{ per hour} = \$461.52$$

$$6 \text{ Work Days} \times 8 \text{ Hours per Day} \times \$12.692 \text{ per hour} = \underline{\$609.22}$$

$$\text{Total Pay} = \$1,070.74$$

Note that the system calculates Mark's hourly rate using the following formula:

$$\text{Annual Rate} / 2080 \text{ hours per year}$$

And the amount of pay is slightly different because of rounding during the calculation of rate and hours.

The Percent of Period option uses this equation:

$$\text{Work Days} / \text{Total Work Days in Period} \times \text{Pay Period Compensation Amount}$$

In this case, Mark's earnings are calculated based on his salary compensation amount for that period:

$$5 \text{ Work Days} \times \$1,000 / 11 \text{ Total Work Days} = \$454.55$$

$$6 \text{ Work Days} \times \$1,100 / 11 \text{ Total Work Days} = \$600$$

$$\text{Total Pay} = \$1,054.55$$

Applying Hourly Proration Rules

Jan, on the other hand, was making \$10 per hour when the 10 percent increase went into effect on July 8, causing her hourly rate to jump to \$11 per hour. In her case, the system looks to the hourly proration rule specified and takes into account the fact that Jan works a standard 8-hour day.

If you select the **Work Days** option, the system calculates based on:

$$\text{Work Days} \times \text{Hours Per Day} \times \text{Effective-Dated Hourly Rate}$$

Work Days, which are specified in the Pay Group Table, are the number of days worked that correspond to the effective-dated action on the employee's job record, such as Jan's mid-period pay rate change. The hours per day equals the employee's standard hours per week, divided by the number of work days in a week.

The system prorates Jan's earnings like this:

5 Work Days x 8 Hours per Day x \$10 per hour = \$400

6 Work Days x 8 Hours per Day x \$11 per hour = \$528

Total Pay = \$928

If you use the **Percent of Period** option, the formula is:

Work Days x Hours in Period x Eff. Rate/Total Work Days in Pay Period

The total work days in the pay period are based on the work schedule for the pay group and the period beginning and end dates. The hours in the period are determined by the standard hours for the employee, multiplied by 52 weeks in a year, divided by the number of pay periods in the year.

Jan receives a \$1 hourly pay rate increase. Presuming that she works 86.67 hours in that pay period (based on 2080 work hours in the year, divided by the number of pay periods in the year, which for pay group SM1 is 24), that equates to:

5 Work Days x 86.67 Hours x \$10/11 Work Days in Pay Period = \$393.94

6 Work Days * 86.67 Hours * \$11/11 Work Days in Pay Period = \$520.00

Total Pay = \$913.94

Pay Group Table – Check Distribution Page

Usage	Use the Pay Group Table - Check Distribution page to specify the order in which you want your paychecks to be sorted and to select the address and delivery options for paychecks.
Object Name	PAYGROUP_TABLE5
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Check Distribution • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Group Table, Check Distribution
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

The screenshot shows the 'Pay Group Table - Check Distribution' page. At the top, there are three tabs: 'Paysheets', 'Check Distribution', and 'Check Sequencing'. Below the tabs, the 'Company' is set to 'DC' (Department of Communications) and the 'Pay Group' is 'LBH' (Biweekly Hourly Paygroup). The 'Pay Group Information' section shows an 'Effective Date' of '01/01/1980' and a 'Status' of 'Active'. There are navigation buttons for 'Find First', '1 of 1', and 'Last'. The 'Paycheck Sequence' section has two columns of radio buttons: 'Paysheet Order' (selected), 'Company Distribution Order', 'Postal Code Order', and 'Select on Payroll Data Panel'. The 'Paycheck Address Option' section has 'Home Address' (selected) and 'Select on Payroll Data Panel'. The 'Paycheck Location Option' section has 'Home Department Location' (selected) and 'Job Location'. The 'Paycheck Employee Sequence' section has 'Employee Name Sequence' and 'Employee ID Sequence' (selected). At the bottom, there are links for 'Pages 1 - 3', 'Pages 4 - 6', and 'Pages 7 - 9'.

Pay Group Table – Check Distribution page

Company The company you specified in the entry page displays here.

Pay Group The pay group you specified in the entry page displays here.

Pay Group Information

Effective Date The effective date of the pay group displays here.

Status The status of the pay group displays here.

Paycheck Sequence

Use the **Paycheck Sequence** group box to choose a sort order for your checks. The system prints checks according to the various sequencing options on the Pay Group Tables in off-cycle as well as on-cycle modes. It is important to note that check sequencing takes place during the Pay Confirmation process. Because the system confirms one off-cycle paysheet page at a time, it sorts off-cycle checks within each paysheet page. For example, if you confirm off-cycle paysheet pages 1–5 in a single confirmation run, and each page contains ten checks, each page is sorted individually: You end up with five individually sorted groups of ten checks each, not one group of fifty checks sorted as a whole.

Paysheet Order Select this option to sort checks in the same order as paysheets. This is the system default, and is the most efficient and fastest sort order.

Postal Code Order Select this option to sort checks by postal code. Use the postal code from the Paycheck Address option. Note that this sort option applies to U.S. Zip Codes as well as Canadian and other international postal codes.

Company Distribution Order Select this option to sort checks according to the print check sequence, which you set up in Pay Group Table – Check Sequencing page.

Select on Payroll Data Page Select this option to sort checks by company distribution or postal code sequence based on the paycheck delivery option you select on the Payroll Data 1 page and the Payroll Data 2 page.

Paycheck Address Option

Use the **Paycheck Address Option** group box to select which address you want to appear on your employee payroll checks. When you print paychecks for your employees, the system always prints an address on the check, no matter which paycheck sequence option you choose.

Home Address Select this option to print the employee's home address, as entered on Personal Data under the Personnel Administration menu.

Select on Payroll Data Page Select this option to print the address according to the Paycheck Location Option selected on the Payroll Data 1 page (in the Maintain Payroll Data menu). This option gives you the flexibility to override the default address at the employee level.

Paycheck Location Option

Use the **Paycheck Location Option** group box to specify the location to be used to sort checks when you use location as a sort option for company distribution.

Home Department Location Select this option to sort checks by home department location.

Select on Payroll Data Page Select this option to sort checks using the Payroll Data page (1&2). Enter the appropriate location at the employee level.

Job Location Select this option to sort checks by job location.

Paycheck Employee Sequence

Use the **Paycheck Employee Sequence** group box to sort checks by employee name or by employee ID.

Employee Name Sequence Select this option to sort checks by employee name.

Employee ID Sequence Select this option to sort checks by employee ID.

Pay Group Table – Check Sequencing Page

Usage	Use Pay Group Table - Check Sequencing page to define print sequence choices using any of the valid print sequence options.
Object Name	PAYGROUP_TABLE6
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Check Sequencing • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Group Table, Check Sequencing
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

The screenshot displays the 'Pay Group Table – Check Sequencing' page. At the top, there are three tabs: 'Paysheets', 'Check Distribution', and 'Check Sequencing'. Below the tabs, the 'Company' is set to 'DC' (Department of Communications) and the 'Pay Group' is 'LBH' (Biweekly Hourly Paygroup). The 'Pay Group Information' section shows the 'Effective Date' as '01/01/1980' and the 'Status' as 'Active'. Below this, there are two columns of 'Check Print Sequence' options, numbered 01 through 10. Each option has a small search icon next to it. At the bottom of the page, there are navigation links for 'Pages 1 - 3', 'Pages 4 - 6', and 'Pages 7 - 9'.

Pay Group Table – Check Sequencing page

Company The company you specified in the entry page displays here.

Pay Group The pay group you specified in the entry page displays here.

Pay Group Information

Effective Date The effective date of the pay group displays here.

Status The status of the pay group displays here.

Check Print Sequence 01 – 10 If you selected the company distribution order option as the paycheck sequence on the Pay Group Table - Check Distribution page, you must select a check print sequence here. Valid values are *Department ID (D)*, *Employee ID or Name (E)*, *FLSA Status (F)*, *Location (L)*, *Mail Drop (M)*, *Shift (S)*, *Employee Type (T)*, and *Supervisor ID (U)*.

Example

For example, to sort checks by Location, Shift within Location, and Employee ID/Name (based on whether you select Employee ID Sequence or Employee Name Sequence in the **Paycheck Employee Sequence** group box on the Pay Group Table - Check Distribution page) within Shift, you enter three sort criteria on this page:

Prt Seq 01	L	Location
Prt Seq 02	S	Shift
Prt Seq 03	E	Employee

Pay Group Table – Report Parameters Page

Usage	Use the Pay Group Table - Report Parameters page to further define U.S. and Canadian options for your pay groups.
Object Name	PAYGROUP_TABLE7
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Report Parameters • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Group Table, Report Parameters
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Pay Group Table – Report Parameters page

Company

The company you specified in the entry page displays here.

Pay Group The pay group you specified in the entry page displays here.

Pay Group Information

Effective Date The effective date of the pay group displays here.

Status The status of the pay group displays here.

Earnings Break Point (E&G only)

Use the **Earnings Break Point** group box only if the pay group includes employees who belong to the California Public Employees' Retirement System (PERS). If you have no California-based public employees participating in PERS, leave these fields blank.

If you participate in PERS, the information on these fields is used during benefit calculation, if you've set up the PERS plan in the Retirement Plan page to be coordinated with FICA. The OASDI Modification Data fields correspond to the fields on the OASDI Modification Chart.

Earnings Break Point Enter a dollar amount at which earnings below the break point are treated differently from earnings above the break point.

Low Factor Enter a value to represent the factor used in the calculation to modify earnings that fall below the break point

High Exemption Enter a value to represent the factor used to modify earnings that exceed the break point.

Example

For example, suppose \$400 is the break point for calculating employee earnings reported monthly. According to the OASDI Modification Chart, if earnings are:

- Less than \$400, earnings are recalculated as:

$$\text{Earnings} \times 2/3 \times \text{Rate}$$

- Greater than \$400, earnings will be recalculated using the OASDI formula:

$$(\text{Earnings} - \$133.33) \times \text{Rate}$$

To set up this data for a pay group with a monthly pay frequency, you enter 400 in Earnings Break Point, 0.6667 in Low Factor, and 133.33 in High Exemption.

ROE Contact ID (Canada only)

If you run Canadian Payrolls and produce ROE's (Record of Employment), you need to enter the appropriate reference and contact information in this group box.

Payroll Reference # Enter a reference value number to help you locate employees. This is an internal payroll reference number.

Contact ID

Select a value representing the employee ID of the person who should respond to any internal questions regarding Record of Employment (ROE).

Issuer ID

Select a value representing the employee ID of the person who issued the ROE.

Pay Group Table – Bank/Tip Info Page

Usage	Use the Pay Group Table – Bank/Tip Info page to establish tips processing for tipped employees within the pay group.
Object Name	PAYGROUP_TABLE8
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Bank/Tip Info • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Group Table, Bank/Tip Info
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Report Parameters: Bank/Tip Info | Time and Labor

Company: DC Department of Communications

Pay Group: LBH Biweekly Hourly Paygroup

Pay Group Information: Find First 1 of 1 Last

Effective Date: 01/01/1980 Status: Active

Delay Withholding of Taxes

☒ Delay Withholding of Taxes ☒ Adjust to Minimum Wage

Min Wage Adjustment Earnings Code: [Dropdown]

Tip Credit Earnings Code: [Dropdown]

Source Bank ID: KU01 State Bank

Min Net Pay / Max Net Pay: [] / \$10,000

Pages 1-3 | Pages 4-6 | Pages 7-9

Pay Group Table – Bank/Tip Info page
Company

The company you specified in the entry page displays here.

Pay Group

The pay group you specified in the entry page displays here.

Pay Group Information

Effective Date The effective date of the pay group displays here.

Status The status of the pay group displays here.

Delay Withholding of Taxes

Delay Withholding of Taxes Check this box for the month-to-date tips withholding threshold established on the Federal/State Tax Table – Special Tax Amounts page.

Adjust to Minimum Wage This check box is selected by default, so that the system adjusts tips for the pay group to minimum wage. If you have an agreement with the IRS, you can clear this check box. If this box is selected, you must select a minimum wage adjustment earnings code in the **Min Wage Adjustment Earns Code** field.

Min Wage Adjustment Earns Code Select the earnings code to be used for adjustment of tips to minimum wage. This is for cases in which the tips reported amount to less than tips credit.

Tip Credit Earnings Code Select the earnings code to be used for tips credit.

Note. Tips processing covers tip allocation, tip credit, and tip establishment mainly in the hospitality industry but it can be used for any tipped employee population.

Source Bank ID Select a source bank ID to indicate the bank from which employees in this pay group are to be paid. The source bank contains the transit number, bank account number, check and advice form, and other information necessary to create checks and direct deposit entries for employees.

Min/Max Net Pay Enter the minimum/maximum dollar amount (net) that any given check may be issued for within the selected pay group.

Pay Group Table – Time and Labor Page

Usage	Use the Pay Group Table - Time and Labor page to allow for a load to the Payroll paysheets from Time and Labor for employees within the pay group.
Object Name	PAYGROUP_TABLE9
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Time and Labor • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay

	Group Table, Time and Labor
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Pay Group Table – Time and Labor page

Company The company you specified in the entry page displays here.

Pay Group The pay group you specified in the entry page displays here.

Pay Group Information

Effective Date The effective date of the pay group displays here.

Status The status of the pay group displays here.

Task Elements to Load to Payroll

Task Elements to Load to Payroll Select a task element to load to payroll. This enables you to load any of the following fields from PeopleSoft Time & Labor to paysheets when the Time & Labor data is selected. Valid values are ***Business Unit, Department, Job Code, Locality, Position Number, and State.***

How the Pay Group Table Affects Paysheets

When you enter regular hours, overtime hours, or regular earnings on paysheets, the system refers back to the Pay Group Table to determine the Earnings Code for Regular Hours, Overtime Hours,

and Regular Earnings. Under Other Earnings, the system automatically generates entries for any holiday pay using the Holiday Earnings Code specified in the Pay Group Table.



For more information about paysheets, see *Working with Paysheets*

Specifying Pay Group Defaults on the Company Table

There is no limit to the number of pay groups you can define for a company. You may need only one, or more likely, several pay groups to accommodate the different payroll schedules you have.

Once you set up all the valid pay groups for a company, you need to return to Manage Human Resources, Company Table – Default Settings page, to assign a pay group default. Typically, that default should be the most common pay group for the company/agency. Employees assigned to that company in their job record default to the pay group established for that company and the employee type established for that pay group.



For more information on the pay group defaults on the Company Table – Default Settings page, see *Setting Up Human Resources Tables*.

CHAPTER 9

Preparing Your Payroll Process

Much of the employee information you need to process a payroll resides in tables common to all PeopleSoft HRMS applications. The employee Workforce and Benefits information you need, such as name, address, social security number or social insurance number, rate of pay, department, medical and savings plans, and so forth, works in conjunction with the specific Payroll Data you provide.

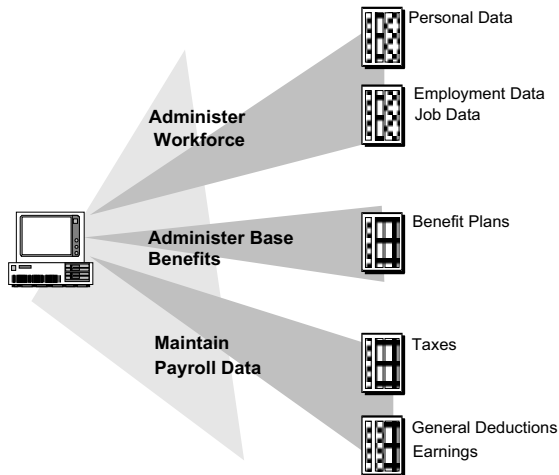
In this section we review all the windows and pages you use to set up employee data. The pages in the Administer Workforce menu contain basic employee data, such as department, job code, rate of pay, employee name and address, and social security number or social insurance number. Because much of the information stored here is relevant only to human resources management, we don't cover all the pages of this menu. Instead, we concentrate on those used by PeopleSoft Payroll: Name/Address, Personal Profile, Eligibility/Identity, Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, Employment Information, Employment Dates, Job Earnings Distribution, and Benefit Program Participation pages.



Because many of the fields on these pages are fairly self-explanatory, we won't go into great detail about how to complete them, except when the entries specifically affect PeopleSoft Payroll or other tables involved in the payroll process. For more information on the PeopleSoft Workforce and Benefits applications, see your *PeopleSoft Human Resources* and *PeopleSoft Benefits* documentation.

Connecting Human Resources and Payroll Pages

Depending on how your company is organized, you may or may not be responsible for entering all this information. In many companies, the human resources department enters general company and benefit data, but only the payroll department is authorized to enter data specific to payroll. Regardless of whether it's your job or not, be sure to review this chapter carefully to become more familiar with the interrelationships of tables and fields and how they affect PeopleSoft Payroll.



Setting up employees



If you're setting up Canadian employees, you should use pages under Administer Workforce (GBL) and Maintain Payroll Data (CAN). These pages are almost identical to the U.S. versions, so we don't review them in detail, except where pages or fields that affect the Canadian Payroll process differ. We point out any additional variations as we discuss how you complete each page.



When you're setting up employee information, remember to set the Effective Date according to when you want the data to go into effect; otherwise the entries may not go into effect when you (or the employee) expect.



For more information about how these fields are used in PeopleSoft HRMS, see Using PeopleSoft 8 Applications.

Entering Employee Personal Data

You set up basic personal information about an employee on the Personal Data pages. These pages are the first ones you use when you hire a new employee and they must be completed before the employee can be paid:

- Name Page
- Address Page
- Personal Profile Page

- Eligibility/Identity Page

Assigning Employee IDs

When you hire an employee, you start by selecting **Administer Workforce, Administer Workforce (GBL), Use, Hire**. In the Add-Hire page, you can assign an Employee ID or leave the field blank to have the system automatically assign one for you when you select Continue.



The screenshot shows a web interface titled 'Hire' with a sub-header 'Add a New Value'. Below this, there are two input fields: 'EmplID:' followed by a text box, and 'Empl Rcd Nbr:' followed by a small numeric box containing the value '0'. A yellow 'Add' button is positioned below these fields.

Add - Personal Data page

Personal Data - Name Page

Usage	Use the Name page to enter employee name and address.
Object Name	PERSONAL_DATA1
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Personal Data, Name Administer Workforce, Administer Workforce (USF), Use, Add Non-Employee, Name
Prerequisites	None
Access Requirements	Enter an Employee ID.

The screenshot shows the 'Personal Data - Name' page. At the top, there are tabs: 'Name', 'Address', 'Personal Profile', and 'Eligibility/Identity'. Below the tabs, the 'Name' tab is selected. The page displays the following information:

- ID:** KU0010 **Employee**
- Personal Data** (View All, First, 1 of 1, Last)
- *Effective Date:** 09/12/1997
- Name**
 - Format Using:** USA (United States)
 - Name:** Santos, Antonio
 - Prefix:** Mr
 - First Name:** Antonio **Middle:**
 - Last Name:** Santos **Suffix:**
- Benefits Information**
 - *Marital Status:** Married **As of Hire**
 - Canada**
 - ☒ **Smoker** **As of Hire**
 - USA**
 - ☒ **Smoker** **As of Hire**

Personal Data - Name page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID**, **Effective Date**, **Prefix**, **First Name**, **Middle**, **Last Name**, **Suffix**.

Format Using

Enter the country code here. The system will display the appropriate fields for your entry when you move out of this field.

Name

You can later specify that the employee's name, as entered on this page, should print on a paycheck.

Marital Status

PeopleSoft Payroll doesn't use the marital status entered on this page for tax calculations. For U.S. employees, you enter that information in Maintain Payroll Data on the Federal, State, and Local Tax pages. Taxes for Canadian employees are based on net claim amount, which varies depending on the employee status.

For more information about Maintain Payroll Data, see PeopleSoft 8 Payroll for North America, "Maintaining Payroll Data"

Smoker

Select this option if the employee is a smoker.

Personal Data - Address Page

Usage	Use the Address page to enter information about an employee's address.
Object Name	PERSONAL_DATA1B

Navigation	Administer Workforce, Administer Workforce (GBL), Use, Personal Data, Address Administer Workforce, Administer Workforce (USF), Use, Add Non-Employee, Address
Prerequisites	Address is the second page in the Personal Data component. You must first enter data on the Name page.
Access Requirements	Enter an Employee ID.

The screenshot shows the 'Personal Data, Address' page. At the top, there are tabs: 'Name', 'Address' (selected), 'Personal Profile', and 'Eligibility/Identity'. Below the tabs, the employee's name 'Santos, Antonio' and ID 'KU0010' are displayed. The 'Personal Data' section has a 'View All' link and pagination 'First 1 of 1 Last'. The 'Effective Date' is '09/12/1997'. The 'Home Address' section contains the following fields: Country (USA), Address 1 (4689 Z Street), Address 2, Address 3, City (Sacramento), County, State (CA), and Postal (94246). Below this is a 'Mailing Address' section with a link to 'Mailing Address'. At the bottom, there are links for 'Email' and 'Phone'.

Personal Data, 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: **EmplID**, **Effective Date**, **Country**, **Address 1**, **Address 2**, **Address 3**, **City**, **County**, **Postal**, **State**.

Mailing Address Click this link to go to the Postal Address page.

Email Click this link to go to the Email Addresses page.

Phone Click this link to go to the Phone page.

You can later specify that the employee's address, as entered on this page, should print on paychecks.

Mailing Address Page

Usage	Use the Mailing Address page to enter a mailing address that is different from an employee's home address.
Object Name	ADDRESS_OTHER_SEC
Navigation	Click the Mailing Address link on the Personal Data, Address page.

Mailing 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: **Country, Address 1, Address 2, Address 3, City, County, Postal, State.**

Email Addresses Page

Usage	Use the Email Addresses page to enter an employee's email addresses.
Object Name	EMAIL_ADDRESS_SEC
Navigation	Click the Email link on the Personal Data, Address page.

Email Addresses page

Email Type Select from *Business, Campus, Dorm, Home* or *Other*.

Email Address Enter the full email address here.

Phone Page

Usage	Use the Phone page to enter employee telephone information.
Object Name	PERSONAL_DTAPH_SEC
Navigation	Click the Phone link on the Personal Data, Address page.

Santos,Antonio		Employee	ID: KU0010
Phone First 1 of 1 Last			
*Phone Type	Telephone		
FAX	925/867-2341		
OK Cancel			

Phone page

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

Personal Data - Personal Profile Page

Usage	Use the Personal Profile page to enter the personal background information you need for each employee, such as Gender and Education Level.
Object Name	PERSONAL_DATA2
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Personal Data, Personal Profile Administer Workforce, Administer Workforce (USF), Use, Add Non-Employee, Personal Profile
Prerequisites	Personal Profile is the third page in the Personal Data component. You must first enter data on the Name and Address pages.
Access Requirements	Enter an Employee ID.

Name		Address		Personal Profile		Eligibility/Identity	
Santos,Antonio		Employee		ID: KU0010			
*Gender:	Male			☐ Full-Time Student			
Alternate Employee ID:				☐ Waive Data Protection			
Original Hire Date:	09/12/1997						
*Highest Education Level:	G-Bachelor's Level Degree						
Referral Source:	Job Fair						
Employee Referral ID:							
Specific Referral Source:							
Canada							
Bilingualism Code:							
Health Care Nbr/Prov:							
USA							
Date Entitled to Medicare:							

Personal Data - Personal Profile page

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

Gender	Enter the employee's gender.
Full-Time Student	Select this option if the employee is a full-time student.
Alternate Employee ID	If applicable, enter the alternate employee ID here.
Waive Data Protection	This field is not used in North American Payroll.
Original Hire Date	This field may be used to determine when to start paying an employee. In some cases, it serves as a default for other date fields.
Highest Education Level	Select the highest education level completed.
Referral Source	If the employee was referred, enter the source here; if not, select <i>none</i> .
Employee Referral ID	If the referral source is an employee, enter that employee's ID number here.
Specific Referral Source	Use this field to enter a specific referral source if necessary.
Bilingualism Code	If the Official Languages Act applies to your organization, you'll use the Bilingualism Code as part of the Official Languages report (PER102CN) you submit to the government. For Canada, select the employee's language ability: <i>Bilingual</i> , <i>Not Bilingual</i> , <i>Receptive</i> , <i>Unknown</i> , or <i>None</i> .
Health Care Nbr/Prov	Enter a number and select the appropriate Canadian Health Care Province from the values in the State/Province Table.
Date Entitled to Medicare	Enter the date on which the employee is eligible for Medicare coverage.

Personal Data - Eligibility/Identity Page

Usage	Use the Eligibility/Identity page to enter information regarding the employee's identity and eligibility for employment.
Object Name	PERSONAL_DATA3
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Personal Data, Eligibility/Identity Administer Workforce, Administer Workforce (USF), Use, Add Non-Employee, Eligibility/Identity

Prerequisites	Eligibility/Identity is the fourth page in the Personal Data component. You must first enter data on the Name, Address, and Personal Profile pages.
Access Requirements	Enter an Employee ID.

Santos, Antonio Employee ID: KU0010

Birthdate: 08/09/1972 Birth Country: USA United States

Age: Years 28 Months 0 State:

Date of Death: Birth Location:

Language Code: English

National ID View All First 1 of 1 Last

Country	National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number	578-29-0482	☒

Canada

*Visible Minority: Not Visible ☐ Aboriginal Person

USA

Ethnic Group: Hispanic

Military Status: Not indicated

☒ Eligible to Work in U.S.

Employment Eligibility Proof

1: 2:

Personal Data - Eligibility/Identity page

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

Birthdate	Enter the date of birth.
Birth Country	Enter the country in which the employee was born.
Age	Once you enter a birthdate, the system displays the employee's age in months and years.
Date of Death	Enter date if applicable.
Birth Location	Enter the city or town in which the employee was born.

Language Code	Select the employee's native or preferred language from the drop-down list. The system stores valid values on the Translate Table. The employee's preferred language does not affect system, performance or processing in any way.
National ID Type	The system populates this field automatically with the default value you established for this country on the National ID Type Table. You can select another valid type if you wish.
National ID	Enter the national ID here. The system automatically performs a check-digit validation routine when Canadian Social Insurance Numbers are entered into the National ID field. PeopleSoft provides a W2 audit report, TAX900, that checks against the Social Security Numbers entered in the Social Security # field and lists any employees with invalid SSNs (those that begin with 8 or 9).
For more information about reports, see your Introduction to PeopleSoft Reporting, "PeopleSoft Reporting Tools" PeopleBook.	
Visible Minority	This field is not used in Payroll processing.
Aboriginal Person	This field is not used in Payroll processing.
Ethnic Group	This field is not used in Payroll processing.
Military Status	This field is not used in Payroll processing.
Eligible to Work in U.S.	Select this option if appropriate, and enter data in the Employment Eligibility Proof group box.

Entering Job Data

The Job Data pages maintain information about employees' job paths—date of hire, promotions, job transfers, or pay rate changes—within each employment record. Any changes you make on a job record for salary, department, or other accounting information appears on the paysheets as part of the employee's regular job record.



This section discusses only those fields directly relevant to payroll processing. For more information about the Job Data pages, see your *PeopleSoft Human Resources* PeopleBook.

Job Data - Work Location Page

Usage	Use the Work Location page to record the employee's status, effective date, action, and reason for action.
Object Name	JOB_DATA1
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Work Location Administer Workforce, Administer Workforce (USF), Use, Current Job, Work Location
Prerequisites	None
Access Requirements	Enter an Employee ID.

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Santos, Antonio Employee ID: KU0010 Empl Rcd#: 0

Work Location View All First 1 of 2 Last

Employee Status: Active Date Created: 08/01/2000 + -

*Effective Date: 07/01/1998 Effective Sequence: 1 *Job Indicator: Primary Job

Action / Reason: Pay Rate Change Q

Current

Position Number: 19000018 Administrative Assistant Position Entry Date: 09/12/1997

☒ Position Data Override ☐ Position Management Record

*Regulatory Region: USA United States

*Company: GBI Global Business Institute

*Business Unit: US006 GBI BU for US006

*Department: KU001 Human Resources Department Entry Date: 09/12/1997

Location: KUNY00 US HQ

Supervisor ID: KU0071 Palisco, Tina

France

Job Data Employment Data Earnings Distribution Benefits Program Participation

Job Data - Work Location page

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

Employee Status

This field is critical in determining whether an employee is paid. Employee Status is determined by the action specified on the current job data record. Valid values for **Employee Status**:

- *Active*
- *Leave with Pay*
- *Retired with Pay*
- *Terminated*
- *Leave of Absence*
- *Retired*
- *Suspended*
- *Terminated with Pay*
- *Short Work Break (USF)*

Effective Date

The **Effective Date** is also critical in determining how an employee is paid. When you hire an employee, the **Effective Date** becomes the Hire and Original Hire Date. If an employee is hired in the middle of a pay period, the system automatically calculates what percentage of their pay the employee is due and creates a corresponding paysheet entry.

Likewise, if you add an entry to an employee's job record—perhaps you give someone a promotion or pay rate change—that goes into effect in the middle of a pay period, the system creates two pay earnings entries on the paysheet and prorates the earnings accordingly. The system stores rules for proration in the Pay Group Table.

Effective Sequence

The system displays the sequence in which your employee records are updated. The number defaults to 0 and tracks multiple administrative actions that have the same effective date and are therefore set to occur on the same day.

Job Indicator (USF)

Use this field to indicate whether this is the employee's primary job or a secondary job. Choose *N/A* (Not Applicable) if those choices don't apply to this job. The system hides this field if you haven't turned on **Multiple Jobs Allowed** in the PeopleTools Options page.

Action/Reason

1. Use this field to specify an action on an employee's job record:

2. <i>ADL</i>	Additional Job
3. <i>ASC</i>	Assignment Completion
4. <i>ASG</i>	Assignment
5. <i>DEM</i>	Demotion
6. <i>DTA</i>	Data Change
7. <i>HIR</i>	Hire
8. <i>JED</i>	Earnings Distribution Change
9. <i>JAC</i>	Job Reclassification
10. <i>LOA</i>	Leave of Absence
11. <i>LOF</i>	Layoff
12. <i>LTD</i>	Long Term Disability With Pay
13. <i>LTO</i>	Long Term Disability
14. <i>PAY</i>	Pay Rate Change
15. <i>PLA</i>	Paid Leave of Absence
16. <i>POS</i>	Position Change
17. <i>PRB</i>	Probation
18. <i>PRC</i>	Completion of Probation
19. <i>PRO</i>	Promotion
20. <i>REC</i>	Recall from Suspension/Layoff
21. <i>REH</i>	Rehire
22. <i>RET</i>	Retirement
23. <i>Return-SWB (USF)</i>	Return from Short Work Break
24. <i>RFD</i>	Return from Disability
25. <i>RFL</i>	Return from Leave
26. <i>RWP</i>	Retirement With Pay

- 27. **Short WBrk (USF)** Short Work Break
- 28. **STD** Short Term Disability With Pay
- 29. **STO** Short Term Disability
- 30. **SUS** Suspension
- 31. **TER** Termination
- 32. **TWP** Termination With Pay
- 33. **XFR** Transfer

The actions you select here are reflected on the paysheets as needed.

Once you specify that you've terminated an employee by entering an action of **TER** (Termination), the system stops creating paysheet entries for that employee as of the effective date of the action.

Note. If the **Action TER** is included on your Final Check Action/Reason Table, the system also generates an automatic Final Check Request for the employee.

Position Number

If you're driving part or all of the system by position, select a **Position Number** from the drop-down list. You define positions in the Position Data pages. When you move out of the Position field, the system completes position-related fields in the Hire component with default data from the Position Data pages, including **Job Code**, **Department**, **Location**, and **Full- or Part-Time**. These fields then become unavailable for data entry.

PeopleSoft Human Resources will issue a warning message if you assign an employee to a position that has already been filled by another employee and if a new employee appointment exceeds the maximum head count for that position. The system calculates the **Head Count** and shows the appropriate indicator for **Open/Filled** in Position Data 1 when you make changes to employee assignments.

Position Entry Date

When you move out of the **Position** field, the system automatically fills in the **Entry Date** as the effective date, which you can override if necessary.

Position Data Override

Check this box if you want to enter exceptions to the default position data for this employee. This will open up the grayed fields, including **Job Code** and **Department**, and you can then override the entries in these fields. For example, the employee might have a higher salary grade than the standard grade associated with the position.

Warning! If you override the defaults for position-related data, you'll have to maintain the employee data manually—the system will not update position data automatically again until you turn Position Data Override off.

Position Management

Record

The system checks this box when you've made changes to fields in the Position Data pages that overlap with fields here. A checked box indicates that the system has automatically inserted a data row in Job Data pages. The box is unavailable for data entry.

Regulatory Region

Select a value from the drop-down list to assign this employee to a **Regulatory Region**. Choose a region for this worker. The Regulatory Region affects how the system processes information for this employee.

Company

The **Company** field on the Job Data, Work Location page identifies the company for whom an employee works. The value for this field comes from the value you entered for the Company field on the Department Table or Installation Table.

If you entered the default company on the Department Table, this field is unavailable for entry. Using the information stored on the Department Table, the system determines that the department you entered in Job Data is valid for that one company only. If you didn't specify a company on the Department Table, you can enter the company here.

Department

You can print an employee's **Department** on paychecks. You can use this field with the Paycheck Print program, to indicate the department where the employee's paycheck is to be delivered. Depending on how you defined Paysheet Sequence on the Pay Group Table, the Department may also affect the sequence in which paysheets are created.

Department Entry Date

Enter the date on which the employee first entered this department.

Location

When you use the Paycheck Print program, you can specify **Location** as a place to deliver the checks. The Location defaults to the value that you entered in the Department Table for the department assigned to the employee.

Note. The **Location** you see here does not determine the employee's primary work state and location that appear on the paysheets. You specify that information by selecting a valid Tax Location Code on the Job Data, Payroll page to identify the state and local tax jurisdictions for the employee. You maintain valid Tax Location Codes on the Tax Location Table.

Supervisor ID

This defaults to the manager of the department you assigned the employee. If necessary, you can override the default. You link the manager to the department in the Department Table.

If you're using full position management, you won't use **Supervisor ID** at all. The system hides this field if you're using partial position management *and* you defined a **Reports to Position** value for the position number you assigned to this employee.

Warning! Make sure you specify the employee's Department code before you enter a new **Supervisor ID**. If you enter a **Supervisor ID** before you select a department code, the system will override the ID each time you enter or change the employee's department.

Employment Data

Click this link to go to the Employment Data component.

Earnings Distribution

Click this link to go to the Job Earnings Distribution page.

Benefits Program Participation

Click this link to go to the Benefit Program Participation page.



Certain changes you make to **Employee Status** can trigger either Retro Pay or Final Check processing. A Retro Pay Request is triggered by any **Employee Status** change with an **Effective Date** that's earlier than or equal to the latest pay end date of a check already paid to the employee. A Final Check Request is triggered by any **Employee Status** change that's based on one of the **Action/Reason Codes** defined on the Final Check Action/Reason Table.



For more information about the Retro Pay Process, see Processing Retro Pay.



For more information about Final Check Action/Reason Codes, see Defining the Final Check Process.

Paying Employees on Disability

Some employees on disability need to be paid at a given percentage of their regular pay. You can handle this situation without changing the employee's salary. Simply set up a disability plan earnings code on the Earnings Table based on a percentage.



This feature works only for hourly employees, not for salaried employees.

When you enter an **Action** of **STD** (Short Term Disability With Pay) or **LTD** (Long Term Disability With Pay) on Job Data, Work Location, the system changes the employee's status to **Leave With Pay**.

To send 100% of the employee's pay to the disability plan Earnings Code, go to the Job Data, Job Earnings Distribution page, select the By Percent option, enter the appropriate disability Earnings Code, and enter a Percent of 100.



When you put an employee on disability, don't forget to check additional pay records and make any necessary changes.

Job Data - Job Information Page

Usage	Use the Job Information page to assign job codes, shifts, and shift differentials, standard hours, and FLSA status.
Object Name	JOB_DATA_JOBCODE
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Job Information Administer Workforce, Administer Workforce (USF), Use, Current Job, Job Information
Prerequisites	Job Information is the second page on the Job Data component. You must first enter data on the Work Location page.
Access Requirements	Enter an Employee ID.

<u>Work Location</u>		<u>Job Information</u>		<u>Job Labor</u>	<u>Payroll</u>	<u>Salary Plan</u>	<u>Compensation</u>
Santos, Antonio		Employee		ID: KU0010	Empl Rcd#: 0		
Job Information View All First 1 of 2 Last							
Effective Date: 07/01/1998		Effective Sequence: 1		Job Indicator: Primary Job			
Action / Reason: Pay Rate Change							
Current							
*Job Code:	KU051	Administrative Assistant	Entry Date:	09/12/1997			
*Regular/Temporary:	Regular		*Full/Part:	Full-Time			
Empl Class:			*Officer Code:	None			
*Regular Shift:	N/A		Shift Rate:				
Standard Hours:	40.00		FTE:	1.00			
Work Period:	W	Weekly					
Contract Number:		Contract Type:					
		Next Contract Number					
USA							
*FLSA Status:	Nonexempt						
*EEO Class:	None						
Work Day Hours:							
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation				

Job Data - Job Information page

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

Effective Sequence

The system displays the sequence in which your employee records are updated. The number defaults to 0 and tracks multiple administrative actions that have the same effective date, and are therefore set to occur on the same day.

Action/Reason

The system displays the reason a worker's employment information is being updated.

Job Code

When you assign an employee a **Job Code** on this page, the paysheet process uses it to create a payline on that employee's paysheet. The system automatically creates a pay earnings record for each active Job Code on the employee's employment record. In most cases, each employee has only one active job record.

Entry Date

When you move out of the **Job Code** field, the system displays the date the employee was first assigned to this job code.

Regular/Temporary Indicate whether the new hire is a **Regular** or **Temporary** employee.

Full/Part The system uses the **Full/Part**-Time information in conjunction with the Holiday Schedule. When a holiday falls within a pay period, PeopleSoft Payroll prorates holiday hours for part-time employees. However, proration is based on the standard hours for the employee, not the standard hours for the pay group.

Empl Class This field provides another method of grouping employees. Examples include *Assignee*, *Expatriate*, or *Intern*. Employee classes are included in the Translate Table.

Officer Code Use this field to identify highly compensated employees for the Non-Discrimination Testing – 401(k)/401(m) report (NDT004). The default value is *None*. The system stores valid values in the Translate Table.

For more information on the Non-Discrimination Testing report (NDT004) and on eligibility requirements, see PeopleSoft 8 Base Benefits documentation.

Regular Shift This field defaults to *N/A (Not Applicable)*. If the employee is working shifts, select the appropriate shift. Shift values are stored on the Translate Table. If the employee does not work shifts, leave the Shift Rate and Factor fields blank.

Shift Rate Complete this field to set up a custom shift differential for this employee only. To apply a shift differential to a group of employees who all work the same shift, enter shift information in the Shift Table in PeopleSoft Payroll (North American). These options are mutually exclusive. You can only use one at a time.

Note. Changes you make to **Shift/Rate/Factor** can trigger the Retro Pay function. Retro Pay is triggered by any employee **Shift/Rate/Factor** change with an Effective Date that's earlier than or equal to the latest pay end date of a check already paid to the employee.

Standard Hours

Standard Hours indicates the standard number of hours that an employee works in a week. **Standard Hours** defaults from the Job Code Table for the Job assigned to the employee. The default standard hours value for the Job Code Table comes from the Installation Table. You must have **Standard Hours** greater than zero for all employees. This value is used to calculate the compensation rates on the Job page.

The **Standard Hours** you enter on this page may not be greater than the Maximum Standard Hours nor less than the Minimum Standard Hours defined on the Installation Table.

Note. Changes you make to an employee's **Standard Hours** can trigger the Retro Pay function. Retro Pay is triggered by any **Standard Hours** change with an **Effective Date** that's earlier than or equal to the latest pay end date of a check already paid to the employee.

FTE

The percentage of full time the employee should normally work in this job. The system calculates this value based on the Standard Hours entry for this job and the Standard Work Period. However, you can override the system-calculated FTE and enter any value you wish. The system will issue a warning if you enter a value greater than **1.0**.

Work Period

Select a standard **Work Period**. The standard **Work Period** is the time period in which employees must complete the Standard Hours. Valid values are stored on the Frequency table. The system uses the annualization factor of the standard **Work Period** in combination with the Standard Hours to calculate FTE (full-time equivalency).

Contract Number

The contract number is displayed here.

Next Contract Number

Select this option to display the next contract number. This field will be updated after the renew contracts process is completed.

Contract Type

This field will be updated after the renew contracts process is completed.

FLSA Status

The system fills in this field based on the Job Code you assigned this employee. **FLSA Status** indicates whether this job is *exempt* or *nonexempt* according to the Fair Labor Standards Act. **FLSA Status** also helps determine benefits eligibility in PeopleSoft Benefits Administration. The system stores **FLSA Status** values in the Job Code Table.

Note. Changes you make to an employee's **FLSA Status** can trigger the Retro Pay function. Retro Pay is triggered by any **FLSA Status** change with an **Effective Date** that's earlier than or equal to the latest pay end date of a check already paid to the employee.

Employment Data

Click this link to go to the Employment Data component.

Earnings Distribution

Click this link to go to the Job Earnings Distribution page.

Benefits Program Participation

Click this link to go to the Benefit Program Participation page.

Shift Differentials

You can't override shift differentials that are defined on the Shift Table unless you selected the Specified at Employee Level check box on that page.

There are two parts to calculating shift differentials. If you enter the differential here, you can define it as a Rate multiplied by hours, as a Factor, or both. The system calculates shift differentials using the following formula:

- $(\text{Shift Rate} + (\text{Shift Factor} \times \text{Pay Rate})) = \text{Shift Premium}$

Shift Rate is the shift differential rate, Shift Factor is the shift differential factor, and Pay Rate is the hourly rate on the pay earnings record. The system uses the resulting Shift Premium to adjust any hourly earnings subject to shift differential using this formula:

- $(\text{Pay Rate} + \text{Premium}) \times \text{Hours Worked} = \text{Adjusted Earnings}$

Pay Rate is the hourly rate on the pay earnings record, and Hours Worked is the number of hours associated with the earnings code for that pay period.

For example, when Jan Gregory joined CCB as an hourly employee, she was earning \$10 an hour, and worked 40 hours of eligible shift earnings. Her pay obviously varied, depending on which shift she worked.

During her first few months with the company, Jan worked the first shift and was eligible for a Shift Factor of \$0.10. In this case, you would enter a Regular Shift of 1, and a Shift Differential Factor of 0.10. The result would be:

- $(0 + (0.10 \times \$10)) = \$1.00$
(Shift Rate + (Shift Factor x Pay Rate)) = Shift Premium
- $(\$10.00 + \$1.00) \times 40 = \$440.00$
(Pay Rate + Premium) x Hours Worked = Adjusted Earnings

After six months, Jan proves to be a star performer. If you want to give her a little something above and beyond the standard shift premium—another \$0.50 per hour—you can do this in two ways. You could enter a Rate of \$0.50, in addition to the Factor of \$0.10. The system would then calculate her pay like this:

- $(\$0.50 + (0.10 \times \$10)) = \$1.50$
(Shift Rate + (Shift Factor x Pay Rate)) = Shift Premium
- $(\$10.00 + \$1.50) \times 40 = \$460.00$
(Pay Rate + Premium) x Hours Worked = Adjusted Earnings

Alternatively, you could set her up with a shift differential rate of \$1.50, and not use a factor at all. The calculation would vary, but the result would be the same:

- $(\$1.50 + (0 \times \$10)) = \$1.50$
(Shift Rate + (Shift Factor x Pay Rate)) = Shift Premium
- $(\$10.00 + \$1.50) \times 40 = \$460.00$
(Pay Rate + Premium) x Hours Worked = Adjusted Earnings

Job Data - Job Labor Page

Usage	Use the Job Labor page to enter information on the employee's union status and labor agreements.
Object Name	JOB_LABOR
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Job Labor Administer Workforce, Administer Workforce (USF), Use, Current Job, Job Labor
Prerequisites	Job Labor is the third page in the Job Data component. You must first enter data on the Work Location and Job Information pages.
Access Requirements	Enter an Employee ID.

Work Location		Job Information		Job Labor		Payroll		Salary Plan		Compensation	
Santos, Antonio			Employee			ID: KU0010			Empl Rcd#: 0		
Labor Information View All First 1 of 2 Last											
Effective Date:		07/01/1998		Effective Sequence:		1		Job Indicator:		Primary Job	
Action / Reason:		Pay Rate Change									
Current											
Labor Agreement Entry Dt:		04/07/2000									
Labor Agreement:				Category:							
Employee Subcategory:				Employee Subcategory 2:							
Canada Union Code: Pay Union Fee Union Seniority Date: Position Management Record Bargaining Unit:											
USA Union Code: Position Management Record Union Seniority Date: Pay Union Fee Bargaining Unit:											
Job Data Employment Data Earnings Distribution Benefits Program Participation											

Job Data - Job Labor page

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

Effective Sequence

The system displays the sequence in which your employee records are updated. The number defaults to 0 and tracks multiple administrative actions that have the same effective date, and are therefore set to occur on the same day.

Action/Reason

The system displays the reason a worker's employment information is being updated.

Date Entered

If this employee is part of a national **Labor Agreement**, enter the date when the employee entered the Category or Subcategory you'll define on this page. You can use this date to track the employee's seniority within the category.

Labor Agreement

Choose a value from the drop-down list to specify which **Labor Agreement** applies to this employee. You define **Labor Agreement** codes on the **Employee Category** page.

Category

Use this field to specify which **Employee Category** the employee belongs to under the **Labor Agreement**.

Union Code	If the employee belongs to a union, enter the code here. The system displays valid values in the drop-down list. You define Union Codes on the Union Table in the Manage Labor Relations setup menu.
Union Seniority Date	Enter the date the employee entered the union.
Pay Union Fee	Select the check box if a Union Fee should be paid. Your organization can define whether the employee or employer should pay the fee. The box does not affect system processing.
Bargaining Unit	Enter the employee's Bargaining Unit using the list of translate values.
Position Management Record	The system turns on the Position Management Record box whenever the system has inserted this data by updating the incumbent to reflect changes on the Position Data page.
Employment Data	Click this link to go to the Employment Data component.
Earnings Distribution	Click this link to go to the Job Earnings Distribution page.
Benefits Program Participation	Click this link to go to the Benefit Program Participation page.

Job Data - Payroll Page

Usage	Use the Payroll page to enter information about the employee's pay group, employee type, and tax location.
Object Name	JOB_DATA2
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Payroll Administer Workforce, Administer Workforce (USF), Use, Current Job, Payroll
Prerequisites	Payroll is the fourth page in the Job Data component. You must first enter data on the Work Location, Job Information and Job Labor pages.
Access Requirements	Enter an Employee ID.

Work Location		Job Information		Job Labor		Payroll		Salary Plan		Compensation	
Santos, Antonio				Employee		ID: KU0010		Empl Rcd#: 0			
Payroll Info View All First 1 of 2 Last											
Effective Date:		07/01/1998		Effective Sequence:		1		Job Indicator:		Primary Job	
Action / Reason:		Pay Rate Change									
Current											
*Payroll System:		North American Payroll									
Payroll for North America											
Pay Group:		KU1		US Weekly		Holiday Schedule:		KU01		US Holiday	
Employee Type:		H		Hourly		FICA Status:		Subject			
Tax Location Code:		KUDE00		DE Oper							
GL Pay Type:											
Account Code:											
Job Data Employment Data Earnings Distribution Benefits Program Participation											

Job Data - Payroll page

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

Effective Sequence

The system displays the sequence in which your employee records are updated. The number defaults to 0 and tracks multiple administrative actions that have the same effective date, and are therefore set to occur on the same day.

Action/Reason

The system displays the reason a worker's employment information is being updated.

Payroll System

Select *North American Payroll*.

Pay Group

Enter the employee's pay group. The default for this field is the Default Pay Group you entered on the Company Table. Remember that employees in the same pay group are processed at the same time.

Employee Type

This field is edited against the pay group to which you assign them. Before you can assign an employee an employee type, the options must first be defined on the Pay Group Table. You can specify that an employee is:

Salaried: Paid a fixed amount per pay period for this job, such as a monthly salary of \$2000.

Hourly: Paid an hourly rate. This option requires positive time input to pay the employee. Usually you enter the hours worked on the paysheets.

Exception Hourly: Paid an hourly rate and normally works a set number of hours each pay period. For example, an employee who always works 40 hours a week is always paid for 40 hours unless you make an adjustment on the paysheet.

The default employee type is taken from the Pay Group Table. On the Pay Group Table you can also specify that you want to sequence paysheets by employee type.

Tax Location Code

If you selected Automatic Employee Tax Data on the Installation Table, the **Tax Location Code** enables you to automatically load state and local tax and tax distribution data into employee records. You do this by selecting the employee's **Tax Location Code** on this page.

Important! Once you've saved a Tax Location entry on this page, the system ignores any changes made in Correction mode. If you want to change an employee's Tax Location—for example, when the employee is transferred to another location—you have to add an effective-dated row on this page in Update/Display mode.

Warning! Do not change an employee's **Tax Location Code** more than once for the same **Effective Date** (using **Effective Sequence**). The system creates tax records according to the first Tax Location change only. Tax records for the second Tax Location change on the same date will not be created; instead the system will issue the error message "Another User Has Updated the Page."

For more information about Tax Location Codes, see PeopleSoft 8 Payroll for North America, "Defining Your Payroll Taxes".

GL Pay Type

If necessary, use this field to indicate the general ledger account to which this employee's salaries and wages can be posted. This field is optional; you can use it as a way to charge an employee's pay to a particular cost center.

FICA Status

Indicate whether the employee is exempt, subject, or subject to Medicare only.

Account Code

If you use this information, select the appropriate labor distribution to which hours and earnings for this employee are normally posted. You define labor distribution accounts in the Account Code Table.

Holiday Schedule

The holiday schedule assigned to the employee defaults from the holiday schedule you entered on the Pay Group Table. PeopleSoft Payroll uses this field to determine which holiday schedule to use when calculating earnings for paid holidays.

Employment Data

Click this link to go to the Employment Data component.

Earnings Distribution

Click this link to go to the Job Earnings Distribution page.

Benefits Program Participation

Click this link to go to the Benefit Program Participation page.

Tipped

Tipped (U.S. only) is displayed only if the Company to which the Employee is assigned is defined on the Company Table as one that processes tips. Select the applicable category:

Not Tipped: The employee is not tipped.

Directly: The employee normally receives tips directly from customers. This category typically applies to waiters, maitre d's, and so on.

Indirectly: The employee does not normally receive tips directly from customers and might receive tips only occasionally. This category may apply to cooks, kitchen help, and so on.

Job Data - Salary Plan Page

Usage	Use the Salary Plan page to enter data about an employee's Salary Plan, including Grade and Step information.
Object Name	JOB_DATA_SALPLAN
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Salary Plan Administer Workforce, Administer Workforce (USF), Use, Current Job, Salary Plan
Prerequisites	Salary Plan is the fifth page in the Job Data component. You must first enter data on the Work Location, Job information, Job Labor, and Payroll pages.
Access Requirements	Enter an Employee ID.

Work Location		Job Information		Job Labor		Payroll		Salary Plan		Compensation	
Santos, Antonio				Employee		ID: KU0010		Empl Rcd#: 0			
Salary Plan View All First 1 of 2 Last											
Effective Date:		07/01/1998		Effective Sequence:		1		Job Indicator:		Primary Job	
Action / Reason:		Pay Rate Change									
Current											
Salary Administration Plan:		KU01		Grade:		004		Grade Entry Date		07/01/1998	
				Step:				Step Entry Date			
				Review Rating:				Review Date:			
Rating Scale:		KU01		Rating Model:		KU01		Matrix:		KU01	
Job Data Employment Data Earnings Distribution Benefits Program Participation											

Job Data - Salary Plan page

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

Effective Sequence

The system displays the sequence in which your employee records are updated. The number defaults to **0** and tracks multiple administrative actions that have the same effective date, and are therefore set to occur on the same day.

Action/Reason

The system displays the reason a worker's employment information is being updated.

Salary Administration Plan

If you've associated salary administration plans with locations, the **Salary Administration Plan** will default from the Location Table based on SetID matching. Otherwise, the Salary Plan defaults from the Job Code Table.

Grade

If you've associated a **Grade** with the employee's Job Code, the system displays the default value from the Job Code Table.

Grade Entry Date

The system displays the date the employee first joined this **grade**. You can override this value if you choose.

Step

If you've associated a **Step** with the employee's Job Code, the system displays the default value from the Job Code Table.

Step Entry Date

The system displays the date the employee first joined this **Step**. You can override this value if you choose.

Note. The system verifies that any combinations of salary administration plans and grades you've selected are valid and exist in the system. You will get a warning message if the combination does not exist.

Rating Scale	The default value is the rating scale you associated with the salary grade in the Salary Grade table.
Review Rating	Select the employee's review rating results if the review was conducted using an average-type review rating scale. Valid values are the rating model you associated with the rating scale.
Review Date	Select the date of the review. If you run the Review Results to Job process to enter the results of a review conducted with a summation-type rating scale, the system enters this date.
Rating Model	The system enters the rating model associated with the Rating Scale .
Matrix	The system enters the salary increase matrix associated with the employee's salary grade. This field is visible only if the rating scale is average type.
Employment Data	Click this link to go to the Employment Data component.
Earnings Distribution	Click this link to go to the Job Earnings Distribution page.
Benefits Program Participation	Click this link to go to the Benefit Program Participation page.

Job Data - Compensation Page

Usage	Use the Compensation page to calculate earnings based on the employee's hourly, monthly and annual rate.
Object Name	JOB_DATA3
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Compensation Administer Workforce, Administer Workforce (USF), Use, Current Job, Compensation
Prerequisites	Compensation is the seventh page in the Job Data component. You must first enter data on the Work Location, Job Information, Job Labor, Payroll, Global Payroll and Salary Plan pages.
Access	Enter an Employee ID.

Requirements

Work Location		Job Information		Job Labor		Payroll		Salary Plan		Compensation	
Santos, Antonio		Employee		ID: KU0010		Empl Rcd#: 0					
Compensation View All First 1 of 2 Last											
Effective Date: 07/01/1998		Effective Sequence: 1		Job Indicator: Primary Job							
Action / Reason: Pay Rate Change											
Current											
Compensation Rate:		1,542.67		USD							
*Compensation Frequency:		M		Monthly							
Change Amount:		112.666667									
Change Percent:		7.879									
Compa-Ratio:		0.46									
Annual Benefits Base Rate:											
Pay Rates											
Hourly Rate:		8.90		USD							
Daily Rate:		71.20		USD							
Monthly Rate:		1,542.67		USD							
Annual Rate:		18,512.00		USD							
Pay Components First 1 of 1 Last											
Amounts Changes											
*Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group			
1 NAHRLY	0	Details	8.900000	USD	H						
Job Data Employment Data Earnings Distribution Benefits Program Participation											

Job Data - Compensation page

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

Effective Sequence

The system displays the sequence in which your employee records are updated. The number defaults to 0 and tracks multiple administrative actions that have the same effective date, and are therefore set to occur on the same day.

Action/Reason

The system displays the reason a worker's employment information is being updated.

Compensation Rate

When calculating an employee's base pay (regular pay), the Payroll Calculation process uses the **Compensation Rate** on the Job Data page, not the individual Base Pay components on the Pay Components section. The only compensation rates the system uses from the Pay Components section are the non-base pay rates.

Compensation Frequency

On this page, **Compensation Frequency** is not related to pay frequency, but to how you define a person's rate of pay or **Compensation Rate**. For example, if your company records each employee's salary on an annual basis, you would enter *A* (for Annual) and enter an annual amount in the **Compensation Rate**. This value defaults from the Compensation Frequency you defined on the Installation Table or the Job Code Table. Other valid values prompt from the Frequency Table. The system uses it to automatically compute and display the hourly, daily, monthly, and annual salary equivalents.

For a contract employee, select **Contract** as the **Compensation Frequency**. The system uses the information you've set up on the Contract Pay page to manage the employee's compensation.

For more information about contract pay, see Setting Up Contract Pay and PeopleSoft 8 Payroll for North America, "Calculating Pay" in this PeopleBook.

Change Amount

Change Amount displays the overall change amount in this pay component rate.

Change Percent

Change Percent displays the overall change amount for this pay component. This field is not available for rate codes that have a rate code type of Percent or Points.

Compa-Ratio

The system displays the **Compa-Ratio** (or percent through range calculation) based on the Salary Plan and Grade and in the currency your organization uses. You specify currency type on the Installation table.

Annual Benefits Base Rate

You can enter a fixed amount for the **Annual Benefits Base Rate** to be used when calculating benefits, such as life insurance. To use this option, the benefit must reference a set of calculation rules where the **Annual Benefits Base Rate** option is selected. For example, if an employee's base salary is \$12,000 a year, but she usually earns sales commissions of at least \$20,000 and you want her benefits to be based on salary plus commissions, you would select this option to make the base rate for benefits \$32,000.

Pay Rates

The **Pay Rates** group box contains pay rates calculated using the pay frequencies from the corresponding Pay Group. Pay Group examples are NA Payroll or Global Payroll. These pay rates can be different from the Job Comp Rate because different frequencies might be used for annualization and deannualization.

Pay Components

Rate Code

Use the Pay Components section to set up the **Rate Code** and **Comp Rate** for each of the components that make up the employee's pay. Each row on this page scrolls horizontally to enable you to enter **Currency** and **Comp Freq** and specify whether the Compensation Rate is part of **Base Pay**.

Seq

The system displays a **Seq** (Sequence) number. This number indicates multiple use of the same rate code if it is used more than once.

Details

Click the **Details** button to open the Detail page. Use this page to review the **Description**, Comp Rate Type, and Rate Code Class associated with the **Rate Code**.

Comp Rate

When calculating an employee's base pay (regular pay), the Payroll Calculation process uses the **Compensation Rate** on the Job Data page, not the individual Base Pay components on the Pay Components section. The only compensation rates the system uses from the Pay Components section are the non-base pay rates.

Currency

Select a **Currency**. Valid values prompt from the Currency table.

Frequency

The value you specify here populates **Comp Frequency** on the Job Data, Compensation page, and the sum of the **Base Pay** components you enter here populates **Compensation Rate** on the Job Data, Compensation page.

Points

The system displays the salary **Points** associated with this **Rate Code**, if any. You set the points monetary value on the Company Table setup page. You associate point value (an integer) with rate codes on the Default Compensation and Non-Base Compensation setup pages, the Salary Step Components page, and the Compensation page. To use points, you must select the Salary Points check box on the Installation Table setup page.

Percent

If the Rate Type for this **Rate Code** is **Percent**, the system displays the **Percent** to be applied to the job compensation rate or to a rate code group if you are using rate code groups.

Rate Code Group	Select a Rate Code Group from the list of available options for this rate code. A rate code group allows you to be more specific when calculating percentage based components as part of your employee compensation package. Valid values prompt from the Rate Code Group table.
Change Amount	Change Amount displays the overall change in the total job compensation rate.
Change Points	Change Points displays the overall change amount (in Points) for this pay component. This field is visible only if Salary Points is checked on the Installation Table setup page.
Change Percent	Change Percent displays the overall change in the total job compensation rate. (Not available for rate codes that have a rate code type of Percent or Points.)
Apply FTE	Select Apply FTE if you want the value associated with the rate code to be multiplied by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field is not available for rate codes of type <i>Percent</i> .
Converted Comp Rate	The system displays the Converted Compensation Rate for this pay component. The system converts all base pay components to the currency you specify.
Employment Data	Click this link to go to the Employment Data component.
Earnings Distribution	Click this link to go to the Job Earnings Distribution page.
Benefits Program Participation	Click this link to go to the Benefit Program Participation page.



Changes you make to an employee's **Comp Frequency** or **Compensation Rate** can trigger the Retro Pay function. Retro Pay is triggered by any **Compensation Frequency** or **Compensation Rate** change with an **Effective Date** that's earlier than or equal to the latest pay end date of a check already paid to the employee.



For more information about the Retro Pay function, see Processing Retro Pay.

Job Data - Employment Information Page

Usage	Use the Employment Information page to maintain employment information for each employee. Most of the data fields are automatically filled in, based on what you enter in the Personal Data and other Job Data page.
Object Name	EMPLOYMENT_DTA1
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Employment Data, Employment Information Administer Workforce, Administer Workforce (USF), Use, Current Job, Employment Data, Employment Information
Prerequisites	You must first enter data on the Work Location, Job Information, Job Labor, Payroll, Global Payroll, Salary Plan, Compensation, Job Earnings Distribution and Benefit Program Participation pages.
Access Requirements	Enter an Employee ID.

Employment Information **Employment Dates**

Santos, Antonio Employee ID: KU0010 Empl Rcd#: 0

*Home/Host: Home [Time Reporter Data](#)

Business Title: Payroll Clerk

Work Phone:

▼ Canada

Security Clearance: ☐ Owns 5% (or More) of Company

Contract Length: N/A

Appointment End Date:

☐ Accrue Tenure FTE for Tenure Accrual:

Flex Service Calc Group: FTE for Flex Service Accrual:

Statistics Canada Academic Teaching Employment Table View All First 1 of 1 Last

Teaching Change Date	Survey Report Flag	Duties	*Principal Subject	Teaching Load	FTTE	Collapse as FT
1 Calendar	Calendar		99999 Search			☐ + -

▼ USA

Security Clearance: ☐ Owns 5% (or More) of Company

Contract Length: N/A

Appointment End Date:

☐ Accrue Tenure FTE for Tenure Accrual:

Flex Service Calc Group: FTE for Flex Service Accrual:

Job Data - Employment Information page

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

Home/Host

For employees on assignments, this field specifies whether the current job is at the employee's home location or the assignment location. For a new hire, leave it at the default value of *Home*.

Business Title

Enter the employee's official title, which might be different from the job title. If you're driving part or all of the system by position, the system will enter the default title for the position number you assigned this employee on the Work Location Page.

Work Phone

Use this field to track the employee's primary work phone number. You can update this field from the Manage Positions pages as well as this page.

If you're driving part or all of the system by position, the system will enter the default phone number for the position number you assigned the employee on the Work Location Page.

Time Reporter Data

Select this link to review PeopleSoft Time and Labor data for this employee. If you are *not* using PeopleSoft Time and Labor, the push button is grayed.

Security Clearance

If the employee has received a **Security Clearance**, enter the level of the clearance. Valid values include ***Classified***, ***Secret*** and ***Top Secret***, and are usually associated with jobs that bring employees into contact with classified government projects or sensitive technologies.

Owns 5% (or More) of Company

Check this box if the employee owns 5% or more of the company. The system uses this field to identify highly compensated employees for the Non-Discrimination Testing – 401(k)/401(m) report (NDT004) in the Benefits feature of PeopleSoft Human Resources.

Contract Length

Select the length of the employee's contract by selecting from the list of available options. This field is used for IPEDS-S reporting only, and should only be used if you are not maintaining contract information on the Contract Type Table Setup page.

Appointment End Date

Track the anticipated end date for an employee appointment in the **Appointment End Date** field.

Accrue Tenure

Select the **Accrue Tenure** check box if the employee is eligible to accrue tenure.

FTE for Tenure Accrual

Enter the full time equivalency needed for this employee to **Accrue Tenure** in the **FTE for Tenure Accrual** field.

Flex Service Calc Group

Select a **Flex Service Calc Group** if this employee is eligible for flexible service accrual.

FTE for Flex Service Accrual

Enter the full time equivalency needed for this employee to qualify to accrue flexible service in the **FTE for Service Accruals** field.

Statistics Canada Academic Teaching Employment Table

Teaching Change Date

Enter the **Teaching Change Date**. The system will not add a new **Teaching Change Date** row except when you choose to add one.

Insert a new row for each teaching appointment if your institution uses the same **Empl Rcd#** to record successive appointments. For the purpose of the Part-Time Academic Teaching Survey, the system will report the Academic Teaching Employment record effective on the end date of the appointment or the end of the period being reported.

Survey Report Flag

The system will display the **Survey Report Flag** value specified on the Job Code - Occ Classific/Offic Languages setup page. If the value is *N/A* this employee record will not be reported in either Academic Teaching Surveys. You can override this default by selecting another value from the list of available options.

Duties

The **Duties** field will display the Duties value specified on the Job Code - Occ Classific/Offic Languages page. You can override this default by selecting another value from the list of available options.

Principal Subject

Select the **Principal Subject** taught by the employee from the list of available options. The **Principal Subject** values are maintained on the Principal Subjects Taught setup page.

Teaching Load

Enter the employee's **Teaching Load** during the Academic Teaching Employment. For example, if the employee is teaching three full courses, enter 3.0 in the **Teaching Load** field. If the employee is teaching one full course and 1/3 of another, enter 1.33.

FTTE

Enter the ratio of the **Teaching Load** to the full-time teaching equivalence. For example, if teaching four courses constitutes full-time and the employee is teaching three courses, enter .75 in the **FTTE** field.

Collapse as FTE

Select this check box if the employment can be collapsed into the reportable full-time job for the purpose of consolidating salary amounts from jobs that make up a full time job.

You would use this field under two circumstances:

If the employee has two or more part time jobs in different departments that function as a single full time job.

If the employee receives an administrative stipend under another employee record number that does not accrue benefits yet counts towards their full time salary.

Do not collapse reportable part-time jobs into a reportable full-time job or the system will not report on the part-time job. We recommend that you set up a separate employee record for part-time jobs if you are using the **Collapse as FT** field.

Job Data

Click this link to go the Job Data component.

Earnings Distribution

Click this link to go to the Job Earnings Distribution page.

Benefits Program Participation

Click this link to go to the Benefit Program Participation page.

Job Data - Employment Dates Page

Usage	Use the Employment Dates page to enter important dates, such as dates of hire and termination.
Object Name	EMPLOYMENT_DTA2
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Employment Data, Employment Dates Administer Workforce, Administer Workforce (USF), Use, Current Job, Employment Data, Employment Dates
Prerequisites	You must first enter data on the Work Location, Job Information, Job Labor, Payroll, Global Payroll, Salary Plan, Compensation, Job Earnings Distribution, Benefit Program Participation and Employment Information pages.
Access Requirements	Enter an Employee ID.

Employment Information		Employment Dates	
Santos, Antonio		Employee	ID: KU0010 Empl Rcd#: 0
Hire Date:	09/12/1997	Probation Date:	
Termination Date:		Last Date Worked:	
Rehire Date:		Expected Return Date:	
		Years	Months Days
Company Seniority Date:	09/12/1997	2	11 18
Service Date:	09/12/1997	2	11 18
Date Last Increase:			
Last Verification Date:		Professional Experience Date:	

Job Data - Employment Dates page

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

Hire Date	The system displays this date after you complete and save the Hire component. This date is the same as the Effective Date in the Job Data pages.
Probation Date	Enter the date the employee was placed on probation.
Termination Date	You won't use this field for a new hire.
Last Date Worked	If at a later date you change the status of an employee's employment, depending on the administrative action you select in the Job Data pages, the system will display the Rehire Date, Termination Date, or Date Last Worked. Also depending on the administrative action you take, you can enter the Expected Return Date and Probation Date. The system displays the day before the termination effective date as the Termination Date and the Date Last Worked. If you rehire the employee, the system will reset both these fields to blank. And when an employee returns from leave, the system will reset only the Date Last Worked to blank.
Rehire Date	Enter the date the employee was rehired.
Expected Return Date	Enter the date the employee is expected to return.
Company Seniority Date	Based on the date you enter here, the system calculates the number of Years , Months , and Days of seniority this person has in your organization. You'll find this date useful for tracking the amount of time an employee has been with a particular company in your organization.
Service Date	The Leave Plan accrual process, which accrues hours for plans such as sick and vacation leave, uses Service Date to determine the Months of Service that an employee has earned, if the plan uses months as a service interval. When you first hire an employee, the Service Date defaults to the hire date. You can change it manually, if necessary.
Date Last Increase	When you change an employee's Compensation Rate , Change Amount or Change Percent data in the Job Data , Compensation page, the system will default the Effective Date of this change into the Date Last Increase field in this page.
Last Verification Date	The latest date when the employee verified the accuracy of the Personal Data held on them in the system.

Professional Experience Date	The earliest date when the employee began working in a job that requires skills directly related to their current position.
Job Data	Click this link to go the Job Data component.
Earnings Distribution	Click this link to go to the Job Earnings Distribution page.
Benefits Program Participation	Click this link to go to the Benefit Program Participation page.

If you're using PeopleSoft Time and Labor, you can access Employment Data information related to Time and Labor by clicking **TL Data**.

Adding a Concurrent Job

If you've set up your PeopleSoft HRMS security to allow employees to have multiple jobs, you have an additional option to add a concurrent job to an employee's employment record. To do this, select **Use, Add Concurrent Job**. You can combine earnings from multiple jobs on one paycheck, if all jobs are within the same company and meet certain criteria.



For more information about concurrent jobs, see your *PeopleSoft Human Resources* PeopleBook and the Multiple Jobs section in this chapter.

Job Data - Job Earnings Distribution Page

Usage	Use the Job Earnings Distribution page to allocate an employee's earnings among several departments, job codes, position numbers, GL pay types, account codes, shifts, or earnings types.
Object Name	JOB_DATA_ERNDIST
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Job Earnings Distribution Administer Workforce, Administer Workforce (USF), Use, Current Job, Job Earnings Distribution
Prerequisites	You must first enter data on the Work Location, Job Information, Job Labor, Payroll, Global Payroll, Salary Plan and Compensation pages.
Access Requirements	Enter an Employee ID.

Job Earnings Distribution					
Santos, Antonio		Employee	ID: KU0010	Empl Rcd#: 0	
Earnings Distribution Type			View All First 1 of 2 Last		
Effective Date:	07/01/1998	Effective Sequence:	1	Job Indicator:	Primary Job
Action / Reason:			Pay Rate Change		
Current					
Standard Hours:	40.00	Work Period:	W	Weekly	
Compensation Rate:	1,542.67 USD	Comp Freq:	M	Monthly	
*Earnings Distribution Type:			None		
Job Earnings Distribution					
			First 1 of 1 Last		
Position	Unit	Department	Job Code	Shift	*Earn Code
				N/A	REG Regular
GL Pay Type	Account Code	Compensation Rate		Std Hrs	Distrib %

Job Data - Job Earnings Distribution page

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

Job Earnings Distribution

The value in this field defaults to *None*, which means that you're not allocating earnings for this employee. If you want to distribute the earnings to different accounts, you can choose to allocate the earnings *By Amount*, *By Hours*, or *By Percent*. The following table describes each option.

None: You're not allocating earnings for this employee. If you leave the value at *None*, the system will calculate and charge employee compensation according to the information listed in the Job Data pages.

By Amount: Available only for salaried employees. If you choose this option, the system totals the amounts in the distribution lines and checks it against the total in the **Compensation Rate** field on the Compensation page. The total earnings distribution amount must *equal* the Compensation Rate amount. If it does not, the system issues a warning message.

By Hours: Available only for hourly or exception hourly employees. If you choose this option, the system totals the hours in the distribution lines and updates the total in the **Standard Hours** field on the Job Information page. The **Standard Hours** value displayed at the top of this page will also change.

By Percent: Available to all employees. The sum of the percentages in the distribution lines must equal 100.

Charge To	If you enter <i>Amount</i> , <i>Hours</i> , or <i>Percent</i> on a distribution line but leave this field blank, the system will automatically assign the charge according to the information listed in the Work Location, Job Information, Payroll, and Compensation pages.
Job Data	Click this link to go the Job Data component.
Employment Data	Click this link to go to the Employment Data page.
Benefits Program Participation	Click this link to go to the Benefit Program Participation page.

If you enter a parameter on this page, such as **Dept**, it overrides the same field on the job record. If you leave a parameter blank, the system uses the field from the Job record.

The options indicate which method the system uses to split the employee's job earnings, if you want them distributed. If you select ***None***, earnings are charged using values from the employee's Job record (standard hours, earnings, department, job code, position number, GL pay type, account code, and shift). If you choose this option, leave the other **Job Earnings Distribution** fields blank.

By Amount enables you to apportion the employee's total earnings per period on an amount basis. The system totals the amounts in the distribution lines and inserts the total in the Compensation Rate field on the employee's Job record.

For example, to charge \$3000 of Jan's regular earnings to her regular department (on the Job record), \$544 to department 105, and \$1000 to department 10503, you would set up three distribution lines:

- On the first line, leave Department blank (so the system uses Jan's regular department from the job record) and enter 3000 in the Amount field.
- On the second line, enter 105 in the Department field and 544 in the Amount field.
- On the third line, enter 10503 in the Department field and 1000 in the Amount field.

The amounts in the distribution lines total \$4544, so the system inserts that amount in the **Compensation Rate** field on Jan's job record.

By Hours enables you to apportion the employee's total earnings per week on an hourly basis. The system totals the hours in all distribution lines and inserts the total in the Standard Hours field on the employee's job record.

For example, if Jan works a 40-hour week and you want to charge 30 hours of regular pay to her regular department (on the Job record) and 10 hours to department 103, you set up two distribution lines. On the first line, you leave Department blank (so the system uses Jan's regular department from the job record) and enter 30 in the Standard Hours field. On the second line, you enter 103 in the Department field and 10 in the Standard Hours field. The hours in the distribution lines total 40, so the system inserts 40 in the Standard Hours field on Jan's job record.

By Percent enables you to apportion the employee's total earnings per period on a percentage basis. The sum of the percentages on the distribution lines must equal 100.

For example, to charge 80 percent of regular earnings to Jan's regular department (on her Job record) and 20 percent to department 100, you set up two distribution lines:

- On the first line, leave Department blank (so the system will use Jan's department from the Job record) and enter 80 in the Percent field.
- On the second line, you would enter 100 in the Department field and 20 in the Percent field.



The Job Earnings Distribution page is hidden when all job rows in the component have the global pay system. However, if any job row in the component has another pay system (examples are Payroll for North America or Payroll Interface), then the Job Earnings Distribution page is available.

Job Data - Benefit Program Participation Page

Usage	Use the Benefit Program Participation page to enter information about an employee's benefit programs.
Object Name	JOB_DATA_BENPRG
Navigation	Administer Workforce, Administer Workforce (GBL), Use, Job Data, Benefit Program Participation Administer Workforce, Administer Workforce (USF), Use, Current Job, Benefit Program Participation
Prerequisites	You must first enter data on the Work Location, Job Information, Job Labor, Payroll, Global Payroll, Salary Plan, Compensation and Job Earnings Distribution pages.
Access Requirements	Enter an Employee ID.

Benefit Program Participation		
Santos, Antonio	Employee	ID: KU0010 Empl Rcd#: 0
Benefit Record Number: 0	Deductions Taken: Deduction	Deduction Subset ID:
Benefit Eligibility View All First 1 of 2 Last		
Effective Date: 07/01/1998	Effective Sequence: 1	Job Indicator: Primary Job
Action / Reason: Pay Rate Change	Current	
*Benefits System: Benefits Administration	Benefits Employee Status: Active	
BAS Group ID: KU1 Basic US BAS Group		
Elig Fld 1:	Elig Fld 2:	Elig Fld 3:
Elig Fld 4:	Elig Fld 5:	Elig Fld 6:
Elig Fld 7:	Elig Fld 8:	Elig Fld 9:
Benefit Program Participation View All First 1 of 2 Last		
*Effective Date: 01/01/1999	*Benefit Program: KU1 GBI Master US Benefit Program	Currency Code: USD

Job Data - Benefit Program Participation page

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

Benefit Record Number

This is an identifier that links two or more jobs together for benefits purposes. The system sets the value to 0. You can override the default value if you want to attach this job to a different **Benefit Record Number**. The system clears the Benefits Program data and repopulates it with values attached to the **Benefit Record Number** you enter. You can't change this field unless you have enabled Multiple Jobs on the PeopleTools Options page.

Deductions Taken

The deduction taken is displayed here.

Deduction Subset ID

The deduction subset ID is displayed here.

Effective Sequence

The system displays the sequence in which your employee records are updated. The number defaults to 0 and tracks multiple administrative actions that have the same effective date, and are therefore set to occur on the same day.

Action/Reason

The system displays the reason a worker's employment information is being updated.

Benefits System

Enter the benefits system here.

Benefits Employee Status

Enter the benefits employee status here.

BAS Group ID

If appropriate, enter this from the valid values.

Elig Fld	You can enter values in Eligibility Configurations Fields 1 through 9 for this employee. These are client-definable fields that can be used to further filter employees' eligibility for a specific benefit.
Benefit Program	This defaults to the benefits program specified for the employee's pay group, which you specify in the Pay Group Table. You can override the default if necessary.
Currency Code	Select a currency. Valid values prompt from the Currency table.
Job Data	Click this link to go the Job Data component.
Employment Data	Click this link to go to the Employment Data page.
Earnings Distribution	Click this link to go to the Job Earnings Distribution page.

USF Hiring Employees

Use the **Hire** component to hire employees. In these pages, you enter personal information on the employee, employment information, job data, job earnings distribution information, and benefit program choices. You must enter this information before you can perform any other human resource tasks for employees in PeopleSoft Human Resources.



Because many of the fields in these pages are required fields, complete all the pages *before* you save your entries.

USF Using the PAR Process to Hire Employees

You will begin the hiring process by entering a Personnel Action Request (PAR) and personal information in the Administer Workforce window for requesting to hire a new employee who has not already been tracked as an applicant in the Recruiting Workforce feature.

Use the Hire request component to request to hire employees. In these pages, enter personal information, employment information, job data, job earnings distribution information, and benefit program choices. You must enter this information before you can perform any other human resource tasks in PeopleSoft Human Resources for employees.

The Data Control page allows you to enter information for the hiring process, such as The NOA Code, Approving Authorities, PAR remarks, and tracking information.

In the Personal Data page, you enter information on the employee, such as their name, address, birthplace, and education, as well as military, citizenship, veteran, and marital status, race or origin, and handicap information.

In the Job Data page, you enter information on the employee's job, agency, and department, and enter benefit/retirement data.

In the Position Data page, you enter the employee type, class, type of position, shift, and pay group.

In the Compensation Data page, you enter information on the employee's compensation including pay rate and basis, pay plan/table/grade, frequency, quoted and other pay, and accounting information.

In Employment Data 1, you enter the employee service computation and conversion dates, Within-Grade-Increase data, and other employment-related information. Use Employment Data 2 to enter union, probation, RIF, tenure, and security data. Here you record the retained grade and reports to information.

Because many of the fields are required in these pages, enter information in all the pages before you save your entries.

USF Hire - Data Control Page

Usage	The Data Control page allows you to begin entering the PAR request, and submit information for the hiring process, such as the NOA code, approving authorities, PAR remarks, and tracking information. Once you've entered information in the Data Control page, many values on this page become the default source for values in other pages throughout the system. If necessary, you can override most of these default entries when you are working in other pages. When you have completed this page, you can print out the Personnel Action Request form or print a notice for this position.
Object Name	GVT_JOB0
Navigation	Administer Workforce, Administer Workforce (USF), Use, Hire, Data Control
Access Requirements	The system prompts you for an Employee ID. Click OK to let the system assign the number or enter a number of your choice.

Hire - Data Control page

EmplID

The **EmplID** indicates the Employee ID # of the person for whom the Personnel Action Request is being submitted. Until the request is submitted, this system defaults this value to **NEW**.

For your convenience, the employee's name, Employee ID appears at the top of each page in the Administering Workforce component after you have entered initial data and saved the page.

Actual Effective Date

Enter the **Actual Effective Date**. This date will be used as the Hire action's effective date default value throughout the system. If necessary, you can change this to reflect the date you hired the employee. When working in other pages the dates will be grayed-out, so to change the effective-date, return to this page.

Proposed Effective Date

The **Proposed Effective Date** defaults to the date entered in the **Actual Effective Date** field. When processing a request, Human Resources staff has final authority on when the action becomes effective. They will enter the official **Actual Effective Date**, but the **Proposed Effective Date** will remain unchanged.

Transaction#/Sequence

The **Transaction#/Sequence** number defaults to **1/1**, the correct numbers for new employees. Your agency can use these numbers to track both the individual transactions for this employee and the multiple administrative actions that occur on the same day.

This field controls the order in which actions are processed internally and the order in which they are output across interfaces. After you save a request, the system automatically increments it by one for each new action effective on the same day. If HR were to perform a correction of the original hire request, the correction's assigned **Transaction#/Sequence** would be *1/2*. 1 is the transaction number for this particular action for this employee on this day, and 2 is the sequence number for any correction of this action for this employee on this day.

Not to Exceed Date

If appropriate, enter the **Not to Exceed Date**, the ending date of a temporary action, like the date a temporary hire expires.

Action

The **Action** defaults to *Hire*, and is the correct choice for new employees.

PAR Status

The **PAR Status** defaults to *Processed by HR* and is the correct choice for new employees, since HR performs this action.

Reason Code

Enter the **Reason Code** for this hire, such as *NPS (New Position)*, *TMP (Temporary Assignment)*, or *TRN (Trainee)*.

Important! For agency-to-agency transfers, the request may be submitted by both agencies. The **Action** and **Reason** for each agency's request will depend on whether the employee is arriving or leaving. If arriving, you will handle the action as a hire. When an employee is entering your agency to transfer in from another agency the **Action** is *Hire* and the **Reason** is *Transfer From* (another agency). And when an employee is leaving your agency to transfer out to another agency, you perform a request for the **Action Terminate** with the **Reason Transfer To** (another agency).

Contact EmplID

Enter the **Contact EmplID**, the name of the person to contact with any questions regarding the hire.

NOA Code

Define reasons for a hire as an **NOA (Nature of Action) Code** for the Hire action request. After you save this page, the other data pages will default to the NOA code that you entered here.

Authority (1)

In the **Authority (1)** field, you can choose from the drop down menu for the Authority appropriate for this NOA Code. **Authority (2)** is usually reserved for use by the HR officials.

PAR Request #	If necessary, enter a PAR Request # (Number) for each employee request after you save this request. This field is for your agency's information only.
PAR Remarks	Select the Par Remarks link to view or enter comments specific to this position or employee situation.
Tracking Data	Select the Tracking Data link to view or enter job tracking information.

USF PAR Remarks Page

Usage	Use the USF Hire - Data Control: PAR Remarks Page to enter comments specific to this position or employee situation.
Object Name	GVT_PAR_PROCESS_RK
Navigation	Select the Par Remarks link on the Data Control page.

USF PAR Remarks page

Remark CD	To enter your remarks, choose from the Remark CD (Code) menu to select from the extensive list of descriptions, conditions, and comments about this position or employee actions. The remarks that you choose will appear in the comments box. You can then edit them in any way you wish. You can also add additional Remarks Codes by pressing F7 to insert an additional row or rows as needed.

USF Tracking Data Page

Usage	Use this page to view or enter job tracking information.
Object Name	GVT_EE_CNTRL_SEC
Navigation	Select the Tracking Data link on the Data Control page.

Job Tracking Info						
EmplID: KU0010		Empl Rcd#: 0				
Effective Date: 08/30/2000		Current Status: Processed by Human Resources				
Action: Hire		Reason Code:				
First 1 of 1 Last						
Action Taken	Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name	Comment
08/30/2000	☐ Processed	PS	☐	KU0010	Santos, Antonio	

USF Tracking Data 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: **EmplID**, **Effective Date**, **Action**, **User ID**, **Name**, **Reason Code**, **Comment**, **Status**.

Action Taken This is the date this initial action request was entered.

Action Dt Ovr Check the **Action Dt Ovr** (**Action Date Override**) check box to make the **Action Taken** field available for data entry, so that you can enter the actual date if it differs from the action date.

Override Operator Emplid Check this box if necessary, for example, when an administrative assistant is entering data on behalf of the supervisor.

Emplid of Tracking Row When the **Override Operator Emplid** box is selected, this field becomes available for data entry. Enter in the ID of the person actually performing the data entry.

The **WIP** (Work-In-Progress) **Status** shows the most current PAR (Personnel Action Request) tracking status.

The **WIP Seq** shows the most current sequence number of this request.

EmplID defaults to that of the employee who is inputting the action.

Empl Rcd# defaults to that of the user who is inputting the action.

USF Hire - Personal Data Page

Usage	Use this page to continue the request to hire an employee, after entering initial data on the Data Control page.
Object Name	GVT_PERS_DATA1
Navigation	Administer Workforce, Administer Workforce (USF), Use, Hire, Personal Data
Access Requirements	Employee ID

Data Control	Personal Data	Job	Position	Compensation	Employment 1	Employment 2

EmplID: NEW

Personal Data		View All	First	1 of 1	Last

Effective Date: Transaction # / Seq: PAR Status: Processed by Human Resources

Act Type: Hire NOA Code: Empl Status: Active

Name

Format for Country:

Prefix:

First Name: Middle:

Last Name: Suffix:

Name:

Gender: ☐ Male ☒ Female Citizenship Status: Ethnic Group:

*Date of Birth: Date of Death: Draft Status:

Disability Code: 05 No Handicap Date Entitled to Medicare:

[Additional Birth Info](#) [Address Information](#) [Personal Phone Numbers](#) [Veterans Info](#) [Marital Info](#)

Country: USA *Type/Description: PR National ID:

USF Hire - Personal Data 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: **Prefix, First Name, Middle, Last Name, Suffix, Name, Country, National ID.**

EmplID

If you instructed the system to assign the employee ID automatically, the **EmplID** appears as *NEW*. This will change to the next available number after you complete all the **Hire** pages and click **Save**. If you assigned the ID manually, the number will appear immediately.

Effective Date

The **Effective Date** for all of the pages in the employee data group defaults to the effective date that is entered on the Data Control page. You can change the effective date by returning to the Data Control page.

Format for Country

Many countries have unique name formats. Select the country whose name format you want to use for this person. When you move out of this field, the system displays the appropriate fields for the country you entered.

Gender

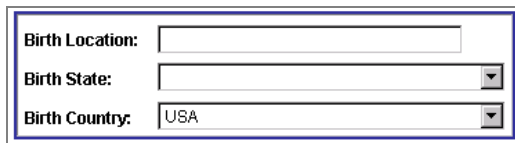
Indicate the employee's **Gender**.

Citizenship Status	Select the appropriate Citizenship Status from the drop-down list.
Ethnic Group	Select the employee's group from the drop-down list. The system stores valid values on the Translate Table. These values are based on US Federal Equal Employment Opportunity ethnic categories. Your organization will use ethnic group information to compile the Establishment's Affirmative Action (AA) Plan, and to generate several Equal Employment Opportunity (EEO) reports.
Date of Birth	Enter the Date of Birth . If you do not enter a birthdate, a warning message will appear when the record is saved. Though this field is not required for the Administering Workforce business process, the system uses the date in some benefit and payroll tasks to calculate an employee's age. If you don't have the birthdate right now, after you acknowledge the message, you can still continue entering information. However, we recommend that you get the information and enter it at a later date.
Date of Death	You won't need to use this field when hiring a new employee.
Draft Status	If appropriate, choose a status from the drop-down list. The system stores valid values on the Translate Table.
Disability Code	Select the Disability Code from the list, or if none, select <i>no handicap</i> .
Date Entitled to Medicare	Enter the date, if appropriate.
	For more information on determining Medicare eligibility dates for U.S. employees and the impact of the Medicare entitlement date on benefits processing in PeopleSoft Benefits, see PeopleSoft 8 Base Benefits documentation.
Additional Birth Info	Select this link to enter more birth-related information on the Additional Birth Info page.
Address Information	Select this link to enter address information on the Address Information page.
Personal Phone Numbers	Select this link to enter phone information on the Personal Phone Numbers page.
Veterans Info	Select this link to enter information on the Veterans Info page.
Marital Info	Select this link to enter information on the Marital Info page.

Type/Description Type the corresponding **Type/Description** of the employee's **National ID**.

USF Additional Birth Information Page

Usage	Use this page to enter further birth information.
Object Name	GVT_BRTHINF_SEC
Navigation	Select the Additional Birth Information link on the Personal Data page.



The screenshot shows a form with three fields:

- Birth Location:** A text input field.
- Birth State:** A drop-down menu.
- Birth Country:** A drop-down menu with "USA" selected.

USF Hire – Personal Data: Additional Birth Information page

Birth Location Enter the name of the city.

Birth State Select the state from the drop-down menu.

Birth Country Select the country from the drop-down menu.

Click **OK** to close the page.

USF Address Information Page

Usage	Use this page to enter the home address and mailing address information.
Object Name	GVT_ADDRINF_SEC
Navigation	Select the Address Information link on the Personal Data page.

Address Information

Address

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Mailing Address

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

USF Hire – Personal Data: Address Information 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: **Street Type, Country, Address 1, Address 2, Address 3, Address 4, City, County, Prefecture, Parish, Postal, State, Province, Number, Block, Stair, Floor, Door.**

Click **OK** to close the secondary page.

USF Personal Phone Numbers Page

Usage	To enter the employee's various phone, fax, cellular, and other numbers.
Object Name	GVT_PERS_PH_SEC
Navigation	Select the Personal Phone Numbers link on the Personal Data page.

Phone Numbers

First 1 of 1 Last

*Phone Type	Telephone
1 Home v	+ -

USF Personal Phone Numbers 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: **Phone Type, Telephone.**

Click **OK** to close the page.

USF Veterans Info Page

Usage	Use this page to enter Veterans information.
Object Name	GVT_VETINF_SEC
Navigation	Select the Veterans Info link on the Personal Data page.

USF Veterans Info page

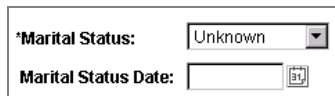
Veterans Preference	Select the veterans preference from the list
Veterans Status	Indicate the veteran status.
Uniformed Service	Select the type of uniformed service.
Military Separation Status	Indicate the separation status from the drop-down menu.
Military Grade	Select the military grade.
Military Service Start Date/End Date	Type the start and end dates.
Reserve Category	Select the employee's reserve category, or choose <i>Not Applicable</i> .
Creditable Military Service	Type the military service.
Notify Military Pay Center	Indicate whether to notify the military pay center.
Veterans Preference RIF	Indicate whether the employee is eligible for Veterans Preference RIF.
Military Service Verified	Select this field if you have received verification.

Disabled Veteran If applicable, select this field.

Click **OK** to close the page.

USF Marital Info Page

Usage	Use this page to enter Marital information.
Object Name	GVT_MARITAL_SEC
Navigation	Select the Marital Info link on the Personal Data page.



*Marital Status: Unknown

Marital Status Date:

USF Marital Info page

Marital Status Select the person's marital status from the values in the Translate Table.

Marital Status Date If known, enter the date this status took effect.

Click **OK** to close the page.

After you complete the Hire process (when the **Action** specified in Job Data is **Hire**), the system will add an **EOD Dt** (enter on duty date) field to the Employment Data 1 page. This date will be the same as the **Effective Date** in Job Data.

USF Hire - Job Page

Usage	Use this page to enter information on the employee's job such as position, job code, agency, and department.
Object Name	GVT_JOB1
Navigation	Administer Workforce, Administer Workforce (USF), Use, Hire, Job
Access Requirements	Employee ID

USF Hire - Job page

Many values in this page default from values you've entered in the Data Control page. If necessary, you can override most of these defaults.

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**.

Transaction#/Seq

This number defaults to *1/1*, the correct numbers for new employees. The system uses these numbers to track both the individual transaction number for this employee and the multiple administrative actions that occur on the same day, or to perform corrections.

PAR Status

This field refers to the status of this request within the PAR request/approval process. It defaults to the value indicated for the **PAR Status** on the Data Control page.

Act Type

This defaults to *Hire*, and is the correct choice for new employees.

NOA Code

The Nature of Action Code defaults from the Data Control page.

Empl Status

This defaults to *Active*.

Position

Select a position. You define positions in the Position Data pages.

When you move out of the Position field, the system completes position-related fields with default data from the Position Data pages, including Job Code, Agency, Sub-agency, Business Unit, Department, and Location, in fields that are unavailable so you can't enter information in them.

Posn Mgmt Rcd (Position Management Record)

The system turns on the **Position Management Record** box whenever the system has inserted this data by updating the incumbent to reflect changes on the Position Data page.

Job Code

The system inserts a Job Code from what you have set up in the Position Data pages.

Position Override

If you have selected **Position Override**, you can change any of the position related fields such as the Job Code, Department, Agency, Sub-agency, etc. You create department codes in the Department Table. This is a required field. You define Location codes in the Location Table.

PeopleSoft Human Resources will issue a warning message if you assign an employee to a position that has already been filled by another employee or if a new employee appointment exceeds the maximum head count for that position.

Note. Using Position Override: After you have assigned an employee to a position, you will have to maintain all employee data manually while the employee is assigned to this position in the system. The system will not update position data automatically for the employee when position information is changed.

Tax Location

Tax Location will also default in where the Department-Tax Location relationship has been defined for the Department Table.

Agency/Sub-Agency

After you have entered the position number, if you assigned an agency to a department in the Department Table, default Agency and Sub-Agency codes appear, though they are unavailable. If you want to override the agency, or you did not designate an agency in the Department Table, check the Position Override box and then select an agency from the values in the Agency Table.

Transferred From Agency

If this request is to hire an employee transfer, select the **Transferred From Agency** name.

Transferred To Agency

If this request is to hire an employee transfer, select the **Transferred To Agency** name.

Benefits/Retirement Data

Select this link to specify the benefit program in which the employee is enrolled.

FEGLI/Retirement/FICA	Select this link to enter retirement data.
Department Hierarchy	Select this link to view department hierarchy information for this employee's position.
Detail	Select this link to view detail assignment data for this employee's position.

When you select a Position Number, the system inserts a default Supervisor's ID and Reports to Position in Employment Data 2. The defaulting occurs only if you have entered these values on the Position Data setup pages-otherwise, you need to enter these values yourself. If you've associated agencies with departments in the Department Table, the system will enter the **Agency** code in Job Data and make the field unavailable. It will also enter default values in Position Data for **Pay Periods/Year, Employee Type, Holiday Schedule** (which you define in the Pay Group Table), and the **Pay Group** (that you associate with a position in the Position Data pages in the Develop Workforce, Manage Positions window).

In Position Data, the system enters the Standard Hours that correspond to the **Job Code**. If you've associated them with the Job Code in the Job Code Table, the system will also enter the **Pay Plan/Table/Grade**, and **Compensation Frequency**, in Compensation Data. In addition, in Compensation Data, the system will enter the **Grade/Step Entry** (date), which is the date the employee was first assigned to the grade and step.

USF Benefits/Retirement Data Page

Usage	Use this page to specify the benefit program in which the employee is enrolled for benefits in PeopleSoft Human Resources or in PeopleSoft Benefits Administration.
Object Name	GVT_BENDATA_SEC
Navigation	Select the Benefits/Retirement Data link on the Job page.

Benefits/FEHB Data

Benefits Control

Benefits Employee Status:

BAS Group ID: 

Benefit Program:  GBI Master CAN Benefit Program

FEHB Eligibility

☐ Permanent
☐ Continuing Coverage
☐ Temporary Appointment > 1 yr
☐ Temp Appt < 1yr + FedSvc > 1yr
☒ Not Eligible

FEHB Date

FEHB Date: 

Eligibility

Elig Fld 1:
 Elig Fld 2:
 Elig Fld 3:
 Elig Fld 4:
 Elig Fld 5:
 Elig Fld 6:
 Elig Fld 7:
 Elig Fld 8:
 Elig Fld 9:

Benefits System

Benefits System: 

USF Benefits/Retirement Data page

BAS Group ID

If appropriate, enter a **BAS Group ID** from the valid values.

Benefit Program

If appropriate, enter a **Benefit Program** from the valid values.

FEHB Eligibility

Select the appropriate value to indicate the FEHB (Federal Employees Health Benefits) Eligibility. If you select ***Not Eligible***, the **FEHB Date** field will become available and you may enter the FEHB Date.

FEHB Date

The **FEHB Date** is an information field to capture the date that the employee would be eligible for FEHB. Typically the date is one year from hire.

Elig Fld 1-9

You can enter values in **Eligibility Configurations Fields 1** through **9** for this employee. These are client-definable fields that can be used to further filter employees' eligibility for a specific benefit.

For information on their availability, please contact your Headquarters Agency's Personnel Policy officials. These are client-configurable fields used to define benefit eligibility. The agency's management will determine the use of these.

Benefits System

Finally, choose which PeopleSoft Benefits System you are using to administer this employee's benefits, ***Base Benefits*** or ***Benefits Administration***.

Click **OK** to close the page.

USF FEGLI/Retirement/FICA Page

Usage	Use this page to enter retirement data.
Object Name	GVT_BENDATA1_SEC
Navigation	Select the FEGLI/Retirement/FICE link on the Job page.

FEGLI	
FEGLI Code:	C0
Post 65 Basic Life Reduction:	☐
☐ Living Benefits	Coverage Amount:
Retirement	
Retirement Plan:	K FERS and FICA
FERS Coverage:	Automatically Covered By FERS
Previous Retirement Coverage:	Never Covered
Annuitant Indicator:	9 Not Applicable
Annuity Commencement Date:	
CSRS Frozen Service:	0000
FICA Status-Employee	
FICA Status-Employee:	N

USF FEGLI/Retirement/FICA page

FEGLI

FEGLI Code

Enter the FEGLI (Federal Employees Group Life Insurance) Code.

Post 65 Basic Life Reduction

Select the employee's Post 65 Basic Life Reduction coverage, if applicable.

Living Benefits/Coverage Amount

You won't use the **Living Benefits** check box when hiring an employee, only when selecting Living Benefits later on.

Retirement

Retirement Plan

Select the employee's Retirement Plan.

In addition to the retirement plans used for submission to CPDF, we also supply codes you may use for documentation purposes only. These codes are listed in the following table.

Code	Explanation
7	For foreign national employees exempt from retirement and from Social Security and Medicare tax deductions.
8	U.S. Court of Veterans Appeals without election of survivor annuity benefits. Code is for use by the judges of the U.S. Court of Veterans Appeals only.
9	U.S. Court of Veterans Appeals with election of survivor annuity benefits. Code is for use by the judges of the U.S. Court of Veterans Appeals only.
A	Article III Judges and Justices
B	Bankruptcy Judges and Justices under the Judicial Retirement System
S	U.S. Claims Court Judges Retirement System
V	Clerks/Magistrates (CSRS)
U	Bankruptcy Judges (Full FICA/Partial CSRS)
Y	Bankruptcy Judges (Full FICA/Full CSRS)



These codes are not valid for submission to the Central Personnel Data File (CPDF) and are provided by PeopleSoft for documentation purposes only.

FERS Coverage

Where applicable, indicate the employee's FERS (Federal Employees Retirement System) coverage by choosing from the drop-down menu.

Previous Retirement Coverage

Where applicable, indicate the employee's previous retirement coverage by choosing from the drop-down menu.

Annuitant Indicator

Select the employee's annuitant indicator.

Annuity Commencement Date

When the new employee is a re-employed annuitant, enter the annuity commencement date.

CSRS Frozen Service

Enter the CSRS Frozen Service, where applicable. This would be the total years and months of civilian and military service that is creditable in a CSRS (Civil Service Retirement System) component of a FERS employee, or, in the case of a CSRS offset employee, the service that would be included in a CSRS component if the employee ever becomes covered by FERS.

FICA Status-Employee

FICA Status-Employee

Indicate whether the employee is exempt, subject, or subject to Medicare only.

Click **OK** to close the page.

USF Departmental Hierarchy Page

Usage	Use this page to view Departmental Hierarchy for this employee's position.
Object Name	GVT_DEPTINF_SEC
Navigation	Select the Departmental Hierarchy link on the Job page.

USF Departmental Hierarchy page

You will view the employee's Department number and title.

Click **OK** to close the page.

USF Detail Assignment Page

Usage	Use this page to view Detail Assignment data for this employee's position. When an employee goes on a detail assignment, track information on the Detail page. You probably won't use this page when first hiring an employee.
Object Name	GVT_DETAIL_SEC
Navigation	Select the Detail link on the Job page.

USF Detail Assignment page

GVT Detail Position Number Select the employee's detail position number.

GVT Detail Bargaining Unit Select the employee's detail bargaining unit.

GVT Detail Union Code Select the employee's detail union code.

Click **OK** to close the page.

USF Hire – Position Page

Usage	Use this page to enter details about the position and employee type for this employee's position.
Object Name	GVT_JOB2
Navigation	Administer Workforce, Administer Workforce (USF), Use, Hire, Position.
Access Requirements	Employee ID

The screenshot displays the 'USF Hire - Position page' with the following fields and values:

- EmplID:** NEW **Empl Rcd#:** 0
- Position Data** (View All, First, 1 of 1, Last)
- Effective Date:** **Transaction # / Seq:** **PAR Status:** Processed by Human Resources
- Act Type:** Hire **NOA Code:** **Empl Status:** Active
- LEO Position:** ☒ **SF-113G Ceiling** ***Regular Shift:** Not Applicable
- POI:** **Shift Rate/Factor:**
- *Pay Group:**
- Pay Frequency:** **Work Period:** **Holiday Schedule:**
- Earnings Program:**
- *Employee Type:**
- Employee Classification:** **Type Appt:** Career (Competitive Svc Perm)
- *Reg/Temp:** Regular **Posn Occupied:**
- Supervisor Level:** **Work Schedule:** Full Time ***Job Indicator:** Primary
- *FLSA Status:** No FLSA ☐ **Adds to FTE Actual Count**
- *Standard Hours:** **FTE:**

USF Hire - Position 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**.

LEO Posn If the position is a Law Enforcement Officer Position, the **LEO Posn** value defaults from the Job Code Table.

SF-113G Ceiling	If this position is reportable for the SF-113G Ceiling, select the SF-113G Ceiling check box.
POI	The Personnel Office Identifier defaults from the Position Data pages or the Job Code Table.
Regular Shift	Regular Shift defaults to <i>Not Applicable</i> . If the employee is working shifts, select the appropriate shift. Shift values for this field are included in the Translate Table
Shift Rate/Factor	You would need to define the Shift Rate/Factor only if the Shift Differential is to be specified at the Employee Level.
Pay Group	The Pay Group will appear here if you've defined it in the Position Data Table. Otherwise, you may select a pay group from the values in the Pay Group Table if you have Position Override on. Pay Group is a required field, even if your organization does not use PeopleSoft Payroll. The Pay Group is defined in the Define Business Rules, Define Payroll Process, Setup menu.
Pay Frequency	The Pay Frequency defaults from the Pay Group Table.
Holiday Schedule	If you linked an established Holiday Schedule in the Pay Group Table, it will appear here.
Employee Type	Employee Type depends on the Pay Group, so this value defaults from the Pay Group Table. If an Employee Type does not exist for this Pay Group, you need to establish one in the Pay Group Table.
Employee Classification	Employee Classification provides another optional method of grouping employees. Employee classes are included in the Translate Table. Select the appropriate class from the drop-down menu.
Reg/Temp	Indicate whether the new hire is a regular or temporary employee. The values you choose will be used by the Benefits feature in PeopleSoft Human Resources to determine eligibility requirements.
Supervisor Level	If the employee is in a supervisory position the Supervisor Level defaults from the Position Table.
Type Appt	Enter the employee's type of appointment. This defaults to <i>Career (Competitive Service Permanent)</i> . You can change this by selecting from the drop-down list that includes examples such as <i>Career, Limited, Executive, Schedule A - C</i> .

Pos(itio)n Occupied	The position occupied defaults from the Position Data in the Job Code Table. If you're driving part or all of your organization by position, once you've entered a position number in Job Data, the system will enter the default Union Code for the Job Code associated with the Position number in the Position Data pages.
Work Schedule	The Work Schedule defaults from the Position Data Table.
Standard Hours	The value in Standard Hours must fall between the Minimum Standard Hours and Maximum Standard Hours in the Installation Table—and it must be greater than 0 (zero). The field defaults to the Standard Hours for the agency specified in the Installation Tables. The system enters the standard hours that correspond to the Job Code if you've associated them with the Job Code in the Job Code Table.
FLSA Status	The Fair Labor Standards Act status defaults from the Position Data from the Job Code Table.
Work Period	Select a standard work period. This is the time period in which employees must complete the standard hours. Valid values are stored on Frequency table: The system uses the annualization factor of the Standard Work Period in combination with the Standard Hours to calculate full-time equivalency (FTE).
FTE	The percentage of full time the employee should normally work in this job. The system calculates this value based on the Standard Hours entry for this job and the Standard Work Period. However, you can override the system-calculated FTE and enter any value you wish. The system will issue a warning if you enter a value greater than 1.0.
Adds to FTE Actual Count	Select the Adds to FTE Actual Count? check box to include this employee's job when processing FTE edits for budgeting purposes. Deselect the Adds to FTE Actual Count? Check box if you do not wish to include this position when processing FTE edits



For more information on setting up the Job Code tables in the Develop Workforce, Manage Positions, Setup menu, see PeopleSoft 8 Application Fundamentals for HRMS PeopleBook.

If you assigned an agency to a department in the Department Table, a default Agency code appears on this page, grayed out so you can't change it. If you did *not* designate an agency in the Department Table, select an agency from the values in the Agency Table.

USF Hire – Compensation Page

Usage	To enter compensation-related data for the employee, such as Base Pay, pay rate determinant, quoted pay, and other pay details.
Object Name	GVT_JOB3
Navigation	Administer Workforce, Administer Workforce (USF), Use, Hire, Compensation
Access Requirements	Employee ID

The screenshot displays the 'USF Hire - Compensation' page. At the top, there are tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation' (selected), 'Employment 1', and 'Employment 2'. Below the tabs, the 'EmplID' is 'NEW' and 'Empl Rcd#' is '0'. The 'Compensation Data' section includes fields for 'Effective Date', 'Transaction # / Seq', 'PAR Status' (Process by Human Resources), 'Act Type' (Hire), 'NOA Code', 'Empl Status' (Active), 'Pay Rate Determinant' (Regular Rate), 'Pay Basis' (Per Annum), 'Pay Plan /*Table/Grade', 'Step' (0), 'Step Entry Date', 'Rtn PP/Table/Grade', 'Step' (0), 'Grade Entry Date', 'Base Pay', 'Compensation Frequency' (Monthly), 'Loc/LEO Adjust' (0.00), 'CSRS Annuity Offset Amount', 'Total Pay', 'Benefit Base Override' (checkbox), and 'FEGLI Base'. There are also links for 'Other Pay Information', 'Expected Pay', and 'Accounting Info'.

USF Hire - Compensation 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: **EmplID**, **Effective Date**

Many values in this page default from values you've entered in the **Department** and **Job Code** fields in Job Data. If necessary, you can override most of these defaults.

Pay Rate Determinant

The **Pay Rate Determinant** defaults to *Regular Rate* and you can change this by selecting from the drop-down menu list. The **Pay Basis** defaults to *Per Annum*, and you can also change this by selecting from the drop-down menu.

Pay Plan/Table/Grade	Once you move out of the Pay Rate Determinant field, the system will enter the Pay Plan/Table/Grade into the Compensation Data page. The step defaults to 0 . You will have to assign the correct step for the employee. Once entered and you move out of the field, the Base Pay salary figures will default in.
Step Entry Date	Once you've tabbed out of the step field, the Step Entry Date will default to the Effective Date of the request for this action. If the Multi-Step/Grade check box is on in the Installation Table and you select a Step in this page, the system automatically fills in the Base Pay for that step.
Rtnd PP/Table/Grade	There are several instances where retained grade or pay will be authorized based on prior federal experience within the employing agency or at another federal agency. After selecting the appropriate Pay Rate Determinant (e.g., Retained Grade-Diff Posn), you will be able to enter information in the Rtnd PP/Table/Grade into the Compensation Data page.
Step/Grade Entry Date	Type the Step and the Grade Entry Date , the date the employee was first assigned to the grade and step.
Compensation Frequency	The Compensation Frequency defaults from the Job Code Table, which you can override, if necessary.
Base Pay	If you are using partial or Full Position management, the Base Pay will default in, based on your prior assignment, in the Step field. An exception to this rule would be a GM pay plan position. As the GM pay plan has no steps, you would have to enter the Base Pay amount. If you have Position Override on, you may also enter a Base Pay amount for a position that does have steps. An example of where this would be appropriate is in cases where the Base Pay amount may be beyond the Step 10 level. Enter the Base Pay amount for the unavailable compensation frequency period indicated. The system will compute and display the Locality/LEO Adjustment and Total Pay after you have provided the compensation data.
CSRS Annuity Offset Amount	Only if the employee is an annuitant will you need to enter a CSRS annuity offset amount in this field.
FEGLI Base	The system calculates the FEGLI Base rate. You can override this calculation by selecting the Override checkbox and inputting a new amount.

Other Pay Information	Select this link to enter information about additional pay.
Expected Pay	Select this link to view pay rate and compensation calculations based on the base pay and comp frequency you enter on this page.
Accounting Info	Select this link to view a summary of the employee's job earnings distribution.

If the **Multi-currency** check box is on in the Installation Table and you've entered the base pay in a different currency from your base currency, the system converts the rates to the base currency and compares them with the ranges specified for this salary grade in the Salary Grade Table. If the rates exceed the salary range, you see a warning message.

USF Other Pay Information Page

Usage	Use this page to enter pay the employee receives in addition to base pay.
Object Name	GVT_OTH_PAY_SEC
Navigation	Select the Other Pay Information link on the Compensation page.

Other Pay Information

Other Pay

View All First 1 of 1 Last

Earnings Code	Description	Pay Period Amount	Quoted Annualized Amount	Expected Amount

OK Cancel

USF Other Pay Information page

Earnings Code	Enter the earnings code for the additional pay by selecting the code for the type of pay, such as automobile and beeper allowances, from the drop-down list. You can enter multiple codes by adding rows by pressing F7.
Pay Period Amount	Depending on the code you enter, you will be able to enter a pay period amount, the amount the employee receives each pay period for this type of pay.

Click **OK** to close the page.

Understanding Expected Pay and Quoted Pay within HRMS for U.S. Federal Government

The difference between expected pay and quoted pay occurs as a result of the conversion factors used when comparing yearly and hourly pay rates on the Pay Plan Table and the Expected Pay Rate secondary page.

Rather than using the hourly conversion factor of 2080, as is often used as a business calculation factor, the U.S. Federal Government uses 2087.

The Expected Pay page calculates the daily, biweekly, monthly and annual rates using the base pay amount from the Compensation Data page. These figures are based on the hourly conversion factor you've set for the pay plan on the pay plan table, typically 2087.

It also breaks out the pay into base pay (no locality, no adjustments), pay with locality, and LEO pay into separate columns. Total Other/Premium Pay is also calculated based on the amounts entered on the Other Pay Information secondary page. So, as a result of using 2087 in these calculations, the estimated quoted pay on the Compensation Data page is slightly higher than what the federal employee actually receives in a year.

These two fields for expected and quoted pay may not match. The procedures that the Federal government has for de-annualizing quoted compensation rates and then re-annualizing them are the root of the difference. To de-annualize a quoted rate of pay (convert to hourly), you divide the Quoted Rate of Pay by 2087. To re-annualize it to determine Expected Pay, you multiply the derived hourly rate by their scheduled weekly tour of duty and then multiply that by 52 weeks.

Here are two examples:

Example 1

Full-Time employee (40 hours per week) with Quoted Rate of \$41,740 per year.

Quoted Rate = \$41,740.

Hourly Rate = Quoted Rate/2087 hours = \$41,740/2087 hours = \$20/hour.

Expected Pay = Hourly Rate x Standard Weekly Tour x 52 Weeks = \$20/hour x 40 hours/week x 52 weeks = \$41,600.

Difference between Quoted and Expected Pay on an annual basis = \$140.

Example 2

Part-Time Employee (20 hours per week) with Quoted Rate of \$41,740 per year

Quoted Rate = \$41,740.

Hourly Rate = Quoted Rate/2087 hours = \$41,740/2087 hours = \$20/hour.

Expected Pay = Hourly Rate x Standard Weekly Tour x 52 Weeks = \$20/hour x 20 hours/week x 52 weeks = \$20,800.

Difference between Quoted and Expected Pay on an annual basis = \$20,940.

USF Expected Pay Page

Usage	Use this page to view the various pay rate and compensation calculations the system calculates and displays based on the Base Pay and Comp Frequency you enter on the Compensation Data page.
Object Name	GVT_LOC_PAY_SEC
Navigation	Select the Expected Pay link on the Compensation page.

Expected Pay
 Geog Location Code:
 Locality Pay Area:
 LEO Special Pay Area:
 Locality Percentage: 0.000.00
 Change Percent: 0.000

	Base Pay	With Locality/LEO Adjustment
Hourly:	0.00	0.00
Daily:	0.00	0.00
Biweekly:	0.00	0.00
Monthly:	0.00	0.00
Annual:	0.00	0.00
Total Other/Premium Pay:		0.00
Total Pay:		0.00

USF Expected Pay page

The Expected Pay page shows the summary of the employee's pay listing, including:

Geog (Geographical) Location Code, Locality Pay Area, LEO Special Pay Area and the Locality Percentage.

The **Change Percent** figure displays information regarding a percent change when new rows are inserted that change the Base Salary amounts.

Based on the **Base Pay** and **Comp Frequency** you enter, the system calculates and displays the **Hourly, Daily, Biweekly, Monthly, and Annual** rates for this employee. It also calculates those same figures **With Locality/LEO Adjustment** listed at the top of the page included in the calculation.

The **Total Other/Premium Pay** is the total of annual Expected Pay for the items you entered on the Other Pay Information secondary page. The system calculates **Total Pay** by summing the **Annual pay With Locality/LEO Adjustment** and the **Total Other/Premium Pay** contributions.

Click **OK** to close the secondary page.



You won't use the **Rate Change Amount** and **Rate Change Percent** fields for a new hire. They are for giving increases to employees.

USF Accounting Info Page

Usage	Use this page to view a summary of the employee's Job Earnings Distribution.
Object Name	GVT_JOBDIST_SEC
Navigation	Select the Accounting Info link on the Compensation page.

Accounting Information

Job Earnings Distribution: ☐ By Hours ☐ By Percent ☒ None

Compensation Rate: 0.00 USD Standard Hours:

GL Pay Type: Account Code:

View All First 1 of 1 Last

Business Unit	Department	Job Code	Position	Shift	Earn Code

GL Pay Type	Account Code	Standard Hours	Percent of Distribution

OK Cancel

USF Accounting Info page

Job Earnings Distribution

Use this field to select the job earnings distribution frequency By Hours, By Percent, or None.

When **By Hours** or **By Percent** are selected, GL Pay Type and Account Code will be unavailable. The scroll bar must then be used to input distributions of earnings among departments.

If **By Hours** is selected then the hours to be distributed to each department would be input in the **Hours** field corresponding to each department entered.

If **By Percent** is used, a Percent corresponding to each department is input into the **Percent** field. Percents must add up to one hundred and hours and must add up to the value in the **Standard Hours** field shown.

Compensation Rate

The **Compensation Rate** is the annual salary with Locality and LEO adjustments included.

Standard Hours	The Standard Hours defaults from the Job Code Table.
GL Pay Type	Enter the GL Pay Type that has been established by your agency.
Account Code	Indicate the type of account the to which earnings will be charged.
Business Unit, Department, Job Code, Position, Shift	Select the Business Unit, Department, Job Code, Position, and Shift the earnings will be charged to from the drop-down menu.
Earn Code (Earnings Code)	Specify the earnings code.
Hours	If By Hours has been selected then specify how many hours will be charged to the corresponding Earnings Code.
Percent	If By Percent has been selected then specify what percent will be charged to the corresponding Earnings Code.

Click **OK** to close the page.

USF Hire - Employment 1 Page

Usage	Use this page to enter information on the employee's service computation and conversion dates, Within-Grade-Increase data, and other employment-related information on which compensation factors are based. The information you enter and review in Employment 1 and 2 tells you about the current and historical employment information for an employee.
Object Name	GVT_EMPLOYMENT1
Navigation	Administer Workforce, Administer Workforce (USF), Use, Hire, Employment 1
Access Requirements	Employee ID

Data Control	Personal Data	Job	Position	Compensation	Employment 1	Employment 2
EmplID: NEW		Empl Rcd#: 0				
Employment Data 1 View All First 1 of 1 Last						
Effective Date:		Transaction # / Seq:		PAR Status: Processed by Human Resources		
Act Type: Hire		NOA Code:		Empl Status: Active		
EOD Dt:	Hire NTE Dt:	Mand Retire Dt:		Exp Dates		
Rehire Dt:	Separation Dt:	Next Review Dt:		Appt Data		
Service Computation Dates				Service Conversion Dates		
*Leave:	Retire:	Conv Begin Date:				
RIF:	TSP:	Career Conv Date:				
LEO:	Sev Pay:	Career-Cond Conv Date:				
Within-Grade Increase Data						
WGI Status: Waiting	Non-Pay Hours 0.00	Last Increase Dt:				
WGI Due Date:	WGI:	Intermittent Days Worked: 0				
	LEI Date:					

USF Hire - Employment 1 page

Many values in this page default from values you've entered in the **Department** and **Job Code** fields in Job Data. When hiring a new employee, the system defaults most of these dates to the Effective Date of the Hire action. These dates will be used later in various ways to compute the employee's service time. You may enter dates here, where appropriate, when you do not want them to be defaulted into the field.

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: **EmplID**, **Effective Date**.

EOD Dt

The Enter On Duty Date, while a display-only field, will reflect the Effective Date of the Hire request after the request is saved. This is distinct from the SCD dates in that it describes when the employee started Federal employment with the employing agency, not total Federal service involving the employee's total career.

Hire NTE Date

This field is populated from the Not to Exceed Date on the Data Control Page. In the case of a temporary hire it designates the length of time the temporary employment can last.

Rehire Date

If at a later date you change the status of an employee's employment, depending on the administrative action you select in the Job Data pages, the system will display the rehire date.

Separation Date

This field is display-only and shows the date the employee ended employment.

Mand(atory) Retire(ment) Date.

If applicable, enter the employee's **Mand(atory) Retire(ment) Date**.

Next Review Dt (Date) Enter the **Next Review Date**. This date, while information only, can serve as a tickler date for employee performance review.

Exp Dates Select this link to enter expiration dates for a temporary promotion, position change, sabbatical or detail assignment.

Appt Data Select this link to enter the appointment limits.

Service Computation Dates

Leave The leave date is the Service Computation Date for beginning the employee's leave computation.

Retire The retire date is the Service Computation Date for beginning the employee's retirement computation.

RIF Reduction In Force Service Computation Date is for establishing the employee's RIF position.

TSP Thrift Savings Plan Service Computation Date is for beginning the employee's Thrift Savings Plan eligibility computation.

LEO Law Enforcement Officer Service Computation Date is for beginning the employee's Law Enforcement Officer retirement computation.

Sev Pay Severance Pay Service Computation Date is for establishing the employee's severance pay computation.

Service Conversion Dates

Conv Begin Date, Career Conv Date, Career Cond Conv Date Enter the **Conv(ersion) Begin Date**, the **Career Conv(ersion) Date**, and the **Career-Cond(itional) Conv(ersion) Date**. If the employee is hired using a career-conditional appointment, the conversion Begin Date would be the Effective Date of the Hire. Upon completion of the three-year period, the personnel office would process a PAR converting the employee to a career appointment and would enter that effective date in the Career Conv Date field. If the employee was hired under a temporary appointment, the Conversion Begin Date would be the Effective Date of the Hire. When the personnel office processes a PAR to convert the temporary employee to a permanent employee with a conversion to career conditional competitive appointment, the Career-Cond Conv Dt field will be entered as the Effective Date for that transaction.

Within-Grade Increase Data

WGI Status

Enter the WGI Status, such as (none), *Approved*, *Waiting*, *Denied*, *N/A*, *Postponed*. For a new employee, the default value is *Waiting*. Created is an option for WGI Status, which is reserved for the automatic WGI process. Don't change this online, as the WGI process will not pick it up unless the status is *Waiting* or *Approved*.

Non Pay Hours WGI, Intermittent Days Worked

Leave the **Non-Pay Hours WGI** and **Intermittent Days Worked** fields blank. These fields are informational only to use for tracking purposes within your agency.

Last Increase Dt (Date), LEI Date, WGI Due Date

The system will automatically enter the **Last Increase Date**, **LEI (Last Equivalent Increase) Date**, and **WGI Due Date**. For certain actions, the WGI Due Date will default to the Pay Period Begin Date based on the Pay Calendar Tables your organization has established. For WGI Due Date calculation, it is imperative to have your Pay Calendars set up this year, plus three years in advance of the current year. For example, if the current year is 1999, then your Pay Calendars need to be set up for 1999, 2000, 2001, and 2002.

If you enter a date that is not the beginning of a Pay Calendar, the system will display a message suggesting valid Pay Calendar Begin Dates that your date falls into. If the system suggests a date of "January 1, 1899", this indicates that your Pay Calendars do not exist. See your Implementation Project Manager about creating additional Pay Calendars.

USF Expiration Dates Page

Usage	Use this page to enter the Expiration Dates for temporary promotion, position change, sabbatical, or detail assignment.
Object Name	GVT_EXPIRDT_SEC
Navigation	Select the Exp Dates link on the Employment 1 page.

Expiration Dates

Temporary Promotion: 

Temporary Position Change: 

Sabbatical: 

Detail: 

USF Expiration Dates page

Temporary Promotion	Enter the temporary promotion date.
Temporary Position Change	Enter the temporary position change expiration date.
Sabbatical	Enter the sabbatical expiration date.
Detail	Enter the detail assignment expiration date.

These are information-only fields, updated by the user.

USF Appointment Info Page

Usage	Use this page to enter the appointment limits.
Object Name	GVT_APPDATA_SEC
Navigation	Select the Appt Data link on the Employment 1 page.

USF Appointment Info page

Nature of Action Code, Current Appointment Auth #1, Current Appointment Auth #2

The **Nature of Action Code**, **Current Appointment Auth #1**, and **Current Appointment Auth #2** are CPDF reportable fields, maintained to reflect historic data on the employee's current appointment authority used to authorize the employee's hire.

Benefit Record Number, Severance Pay Previous Weeks

For a new hire, you would not need to enter the **Benefit Record Number** and the **Severance Pay Previous Weeks**. If changes occur to the employee's employment status, these fields will need to be updated (for example, RIF).

Special Employment Program

Indicate the **Special Employment Program** from the drop-down menu item list that includes *none, Not Applicable, Other, Presidential Management Intern, SES Candidate Development, or Veteran's Readjustment Program.*

Appointment Limits**Amount, Hours, Days**

Depending on the type of appointment used to hire the employee, you may enter the Appointment Limits **Amount, Hours or Days.**

USF Hire - Employment 2 Page

Usage	Use this page to enter additional information related to the employee's position, salary, Union affiliation, and optional employment-related data such as probation dates and tenure dates.
Object Name	GVT_EMPLOYMENT3
Navigation	Administer Workforce, Administer Workforce (USF), Use, Hire, Employment 2
Access Requirements	Employee ID

The screenshot shows the 'USF Hire - Employment 2' page in the PeopleSoft system. The page has a tabbed interface with 'Employment 2' selected. At the top, there are tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. Below the tabs, the page displays various fields for entering employee information. The 'Effective Date' field is set to 'NEW'. The 'Empl Rcd#' is '0'. The 'PAR Status' is 'Processed by Human Resources'. The 'Act Type' is 'Hire'. The 'Empl Status' is 'Active'. The 'Bargaining Unit' field is empty. The 'Union Code' field is empty. The 'Union Anniversary Date' field is empty. The 'Reports To Position' field is empty. The 'Supervisor ID' field is empty. The 'Tenure' field is empty. The 'Probation Dates' section includes fields for 'Probation Date', 'SES Probation Date', and 'Supv/Manager Probation Date'. The 'Retained Grade Expires' section includes fields for 'Begin Date' and 'Expires Date'. The 'Permanent Data - RIF' section includes fields for 'Pay Plan/Grade', 'Comp/Area Level', and 'RIF Series'. There are also links for 'Phone Nbrs', 'Time Reporter Data', 'Non Pay Data', and 'Security Info'.

USF Hire - Employment 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: **EmplID, Effective Date.**

Bargaining Unit You also select a code representing the **Bargaining Unit** to which the employee belongs. Bargaining Unit codes are included in the Translate Table and assigned to the position on the Position Data Table.

Union Code If you new employee belongs to a union, select the appropriate **Union Code**. You set up Union Codes in the system on the Union Code Table.

Union Anniversary Date If the Bargaining Unit covers the position and the employee has elected to join, you would enter the **Union Anniversary Date**-the date on which the employee's seniority ranking within the Union is based.

Reports To Position, Supervisor ID For the **Reports To Position**, and the employee's **Supervisor ID**, data is defaulted in from Position Data if the agency has the Position Management turned on.

Tenure Indicate the type of tenure they have, or **None**, from the **Tenure** drop-down menu.

Probation Dates

Probation Date, SES Probation Date, Supervisor/Manager Probation Date To enter probation dates for the employee's probationary periods, enter their applicable **Probation Date, SES** (Senior Executive Service) **Probation Date**, or **Supervisor/Manager Probation Date**. There are different time frames associated with each probation date based on different regulatory requirements.

Retained Grade Expires

Begin Date, Expires Date Where appropriate, enter the employee's Retained Grade **Begin Date** and **Expires Date**. These are information-only fields provided for the agency to track the employee's eligibility to maintain retained grade.

Permanent Data-RIF

These information-only fields allow the agency to track the employee relative to RIF processing.

Pay Plan/Grade Enter the employee's Pay Plan and Pay Grade.

Comp/Area Level Enter the employee's compensation area and level.

RIF Series Select the employee's **RIF Series**.

Phone Nbrs Select this link to enter phone numbers for the employee.

Non Pay Data	Select this link to enter information related to a status of non-pay.
Time Reporter Data	Select this link to review PeopleSoft Time and Labor data for this employee. If you are not using PeopleSoft Time and Labor, the link is unavailable.
Security Info	Select this link to enter information related to the employee's security clearance.

USF Employment Phone Numbers Page

Usage	Use this page to enter employee phone numbers.
Object Name	GVT_EMPL_PH_SEC
Navigation	Select the Phone Nbrs link on the Employment 2 page.

USF Employment Phone Numbers 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: **Phone Type**, **Telephone**.

Click **OK** to close the page.

USF Non Pay Data Page

Usage	Use this page to track information related to a status of non-pay. Information on this page impacts FEHB eligibility as well as FEGLI.
Object Name	GVT_NONPAY_SEC
Navigation	Select the Non Pay Data link on the Employment 2 page.

Non Pay Data

NOA Code: _____

Expiration Date: _____ Last Date Worked: _____ [BT]

SCD Hours: _____ Probation Hours: _____ Career Tenure Hours: _____

OK Cancel

USF Non Pay Data page

Expiration Date

The system displays the non-pay expiration effective date as the **Expiration Date**. The **Expiration Date** reflects the projected expiration of non-pay status and consequent processing of a PAR to return to Pay Status.

Last Date Worked

The **Last Date Worked** is the date last worked prior to being placed in a non-pay status.

NOA Code

The **NOA Code** displayed here indicates the PAR processed to place the employee in a non-pay status.

SCD Hours, Probation Hours, Career Tenure Hours, Last Date Worked

Enter and track **SCD Hours, Probation Hours, Career Tenure Hours**, and the **Last Day Worked** in the information-only fields provided.

USF Security Info Page

Usage	Use this page to enter information related to the employee's security clearance and financial disclosure.
Object Name	GVT_SECURITY_SEC
Navigation	Select the Security Info link on the Employment 2 page.

Security Info

Security Clearance: Not Required [v]

Status: N/A [v] Status Dt: 08/30/2000 [BT]

Financial Disclosure Required ☐ Due Date: _____ [BT]

OK Cancel

USF Security Info page

Security Clearance

If the employee has received a security clearance, enter its level or specify if it is not required.

Status, Status Dt

Enter the status and the status date.

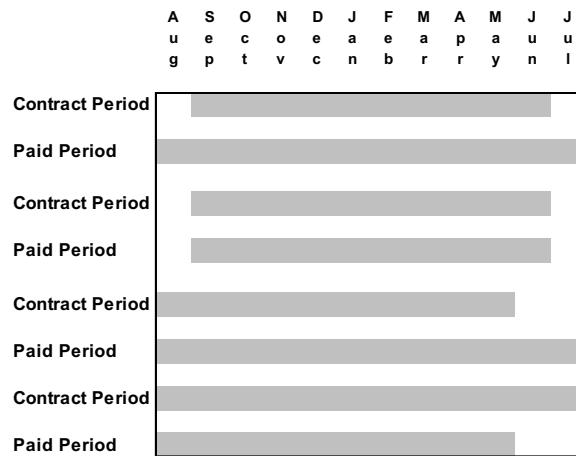
Financial Disclosure Required, Due Date

If a financial disclosure is required, check the **Financial Disclosure Required** check box, and enter the due date for receipt.

Setting Up Contract Pay

Employers in higher education often need to process payroll and benefits over a period of time that differs from the employee's contract period. PeopleSoft Payroll addresses this need with its Contract Pay feature.

The following chart illustrates the flexibility PeopleSoft's Contract Pay feature provides:



You can define the paid period of a contract independent of the actual contract period.

Contracts by Pay Type Page

Usage	Use the Contract Pay Type page to administer contracts of varying periods and payment terms.
Object Name	CONTRACT_PAY_TYPE
Navigation	Administer Workforce, Administer Workforce (GBL), Setup, Contract Type Table Administer Workforce, Administer Workforce (USF), Setup, Contract Type Table
Prerequisites	None
Access Requirements	Enter a Contract Pay Type.

Contract Type Table

SetID: USA Contract Type: 001

Contract Type View All First 1 of 1 Last

Effective Date: 01/01/1900 *Status: Active

Description: Limited Employment Contract

Short Description: Limited

Spain

Contract 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, Short Description.**

Contract Type

The contract type is displayed here.

Payment Term

Select a valid payment term. Valid payment terms include:

Pay Over 12 Months - Contracts are paid over 12 months.

Pay Over Contract - Contracts are paid over the length of the contract as defined on the Contract Pay page.

Pay Over X Months - Contracts are paid over a greater time period than the contract period, but less than a year.

Pay with Lump Sum - Contracts are paid in one lump sum.

The information you establish on this page defaults to the Contract Pay page when you select an applicable **Contract Pay Type**.

Establishing Contract Salary Administration

Usage	Use the Contract Pay page to enter contract salaries and contracts for any period (including durations of less than one year).
Object Name	CONTRACT
Navigation	Administer Workforce, Administer Workforce (GBL), Use Lcl, USA/CAN Contract Pay
Prerequisites	None
Access Requirements	Enter an Employee ID.

Contract Pay

Gonzalez Izquierdo, Maria Employee ID: KE0002 Empl Rcd#: 0

View All First 1 of 1 Last

*Effective Date: 08/30/2000

Contract Pay Type: [Dropdown]

*Payment Term: [Dropdown]

*Monthly Frequency: [Dropdown]

Pay Period Hours: [Text] ☐ Renew Contract Automatically?

*Assign Hours To?: Not Applicable

	Begin	End
Contract	[Text]	[Text]
Payment	[Text]	[Text]

Contract Pay page

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

Contract Pay Type

Select the contract pay type.

Payment Term

Under **Payment Term**, select the appropriate payment terms for this contract:

Pay Over 12 Months: Contracts are paid over 12 months, starting on or before the Contract (to end on or after the contract).

Pay Over Contract: Contracts are paid over the length of the contract, as defined on the Contract Pay page.

Pay Over X Months: Contracts are paid over a greater time period than the contract period, but less than a year.

Pay with Lump Sum: Contracts are paid in one lump sum.

Monthly Frequency

Select the frequency.

Pay Period Hours

If you require hours data for other processes (for example, leave accruals), enter the **Pay Period Hours** for this contract.

Renew Contract Automatically

To automatically renew a contract, select the **Renew Contract Automatically?** check box.

For more information on automatically renewing contracts, please see the next section, Running the Contract Renewal Process.

Assign Hours To?

If you specify **Pay Period Hours**, you need to use **Assign Hours To?** to specify whether the hours should be specified over only the Contract Period, or over the entire paid period.

Contract Begin/End

You can specify the **Contract** and **Payment Begin** and **End** dates, or have the system calculate them for you. Under **Contract**, enter **Begin** and **End** dates for this contract.

Payment Begin/End

Under **Payment**, enter **Begin** and **End** dates for when payment should be made to the contractor, according to the selected **Payment Term**. You can have the system calculate the **Payment End** date for you, based on the information you provide. In addition, you can also enter a **Payment End** for contracts paid over "X" months.

Contract Pay Example**Scenario:**

Contract Amt	\$12,000
Payment Begin	January 1
Payment End	December 31
Contract Begin	May 1
Contract End	August 31
Pay Frequency	Monthly

Month	Gross Pay =	Regular Pay (CRG) +	Paid Not Earned (PNE)+	Earned Not Paid (ENP)
Jan	\$1000	0	\$1000	0
Feb	\$1000	0	\$1000	0
Mar	\$1000	0	\$1000	0
Apr	\$1000	0	\$1000	0
May	\$1000	\$3000	-\$1000	-\$1000
Jun	\$1000	\$3000	-\$1000	-\$1000
Jul	\$1000	\$3000	-\$1000	-\$1000
Aug	\$1000	\$3000	-\$1000	-\$1000
Sep	\$1000	0	0	\$1000

Oct	\$1000	0	0	\$1000
Nov	\$1000	0	0	\$1000
Dec	\$1000	0	0	\$1000
Total	\$12,000	\$12,000	0	0

How Contract Pay interacts with PeopleSoft Human Resources

You specify how an employee is paid at the employee level on the Job Data, Compensation page. To define that an employee should be paid by contract, simply select Contract as the Compensation Frequency on Job Data, Compensation page. The system looks at the Contract Pay page to determine how the employee is paid.



For more information about using the Job Data, Compensation page, see *Entering Job Data: Job Data - Compensation Page* in this PeopleBook.

Taxing Based on Each Paycheck

PeopleSoft Payroll for Education and Government enables you to tax an employee based on each paycheck. In the annualization process of the U.S. Tax Calculation routine, the system considers the number of pay periods within the contract, rather than assuming that the employee is paid the same amount for the entire year.



For more information, see *Designing Your PeopleSoft Payroll System: Annualized Tax Calculations for Contract Pay Employees*.

Running the Contract Renewal Process

The Contract Renewal process enables you to automatically renew contracts that meet the criteria you specify. To choose contracts to renew automatically, select the **Renew Contract Automatically?** check box on the Contract Pay page. This process completes the following tasks:

- Generates a new effective dated entry on the Contract Pay Data page and on the Job Data page for the next contract period.
- Decreases the number of renewals entered on the Contract Type Table Setup page by one (unless 99 is specified, in which case it's left untouched).

Usage	Use the Contract Renewals page to select the report parameters.
Object Name	RUNCTL_CNTPAY02
Navigation	Administer Workforce, Administer Workforce (GBL), Process Lcl, Renew Pay Contracts

Prerequisites	None
Access Requirements	Enter a Run Control ID.

Contract Renewals page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Operator ID, Run Control ID, Company.**

Pay Group Enter the pay group with contracts eligible for renewal.

All Contracts expiring in the next __ days to be processed. You can also specify if contracts that are about to expire should also be included by entering the appropriate number of days in this field.

When all fields have been completed, click the Run toolbar button to run the process using Process Scheduler. To run an existing run control without modifying the Process Scheduler settings, click the Run with Defaults toolbar button.

This process initiates CNTPAY02.SQR, which creates and inserts a new job row on the Job Data – Job Information Page. The new data row uses the same information from the old contract to create a new contract based on the new contract dates supplied in the run control.



For more information about the Job Data - Job Information page, see the Job Data - Job Information Page in this chapter.

E&G Prepaying Benefits Over Contracts

The Contract Prepay Option page allows those employees who are paid only during their contract period to prepay their benefits deductions for those benefits that extend past the term of their contract. In a case where benefits coverage is 12 months and an employee has a 6-month contract and is getting paid only during the contract period, the employee can opt to prepay the remaining 6 months benefits deductions during the contract (and pay) period. This prepayment option is

only available to those employees who are paid over the contract period and who have a Payment Term value of **Pay Over Contract** on the Contract Type Table Setup page.

The Contract Prepay Option functionality does not allow for gross up checks.



The Contract Prepay Option is not recommended for employees that have multiple contracts that, taken together, span the benefits period.

The balance accrued with the prepayment deductions is used to cover benefits deductions after the contract period has ended. The system doesn't take the prepay deductions to cover them if there are insufficient funds in the paycheck. The system takes all current deductions first. The following situations outline when the system takes deductions and when it uses the prepay balance to cover deductions:

- If there are sufficient funds in the paycheck to take the prepay deductions, the system takes the prepay deductions, but only up to the specified prepay limit (the prepay limit is a percentage of the net pay).
- If there are funds in the paycheck for the prepay limit to cover some of the prepaid deduction, the system takes a partial deduction, if the prepay deduction is set up for partial deductions.
- If there are insufficient funds in the paycheck to cover the prepaid deduction, the system does not take the deduction.
- If there are insufficient funds to cover all of the current deduction, the system takes as much as possible of the deduction from the prepaid balance.
- When the employee is no longer receiving a paycheck (the contract and payment period have ended), current deductions are taken from the prepaid balance.

Over or under prepayment of deductions can occur in some circumstances. The following are some examples of situations that could cause over or under payment:

- Deduction rates are based on age.
- Deductions are based on current pay earnings, and there is a pay change.
- Deduction rate changes after the contract is over.
- Prepayment factor causes over payment.

If an employee has over-prepaid his benefits, you can use paysheets to make a one-time deduction refund. If an employee underpays these benefits, a one-time benefits payment can be made.



You must set up a PREPAY deduction code on the Company General Deductions page to use PREPAY as a deduction code.

E&G Contract Pre-Pay Option Page

Usage	Use the Contract Pre-Pay Option page to allow a contract employee to prepay benefits over the course of the contract and pay period when that employee's benefits coverage extends past the term of the contract.
Object Name	CONTRACT_PREPAY
Navigation	Administer Workforce, Administer Workforce (GBL), Use Lcl, USA/CAN Contract Pre-Pay Option
Prerequisites	The Payment Term value on the Contract Pay page must be Pay Over Contract.
Access Requirements	Enter the EmplID and Company in the search page.

Contract Prepay

Niles, William Employee ID: PU018

Company: PSU Accord State University

View All First 1 of 1 Last

*Effective Date: 07/01/1997 *Status: Active

Contract Number of Days: 275 Prepay Limit %: 10

Employee Deduction Pre-Payment Options View All First 1-2 of 2 Last

*Plan Type	*Begin Date	End Date	*PrePay Option	PrePay Factor	Flat Amt
10	07/01/1997		Contract	2.00	
11	07/01/1997		Factor	2.50	5.00

Contract Prepay page

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

Contract Number of Days This field defaults to the length of the contract period for the contract effective on the Prepay Options effective date. This field can be overridden.

Prepay Limit % Enter the percentage of the net pay amount that can be used to prepay benefits. For example, if this value is 15%, then a maximum of 15% of the net pay amount can be used to prepay benefits. If the prepay benefits amount exceeds 15% of the net pay amount, the system will only takes up to the 15% limit.

Employee Deduction Prepayment Options

You can enter as many Plan Type rows as necessary by clicking on the Insert Row icon.

Plan Type	Select the benefits Plan Type that this employee is prepaying.
Begin Date	Enter the prepayment Begin Date for this Plan Type .
End Date	Enter the date that prepayments should end for this Plan Type .
PrePay Option	Indicate how the system should calculate the prepaid deductions for this benefit in the PrePay Option field. When you select Contract , the system prorates the deductions that extend past the term of the contract across the contract pay period. If you select Factor , the system adds a factor of the regular deduction to each pay period that falls in the time period you specified using the Begin Date and End Date fields.

The following are three possible prepay scenarios in the case of a 9-month contract with monthly payroll and 12-month benefits coverage. The monthly benefits deductions are \$60.

1. If you select **Contract**, the system prorates the cost of the remaining three months of benefits deductions over the course of the contract. The total pay period benefits deductions are \$80 [$\$60 * (\text{frequency factor of the daily frequency on the Contract Pay page/number of days in the contract})$].

2. If you select **Factor**, you need to indicate the time period during which the system should apply the prepayment calculations. If you decide that the benefits deductions for the remaining three months of the year should be paid in the first six months of the contract, you need to indicate the begin and end dates of those months in the **Begin Date** and **End Date** fields. You can then decide the factor of the deduction to be added to the regular benefits deduction for each month in the period that you specify. If you enter a factor of **0.5** in the **PrePay Factor** field, the system adds \$30 ($0.5 * \$60$) to the regular monthly deductions of \$60 for the first six months, for a total of \$90. For the remaining three months of the contract and pay period, the system only deducts the regular benefits deduction of \$60.

3. Additionally, you could indicate a **PrePay Factor** and a flat amount to be prepaid. Should you indicate the middle seven months of the contract in the **Begin Date** and **End Date** fields, you may need to use a factor and a flat amount to spread the prepaid deductions across those seven months. If you enter a factor of **0.4** in the **PrePay Factor** field and a value of **\$1.72** in the **Flat Amt** field, the system deducts \$24 ($0.4 * \$60$) and \$1.72, for a total of \$25.72, for each of the seven months specified.

PrePay Factor

Enter the number that the system should use to calculate the **PrePay Factor** of the deductions you are prepaying. For example, if you enter a factor of 2, the system will deduct twice the pay period deduction amount, in addition to the regular pay period deduction, for each pay period within the **Begin Date** and **End Date** fields. This field should only be used when you select a value of **Factor** in the **PrePay Option** field.

Note that using the **PrePay Factor** option could cause an overpayment of deductions.

Flat Amt (Flat Amount)

Enter the flat amount that the system should deduct for benefits prepayment for each pay period within the **Begin Date** and **End Date** fields.

Multiple Jobs

In many medical, academic, and industrial settings, employees hold more than one job, though working for the same organization. A professor may double as a dean, a doctor as a professor of medicine. Payroll for North America enables you to consolidate records for employees with multiple jobs within the same organization. This section describes how the Payroll system addresses various compensation and reporting issues for employees with multiple jobs.



The content of this section is only part of what you need to know about multiple jobs. Other relevant information, because it is common to many applications, is located in your *PeopleSoft Application Fundamentals PeopleBook*.

Distributions to Employees With Multiple Jobs

Single Pay Check

You can instruct Payroll for North America to issue a single check that covers all of an employee's FLSA calculations, taxes, benefits, and general deductions for multiple jobs held within the same organization. To use this feature, simply follow these steps:

1. Select the Single Check for Multiple Jobs option on the Company Information - Default Settings page.
2. Designate a primary pay group for the employee on the Payroll Data 2 page. The primary pay group identifies which pay group the system uses when creating consolidated paysheets, as explained below. It also determines whether general deductions should be taken for a pay period. (Deduction rules for multiple jobs are covered later in this section.)

We recommend that you select as the primary pay group the pay group in which the payee is paid most often. If you do not select a primary pay group, the system defaults to the pay group associated with the first job into which the employee is hired.

When you run the Paysheet Calculation process, the system combines the paysheets for all jobs into the paysheet for the primary pay group. You can view the individual paysheets online, and they appear as OK to Pay to signify that they are paid through the consolidated paysheet. Paysheets are combined only when they have the same period end date, check date, FLSA period definition, FLSA Calendar ID and FLSA Salaried Hrs Use (if subject to FLSA rules), and payroll cycle (on-cycle or off-cycle). Note that the pay frequencies of the paysheets do not have to be the same.

If you need to make changes to paysheets after running Paysheet Calculation, enter your changes on the individual paysheets (you won't see the collective paysheet) and run Paysheet Calculation again.

Direct Deposit for Paychecks

Regardless of how many jobs an employee has, you only need to set up one set of direct deposit instructions on the Direct Deposit page.

Deductions for Employees With Multiple Jobs

General Deductions

Single Check Activated

- When the single check feature is enabled, the system takes general deductions that are based on earnings from the total earnings it calculates for all jobs paid on the same check.
- General deductions scheduled for the current period are always taken when the job in the primary pay group is being paid.

If you want the system to take a particular deduction every time it issues a check for the employee—even when the employee's job in the primary pay group is not being paid—select the Take on All Paygroups option on the General Deduction Data page. For example, say an employee has a weekly job and a biweekly job. The pay group for the weekly job is defined as the primary pay group, because it is the one paid most frequently. Normally, when the biweekly job is paid, the weekly job is also paid, so a single check is issued. If, for some reason, the biweekly job is processed at a different time than the weekly job, the deduction is

taken only if the Take on all Paygroups option is checked.

- The system automatically takes general deductions in the appropriate pay periods when an employee receives a single check for jobs paid at different frequencies, and deductions are set up with different frequencies.

For example, say an employee receives a single check, which includes compensation for a semi-monthly pay period and a monthly pay period. A United Way deduction is to be taken only on the first pay period of each month. When the check for the second pay period is issued (the check that covers both the second semi-monthly period and the monthly period), the United Way deduction is not taken.

- To override a deduction for an employee who has jobs in different paygroups (that is, to override the deduction schedule or change the amount), enter the override instructions for the primary pay group on the General Deduction Override page.

Override instructions entered for any of the employee's other paygroups are ignored. The easiest way to identify an employee's primary pay group is to check the Payroll Data 2 page.

Single Check Not Activated

When the single check option is not enabled, and Take on All Paygroups is not selected for a deduction (on the General Deduction Data page), the system references the Priority Number field on the Pay Group Table – Definition page to determine if a general deduction should be taken. It takes the deduction only if processing the job in the pay group with the lowest priority number.

Deduction Subsets for Employees With Multiple Jobs

For employees who receive additional pay, you can select a deduction subset from the Additional Pay 3 page. To process deductions correctly, you must request that the system issue a separate check from the Sep Chk # (Separate Check Number) field on the Additional Pay 1 page. The deduction subset then overrides any other deduction instructions that have been entered elsewhere in the system.

If you do not request a separate check, the deduction subset is ignored, and the system follows the deduction instructions you've entered on either the calendar, the employee's Job record, or payroll data.

If an employee has multiple Additional Pay records and all have the same separate check indicator, select the same deduction subset for each record. If you select different subsets, the system applies the deduction subset associated with the last Additional Pay record it processes.

In Payroll for North America, you can use deduction subsets when you want to process only a selected set of deductions for a particular pay run. For example, for a bonus run, you might want to deduct only one or two of the deductions you process during the regular monthly pay run.

You can select a deduction subset on one or more of the following pages: Pay Calendar Table, Payroll Data 2, and Additional Pay. When you select subsets on more than one page, the system uses a hierarchy to determine which deductions to process. If an employee is being paid for multiple jobs, the system also considers the employee's primary pay group and primary job when making this determination. We'll explain the processing rules that apply, beginning with the simplest case. Later in this section, you'll see examples of each of the scenarios described below.

If you're not using the single check option, the term primary pay group, as used in the scenarios that follow, refers to the pay group for the job that's being processed.

Scenario 1: Deduction subset on calendars

The primary pay group determines the general deductions; the primary job determines the benefit deductions. In other words, the system processes the general deductions in the subset attached to the calendar for the primary pay group. It also processes the benefit deductions in the subset attached to the calendar associated with the primary job.

Scenario 2: Deduction subset on calendars AND Benefit Ded Subset Override page

The primary pay group determines the general deductions; the primary job determines the benefit deductions. The system processes the general deductions included in the subset attached to the calendar for the primary pay group. It also processes the benefit deductions included in the subset selected on the Benefit Ded Subset Override page.

Scenario 3: Deduction subset on calendars AND Payroll Data 2 page

Payroll Data determines the general deductions; the calendar for the primary job determines the benefit deductions. In other words, the system processes the general deductions in the subset on the Payroll Data 2 page, and it processes the benefit deductions in the subset specified on calendar for the primary job.

Scenario 4: Deduction subset on calendars AND Benefit Ded Subset Override page AND Payroll Data 2 page

Payroll Data determines the general deductions; the Benefit Ded Subset Override page for the primary job determines the benefit deductions. In other words, the system processes the general deductions in the subset on the Payroll Data 2 page, and it processes the benefit deductions in the subset specified on the employee's Benefit Ded Subset Override page. The subsets on the calendars are ignored, because employee level instructions take precedence.

Example

The table below shows the five deduction subsets we use in our example. It's assumed that all of these deductions have been assigned to the employee from the General Deduction Data page and Benefits Program Participation page. (B) indicates a benefit deduction; (G) indicates a general deduction.

<i>Where deduction subset is selected</i>				
<i>Additional Pay</i>	<i>Calendar for primary pay group</i>	<i>Job (Benefits Ded Subset Override)</i>	<i>Calendar (not primary pay group)</i>	<i>Payroll Data</i>
None	401K (B) GARN (G)	FSA-H (B) Bond (G)	FSA-D (B) MISC (G)	401K (B) Garn (G) Bond (G) Charity (G)

Now, let's take a look at which deductions are taken in the scenarios described below.

Scenario / Deductions Processed	401(k)	FSA-H	FSA-D	Garn	Bond	Charity
Scenario 1: Subset defined on calendars						
Primary job in primary pay group	X			X		
Primary job NOT in primary pay group			X	X		
Scenario 2: Subset defined on calendars AND Job data						
Primary job in primary pay group		X		X		
Primary job NOT in primary pay group		X		X		
Scenario 3: Subset defined on calendars AND Payroll Data 2						
Primary job in primary pay group	X			X	X	X
Primary job NOT in primary pay group			X	X	X	X
Scenario 4: Subset defined on calendars AND Job Data AND Payroll Data 2						
Primary job in primary pay group		X		X	X	X
Primary job NOT in primary pay group		X		X	X	X

Union Dues

Union dues are set up as general deductions; however they are taken only when a job affiliated with the union code is paid. So, if an employee is a member of a union, but one or more of his or her jobs does not qualify for union membership, dues aren't taken for those jobs.

If dues for a particular union are calculated as a percentage of earnings, we recommend that you assign a unique earnings code to each job associated with the union and create a special accumulator to track the total earnings for jobs with that earnings code. When calculating the union dues, the system then takes into account only the earnings from jobs enrolled in the corresponding union.

Multiple Benefits Programs

If an employee has multiple jobs that are covered by different benefits programs, and you select the Single Check for Multiple Jobs option on the Company Information – Default Settings page, all benefits deductions are broken down by benefit record number during processing and the balances are stored by benefit record number. For example, if an employee has two jobs covered by two separate benefits programs, and both programs include a 401(k) deduction or a Registered

Pension Plan deduction for Canada, two deductions are calculated and displayed on the paysheets.

Limits for General Deductions and Benefits Deductions

Employees can have different deduction limits for different jobs. When an employee has multiple jobs with multiple benefit programs (Ben_Rcd#s), and the same deduction is set up for each program, each Current Goal Balance, as defined on the Benefits Program Table page, is adjusted by the appropriate amount. Since a general deduction is assigned at the company level, there can only be a single limit per company for those deductions.

For example, assume an employee's two jobs are covered by different benefit programs, each with a deduction for an IRA. The deductions are as follows:

<i>Empl_Rcd#</i>	<i>Ben_Rcd#</i>	<i>Contribution Amount (% of gross)</i>	<i>Goal Balance</i>
0	0	5%	\$1000
1	1	2%	\$500

A check is issued that includes:

\$500 gross pay for Empl_Rcd#0, Ben_Rcd#0, and
\$1000 gross pay for Empl_Rcd#1, Ben_Rcd#1

The total deduction amount would be $(\$500 \times 5\%) + (\$1000 \times 2\%) = \$45$. The Current Goal Balance for Ben_Rcd#0 would increase by \$25 and the Current Goal Balance for Ben_Rcd#1 would increase by \$20.

FLSA Overtime Requirements for Multiple Jobs

The Fair Labor Standards Act of 1937 requires that overtime be paid to any non-exempt employee who works more than 40 hours in a week. When an employee has multiple non-exempt jobs within the same organization, Payroll applies the overtime rule to the total hours for all jobs with the same FLSA period.

For example, say an employee has two non-exempt jobs: She works as a data entry clerk for 22.5 hours and as a receptionist for 20 hours. The system adds the hours together and pays overtime for 2.5 hours at the FLSA rate.

Tax Calculations and Multiple Jobs

FICA Status Indicator

An employee who holds multiple jobs might be exempt from FICA in one job, while eligible for FICA in another job. You designate the FICA status of each job on the Job Data – Payroll page within the Job Data page component.

Tax Calculations

If an employee has multiple jobs with different pay frequencies (weekly, biweekly and monthly), Payroll for North America calculates the taxes for each job separately, based on the pay frequency. This ensures that an employee's earnings are taxed according to the appropriate tax bracket.

Off-Cycle Pay Run and Multiple Jobs

When processing an off-cycle payroll using the right side of the run control page (off-cycle group box), you must not include multiple job employees in the same calculation as the single job employees. You must process the two separately.

CHAPTER 10

Using Calendars

Once you've mapped out and defined the types of earnings and deductions you need and how they should be calculated, you're ready to examine how your payroll processes should be organized.

You can organize the processes of PeopleSoft Payroll to address your specific payroll requirements. In this section we review the tables that enable you to perform the following functions:

- Group employees to be paid together using pay groups.
- Establish pay calendars that determine when those employees should be paid.
- Create Pay Run IDs to process payrolls more efficiently.
- Establish balance types for maintaining every kind of balance you need.

Establishing a Pay Run ID

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. To add a Pay Run ID, you must complete the Pay Run Table page. Generally, all calendar entries that share a Pay Run ID have the same pay end date, but not necessarily the same pay frequency. For example, if you have a semi-monthly and a monthly pay calendar, both calendars can be processed together for the month-end run, because they have identical pay period end dates.



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.



The Pay Run ID may be up to 10 characters. We suggest that you utilize as many of the 10 available characters as is necessary to ensure that your Pay Run ID is easily identifiable.

Pay Run Table Page

Usage	Use the Pay Run Table page to establish valid Pay Run IDs to use to combine pay calendar entries from different pay groups for processing.
Object Name	PAY_RUN_TABLE
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Run Table • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Run Table
Prerequisites	None
Access Requirements	Enter a Pay Run ID of up to 10 characters.

Pay Run Table

Pay Run ID: KC1-00-17
***Description:** Cdn KC1 Weekly Pay 17 Apr 00
Short Description: WkPy17-00

Pay Calendar Data			Find View All	First	1 of 1	Last
Company	Pay Group	Pay Period End Date				

Pay Run Table page

Pay Run ID

The Pay Run ID you specified in the entry page displays here. The Pay Run ID may be up to 10 characters.

Description

Enter a description of the pay run.

Short Description

Enter a short description of the pay run. This description is used on various delivered payroll reports (for example, PAY002, the Payroll Register). It also displays on the Run Control when you enter the Pay Run ID for Paysheet Creation, Payroll Calculation, and Payroll Confirmation.

Pay Calendar Data

The **Pay Calendar Data** group box 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 Balances to be Maintained

PeopleSoft Payroll enables you to maintain balances, not only by calendar year, but also by fiscal year, benefit year, or any other method you wish. You specify the start and end dates for each type of balance year you set up, as well as the quarters, periods, and date ranges for each year. You can update, adjust, and report on balance information by various year types.



You need to set up a calendar year for each company for which you process payroll.

Balance ID Table – Balance ID Table 1 Page

Usage	Use the Balance ID Table 1 page to create cycles for payroll processing according to pay group and define your balance year.
Object Name	BALANCE_ID_TBL1
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Balance ID Table, Balance ID Table 1 • Define Business Rules, Define Payroll Process (USF), Setup 2, 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
SetID

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

*Periods in a Year: 12
End Date Default
None
Month
BiMonth
Quarterly
Days

*Quarters in a Year: 4
☒ Bal for Calendar Year
☒ Maintain Earns Bal
☒ Maintain Dedn Bal
☒ Maintain Tax Bal
☒ Maintain Check Bal
☒ Maintain Garn Bal
Use Date
Check Date
Period End Date

Yr:
Create

Balance ID details
Find | View All
View All
1-4 of 36
Last

*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 – Balance ID Table 1 page



When setting up balances to be maintained, you have the option of creating a ***Calendar Year*** or a ***Non-Calendar Year***. If you are creating a ***Calendar Year***, you need only select the **Bal for Calendar Year** check box, enter a year in the **Year** field, and click on the **Create** button—all other fields will become unavailable for entry. However, if you are creating a ***Non-Calendar Year***, you must specify the **Periods in a Year/Quarters in a Year**, **End Date Default**, **Use Date**, **Balance Type** check boxes, and **Balance ID Details**.

SetID	The set ID you specified in the entry page displays here.
Balance ID	The balance ID you specified in the entry page displays here.
Description	Enter a description for the balance year.
Short Desc	Enter a short description for the balance year.
SetID (button)	Click this button to access the SetID secondary page. The SetID for the balance ID table is specified on the Company Table – Company Location page. This page enables you to see which SetIDs are used for which companies—and thus—what balance ID tables are used by any given Company.
Periods in a Year	If you are not setting up a balance for a calendar year, specify the number of periods in a year.
Quarters in a Year	If you are not setting up a balance for a calendar year, specify the number of quarters in a year.
Bal for Calendar Year	Check this box if you are setting up balances for a calendar year. Selecting this check box automatically protects the remaining check boxes and edit boxes on the page. Therefore, all other fields except for Description and Short Desc become unavailable for entry. All balance types are automatically selected for the calendar year, and the Check Date option is automatically selected. However, the Yr field and Create button appear and become available for entry.
Yr	Enter the year for the balance type.
End Date Default	
	If you are not setting up a balance for a calendar year, use the End Date Default group box to specify the end date to apply for the calendar year.
None	Select this option if you do not want a specific end date for the calendar year.
Month	Select this option if you want a monthly end date.

BiMonth	Select this option if you want a bimonthly end date.
Quarterly	Select this option if you want a quarterly end date.
Days	Select this option if you want a daily end date.
 Maintain Earns Bal	 If you are not setting up a balance for a calendar year, check this box to maintain earnings balances for the year you are creating.
Maintain Tax Bal	If you are not setting up a balance for a calendar year, check this box to maintain tax balances for the year you are creating.
Maintain Dedn Bal	If you are not setting up a balance for a calendar year, check this box to maintain deduction balances for the year you are creating.
Maintain Check Bal	If you are not setting up a balance for a calendar year, check this box to maintain paycheck balances for the year you are creating.
Maintain Garn. Bal	If you are not setting up a balance for a calendar year, check this box to maintain garnishment balances for the year you are creating.



Each of these balances will be maintained for the year being defined. For example, if you are defining a fiscal year and **Maintain Earns Bal** was selected, earnings balances for the fiscal year would be maintained.

Use Date

If you are not setting up a balance for a calendar year, use the **Use Date** group box to select the balance types you want to maintain. You need to set up the first Period, Begin Date, and End Date for each Co. and Year. After you enter this information, the begin and end dates default automatically for each row for that company/year.

Check Date	Select this option to maintain balances by the check date being processed. For example, if you are defining a fiscal year of July 1, 1999 - June 30, 2000 and your Check Date was June 23, 2000, the balance would be included in this fiscal year. If, however, the Check Date were July 1, 2000, the balance would be in the next fiscal year.

Period End Date

Select this option to maintain balances by the period end date being processed. For example, if you are defining a fiscal year of July 1, 1999 - June 30, 2000 and your Check Date was June 23, 2000, the balance would be included in this fiscal year. If, however, the Check Date were July 1, 2000, the balance would be in the next fiscal year.

Create (button)

Click the **Create** button to instruct the system to automatically populate the company, year, period, begin date, end date, period name, and abbreviated fields for the specified company and year.

Balance ID Details

If you are not setting up a balance for a calendar year, use the **Balance ID Details** group box to specify the year, period, begin date, end date, period name, and abbreviated fields for the specified company and year.



You only need to set up the first entry for Year, Period, Begin Date, and End Date. After you enter this information, the begin and end dates default automatically for the other rows—based on the values entered in Periods in a Year and Quarters in a Year.

Year

Enter the year for the balance type.

Period

Enter the period for the balance type.

Begin Date

Enter the begin date for the balance type.

End Date

Enter the end date for the balance type.

Period Name

Enter the period name for the balance type.

Abbrev

Enter the abbreviation for the period name.

SetID Secondary Page

Usage	Use the SetID secondary page to view the SetID established for each company.
Object Name	BALANCE_ID_PU
Navigation	Click the SetID button to access this page.

SetID

Balance SetID				Find View All		First	1-6 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 secondary page



The SetID secondary page displays the SetID established for each company. This helps you to know which SetID to enter for a specific company.

Balance ID Table – Balance ID Table 2 Page

Usage	Use the Balance ID Table 2 page to define the actual quarter definition by company and year for each Balance Year ID.
Object Name	BALANCE_ID_TBL2
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Balance ID Table, Balance ID Table 2 • Define Business Rules, Define Payroll Process (USF), Setup 2, 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 SetID

Balance ID: CY Calendar Year Cal. Year

Periods in a Year: 12

Quarters in a Year: 4

☒ Bal for Calendar Year

☒ Maintain Earns Bal ☒ Maintain Dedn Bal ☒ Maintain Tax Bal ☒ Maintain Check Bal ☒ Maintain Garn Bal

End Date Default: ☐ None ☐ Month ☐ BiMonth ☐ Quarterly ☐ Days

Use Date: ☐ Check Date ☐ Period End Date

Balance ID details Find | View All First 1-4 of 12 Last

*Year	*Qtr	*Period Name	*Abbrev	*From Per	*To Period:
1998	1	Quarter 1	Q1	1	3
1998	2	Quarter 2	Q2	4	6
1998	3	Quarter 3	Q3	7	9
1998	4	Quarter 4	Q4	10	12

Balance ID Table – Balance ID Table 2 page

SetID The set ID you specified in the entry page displays here.

Balance ID The balance ID you specified in the entry page displays here.

If you checked the **Bal for Calendar Year** check box and clicked the **Create** button on the Balance ID Table 1 page, the field information for the Balance ID Table 2 page is automatically populated.

If you did not specify a balance type with a calendar year in the Balance ID Table 1 page, you must enter a value for the **Year**, **Qtr**, **Period Name**, **Abbrev**, **From Period**, and **Thru Period** fields. For each row you add after the first, the **From Period** field automatically defaults, based on the value in Quarters in a Year.



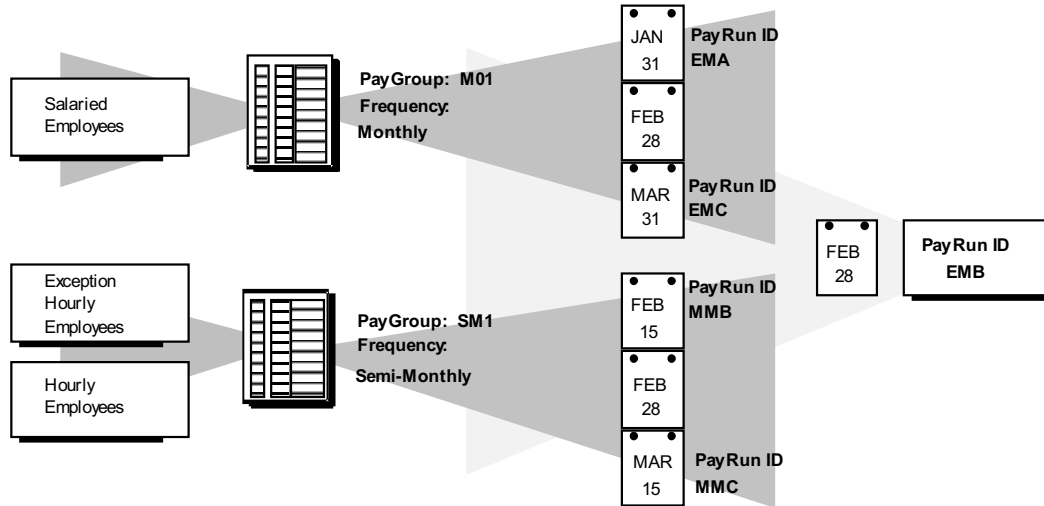
For more information about the fields in the Balance ID Table 2 page, see the Balance ID Table – Balance ID Table 1 Page in this chapter.

Creating Pay and FLSA Calendars

You use the Pay Calendar Table to create cycles for payroll 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 set up on the Pay Run Table—in conjunction with the pay groups you set up earlier.

Understanding Pay Calendars and Pay Run ID

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



Assigning Pay Run IDs

Example

CCB, for example, has assigned the same Pay Run ID (EMB) to both the February 28 Monthly calendar entry and the February 28 Semimonthly entry to enable the system to process them at the same time.

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 together for processing using a Pay Run ID, which you set up on the Pay Run Table. To process payrolls, the pay calendar entry being processed must be assigned a 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, but not always, you would 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 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 determines which groups can or can't be grouped together.

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



For more information about building pay calendars manually, see *Building Pay Calendars Manually* in this chapter. For more information about building pay calendars automatically, see *Building Pay Calendars Automatically* in this chapter.

Building Pay Calendars Manually

If you choose to build the pay calendar manually, you use the Pay Calendar Table for each calendar entry you wish to add. Remember that you must have a calendar entry for every pay period for each pay group you set up.

Pay Calendar Table – Pay Calendar Table Page

Usage	Use the Pay Calendar Table page to manually create cycles for payroll processing by pay group.
Object Name	PAY_CALENDAR_TABLE
Navigation	Define Business Rules, Define Payroll Process, Setup 2, Pay Calendar Table, Pay Calendar Table
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Pay Calendar Table Confirm Err Option

Company: ACC State of Accord ☐ Off-Cycle Calendar?

Pay Group: PAB Accord Biweekly

Pay Period End Date: 06/15/2000 Pay Run ID: PAB-00-12 BiPy 12-00

*Pay Period Begin Date: 06/02/2000 Aggregate ID: *Paycheck Issue Date: 06/15/2000

Pay Period Close Date: 06/15/2000

Weeks in this Period: 2

*Pay Periods Per Year: 26

Accrual Percent: ☐ Reverse Accruals *FLSA On-Cycle Pay End Date: 06/15/2000

*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	Year	Quarter	Period
CY	Cal. Year	2000	2 6

Pay Calendar Table – Pay Calendar Table page

Company

The company you specified in the entry page displays here.

Pay Group

The pay group you specified in the entry page displays here.

Pay Period End Date

The pay period end date displays here. The system uses this date to determine if an employee's pay should be prorated. It also looks to this date to see whether a holiday falls within the pay period and determines if the employee is active within that pay period. Therefore, the system knows whether or not to pay the employee for that day.

The pay calculation program uses these dates to determine which deductions and additional pays will be used.

Pay Period Begin Date

Enter the pay period begin date. The system uses this date to determine if an employee's pay should be prorated. It also looks to this date to see whether a holiday falls within the pay period and determine if the employee is active within that pay period. Therefore, the system knows whether or not to pay the employee for that day.

The pay calculation program uses these dates to determine which deductions and additional pays to use.

Pay Period Close Date

Enter the pay period close date.

Weeks in this Period

Enter a value to indicate the number of weeks within the payroll cycle. Depending on the state in which your employees are based, you may need to use this field for tax reporting. The number of weeks is based on the number of Wednesdays in the pay period.

Pay Periods Per Year

Enter a value to indicate the number of pay periods per year. 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.

Example

For example, if you set up a deduction for \$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 on which payday falls, there may be 53 (instead of 52) weekly pay periods during a given year; likewise, there may be 27 (instead of 26) biweekly pay periods. To accommodate this peculiarity, in the **Pay Periods Per Year** field 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, semimonthly, or monthly; it de-annualizes by dividing by the number you enter for the number of pay periods per year.



Notice that for monthly and semi-monthly pay calendars, the **Pay Periods Per Year** field is unavailable for entry; the only valid values are 12 and 24.

Off-Cycle Calendar?

Check this box to identify the pay calendar as off-cycle processing. Two types of processing are associated with a pay calendar: on-cycle and off-cycle. On-cycle processing is the normal, scheduled payroll processing for a pay group and pay period. Off-cycle processing is any other payroll activity that deviates from the norm. Typically, off-cycle activity consists of recording manual checks issued during this period, on-demand checks calculated and issued during this period, and reversals processed during this period. This option enables you to run a group of off-cycle checks that are associated with a specific check date which may differ from your on-cycle check date.

For more information about off-cycle processing, see PeopleSoft 8 Payroll for North America, “Working with Checks”.

Pay Run ID

Select a pay run ID. Each payroll batch process needs a pay run ID to determine what pay group(s) to process. All pay calendar entries with the same Pay Run ID are processed at the same time. Before you start payroll 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 page. The Payroll Process can't run without a Pay Run ID.

Aggregate ID

Enter an aggregate ID to indicate aggregate taxation. Normally, you would use the aggregate tax method when you need to pay employees more than once in a single pay period. Every Pay Calendar with the same Aggregate ID value will be aggregated together (including Off-Cycle payrolls) for the purposes of tax calculations. All wages paid on each calendar with the same Aggregate ID are combined, then annualized and taxed accordingly. Typically this field is utilized by temporary agencies where employees are paid.

Example

An employee might be part of a weekly pay group and receive payment on Tuesday for work performed on Monday and Tuesday. On Wednesday, he might switch to a different, one-day job and be paid on that same day. The same employee might then work a third job on Thursday and Friday and receive a third payment on Friday. Using the ordinary annualized tax calculation method, each of these three checks would be taxed as if the earnings on each check were for an entire week, because the employee's pay period has been defined as weekly. The result would be that the total amount of taxes withheld for the week would be too low. To prevent this from happening you would have to use the aggregate tax method.

Paycheck Issue Date

Select a paycheck issue date. This date appears on the employee's paycheck or advice slip. It determines the Calendar Year, Quarter, and Period for all payroll balances. In addition, the system uses the paycheck issue date to find the appropriate effective-dated entry in the tax tables to use for this pay calculation.

Balance ID Details

The **Balance ID Details** group box displays the year, quarter, and period applicable to the pay period for each Balance ID for which you're maintaining balances.



For more information about Balance IDs and maintaining balances, see Establishing Balances to be Maintained and Adjusting Employee Balances.

Accrual Percent

Enter an accrual percent to calculate accrual totals for the General Ledger interface. This percentage is typically used to handle pay periods that overlap accounting periods or don't correspond to calendar months. For example, if payroll is processed weekly, but General Ledger is processed monthly, you may need to make adjustments. If you specify a percent here, that percent of pay for the last pay period of the month is added to accrual amounts for the General Ledger Interface. Then, in the first pay period of the following month, you can reverse those accruals by selecting the **Reverse Accruals** check box and leaving the **Accrual Percent** field blank. The system responds by subtracting the accruals from the appropriate amounts in the General Ledger Interface.

Reverse Accruals

Check this box to reverse accruals added to the General Ledger Interface. The system responds by subtracting the accruals from the appropriate amounts in the General Ledger Interface. However, if you check this box, you must leave the **Accrual Percent** field blank. If the **Accrual Percent** field is not blank, the **Reverse Accruals** check box must be cleared.

Note. The **Accrual Percent** field and **Reverse Accruals** checkbox are not applicable to PeopleSoft Payroll for E&G.

FLSA On-Cycle Pay End Date

Select a pay end date for FLSA off-cycle processing. This field applies only to off-cycle calendars. For on-cycle calendars, this field is unavailable for entry. If the earnings being paid in the off-cycle are subject to FLSA (**Affect on FLSA** group box on the Earnings Table – General page is *not* set to **None**), enter the on-cycle pay end date to which the earnings should be applied. The system uses this date to determine the correct FLSA period.

Deductions Taken

Select a value to indicate how deductions will be taken for this pay run.

None: Select this value if you do not want a deduction to be taken.

Deduction: Select this value if you want to use the regular deductions defined on the Deduction Table pages for these employees.

Subset: Select this value if you want to use the specified deduction subset. If you select this value, the **Deduction Subset ID** field becomes available for entry. You must specify the subset ID in the **Deduction Subset ID** field.

For more information about using deduction subsets, see PeopleSoft 8 Payroll for North America, “Defining Deductions”.

Deduction Subset ID

Select a value representing the subset ID for this pay run. This field becomes available for entry only when you select the **Subset** value in the **Deductions Taken** field.

Pay Period of the Month

Use this option to assign a pay period to the earnings and deductions designated for this calendar entry. When you create paysheets, the system looks to see if the pay period for additional pay matches the pay period being processed, then adds the additional pay to the paysheet. During Pay Calculation, if the pay period for a deduction matches the pay period being processed, the system takes the deduction from gross pay.

Select **First** to specify the first pay period of the month.

Select **Second** to specify the second pay period of the month.

Select **Third** to specify the third pay period of the month.

Select **Fourth** to specify the fourth pay period of the month.

Select ***Fifth*** to specify the fifth pay period of the month.



The following check boxes (**Paysheets Run, Payroll Preliminary Calc Run, Single Chk for Multiple Jobs**, etc.) are unavailable for entry and maintained by the system. For more information about these check boxes, see Reviewing Payroll Milestones in this chapter.

USF Pay Calendar Table – Pay Calendar Table Page

Usage	Use the Pay Calendar Table page to manually create cycles for payroll processing by pay group.
Object Name	PAY_CALENDAR_TABLE
Navigation	Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Calendar Table, Pay Calendar Table
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Pay Calendar Table **Confirm Err Option**

Company: ACC State of Accord ☐ Off-Cycle Calendar? **Federal**

Pay Group: PAB Accord Biweekly

Pay Period End Date: 04/20/2000 Pay Run ID: PAB-00-08 BiPy 08-00

*Pay Period Begin Date: 04/07/2000 Aggregate ID: *Paycheck Issue Date: 04/20/2000

Pay Period Close Date: 04/20/2000

Weeks in this Period: 2

*Pay Periods Per Year: 26

Accrual Percent: ☐ Reverse Accruals *FLSA On-Cycle Pay End Date: 04/20/2000

*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	Year	Quarter	Period
CY	Cal. Year	2000	2

Pay Calendar Table – Pay Calendar Table page



All the fields on this page are identical to the fields on the Pay Calendar Table – Pay Calendar page (commercial version) except for the field(s) listed below.

Federal (button)

Click on the **Federal** button to access the Payroll Status secondary page.

Payroll Status Secondary Page

Usage	Use the Payroll Status secondary page to indicate whether interfaces have been run and specify periods for Federal Leave Accrual processing.
Object Name	GVT_PAY_STATUS_SEC
Navigation	Click the Federal button to access this page.

Payroll Status

Payroll Status	
☐ Leave Accrual Run	
Interface Status	
☐ RITS Interface Run	☐ TSP Interface Run ☐ Treasury Interface Run
Pay Year	
Pay Year:	1980 Pay Period Number: 1
Year Indicators	
☒ Calendar Year Begins ☒ Leave Year Begins ☐ Leave Year Ends ☒ Pay Year Begins ☒ Fiscal Year Begins	
OK Cancel	

Payroll Status secondary page

Payroll Status**Leave Accrual Run**

Check this box if leave accrual has been run.

Interface Status

Use the check boxes in the **Interface Status** group box to indicate whether the RITS Interface, TSP Interface, or the Treasury Interface has been run for the Pay Calendar.

RITS Interface Run

Check this box if the RITS interface has been run.

TSP Interface Run

Check this box if the TSP interface has been run.

Treasury Interface Run

Check this box if the treasury interface has been run.

Pay Year**Pay Year**

The IRR process requires a Pay Year. When processing IRRs, the IRR Fiscal Data Accumulator identifies all monies that come from the Pay Year. Enter the Pay Year to which this Pay Calendar applies.

Pay Period Number Enter a pay period number.

Year Indicators

Calendar Year Begins This check box is used by Federal Leave processing. If the Pay Calendar is for a pay period designated to begin the Leave Plan Calendar Year for a particular Leave Type, check this box.

Leave Year Begins This check box is used by Federal Annual Leave Accrual processing only. If the Pay Calendar is for a pay period designated to begin the Annual Leave year, check this box.

Note. The leave year begins on the first day of the first full pay period for which the begin and end dates are both within the new year. The Leave Year ends on the last day of the last pay period ending just before the pay period of the new Leave Year.

Pay Year Begins This check box is used by Federal Annual Leave Accrual processing on Leave Types for which accrual begins with the Pay Year. If the Pay Calendar is for a pay period designated to begin the Pay Year for Leave Accrual processing, check this box.

Fiscal Year Begins This check box is used by Federal Annual Leave Accrual processing on Leave Types for which accrual begins with the Fiscal Year. If the Pay Calendar is for a pay period designated to begin the Fiscal Year for Leave Accrual processing, check this box.

Leave Year Ends This check box is for your information only. It enables you to identify the Pay Calendar that is intended to represent the leave year end.

Reviewing Payroll Milestones

You'll notice that the check boxes across the bottom of the Pay Calendar Table page are unavailable for entry. The system maintains this section, which consists of process indicators, or milestones, that tell you how far along you are in the payroll process for this calendar entry. For example, if you have already created paysheets, completed your final Pay Calculation, and run Pay Confirmation, the system selects several check boxes on the Pay Calendar Table page, representing the steps you have already completed.

These indicators are maintained by the batch programs and in some cases by SQRs. During payroll processing, the system queries these indicators to verify that you are running the payroll batch processes in the correct order.

You should run your GL Interface only after you have completed your on- and off-cycle payrolls for a pay calendar entry. Once the GL Interface has been run, the system won't allow you to enter any more payroll transactions for that calendar entry. If GL interface run is selected, the cycle is complete, and you can no longer make adjustments for this pay period. You can still print reports, but you can't process additional payroll cycles for that calendar.

Once a payroll is confirmed for the next Pay Period, the system selects the Off-Cycle Closed check box, and you can no longer run off-cycle payrolls against this calendar.

Setting Up FLSA Calendars

You need to set up FLSA calendars for each pay group in your company that has distinct FLSA periods and FLSA period start dates. If several pay groups have the same FLSA periods and FLSA period start dates, you can use the same FLSA calendar for all of them.

FLSA Calendar Table Page

Usage	Use the FLSA Calendar Table page to define FLSA periods that may be used by different pay groups. The same process that creates Pay Calendars also creates FLSA Calendars.
Object Name	FLSA_CALEDAR
Navigation	Define Business Rules, Define Payroll Process, Setup 2, FLSA Calendar Table
Prerequisites	None
Access Requirements	Enter an FLSA Calendar ID.

Flsa Calendar Table

FLSA Calendar ID: K07MONSUN

FLSA Period in Days: 7

FLSA Period Start Date: 09/04/1995

FLSA Calendar Table page

FLSA Calendar ID

The FLSA Calendar ID that you added or selected in the entry page displays here. Use the FLSA Calendar ID to link an FLSA calendar to a pay group. For example, an FLSA Calendar ID of **14, MON-SUN**, would be linked to pay groups whose pay period is 14 days and whose FLSA pay period begins on Monday and ends on Sunday. This ID is then used on the FLSA Period Definition secondary page to tie the FLSA calendar to the pay group.

FLSA Period in Days

Use **FLSA Period in Days** to define the length of the FLSA period for this Calendar ID. The information you enter in this field is used with the FLSA Period Start Date to determine the FLSA Begin Dates and FLSA End Dates, which display on this page after you've created FLSA calendars.

FLSA Period Start Date

Use **FLSA Period Start Date** to define the starting date from which succeeding FLSA periods are set. You should set this field to the earliest start date of any of the pay groups that will use this FLSA Calendar ID.



Once you create the FLSA calendar from the Pay Calendar build, the FLSA Calendar Table page becomes display only. Each row in the display-only part shows the FLSA Begin and End Dates for one FLSA work period. Once you create the FLSA calendar and it becomes display only, you cannot make any changes or corrections. If you run a payroll later that does not have an FLSA calendar already created, you have to run the Pay Calendar build. The additional FLSA calendars are created when the pay calendar for that payroll is created. Additionally, you must add the FLSA Calendar ID to the system before you can complete the Pay Group Table. This does not apply for pay groups that are defined as Fixed FLSA Period and have Use Basic Formula selected on the FLSA Period Definition secondary page.

Pay Calendar Table – Confirm Err Option Page

Usage	Use the Confirm Error Option page to run the Confirm process without addressing outstanding payroll messages. You can also use this page to choose which payroll messages to bypass during the Confirm process and to indicate the number of times each message can be bypassed before stopping the Confirm process.
Object Name	PAY_CALENDAR_TBL2
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Pay Calendar Table, Confirm Error Option • Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Calendar Table, Confirm Error Option
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Pay Calendar Table		Confirm Err Option
Company:	ACC State of Accord	☐ Off-Cycle Calendar?
Pay Group:	PAB Accord Biweekly	
Pay Period End Date:	06/15/2000	
	☐ Continue With Errors	
Error Pay End Date:	06/15/2000 	

Pay Calendar Table – Confirm Error Option page

Company	The company you specified in the entry page displays here.
Pay Group	The pay group you specified in the entry page displays here.
Pay Period End Date	The pay period end date displays here.
Continue With Errors	Check this box if you want the payroll process to continue when the system encounters error messages that are defined for the Continue With Errors functionality.
	For more information on specifying errors to be bypassed during the Payroll Process, see PeopleSoft 8 Payroll for North America, “Defining Tables That Support the Payroll Process”.
Error Pay End Date	Select an error pay end date that represents the end date of the off-cycle payroll in which you want to correct and pay the employees who are bypassed during the regular pay run.
Off-Cycle Calendar?	The off-cycle calendar check box displays here. If you selected this check box on the Pay Calendar Table page, this check box is selected—and vice-versa.

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, you must create the run control data on the Pay Calendar Creation page, run the pay calendar creation program, and review any error messages (if applicable).

The Pay Calendar Creation process doesn’t automatically assign values to Pay Run ID, Accrual Percent, Reverse Accrual, Aggregate ID, Off-cycle Pay End Date, Deduction Subset ID, or Deduction Taken.

After you run the batch program, you need to complete the appropriate fields on the Pay Calendar Table before you start running your payroll. Although Accrual Percent and Reverse Accrual are optional, all pay calendars must have a Pay Run ID before you run the payroll.

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.

Pay Calendar Creation Page

Usage	Use the Pay Calendar Creation page to create a pay calendar automatically.
Object Name	RUNCTL_PAY_CAL_BLD
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Pay Calendar Creation, Pay Calendar Creation • Compensate Employees, Manage Payroll Process (CAN), Process, Pay Calendar Creation, Pay Calendar Creation
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Pay Calendar Creation page

Run Control ID

The run control ID you specified in the entry page displays here.

Company

Select a company for the pay calendar.

Pay Group

Select a pay group for the pay calendar.

Pay Period End Date

Enter a pay period end date for the pay calendar. For example, for a semi-monthly payroll for 1999, you would enter **01/15/99**. 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 ending on March 15, you would enter **03/15/99**.

**Check Dt Days From Pay
End Dt**

Enter a value representing 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**. Should the check date fall on a holiday or weekend day, the system automatically searches backwards on the calendar to find the first workday before the holiday or weekend day to issue checks.

Pay Periods Per Year

The number of pay periods per year displays here. This number depends on the Pay Frequency assigned to the Pay Group.

Run

Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

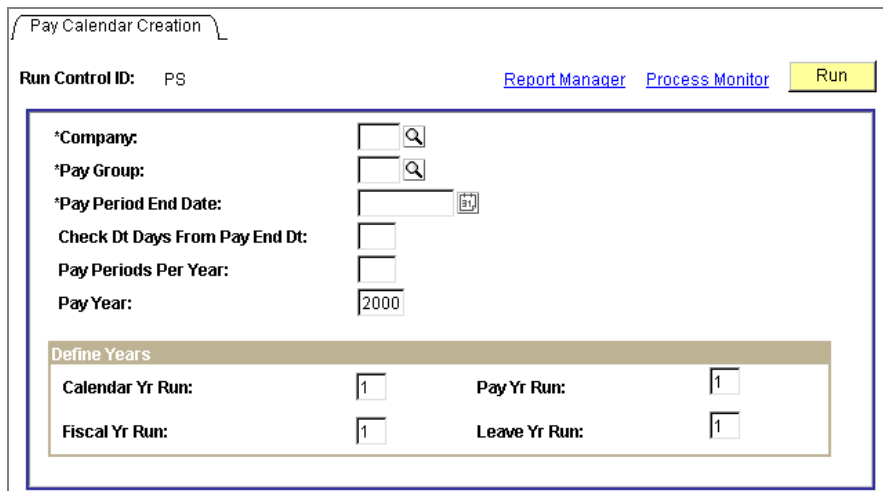
For more information about the PeopleSoft Process Scheduler, see PeopleSoft Payroll PeopleBooks in your *PeopleSoft PeopleTools* PeopleBook.



You must have the Balance ID Table set up before you can create your Pay Calendars. For more information, see the Balance ID Table – Balance ID Table 1 Page.

USF Pay Calendar Creation Page

Usage	Use the Pay Calendar Creation page to create a pay calendar automatically.
Object Name	GVT_RUNCTL_PAY_CAL
Navigation	Compensate Employees, Manage Payroll Process (USF), Process, Pay Calendar Creation, Pay Calendar Creation
Prerequisites	None
Access Requirements	Enter a Run Control ID.



USF Pay Calendar Creation page



All fields on this page are identical to the fields on the Pay Calendar Creation page (commercial version), except the field(s) listed below.

Define Years

Use the **Define Years** group box to define the year type for calendar entries.

Calendar Year Run	Enter the calendar year run to indicate the calendar entries to be created and specify which one is the first run of the calendar year.
Fiscal Year Run	Enter the fiscal year run to indicate the calendar entries to be created and specify which one is the first run of the fiscal year.
Pay Year Run	Enter the pay year run to indicate the calendar entries to be created and specify which one is the first run of the pay year.
Leave Year Run	Enter the leave year run to indicate the calendar entries to be created and specify which one is the first run of the leave year.



You can change the values for **Pay Year**, **Calendar Yr Run**, **Fiscal Yr Run**, **Pay Yr Run**, and **Leave Yr Run** by clicking the Year Settings button on the Pay Calendar Table page.



You must have the Balance ID Table set up before you can create your Pay Calendars. For more information, see the Balance ID Table – Balance ID Table 1 Page.

Reviewing Error Messages

To review error messages follow these steps:

1. Click on the **Process Request** button to execute the specified process.
2. Next, click on the **Process Monitor** link to determine whether or not the process is complete.
3. Once the process is complete, click on the **Details** link to generate the **Message Log** link.
4. Click on the **Message Log** link to review the steps performed during processing.

There may be a **Check Messages!!!** note displayed next to one of the processing steps (see sample message log).

```

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On-Cycle Calculation started for Run: 700
at 11:28:12.01.
Checking PaySheet Update for Company: SCA
                                Pay Group: SS5
                                Pay End Date: 2000-12-15

at 11:28:12.35.
    3 new employee(s)/job(s) added.
    69 employee(s)/job(s) checked for update.
    1 employee(s)/job(s) had their paysheet updated.
Checking PaySheet Update ended at 11:28:33.10.
Calculation started for Company: SCA
                                Pay Group: SS5
                                Pay End Date: 2000-12-15

at 11:28:38.31.
    220 check(s) to calculate.
Start employee processing at 11:28:39.17.
Commit processed at 11:29:11.32.
Check Messages!!!
Commit processed at 11:29:22.76.
Commit processed at 11:29:34.87.
Commit processed at 11:29:44.89.
Calculation ended at 11:29:50.67.

```

Sample Message Log

5. You can check the messages online or by printing a report.



To view the messages online select **Compensate Employees, Manage Payroll Process (US) (USF) (CAN), Inquire, Payroll Error Messages**. The Payroll Error Messages report (PAY011) lists errors related to employee data and tables.

CHAPTER 11

Understanding Date Processing

The interactions of various date fields in PeopleSoft Payroll can sometimes seem confusing. How do General Deduction Effective Dates and End Dates, for example, relate to Pay Period Begin Dates and Pay Period End Dates on the Pay Calendar Table? How, exactly, does a Termination Date on the Job Data record interact with the Stop Deduction at Termination field on the Deduction Table?



One benefit of PeopleSoft Effective Dates is that, because PeopleSoft Payroll balance records are effective-dated, it's not necessary for you to take steps to clear any balance accumulators before you begin processing payrolls for a new calendar month, quarter, or year.

Reviewing Critical Dates

In this section we look systematically at how the critical dates on the Pay Calendar Table (Pay Period Begin Date, Pay Period End Date, and Paycheck Issue Date) interact with the following information:

General Deductions	Effective Date End Date
Additional Pay	Effective Date End Date
Benefit Deductions	Deduction Begin Date (Effective Date) Deduction End Date
Job Data	Effective Date/Hire Action Effective Date/Termination Action
Deduction Table	Stop Deduction at Termination

To understand how each of these fields and dates affect a payroll check, we'll examine a pay period that starts on 02/15/99, ends on 02/28/99, and has a check date of 03/01/99.

Date Processing of General Deductions

To process a deduction for an employee, the system uses two dates you establish on the General Deduction Data page: the Effective Date and the Deduction End Date. (The Deduction End Date is optional.)



For more information about employee general deductions and an example of the General Deduction Data page, see the Maintaining Payroll Data section of this PeopleBook.

As a general rule, if the Effective Date of the deduction is less than or equal to ($\leq$) the Pay Period End Date, the deduction is taken. If you specify a Deduction End Date, the system takes the deduction only if the Deduction End Date is greater than or equal to ($\geq$) the Pay Period End Date.

The following charts show examples that should help to explain how the system uses dates in processing general deductions. Remember, we're using a pay period having the following dates:

- Pay Period Begin Date 02/15/99
- Pay Period End Date 02/28/99
- Paycheck Issue Date 03/01/99

General Deduction Effective Date	Deduction taken	Reason
02/15/99	Yes	Effective Date $\leq$ Pay Period End Date
02/16/99	Yes	Effective Date $\leq$ Pay Period End Date
02/28/99	Yes	Effective Date $\leq$ Pay Period End Date
03/01/99	No	Effective Date not $\leq$ Pay Period End Date

Deduction End Date	Deduction taken	Reason
02/15/99	No	Deduction End Date not $\geq$ Pay Period End Date
02/16/99	No	Deduction End Date not $\geq$ Pay Period End Date
02/28/99	Yes	Deduction End Date $\geq$ Pay Period End Date
03/01/99	Yes	Deduction End Date $\geq$ Pay Period End Date

Date Processing of Additional Pay

To process additional pay for an employee, the system uses two dates you establish on the Additional Pay 1 page: the Effective Date and the Earnings End Date. (The Earnings End Date is optional.)



For more information about maintaining employee additional pay and an example of the Additional Pay 1 page, see the Maintaining Payroll DataPYP_CHAPTER_1 section of this PeopleBook.

The system processes additional pay much the same as it does general deductions. As a general rule, if the Effective Date of the additional pay is less than or equal to ($\leq$) the Pay Period End Date, the system pays the additional pay. If you specify an Earnings End Date, the system pays the additional pay only if the End Date is greater than ($>$) the Pay Period Begin Date.

The following charts show examples of how the system uses dates in processing additional pay. Remember, we're using a pay period having the following dates:

- Pay Period Begin Date 02/15/99
- Pay Period End Date 02/28/99
- Paycheck Issue Date 03/01/99

<i>Additional Pay Effective Date</i>	<i>Additional Pay paid</i>	<i>Reason</i>
02/15/99	Yes	Effective Date $\leq$ Pay Period End Date
02/16/99	Yes	Effective Date $\leq$ Pay Period End Date
02/28/99	Yes	Effective Date $\leq$ Pay Period End Date
03/01/99	No	Effective Date not $\leq$ Pay Period End Date

<i>Earnings End Date</i>	<i>Additional Pay paid</i>	<i>Reason</i>
02/14/99	No	Earnings End Date not $>$ Pay Period Begin Date
02/15/99	No	Earnings End Date not $>$ Pay Period Begin Date
02/16/99	Yes	Earnings End Date $>$ Pay Period Begin Date
03/01/99	Yes	Earnings End Date $>$ Pay Period Begin Date

Date Processing of Benefit Deductions

For an example of a benefit deduction, let's use the Health Benefits page in the Administer Base Benefits window.



For more information about maintaining employee benefit information and an example of the Health Benefits 1 page, see your PeopleSoft 8 Base Benefits PeopleBook.

Like general deductions, benefit deductions use an Effective Date and Deduction End Date. On the page, however, you will not see Effective Date. On all benefit pages, we have renamed the Effective Date Deduction Begin Date.

PeopleSoft Payroll does not use the other date fields on the benefits pages:

- Coverage Begin Date
- Coverage End Date
- Coverage Election Elect/Waive Date

The following charts show examples that should help to explain how the system uses dates in processing benefit deductions. Remember, we're using a pay period with the following dates:

- Pay Period Begin Date 02/15/99
- Pay Period End Date 02/28/99
- Paycheck Issue Date 03/01/99

<i>Deduction Begin Date (Effective Date)</i>	<i>Benefit deduction taken</i>	<i>Reason</i>
02/15/99	Yes	Deduction Begin Date $\leq$ Pay Period End Date
02/16/99	Yes	Deduction Begin Date $\leq$ Pay Period End Date
02/28/99	Yes	Deduction Begin Date $\leq$ Pay Period End Date
03/01/99	No	Deduction Begin Date not $\leq$ Pay Period End Date

Deduction End Date	Benefit deduction taken	Reason
02/15/99	No	Deduction End Date not $\geq$ Pay Period End Date
02/16/99	No	Deduction End Date not $\geq$ Pay Period End Date
02/28/99	Yes	Deduction End Date $\geq$ Pay Period End Date
03/01/99	Yes	Deduction End Date Pay Period End Date

Job Data Effective Date and Paysheet Processing

The Effective Date on Administer Workforce (GBL), Job Data, Work Location has achieved a certain folk notoriety in the PeopleSoft world.

This Effective Date, in conjunction with the Action you choose, determines whether the system will process an employee during a given payroll run.

The Effective Date on an employee's job record represents the first day that a change takes place. For example, if an employee has a job record with an Action of Termination, effective-dated 01/15/99, then 01/15/99 represents the first day the employee is no longer working. Therefore, the employee isn't paid for that day.



For PeopleSoft HRMS for U.S. Federal Government, we've implemented changes from the commercial application to accommodate statutory and regulatory requirements. Personnel Actions to begin new stages of employment-hire, promotion, reassignment, transfer, disciplinary action, and pay rate changes are effective beginning of the business day. Personnel Actions such as removal and termination are effective end of the business day.

The following charts show examples that should help to explain how the system uses the Effective Dates you enter on Job Data. Remember, we're using the following pay period:

- Pay Period Begin Date 02/15/99
- Pay Period End Date 02/28/99
- Paycheck Issue Date 03/01/99

Hire Effective Date	Employee active on Paysheets	Resulting Paysheet proration	Reason
02/15/99	Yes	Full Pay	Hire Effective Date $\leq$ Pay Period Begin Date
02/16/99	Yes	Prorated 02/16 - 02/28	Hire Effective Date > Pay Period Begin Date
02/28/99	Yes	Prorated 02/28 only	Hire Effective Date > Pay Period Begin Date
03/01/99	No	Not on Paysheet	Hire Effective Date not $\leq$ Pay Period End Date

Termination Effective Date	Employee active on Paysheets	Resulting Paysheet proration	Reason
02/15/99	No	Not on Paysheet	Termination Effective Date $\leq$ Pay Period Begin Date
02/16/99	Yes	Prorated 02/15 only	Termination Effective Date > Pay Period Begin Date
02/28/99	Yes	Prorated 02/15–02/27	Termination Effective Date > Pay Period Begin Date
03/01/99	Yes	Full Pay	Termination Effective Date > Pay Period End Date

Stopping Deductions at Termination

Depending on the Employee Status on Job Data, Work Location (for example, if the employee has been terminated), there is another field that determines whether the system takes deductions, both benefit and general. That field, found on the Define Business Rules, Define Payroll Process Tables, Setup 1, Deduction Table, Process page, is called Stop Deduction at Termination.



For more information about defining deduction and an example of the Deduction Table – Process page, see Defining Deductions.

There is a general rule: If Stop Deduction at Termination is turned on, an employee must have an Employee Status of Active during the entire pay period for the system to take the deduction. The following chart shows which employees would have the deduction taken, for a deduction with Stop Deduction at Termination turned on for employees terminated on different days of a pay period.

Remember, we're still using the following pay period:

- Pay Period Begin Date 02/15/99
- Pay Period End Date 02/28/99
- Paycheck Issue Date 03/01/99

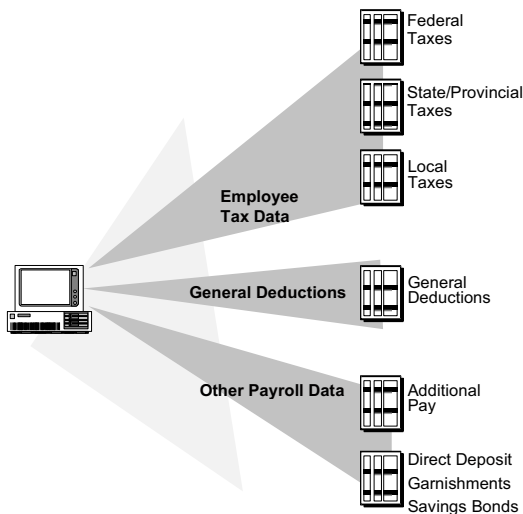
<i>Termination Effective Date</i>	<i>Deduction taken</i>	<i>Reason</i>
02/15/99	No	Employee not on Paysheet. If paid, deduction still not taken.
02/16/99	No	Employee not Active entire period.
02/28/99	No	Employee not Active entire period.

CHAPTER 12

Maintaining Payroll Data

In Maintain Payroll Data, you'll find the PeopleSoft Payroll pages that are used for maintaining payroll-specific data, such as tax information, additional pay, general deductions, savings bonds, direct deposit, and garnishments information. These pages are located on the Use menu.

These pages work in conjunction with the information you enter on the Administer Workforce pages and the benefit deduction data maintained in PeopleSoft Benefits.



Maintaining payroll data

In addition to the Payroll Data information that is **required** for payroll processing, PeopleSoft also provides optional payroll data pages, where you can maintain and override information concerning check distribution and payroll deductions.

Searching by National ID

You can search for employees and their dependents/beneficiaries using their National ID. The system will only return the employees, employee's dependents, or employee's beneficiaries that the user has Row Security Access to. If you need an employee's ID number, you can enter the National ID to search for it.

Search By National ID Page

Usage	Use the Search By National ID page to look up an employee, or an employee's dependent or beneficiary ID number.
Object Name	NID_LOOKUP
Navigation	• Administer Workforce, Administer Workforce (GBL), Inquire, Search by National ID • Compensate Employees, Maintain Payroll Data (US), Inquire, Search by National ID • Compensate Employees, Maintain Payroll Data (CAN), Inquire, Search by National ID
Prerequisites	You must set up the National ID types on the National ID Type panel.
Access Requirements	None

National ID	Dep/Benef	Name	EmpID	Name	Country	National ID Type
713-270-239	01	Dunbar,Caroline	KC0002	Dunbar,Kirby	Canada	Social Insurance Number
727-443-475	01	Dawes,Joan	KC0021	Dawes,Craig R	Canada	Social Insurance Number
000-000-000	01	Saint-Amand,Jaqueline	KC0031	Saint-Amand,Marcel	Canada	Social Insurance Number
	01	Wickham,Jennifer	KC0001	Wickham,Fred	Canada	Social Insurance Number
2.55.06.40.735.284	01	Berger,Jeanne	KF0001	Berger,Maurice	France	Social Security Number
1.56.07.33.456.789	01	Orlou,Lionel	KF0002	Orlou,Christiane	France	Social Security Number
1.64.12.92.296.421	01	Dante,Alexandre	KF0010	Dante,Beatrice	France	Social Security Number
1.96.05.75.947.284	02	Dante,Antoine	KF0010	Dante,Beatrice	France	Social Security Number
P19567893D	01	O'Flaherty,Margaret	K00005	O'Flaherty,Seamus Patrick	United Kingdom	Nat Ins Num (9 Chars)
557-45-8963	01	Lewis,Lydia Park	KU0001	Lewis,Douglas	United States	Social Security Number

Search By National ID panel

National ID

Enter the National ID number of the employee, dependent, or beneficiary's that you want to search for.

Search in

Select **Dependent & Beneficiaries** to search for a Dependent or Beneficiary ID number.

Select **Employees** to search for an Employee's ID number.

Search pushbutton

Select the **Search** pushbutton to begin the search.

Lookup by NID

National ID

Displays the National ID number you entered on the search page.

Dependent/Beneficiary ID

Displays the Dependent or Beneficiary ID number. This field only displays when you enter Dependent or Beneficiary National ID numbers.

Name	Displays the Dependent or Beneficiary's name. This field only displays when you enter Dependent or Beneficiary National ID numbers.
Empl ID	Displays the Employee ID number of the employee, if an employee's National ID number was entered. If a Dependent or Beneficiary National ID was entered, then this field displays the Employee ID of the employee who has that dependent/beneficiary.
Name	Displays the Employee's name.
Country	Displays the country that matches the National ID. For example, SSN is the United States National ID and SIN is Canadian National ID.
National ID Type	Displays the type of National ID entered during the search.

Creating Employee Tax Data Automatically

If you select the Automatic Employee Tax Data option on the Installation Table, PeopleSoft Payroll automatically sets up tax records for the employee: federal, state (multiple, if necessary), provincial, and local (multiple, if necessary) whenever an employee:

- Is hired through PeopleSoft HRMS or the Applicant Tracking System.
- Transfers to another company.
- Has a job change that requires a new or concurrent state, province, or locality.

You can run SQR TAX016, the Default Tax Data Report - U.S. (TAX016CN is the Canadian version) 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 the date range that you specify.



USF The employee's retirement code coverage helps determine which tax data is generated by the system.



For more information about reporting, see Running Payroll Reports.

Entering U.S. Employee Tax Data



USF All pages in this section apply to both the generic payroll for North America and U.S. Federal Government functionality, unless stated otherwise. The only difference between the two is their corresponding navigation.

You'll use the Employee Tax Data pages to enter and maintain federal, state, and local tax data for each of your employees.

Federal Tax Data 1 Page

Usage	Use the Federal Tax Data 1 page to record and maintain the federal tax information that is used by the system to calculate federal taxes for employees. Federal taxes include Federal Income Tax, FICA, and FUT. If the employee works for multiple companies, the tax data is defined by company.
Object Name	TAX_DATA1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Employee Tax Data, Federal Tax Data 1 • Compensate Employees, Maintain Payroll Data (USF), Use, Employee Tax Data, Federal Tax Data 1
Prerequisites	None
Access Requirements	Enter an Employee ID number.

Federal Tax Data 1

Jones, Susan ID: K0G001

Company: GBI Global Business Institute

Effective Date: 07/14/2000 This data was last updated by on

Special Tax Withholding Status

☒ None ☐ Exempt (not subject to FIT) and do not withhold tax

☐ Maintain gross (no tax WH) will be zero unless specified in 'Additional Withholding' below

☐ Non-Resident Alien; taxation specified on Federal Tax Data 3

W-4 Processing Status: ☐ None ☐ Notification Sent ☐ New W-4 Received

Tax Marital Status: ☐ Single ☐ Married

Withholding Allowances: 0

FWT Additional Amount

Amount: Percentage:

Lock-In Details

☐ Letter Received

Limit On Allowances: 0

Federal Tax Data 1 page

Company	The company displays here.
ID	The employee's identification number displays here.
Effective Date	Enter the effective date here.
Federal tax data last updated by	This display-only field indicates whether the employee's federal tax data was last updated by an online system operator or by a Web user, using the PeopleSoft Self-Service Web Application. The date of the most recent update displays here.

Special Tax Withholding Status

None Select *None* if no special tax status exists. Under this option, the system will calculate federal withholding tax based on the employee's gross, marital status, and withholding allowances. If you select this option, and you specify an amount or percentage in the Additional Withholding group box, the system will calculate taxes based on the information in the tax table and the indicated additional withholding.

Maintain Taxable Gross Select *Maintain Taxable Gross* to override the normal tax calculation with the amount or percentage indicated in the Additional Withholding Amount or Percentage fields. Then the system determines taxable gross for FWT, using the individual earnings an employee is paid. The tax withheld then becomes either a flat amount or a percentage of the Federal Taxable wages.

Note. Use this option for employees who claim Exempt status on their W-4 form.

Do Not Maintain Taxable Gross and Do Not Withhold Tax Select *Do Not Maintain Taxable Gross and Do Not Withhold Tax* to indicate that FWT will not be withheld from the employee's pay and that the Federal Taxable gross balance will not reflect the pay an employee receives.

Non-Resident Alien Select *Non-Resident Alien* if the employee is to be taxed as a non-resident alien. This case usually arises as a result of a tax treaty agreement between the United States and the non-resident alien's country of citizenship. When this option is selected, the appropriate taxation information for the non-resident alien will be entered on the Federal Tax Data 3 page.

Note. The Substantial Presence Test page can be used to track an employee's residency status.

For more information about Non-Resident Alien Employees, see PeopleSoft 8 Payroll for North America, “Defining Your Payroll Taxes” and the PeopleSoft 8 Payroll for North America, “Defining Your Payroll Taxes”.

W-4 Processing Status

This is used with the W-4 Business Process Designer run at year-end to identify employees who must submit new forms in order to retain their Exempt status.

None

Select **None** if W-4 processing is not applicable to the employee. The system resets this indicator automatically when the employee's status is updated through the W-4 Exempt Employee workflow process. You can also update this status manually.

Notification Sent

Select **Notification Sent** to indicate that the employee has been notified to submit a new Form W-4.

New W-4 Received

Select **New W-4 Received** to indicate that a new Form W-4 has been received.

Tax Material Status

Select **Single** if the employee is single.

Select **Married** if the employee is married.

Withholding Allowance

Enter the number of allowances that the employee claims for federal withholding tax purposes. This number should match the number on the employee's W-4 form.

FWT Additional Withholding

Use the **Amount** and **Percentage** fields to indicate that additional FWT taxes are to be taken. You can specify both an amount and a percentage, if appropriate. The effect of this field depends on the option you select in the **Special Tax Withholding Status** group box.

Amount

Enter an additional flat amount to be withheld.

Percentage

Enter an additional percentage to be withheld.



On the Paysheet One-Time Taxes page in the Manage Payroll Processes window, you can tell the system not to take Additional Withholding out of a particular check. For more information about one-time taxes, see Paysheet – One-Time Taxes Page.



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.

Lock-in Details

Letter Received

Select this check box if a letter has been received from the IRS specifying the allowances an employee is allowed to take.

Limit on Allowance

Enter the maximum number of allowances possible. The value that you enter in Withholding Allowances cannot exceed the value you enter in this field.



Since the Federal, State, and Local Tax Data pages are a set of chained pages, you cannot change data or enter a new row on any of the tax data pages without first editing the Federal Tax Data 1 page.

Understanding the W-4 Exempt Employees Process

The W-4 Exempt Employees Process is a workflow-enabled process that you should run at the end of each year. This process triggers a database agent that looks for all employees for whom **Additional Withholding Amount** equals zero, **Additional Withholding Percentage** equals zero, and the **Special Tax Withholding Status** is **Maintain taxable gross**.

PeopleSoft Workflow automatically sends each of these employees (except terminated employees) an email informing them that they must submit a new Form W-4 by February 15 of the coming year. Next, the system changes the **W-4 Processing Status** of each of these employees to **Notification Sent**. Workflow also creates instances in the worklist of the Payroll Administrator workflow role as a reminder to update the **W-4 Processing Status** for applicable employees.



Wherever you are in the system, you can click the Worklist toolbar button and select a W-4 Process worklist item to display the Federal Tax Data 1 page where you can correct the employee **W-4 Processing Status**.

Changing W-4 Processing Status Manually

An authorized Payroll operator can manually change an employee's W-4 Processing Status. If you've selected Worklist, Email, and Electronic Forms in PeopleTools Workflow Administrator, when you set an employee's status to **Notification Sent**, the system will:

- Generate a worklist item for the Payroll Administrator workflow role.
- Generate an email message to the employee informing that employee that a new Form W-4 is required by February 15 of the upcoming year to continue exempt 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**.



For more information about W-4 Processing, see Understanding the W-4 Exempt Employees Process and Processing W-4 and W-5 Employees. For more information about PeopleSoft Workflow, see the PeopleSoft 8 Application Fundamentals for HRMS PeopleBook PeopleBook.

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 Data (US), Use, Employee Tax Data, Federal Tax Data 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Employee Tax Data, Federal Tax Data 2
Prerequisites	None
Access Requirements	Enter an Employee ID number.

Federal Tax Data 1 Federal Tax Data 2 Federal Tax Data 3 State Tax Data 1 State Tax Data 2 Local Tax Data

Jones, Susan ID: K0G001
Company: GBI Global Business Institute

Effective Date: 07/14/2000 Federal tax data last updated by on

☐ Exempt from FUT ☐ Use Total Wage for Multi-State

Earned Income Credit

☒ Not applicable
☐ Single, or married no sp filing
☐ Married, both spouses filing

W-5 Processing Status
☐ None ☐ Notification Sent ☐ New W-5 Received

W2-Reporting

☐ Statutory Employee ☐ Legal Representative
☐ Deceased ☐ Deferred Compensation
☐ Pension Plan

Federal Tax Data 2 page

Effective Date

Company

The company displays here.

ID

The employee's identification number displays here.

Effective Date

The effective date displays here.

Exempt from FUT

Select this check box if the employee is exempt from FUT. The default value comes from the FICA/Tax Details secondary page. You can override the default from the Company Table for an employee.

Use Total Wages for Multi-State Employee

Select this check box if you want to use taxable wages from all work states in the calculation of state taxes.

Earned Income Credit

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 can choose to receive advance Earned Income Credit payments with each paycheck, by filling out Form W-5 and giving it to their employer.

Not applicable

Select **Not applicable** if the employee is not eligible for this credit. No payment will be made.

Single, or Married without spouse filing

Select **Single, or Married without spouse filing** if the employee is eligible for the credit and is single or married without the spouse filing.

Married with both spouses filing

Select **Married with both spouses filing** if the employee is eligible for the credit and is married with both spouses filing.



The payment amounts are determined by rates on the Federal/State Tax Table under \$E.



Some employees may be eligible to participate in the Advanced Earned Income Credit (AEIC) program.

W-5 Processing Status

This is used with the W-5 Business Process Designer that is run at year-end to identify employees who must submit new forms in order to retain their Advanced Earned Income Credit status.

None

Select **None** if W-5 processing is not applicable to the employee.

Notification Sent

Select **Notification Sent** to indicate that the employee has been notified to submit a new Form W-5.

New W-5 Received

Select **New W-5 Received** to indicate that a new Form W-5 has been received.

W-2 Reporting

With the **W-2 Reporting** options, you can indicate any special employee status required for W-2 reporting.

Statutory Employee

Select this check box if the employee works for the employer but is not an employee under common law rules.

Deceased

Select this check box if the employee is no longer alive.

Note. Payroll for U.S. Federal Government does not use this check box. A PAR with NOA 350 is required to populate the Date of Death field on the employee's Personal Data.

Pension Plan

Select this check box if, for any part of the year, the employee was an active participant in a retirement plan maintained by the company. These retirement plans include a simplified employee pension (SEP) plan.

Legal Representative

Select this check box if 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 a child. For example, *Pat Smith Trust* or *Frank Jones, Custodian for Pat Smith, a Minor*, constitute legal representatives for Pat Smith.

Deferred Compensation

Select this check box if the company made elective deferrals to a 401(k) or 403(b) retirement plan.

Understanding the W-5 Employees Process

The W-5 Employees Process is a workflow-enabled process that you should run at the end of each year. This process triggers a database agent that looks for all non-terminated employees for whom **Single, or Married without spouse filing** is selected. PeopleSoft Workflow automatically sends each of these employees an email informing them that they must submit a new Form W-5 by January 1 of the coming year. For each employee, the system will change the **W-5 Processing Status** to **Notification Sent**. Workflow also creates instances in the worklist of the Payroll Administrator workflow role as a reminder to update the **W-5 Processing Status** for applicable employees.



Wherever you are in the system, you can click the Worklist Toolbar button and select a W-5 Process worklist item to display the Federal Tax Data 2 page where you can correct the employee W-5 Processing Status.



For more information about W-5 Processing, see Processing W-4 and W-5 Employees in this section.

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. For employees with a 1042 status, the system produces the Federal Tax Data 3 page. For non-1042 employees, the Federal Tax Data 3 page is blank.
Object Name	TAX_DATA2A
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Employee Tax Data, Federal Tax Data 3 • Compensate Employees, Maintain Payroll Data (USF), Use,

	Employee Tax Data, Federal Tax Data 3
Prerequisites	None
Access Requirements	Enter an Employee ID number.

Federal Tax Data 1 Federal Tax Data 2 **Federal Tax Data 3** State Tax Data 1 State Tax Data 2 Local Tax Data

Jones, Susan K0G001
 Company: GBI Global Business Institute

Effective Date: 07/14/2000 Find | View All First 1 of 1 Last

Tax Treaty/NR Data

Country: ☐ Form 8233 Recd? 8233 In Effect Date:
 Date of Entry: ☐ Form W8-BEN Recd? W8-BEN In Effect Date:
 Treaty ID: ☐ Form W9 Recd? W9 In Effect Date:
 Treaty Exp Date: Taxpayer ID Number:

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

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 for only one treaty at any particular time. Employees who want to claim benefits under a tax treaty must submit a written statement to their employer, along with applicable forms.

Use the **Form 8233 Recd?** (form 8233 recorded) and **Form W8-BEN Recd?** (form W8-benefit recorded) check boxes to determine the employee's eligibility for reduced tax treaty rates. You must mark the correct form for the specified income code by the end of the current pay period. Otherwise, the affected earning will be taxed as W-2 earnings instead of 1042 earnings.

Company

The company displays here.

ID

The employee's identification number displays here.

Effective Date

The effective date displays here.

Tax Treaty/NR Data**Country**

Select a country from the list, or select one of the generic entries that are prefixed with \$ that you may have established on the Tax Treaty NR Alien Table.

Date of Entry

Select the date of entry.

Treaty ID

Select the treaty ID.

Treaty Exp Date (treaty expiration date)	If applicable, the Treaty Exp Date displays here. The system calculates the Treaty Exp Date based on the Date of Entry and rules established on the Tax Treaty/NR Data Table.
Form 8233 Recd?	Form 8223 is required for all income codes except 15 (scholarships and fellowships). Form W8-BEN, formerly Form 1001, is required for scholarship and fellowship income. If applicable to the employee, select the Form 8233 Recd check box , and enter the appropriate date in the 8233 In Effect Date field.
8233 In Effect Date	Enter the in-effect date.
Form W8-BEN Recd?	Form W8-BEN, formerly Form 1001, is required for scholarship and fellowship income. If applicable to the employee, select the Form W8-BEN Recd check box, and enter the appropriate date in the W8-BEN In Effect Date field.
W8-Ben In Effect Date	Enter the in effect date.
Form W9 Recd?	If applicable to the employee, select the Form W9 Recd check box, and enter the appropriate date in the W9 In Effect Date field. Form W9 was formerly known as Form 1078. Employees who file a Form W9 that takes effect before the end of the current pay period are processed as if they did not have a treaty; their earnings are taxed as W-2 earnings instead of 1042 earnings.
Form W9 In Effect Date	Enter the in-effect date.
Taxpayer ID Number	Enter the Taxpayer ID Number of the employee (if applicable). If this field is entered, the system uses this value instead of the SSN when producing the 1042 forms/magnetic media.
Allowable Earnings Codes	The system populates the Allowable Earnings Codes group box with information entered on the Treaty/NR Alien Table page according to the Country and Treaty ID you specify.
(E&G only) Max Earnings Eligible Per Year (maximum earnings eligible per year)	The earnings caps that apply to each earnings type as per the tax treaties for non-resident aliens.

(E&G only) Tax Rate (after form)

For non-resident aliens, whose forms (8223 or W8-BEN) have been completed and are in effect, this is the tax rate that will be applied to their income until the income exceeds the maximum earnings specified.

(E&G only) Tax Rate (before form)

For non-resident aliens the tax rate that will be applied to the employee's income if their forms (8223 or W8-BEN) have not been completed.



Some of the forms above have been replaced and renamed. Both the old and new versions of the forms can be used for the year 2000. However, starting in the year 2001, only the new version of the form can be used.



For more information about the Tax Treaty/NR Data Table, see Establishing 1042 Processing for Non-Resident Aliens and Treaty/NR Alien Table Page.

State Tax Data 1 Page

Usage	Use the State Tax Data 1 page to record and maintain state tax information that the system will use to calculate state taxes for employees. If the employee works for multiple companies, the tax data is defined by company. 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.
Object Name	TAX_DATA3
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Employee Tax Data, State Tax Data • Compensate Employees, Maintain Payroll Data (USF), Use, Employee Tax Data, State Tax Data
Prerequisites	None
Access Requirements	Enter an Employee ID.

Federal Tax Data 1 Federal Tax Data 2 Federal Tax Data 3 State Tax Data 1 State Tax Data 2 Local Tax Data

Jones, Susan ID: K0G001
 Company: GBI Global Business Institute

Effective Date: 07/14/2000 Find | View All First 1 of 1 Last

State Info. Find | View All First 1 of 1 Last + -

*State: + -
☒ Resident ☐ Non-Residency Statement Filed ☐ UI Jurisdiction + -

Special Tax Status
☐ None ☐ Exempt and do not withhold tax
☐ Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below
☐ Non-Resident Alien; Fed Rules

*SWT Marital/Tax Status: + -

Withholding Allowances: 0

Additional Amount Adjustment
 Amount: Increase Decrease
 Percentage:

Lock-In Details
☐ Letter Received
 Limit On Allowances: 0

State Tax Data 1 page

Company

The company displays here.

ID

The employee's identification number displays here.

Effective Date

The effective date displays here.

State

Select the state.

Note. State income taxes are generally calculated in the employee's state of residence. SDI and SUT, if applicable, are calculated for the employee's primary work state.

Resident

Select this check box if the state selected in the State field is the state of residence.

Note. The work state is derived from the employee's Tax Location on the Job Data Table and is used by paysheets when calculating state tax deductions. The **Resident** check box indicates whether the employee is a resident of the work state; the default is *on*.

Non-Resident Statement Filed

Select this check box if the employee has completed the necessary non-residency certificate.

UI Jurisdiction (unemployment insurance jurisdiction)

Select this check box if the state selected in the State field is the state of jurisdiction PKS for unemployment insurance tax.

Special Tax Withholding Status

Select ***None*** if no special tax status exists. Under this option, the system will calculate state withholding tax based on the employee's gross, marital status, and withholding allowances. If you select ***None*** in the Special Tax Status group box and you specify an amount or a percentage in the Additional Amount Adjustment group box, the system will calculate taxes based on the information in the tax table and the indicated additional withholding.

Select ***Maintain taxable gross*** to override the normal tax calculation with an amount or a percentage indicated in the Additional Amount Adjustment group box. The tax withheld then becomes either the flat amount or a percentage of the taxable wages.

Note. Use this option for employees claiming Exempt status on the W-4 form.

Select ***Do Not Maintain Taxable Gross and Do Not Withhold Tax*** to indicate that the state withholding taxes will not be withheld from the employee's pay.

Select the ***Non-Resident Alien*** check box to tell the system to calculate state taxes using the same treaty rule as used for federal tax calculations.

This option is valid only when the ***Non-Resident Alien*** option is selected for Federal Taxes. For more information about Non-Resident Alien Employees, see PeopleSoft 8 Payroll for North America, "Defining Your Payroll Taxes" and the PeopleSoft 8 Payroll for North America, "Defining Your Payroll Taxes".

SWT Marital/Tax Status (state withholding tax marital/tax status)

Select the appropriate marital/tax status for state withholding taxes.

Note. Depending on the state you selected in the ***State*** field, you will get different field values for this field.

Withholding Allowances

Enter the number of allowances that the employee claims for state withholding tax purposes. This number should match the number on the employee's Withholding Allowance Certificate.

Additional Amount Adjustment

The **Amount** and **Percentage** fields operate exactly as they do on the Federal Tax Data 1 page.



On the Paysheet One-Time Taxes page in the Manage Payroll Processes window, you can tell the system not to take Additional Withholding out of a particular check. For more information about one-time taxes, see Paysheet – One-Time Taxes Page.



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 Marital Status and Withholding Allowances information on the Federal Tax Data 1 page to calculate the state withholding required by each of these territories.

Amount

Enter an additional flat amount to withhold.

Percentage

Enter an additional percentage to withhold. The additional withholding is calculated by taking a percentage of the taxable wages.

Lock-in Details

Letter Received

Select this check box if a letter has been received from the IRS or the state taxing authority that specifies the allowances an employee is allowed to take

Limit On Allowances

Enter the maximum number of allowances possible. The value that you enter in Withholding Allowances cannot exceed the value you enter in Limit On Allowances.



Since the Federal, State, and Local Tax Data pages are a set of chained pages, you cannot change data or enter a new row on any of the tax data pages without first editing the Federal Tax Data 1 page.

Working in One State and Living in Another

If the employee is a resident of a state other than the primary work state, you need to create an additional State entry and select only one of the states as the state of residence.



Use the Add buttons insert rows for additional states and more effective dates.

You can use the **Non-Residency Statement Filed** check box to record whether or 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 example, employees who reside in Wisconsin but work in Minnesota must file a certificate of non-residence for Minnesota with their employer in order for the reciprocal agreement to be processed. When employees do not file this certificate, their wages must be fully taxed in both Wisconsin and Minnesota. Employees who fail to file this certificate when required are supposed to be fully taxed in both resident and work states.

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 non-resident), the nonresident state will default to the state of jurisdiction.
- If an employee has multiple non-resident 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.

Other Factors Affecting State Tax Calculation

Enter the employee's **SWT Marital/Tax Status** for each state where the employee pays taxes. This is the marital status used for calculating state withholding tax in each state for the employee. It actually tells the system which tax table the system should use for the SWT calculation. SWT marital status options are located on the SWT Marital Status Table, which is maintained by PeopleSoft.



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. 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 Data (US), Use, Employee Tax Data, State Tax Data 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Employee Tax Data, State Tax Data 2
Prerequisites	None
Access Requirements	Enter an Employee ID.

The screenshot displays the 'State Tax Data 2' page for employee Aquilino, Beatrice (ID: K0G004) at company GBI. The page includes tabs for Federal Tax Data 1, Federal Tax Data 2, Federal Tax Data 3, State Tax Data 1, State Tax Data 2 (active), and Local Tax Data. The 'Effective Date' is 06/15/1996. The 'State' is set to CA. There are fields for 'Addl Allowances', '% of Federal W/H' (AZ only), '*SDI Status' (set to Subject), 'Annual Exemption Amt' (MS only), 'Retirement Plan' (PR Only), and 'Exempt From SUT'. A 'California Wage Plan Code' section includes a 'Disability/Unemployment Plan' dropdown.

State Tax Data 2 page

Company

The company displays here.

ID

The employee's identification number displays here.

Effective Date

The effective date displays here.

State

The state displays here.

**Addl Allowances
(additional allowances)**

This field applies to employees that live or work in California. Enter the additional allowances the employee claims for State Withholding Tax purposes.

**% of Federal W/H (% of
federal withholding)**

This field applies to employees in Arizona only. Enter the percentage of federal withholding that constitutes the state withholding.

SDI Status

This field reflects the value of the SDI Deduction on the State Tax Table and is derived from the Employee's SDI Status entered on the Company Table.

Select **Exempt** if the employee's earnings are exempt from State Disability or Voluntary Disability Insurance tax.

Select **N/A** if the state does not have state disability or does not require employers to carry private disability plans.

Select **Subject** if the employee's earnings are subject to State Disability or Voluntary Disability Insurance tax.

Select **Vol Dis** (voluntary disability) if the company has a voluntary disability plan that covers the employee.

**Annual Exemption Amt
(annual exemption amount)**

This field applies to employees that work in Mississippi. Enter an annual exemption amount for the employee. This exemption amount reduces the employee's taxable gross before the state withholding tax calculation for each pay period.

Retirement Plan

This field applies to employees that work in Puerto Rico only. Select this check box if the employee is in a company-sponsored retirement plan. When this check box is selected, the Form W-2PR indicates that the employee is part of a pension plan.

**Exempt from SUT (exempt
from state unemployment
taxes)**

USF only. Select this check box if the employee's earnings are exempt from state unemployment tax. This field reflects the Company Exempt from SUT value entered on the Company Table.

For more information about a company's exemption from SUT, see PeopleSoft 8 Payroll for North America, "Setting Up Human Resources Tables".

California Wage Plan Code

The **California Wage Plan Code** is used only by California Public Employees Retirement System (PERS) employees to identify a wage continuation plan for employees in the public sector—such as schools and government—or religious organizations that are exempt from state unemployment or disability plans or have voluntary plans, instead. Leave the option set at the default, **State/State** (State Disability Plan and State Unemployment), unless otherwise instructed by your company's tax people.

**Disability/Unemployment
Plan**

The Disability/Unemployment Plan field is used for employees in states with Disability Plans.

Valid options for this field are **DI Exempt/State**, **None/None**, **None/State**, **State/Exempt**, **State/State**, **Voluntary/Exempt**, and **Voluntary/State**.

Local Tax Data Page

Usage	Use the Local Tax Data page to record employee tax data for each locality, in which an employee lives or works. You'll need to enter a row for each different locality an employee pays taxes in. If you're 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.
Object Name	TAX_DATA5
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Employee Tax Data, Local Tax Data • Compensate Employees, Maintain Payroll Data (USF), Use, Employee Tax Data, Local Tax Data
Prerequisites	If you are using localities, they must be set up on the Locality Tax Table.
Access Requirements	Enter an Employee ID.

The screenshot shows the 'Local Tax Data' page for employee Jones, Susan (ID: K0G001) at company GBI. The 'Effective Date' is 07/14/2000. The page has expandable sections for 'States', 'Locality', and 'Special Tax Status'. The 'Locality' section includes a search box and a 'Resident' checkbox. The 'Special Tax Status' section has three radio button options. At the bottom, there are input fields for 'LWT Marital/Tax Status', 'Local Withholding Allowances' (set to 0), 'Additional Withholding Amount', and 'Percentage'.

Local Tax Data page

Company

The company displays here.

ID

The employee's identification number displays here.

Effective Date

The effective date displays here.

State

Enter the state of the locality

Locality

Select the locality that the employee lives or works in. If the employee lives or works in multiple localities, each taxing locality must be identified on this page. You established the localities on the Company Local Tax Table Page.

Resident

Select this check box if the locality selected in the Locality field is a Resident locality. An employee can have more than one residence at the local level. You'll need more than one resident locality entry in cases where two different taxes exist for the same locality.

Note. 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.

Other Work Locality

Select another work locality if you have more than one work tax for a given locality. The entry in this field is used to link to another local work tax code.

Special Tax Status

Select **None** if no special tax status exists. Under this option, the system will calculate local withholding tax based on the employee's gross, marital status, and withholding allowances. If you select **None** in this field, and you specify an amount or percentage in Additional Withholding group box, the system will calculate taxes based on the information in the tax table and the indicated additional withholding.

Select **Do Not Maintain Taxable Gross and Do Not Withhold Tax** to indicate that the local withholding taxes will not be withheld from the employee's pay

Select **Maintain Taxable Gross** to override the normal tax calculation with the amount or percentage indicated in the Additional Withholding Amount or Percentage field. The tax withheld then becomes either the flat amount or a percentage of the taxable wages.

**LWT Marital /Tax Status
(local withholding tax
marital/tax status)**

Enter the marital tax status for local withholding taxes. Depending on the state you selected in the State field, you will get different field values for this field.

**Local Withholding
Allowances**

Enter the number of allowances the employee claims for local withholding tax purposes.

**Additional Withholding
Amount**

Enter an additional flat amount to withhold.

On the Paysheet One-Time Taxes page in the Manage Payroll Processes window, you can tell the system not to take Additional Withholding out of a particular check. For more information about one-time taxes, see PeopleSoft 8 Payroll for North America, “Working with Paysheets”.

Percentage

Enter an additional percentage of taxable wages to withhold.

Processing W-4 and W-5 Employees

Employees who claim exemption from withholding must complete a new Form W-4 each year to maintain their exemptions. Employees who receive advance EIC (Earned Income Credit) payments, must complete a new Form W-5 each year to continue to receive advance EIC payment. Process W-4 employees and Process W-5 employees are Process Scheduler jobs that you can run at the end of each year to determine which employees need to complete new W-4 or W-5 forms.

Running Process W-4 or W-5 employees triggers a database agent that determines which employees need to submit new forms. Workflow notifies each of these employees by email and sets their W-4 or W-5 Processing Status to *Notification Sent*. At the same time, Workflow adds work-list instances to the Payroll Administrator’s workflow role so that you can update employee records when you receive the new W-4 or W-5 forms.



For more information about PeopleSoft Workflow, see the PeopleSoft 8 Application Fundamentals for HRMS PeopleBook PeopleBook.

Runctl Pay W4 W5 Page

Usage	Use the Runctl Pay W4 W5 page to define your W4 or W5 processing parameters.
Object Name	RUNCTL_PAY_W4W5

Navigation	• Compensate Employees, Maintain Payroll Data (US), Process, Process W-4 Exempt Employees • Compensate Employees, Maintain Payroll Data (USF), Process, Process W-4 Exempt Employees • Compensate Employees, Maintain Payroll Data (US), Process, Process W-5 Employees • Compensate Employees, Maintain Payroll Data (USF), Process, Process W-5 Employees
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Runctl Pay W4 W5 (run control pay W4 W5) page

Run Control ID

The Run Control ID that you entered on the entry dialog box displays here.

Enter date of first day of new year

Enter a date for the first day of the coming year.

Company

Select a company if you would like to run the process for all employees in that company only. If you would like to run the process for all employees in all companies, then leave this field blank.

Processing W-4 Exempt Employees Who Fail to Re-file a W-4

On February 15 of each new tax year, the Payroll Administrator should run the Reset W-4 Exempt Employees SQR (TAX103). You can run this SQR in two modes, Report and Update:

- *Report* identifies all employees whose W-4 Processing Status is **Notification Sent**, but who

have not filed a new W-4 by February 15. The report identifies future-dated records as well.

- *Update* inserts a new record and—for future dated records only—updates the Special Tax Withholding Status to **None**, the Tax Marital Status to **Single**, and the Withholding Allowances to **zero**.

Processing W-5 EIC Employees Who Fail to Re-file

On January 1 of each new tax year, the Payroll Supervisor should run the Reset W-5 EIC Employees SQR (TAX113). You can run this SQR in two modes, Report and Update:

- *Report* identifies employees whose W-5 Processing Status is *Notification Sent* but who have not filed a new W-5 by January 1. The report identifies future-dated records as well.
- *Update* inserts a new tax record and sets the Earned Income Credit status to *Not Applicable*.

Tax Distribution Page

Usage	Use the Tax Distribution page to enter tax distribution information for US employees only. Canada does not allow distribution to more than one province. The system defaults state 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. Every employee must have at least one Tax Distribution record.
Object Name	TAX_DISTRIBUTION
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Employee Tax Distribution • Compensate Employees, Maintain Payroll Data (USF), Use, Employee Tax Distribution
Prerequisites	None
Access Requirements	Enter an Employee ID.

Employee Tax Distribution

Finnes, Richie Employee ID: KU0023 Empl Rcd#: 0

Tax Distribution Find | View All First 1 of 1 Last

*Effective Date: 01/19/1983 Country: USA ☐ Insert Pre-filled Tax Location

States/Localities Find | View All First 1 of 1 Last

*State	Locality	Distribution %
CT		100.000

Tax Distribution page

ID The employee's identification number displays here.

Empl Rcd# (employee record number) The employee's record number displays here.

Tax Distribution

Effective Date Enter the effective date here.

Country The country of displays here.

Insert Pre-filled Tax Location Select this check box to make the system:

- Search for the employee's job record for the Tax Location Code.
- Determine all states/provinces and localities associated with that code.
- Create the appropriate number of tax distribution rows.

States/Localities

State Enter the state in which the employee works.

Locality If applicable, enter the locality of the state.

Distribution % Enter the percent of the employee's time or earnings that apply to the selected state/locality in the State and Locality field(s). This tax distribution is for work location-based taxes only; this does not include resident-based taxes. If the employee works in one state or locality, the Distribution % should be **100** for that row. However, if an employee is hired or transferred into a tax location that represents more than one state or locality, you must distribute taxes among the different states or localities. All the percentages must total **100%**. You cannot save the page until the Distribution % values total **100%**.

Note. You can distribute taxes for salaried and exempt hourly employees only. If you selected the **Use Total Wages for Multi-State Employee** check box on the Federal Tax Data 2 page, the system will use 100 percent of the employee's wages to determine the tax rate.

Example

Employee A is paid weekly and receives \$1000 per week. The employee works 70 percent of the time in New York and 30 percent in Connecticut.

Determining State Taxes for Multi-State Employees

1. The system annualizes the pay period taxable earnings.

Employee A earns \$1,000 for this pay period. Thus, the employee's annual taxable earnings are annualized by multiplying the week's earnings by 52 weeks: $\$1,000 \times 52 = \$52,000$.

2. The system calculates the annual tax for the taxable earnings for each state using the appropriate rate from the state's corresponding tax tables.

New York Annual Tax Calculation:

Since Employee A works 70 percent in New York, his annual taxable earnings is $\$52,000 * 70\% = \$36,400$. We'll assume that New York's tax rate from the tax table is 4.5%. Thus, the New York annual taxes are $4.5\% * \$36,400 = \$1,638$.

Connecticut Annual Tax Calculation:

Since Employee A works 30 percent in Connecticut, his annual taxable earnings is $\$52,000 * 30\% = \$15,600$. We'll assume that Connecticut's tax rate from the tax table is 6%. Thus, the employee's Connecticut annual taxes are $6\% * \$15,600 = \$936$.

3. The system converts each state's annual tax amounts to weekly amounts and then applies these amounts to each state.

New York Weekly Tax Calculation:

$\$1,638 \div 52 \text{ weeks} = \$31.50 \text{ per week}$

Connecticut Weekly Tax Calculation:

$\$936 \div 52 \text{ weeks} = \$18 \text{ per week}$



The Paysheet Creation process uses Tax Distribution information to default the state and locality on the Paysheet and to distribute the employee's hours and/or earnings as specified. If this Tax Distribution data is changed after the Paysheet is created, you'll have to manually update the Paysheet with the distribution changes.

CAN Employee Tax Distribution Page

Usage	Use the Tax Distribution page to enter tax distribution information for employees. The system defaults provincial 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. Every employee must have a Tax Distribution record.
Object Name	TAX_DIST_CAN
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Employee Tax Distribution
Prerequisites	None
Access Requirements	Enter an Employee ID.

Employee Tax Distribution

Jones, Susan Employee ID: K00001 Empl Rcd#: 0

Tax Distribution Find | View All First 1 of 1 Last

*Effective Date: 07/18/2000 Country: ☐ Insert Pre-filled Tax Location + -

Province Of Taxation First 1 of 1 Last

*Province	Distribution %

+ -

CAN Employee Tax Distribution page

Employee ID

The employee's identification number displays here.

Empl Rcd#

The employee's record number displays here.

Effective Date	Enter the effective date here.
Country	The country displays here.
Insert Pre-filled Tax Location	Select this check box to make the system search for the employee's job record for the Tax Location Code.
Province	Enter the province in which the employee works.
Distribution	For Canadian Payroll, the Distribution % must be 100 for a single row. By default, the system displays 100% in the Distribution % field.

Setting Up Employee General Deductions



Use the General Deduction Data page to assign general (non-benefit-related) deductions to an employee and to define the calculation method. 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 assign benefit deductions to an employee.

General Deduction Data Page

Usage	Use the General Deduction Data page to specify the calculation method for a general deduction.
Object Name	GENL_DED_DATA
Navigation	Compensate Employees, Maintain Payroll Data(US), Use, General Deduction Data
Prerequisites	Before you can set up employee deductions, you must establish your deductions on the General Deduction Table page and the Deduction Table pages.
Access Requirements	Enter an Employee ID.

General Deduction Data

Jones, Susan ID: K0G001

Company: GBI Global Business Institute

General Deduction Find | View All First 1 of 1 Last

*Deduction Code: []

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 08/16/2000 Take on all Paygroups ☒

*Deduction Calculation Routine: Default to Deduction Table

Deduction End Date: [] Deduction Rate or %: []

Loan Interest %: [] Flat/Addl Amount: []

Goal Amount: [] Current Goal Balance: []

Ded. stopped by Self Serv User ☐

This data was last updated by on

General Deduction Data page

Company

The company displays here.

ID

The employee's identification number displays here.

General Deduction**Deduction Code**

Select the code for the general deduction the system should take for this employee. The prompt table lists only those deductions defined for the employee's company on the Company General Deductions page.

Deduction Details**Effective Date**

Enter the effective date to begin taking out the deduction.

Taken on all Paygroups

This option applies only to employees who have jobs in more than one paygroup. It tells the system whether or not to take the deduction when the employee's pay group is not being processed. Take on all Paygroups works in conjunction with the Single Check for Multiple Jobs field on the Company Table - Default Settings page and the Priority Number field on the Pay Group Table - Definition page.

If Single Check for Multiple Jobs is activated, and you select Take on all Paygroups, the system will process this deduction each time a check is issued for the employee, regardless of whether the employee's job in the primary pay group is being paid.

If Single Check for Multiple Jobs is not activated, and you select Take on all Paygroups, the deduction will always be taken when the job in the primary pay group is paid. If you have not defined a primary pay group for the employee, the system will take the deduction only if the job with the lowest priority number, as designated on the Pay Group Table – Definition page, is being paid.

For more general information about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, “Working with Multiple Jobs” in the *PeopleSoft Application Fundamentals* PeopleBook.

Deduction Calculation Routine

The Deduction Calculation Routine determines how a deduction will be calculated for an employee.

Select ***Default to Deduction Table*** to use the deduction calculation routine specified on the Deduction Table. If you select this option, the system will take the amount or percent from the Deduction Table; thus, the Flat/Addl Amount (flat/additional amount) field and the Deduction Rate or % field on this page will not be available for entry. If you want to specify a different amount or percent, you must select an alternate deduction calculation routine and the appropriate amount or percent.

Select ***Flat Amount*** to establish the deduction as a flat amount. Enter the amount in the **Flat/Addl Amount** field, which is treated as an amount per pay period.

Select ***Percent of Federal Gross*** to calculate the deduction as a percent of Federal gross income. Enter the percent in the Deduction Rate or % field.

Select ***Percent of Net Pay*** to calculate the deduction as a percent of net pay. Enter the percent in the Deduction Rate or % field.

Select ***Percent of Special Earnings*** to calculate the deduction as a percent of a special accumulator, such as 401K. Enter the percent in the Deduction Rate or % field. Special Accumulator Codes are set up on the General Deduction Table.

Select ***Percent of Total Gross*** to calculate the deduction as a percent of total gross income. Enter the percent in the Deduction Rate or % field.

Effective Date

Enter the effective date to begin taking out the deduction.

Taken on all Paygroups

This option applies only to employees who have jobs in more than one paygroup. It tells the system whether or not to take the deduction when the employee's pay group is not being processed. Take on all Paygroups works in conjunction with the Single Check for Multiple Jobs field on the Company Table - Default Settings page and the Priority Number field on the Pay Group Table – Definition page.

If Single Check for Multiple Jobs is activated, and you select Take on all Paygroups, the system will process this deduction each time a check is issued for the employee, regardless of whether the employee's job in the primary pay group is being paid.

If Single Check for Multiple Jobs is not activated, and you select Take on all Paygroups, the deduction will always be taken when the job in the primary pay group is paid. If you have not defined a primary pay group for the employee, the system will take the deduction only if the job with the lowest priority number, as designated on the Pay Group Table – Definition page, is being paid.

For more general information about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, "Working with Multiple Jobs" in the *PeopleSoft Application Fundamentals* PeopleBook.

Deduction Calculation Routine

The Deduction Calculation Routine determines how a deduction will be calculated for an employee.

Select **Rate x Hours Worked** to calculate the deduction as rate multiplied by hours worked (hours with the FLSA flag selected). Enter the rate in the Deduction Rate or % field.

Select **Rate x Special Hours** to calculate the deduction as a rate multiplied by hours that have a special accumulator associated with them. Enter the rate in the Deduction Rate or % field. The Special Accumulator Code is set up on the General Deduction Table.

Select **Rate x Total Hours** to calculate the deduction as a rate multiplied by total hours. Enter the rate in the Deduction Rate or % field.

Effective Date

Enter the effective date to begin taking out the deduction.

Taken on all Paygroups

This option applies only to employees who have jobs in more than one paygroup. It tells the system whether or not to take the deduction when the employee's pay group is not being processed. Take on all Paygroups works in conjunction with the Single Check for Multiple Jobs field on the Company Table - Default Settings page and the Priority Number field on the Pay Group Table – Definition page.

If Single Check for Multiple Jobs is activated, and you select Take on all Paygroups, the system will process this deduction each time a check is issued for the employee, regardless of whether the employee's job in the primary pay group is being paid.

If Single Check for Multiple Jobs is not activated, and you select Take on all Paygroups, the deduction will always be taken when the job in the primary pay group is paid. If you have not defined a primary pay group for the employee, the system will take the deduction only if the job with the lowest priority number, as designated on the Pay Group Table – Definition page, is being paid.

For more general information about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, "Working with Multiple Jobs" in the *PeopleSoft Application Fundamentals* PeopleBook.

Deduction Calculation Routine

The Deduction Calculation Routine determines how a deduction will be calculated for an employee.

Select ***Special Deduction Calculation*** to indicate that you have written a special calculation that you want to use. This option requires assistance from an IT person.

Deduction End Date

Select the date when the deduction should no longer be taken. For example, if the deduction ends on February 15, 1996, select **2/16/96** as the Deduction End Date. The day after is the day when the deduction will no longer be taken.

Deduction Rate or %

Depending on the value you select for the Deduction Calculation Routine field, you may need to enter a rate or percent in this field. This will determine how much to take out for the deduction.

Effective Date

Enter the effective date to begin taking out the deduction.

Taken on all Paygroups

This option applies only to employees who have jobs in more than one paygroup. It tells the system whether or not to take the deduction when the employee's pay group is not being processed. Take on all Paygroups works in conjunction with the Single Check for Multiple Jobs field on the Company Table - Default Settings page and the Priority Number field on the Pay Group Table – Definition page.

If Single Check for Multiple Jobs is activated, and you select Take on all Paygroups, the system will process this deduction each time a check is issued for the employee, regardless of whether the employee's job in the primary pay group is being paid.

If Single Check for Multiple Jobs is not activated, and you select Take on all Paygroups, the deduction will always be taken when the job in the primary pay group is paid. If you have not defined a primary pay group for the employee, the system will take the deduction only if the job with the lowest priority number, as designated on the Pay Group Table – Definition page, is being paid.

For more general information about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, “Working with Multiple Jobs” in the *PeopleSoft Application Fundamentals* PeopleBook.

Deduction Calculation Routine

The Deduction Calculation Routine determines how a deduction will be calculated for an employee.

(CAN only) Loan Interest %

If this deduction is for payback for a loan, enter the interest rate here. If this was a low-interest Canadian loan and you entered a value for the Loan Interest % field that is less than the Prescribed Interest Percent entered in your Canadian Company Tax Table, the system calculates a low-interest loan taxable benefit for the employee.

For more information about Canadian low interest loans, see the Canadian Low Interest Loans.

Flat/Addl Amount

Depending on the value you select for the Deduction Calculation Routine field, you may need to enter a flat or additional amount in this field.

Effective Date

Enter the effective date to begin taking out the deduction.

Taken on all Paygroups

This option applies only to employees who have jobs in more than one paygroup. It tells the system whether or not to take the deduction when the employee's pay group is not being processed. Take on all Paygroups works in conjunction with the Single Check for Multiple Jobs field on the Company Table - Default Settings page and the Priority Number field on the Pay Group Table – Definition page.

If Single Check for Multiple Jobs is activated, and you select Take on all Paygroups, the system will process this deduction each time a check is issued for the employee, regardless of whether the employee's job in the primary pay group is being paid.

If Single Check for Multiple Jobs is not activated, and you select Take on all Paygroups, the deduction will always be taken when the job in the primary pay group is paid. If you have not defined a primary pay group for the employee, the system will take the deduction only if the job with the lowest priority number, as designated on the Pay Group Table – Definition page, is being paid.

For more general information about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, “Working with Multiple Jobs” in the *PeopleSoft Application Fundamentals* PeopleBook.

Deduction Calculation Routine

The Deduction Calculation Routine determines how a deduction will be calculated for an employee.

Note. The system maintains the maximum yearly deduction amount for the deduction in the Deduction Table. The system checks this maximum before processing the deduction during Pay Calculation.

Goal Amount

If applicable, enter the limit for the total amount of the deduction. Once this goal is met, the deduction will end. However, if there is a maximum yearly deduction, and the maximum has been reached, the system does not take the deduction, regardless of whether the goal amount has been reached. For example, if the maximum yearly deduction amount allowed for United Way is \$80, and an employee's goal amount for United Way is \$100, the system stops taking the deduction when \$80 is reached.

Effective Date

Enter the effective date to begin taking out the deduction.

Taken on all Paygroups

This option applies only to employees who have jobs in more than one paygroup. It tells the system whether or not to take the deduction when the employee's pay group is not being processed. Take on all Paygroups works in conjunction with the Single Check for Multiple Jobs field on the Company Table - Default Settings page and the Priority Number field on the Pay Group Table – Definition page.

If Single Check for Multiple Jobs is activated, and you select Take on all Paygroups, the system will process this deduction each time a check is issued for the employee, regardless of whether the employee's job in the primary pay group is being paid.

If Single Check for Multiple Jobs is not activated, and you select Take on all Paygroups, the deduction will always be taken when the job in the primary pay group is paid. If you have not defined a primary pay group for the employee, the system will take the deduction only if the job with the lowest priority number, as designated on the Pay Group Table – Definition page, is being paid.

For more general information about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, “Working with Multiple Jobs” in the *PeopleSoft Application Fundamentals* PeopleBook.

Deduction Calculation Routine

The Deduction Calculation Routine determines how a deduction will be calculated for an employee.

Current Goal Balance

If applicable, this field displays the total amount taken to date from the employee's pay for this deduction. The system updates this amount after every payroll run, during the Pay Confirmation process. When the Current Goal Balance equals the Goal Amount for this deduction, the system automatically stops taking the deduction. If you want the deduction to start again, you must increase the Goal Amount to the new total to be deducted.

Deduction stopped by Web user

This box is selected automatically. If the employee stops a voluntary deduction using the Voluntary Deduction Update self-service Web application, the system will automatically select this check box.

Effective Date

Enter the effective date to begin taking out the deduction.

Taken on all Paygroups

This option applies only to employees who have jobs in more than one paygroup. It tells the system whether or not to take the deduction when the employee's pay group is not being processed. Take on all Paygroups works in conjunction with the Single Check for Multiple Jobs field on the Company Table - Default Settings page and the Priority Number field on the Pay Group Table – Definition page.

If Single Check for Multiple Jobs is activated, and you select Take on all Paygroups, the system will process this deduction each time a check is issued for the employee, regardless of whether the employee's job in the primary pay group is being paid.

If Single Check for Multiple Jobs is not activated, and you select Take on all Paygroups, the deduction will always be taken when the job in the primary pay group is paid. If you have not defined a primary pay group for the employee, the system will take the deduction only if the job with the lowest priority number, as designated on the Pay Group Table – Definition page, is being paid.

For more general information about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, "Working with Multiple Jobs" in the *PeopleSoft Application Fundamentals* PeopleBook.

Deduction Calculation Routine

The Deduction Calculation Routine determines how a deduction will be calculated for an employee.

This data was last updated by, On

Each time the general deduction is updated, the system indicates whether an Online Operator or a Web User made the update, and it displays the date of the most recent update. Online operators can update online via the General Deduction Data Page. The employee, also known as the Web user, can update via the Deduction Update self-service Web application.



For more information about setting up deductions, see Defining Deductions.

USF General Deduction Data Page

Usage	Use the General Deduction Data page to specify the calculation method for a general deduction. 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.
Object Name	GVT_GNL_DED_DATA
Navigation	Compensate Employees, Maintain Payroll Data (USF), Use, General Deduction Data
Prerequisites	Before you can set up employee deductions, you must establish your deductions on the General Deduction Table page and the Deduction Table pages.
Access Requirements	Enter an Employee ID.

General Deduction Data

Griffiths, Martina Rae ID: KC0001
Company: GBI Global Business Institute

*Deduction Code: Garnishment

*Effective Date:

Distribution Cd:

*Deduction Calculation Routine:

Deduction End Date:

Loan Interest Percent:

Goal Amount:

Deduction Rate/Percent:

Deduction Flat/Addl Amount:

Current Goal Balance:

Deduction stopped by Web user ☐

This data was last updated by Online Opr on 05/18/2000

USF General Deduction Data page



All fields on this page have the same functionality as the fields on the General Deduction Data page (commercial version), except for the fields defined below.

Distribution Cd (distribution code)

When the deduction is an allotment, the **Distribution Cd** field is available for entry. Enter a distribution code.

Distribution Information

When the deduction is an allotment, the **Distribution Information** button is available for selection. Click the **Distribution Information** button to access the Employee Deduction Distribution page, where you can enter distribution information.

Employee Deduction Distribution Page

Usage	Use the Employee Deduction Distribution page to enter distribution information.
Object Name	GVT_EMPE_DIST_SEC
Navigation	Click the Distribution Information button on the General Deduction Data page.

GVT Employee Distribution

Employee Distribution Info.

Payment Method:

Electronic Funds Transfer Info

Routing Number:

Account Number:

Account Type:

Check Address Information

Country: United States

Payee Name:

Address 1:

Address 2:

City:

State:

Postal:

Employee Deduction Distribution page

Payment Method

Select the payment method.

Electronic Funds Transfer Info

If you select EFT (Electronic Funds Transfer) as your payment type, you must enter the following information:

Routing Number

Enter the routing number.

Account Number	Enter the account number.
Account Type	Enter the type of account. The following are valid options: <i>Checking, Expense, Issue Check, Liability, NA</i> and <i>Savings</i> .

Check Address Information

If you select check as your payment type, you must enter the following information:

Country	Enter the country.
Payee Name	Enter the Payee's name.
Address 1	Enter the address of the payee.
Address 2	If necessary, use this field to enter the address of the payee.
City	Enter the city of the payee.
State	Enter the state of the payee.
Postal	Enter the postal code of the payee.

General Deduction Override Page

Usage	Use the General Deduction Override Page to override deduction settings contained on the Deduction Table for a particular employee. If you've set up benefit deductions on the General Deduction Table, you can use this page to override benefit deductions as well. For most companies, you would rarely use this page unless you have a policy that offers employees flexibility to take deductions out of a different pay period than the one specified on the Deduction Table.
Object Name	GENL_DED_OVERRIDE
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, General Deduction Override • Compensate Employees, Maintain Payroll Data (USF), Use, General Deduction Override
Prerequisites	Before you can set up employee deductions, you must establish your deductions on the General Deduction Table page and the Deduction Table pages before you can use them anywhere else in the system.
Access Requirements	Enter an Employee ID. You can also select the employee's Company and Paygroup.

General Deduction Override

Jones, Susan ID: K0G001

Company: GBI Global Business Institute Pay Group:

Deduction Override Settings Find | View All First 1 of 1 Last

Deduction Code:

Deduction Taken In

- ☒ First Pay Period
- ☐ Second Pay Period
- ☐ Third Pay Period
- ☐ Fourth Pay Period
- ☐ Fifth Pay Period

Maximum Arrears Payback ☐

Maximum Payback Amount:

General Deduction Override page



If the multiple jobs feature is enabled, and you've activated the Single Check for Multiple Jobs option, enter the override instructions for the employee's primary pay group.



For more general information about multiple jobs functionality, see Working with Multiple Jobs in the *PeopleSoft Application Fundamentals* PeopleBook.

Company	The company displays here.
Pay Group	The pay group displays here.
ID	The employee ID displays here.

Deduction Override Settings

Deduction Code	Select a code that identifies the deduction you want to override.
Deduction Taken In	The default pay periods are specified on the Deduction Table. To use the default pay periods in the Deduction Table, do not select any of these check boxes. To override the default pay periods in the Deduction Table, select all of the appropriate check boxes for the pay periods in which this deduction should be taken. Select <i>First Pay Period</i> if you want the system to the deduction to be taken in the first pay period. Select <i>Second Pay Period</i> if you want the system to the deduction to be taken in the second pay period.

Select ***Third Pay Period*** if you want the system to the deduction to be taken in the third pay period.

Select ***Fourth Pay Period*** if you want the system to the deduction to be taken in the fourth pay period.

Select ***Fifth Pay Period*** if you want the system to the deduction to be taken in the fifth pay period.

Maximum Arrears Payback Select this check box to specify a limit on how much the system deducts from the employee's pay each pay period to reduce an arrears balance.

Specifying Arrears Payback Limits

An arrears balance is created when an employee's net pay in a pay period is insufficient to cover a deduction. In the subsequent pay period, the system may attempt to recapture the arrears balance from the employee's pay during payroll processing; this depends on how you set up deduction payback rules on the Deduction Table. The **Maximum Arrears Payback** option allows you to indicate a limit for how much the system takes when a deduction amount goes into arrears. The amount you specify here becomes the maximum amount that can be deducted from the employee's pay each pay period to reduce an arrears balance.

There are several ways to use the **Maximum Arrears Payback** fields:

- To use the payback settings on the Deduction Table, leave both fields blank.
- To override the payback settings on the Deduction Table, select the **Maximum Arrears Payback** check box and specify the maximum payback amount per pay period in the amount field.
- To stop the system from taking the deduction for the arrears, select the **Maximum Arrears Payback** check box, and leave the amount field blank.



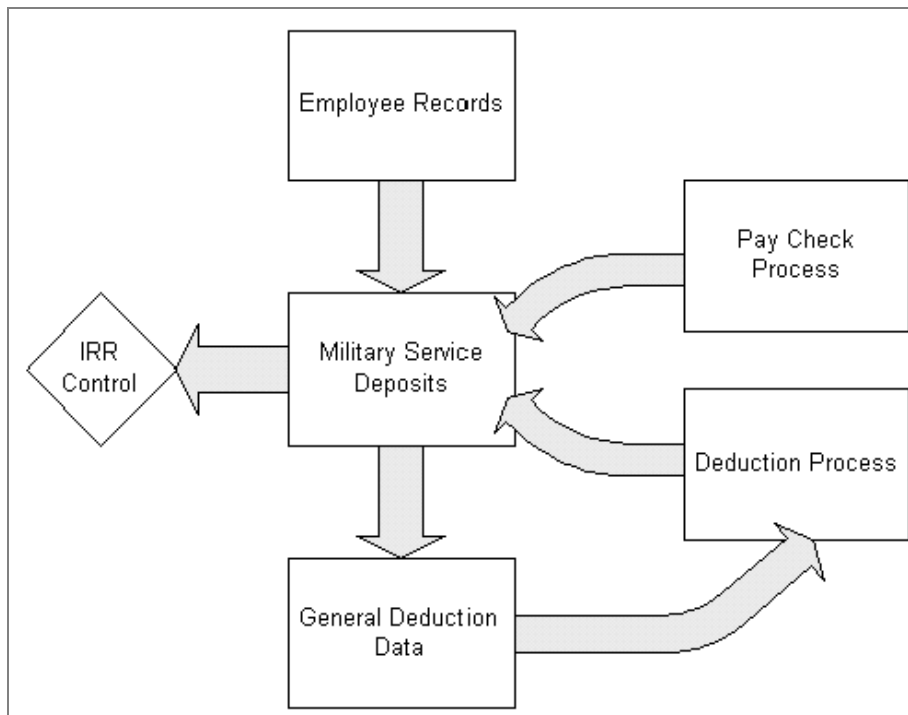
The system will always try to take any outstanding arrears on the employee's next check—even if the next check is a separate check or a final check.

USF Crediting Military Service to Civilian Retirement

You may have civilian employees with prior military service after December 31, 1956 who choose to contribute to their civilian retirement plan based on their prior military service. After the Office of Personnel Management (OPM) approves the employee's request, your agency must administer the military buy-back. PeopleSoft Payroll for U.S. Federal Government enables you to administer military service deposits for both Civil Servant Retirement System (CSRS) and Federal Employee Retirement System (FERS) participants.

This feature provides you with the capability to perform the following functions:

- Record past service details required for OPM Form 1514.
- Process military service payroll deductions using PeopleSoft Payroll.
- Maintain current balance records of scheduled and unscheduled payments and annual interest assessments.
- Identify closed military service deposit accounts.
- Create and print OPM Military Deposit Worksheet (Form 1514).
- Generate the required Individual Retirement Record for military service payments.



The military service deposit feature fits smoothly into the rest of your PeopleSoft HRMS (human resources management system), drawing data from employee records and updating information from payroll processes.

If you will be using military deposit payroll deductions, you must first create a Deduction Code with the necessary distribution control information on Deduction Table 1.



For more information about deduction codes, see Defining Deductions.

Administering Military Service Deposits

Use the Military Service Deposits page group to track employee information about service period and payment for a post-1956 military service retirement buy-back. This page group contains three pages: Service Information, Earnings Information, and Transaction Information. The information entered here will be printed on the military service IRR and on OPM Form 1514.

Service Information Page

Usage	Use the Service Information page to record information about the type and dates of military service. You'll use this page only when setting up or completing a service deposit plan.
Object Name	GVT_MILDEP_PNL
Navigation	Compensate Employees, Maintain Payroll Data (USF), Use, Military Service Deposits, Service Information
Prerequisites	This is the first page of a three-page component.
Access Requirements	Enter an Employee ID.

Service Information page

EmplID

The employee's identification number displays here.

Empl Rcd#

The employee's record number displays here.

Retirement Plan

The retirement plan defaults from the employee's election on the FEGLI/Retirement Data secondary page of the PAR Job Data page.

**Service Comp Date-Retire
(service computation date-
retire)**

The date defaults from the Employee Data 1 page.

Account Information**Account Number**

The system automatically assigns an account number, in sequence, for each military service period. However, you can override the defaulted number. If, for example, an employee served in Panama, Grenada, and Desert Storm, when you set up the three different accounts, the system will give them account numbers: 1, 2, and 3, in that respective order.

You can insert a new account by pressing **F7** or the **Insert Row** icon.

Status Account

Select **Open** if the account record is active.

Select **Cancelled** if the employee chooses to stop payments and cancel the previously opened record.

Select **Closed** if the employee paid the full amount. If the employee has a balance, the system will not let you select **Closed**. When the account is closed, the system will open the Administer Workforce USF, Data Control page to create PAR process to adjust the Service Computation dates.

Status Date

Select the effective date for the status.

Period of Service

You obtain Period of Service information from the employee's military documentation. The system will print it on the IRR and on OPM Form 1514.

Military Service Agency

Select a military service agency from the drop-down list.

Start Date

Select the Start Date for the service period.

End Date

Select the End Date for the service period.

Total Days in Service

The total days in service displays here. The system calculates the Total Days in Service between the start and end dates. If an employee's DD-214 was produced before 1979 and therefore indicates lost days, you must manually adjust the End Date to account for the lost days.

Interest Accrual Date

Enter the Interest Accrual Date to be recorded on OPM Form 1514. The system does not calculate the interest; you must enter and maintain it here, manually.

Earnings Information Page

Usage	Use the Earnings Information page to specify service period earnings and deduction information.
Object Name	GVT_SVCPER_PNL
Navigation	Compensate Employees, Maintain Payroll Data (USF), Use, Military Service Deposits, Earnings Information
Prerequisites	This is the second page of a three-page component.
Access Requirements	Enter an Employee ID.

Service Information | **Earnings Information** | Transaction Information

Rodriguez, Anna Lucia EmplID: L00001 Empl Rcd#: 0

Retirement Plan: FERS and FICA Service Comp Date - Retire: 01/23/1994

Account Information First 1 of 1 Last

Account Number: 1 Status: Open Status Date: 06/23/2000

Service Period Earnings Info.

Amount of Earnings: Withhold %: Amount Balance:

Deduction Amount: ☐ Take Deduction:

Description:

Earnings Information page

EmplID The employee's identification number displays here.

Empl Rcd# The employee's record number displays here.

Retirement Plan The retirement plan displays here. The field value defaults from the employee's election on the FEGLI/Retirement Data secondary page.

Service Comp Date-Retire Displays the date. The field value defaults from the Employee Data 1 page.

Account Information

Account Number The account number defaults from the Service Information page.

Status The status defaults from the Service Information page.

Status Date The status date defaults from the Service Information page.

Service Period Earnings Information

Amount of Earnings Enter earnings (in dollars) for each service period, based on verified documentation supplied by the employee. This is the cumulative total amount that the employee earned while in the service branch for this account. This field value will be printed on OPM Form 1514.

Withhold % (withholding %) Enter the withholding percent, either 3% for FERS or 7% for CSRS, determined by the retirement service that is in effect during the military service period. This field value will be printed on OPM Form 1514.

Amount Balance The balance displays here. The system multiplies earnings amount by withholding percent to calculate the Amount Balance. This field value will be printed on OPM Form 1514.

Take Deduction Select this check box if the employee elects to pay military deposits through a payroll deduction. If the **Take Deduction** check box is not selected, enter the promissory amount in the **Deduction Amount** field.

Deduction Amount Enter a deduction amount that is greater than \$50 if the employee elects to pay military deposits through a payroll deduction. The system will then create a new row in the employee's General Deduction Data page with the deduction code you previously set up (for example, MILDEP) and populates the Flat/Addl Amount field with the deduction amount you enter on this page.

Description Enter a description here. For example, you might enter comments regarding the employee's deposit.

Multiple Military Service Deposit Accounts

For multiple Military Service deposit accounts, the employee can only pay one account at a time through payroll deductions. If you have multiple accounts and select the **Take Deduction** check box, the system hides the **Deduction Amount** field and **Take Deduction** check box for all other accounts.

When an account closes, the system applies deductions to the next account. It hides the **Take Deduction** check box and **Deduction Amount** field on the closed account and unhides these fields on the next account. For this next account, the system selects the **Take Deduction** check box and populates the **Deduction Amount** field with the amount from the most recently closed account. You can enter a different **Deduction Amount** if necessary. When you save the page, the system automatically reflects the value on the General Deduction Data page.

Transaction Information Page

Usage	Use the Transaction Information page to track dated deposit and interest information. You can insert a new data row in the grid by pressing F7 or the Insert Row toolbar icon.
Object Name	GVT_SVCTRN_PNL
Navigation	Compensate Employees, Maintain Payroll Data (USF), Use, Use, Military Service Deposits, Transaction Information
Prerequisites	This is the third page of a three-page component.
Access Requirements	Enter an Employee ID.

Transaction Information page

EmplID	The employee's identification number displays here.
Empl Rcd#	The employee's record number displays here.
Retirement Plan	The retirement plan displays here. The field value defaults from the employee's election on the FEGLI/Retirement Data secondary page.
Service comp Date	The date displays here. The field value defaults from the Employee Data 1 page.
Scroll Area	
Account Number	The account number defaults from the Service Information page.
Status	The status defaults from the Service Information page.

Status Date The status date defaults from the Service Information page.

Transaction Information

The first transaction you will see is type 'A' which is the account opening information including the status date and deposit balances. As payroll is processed, transaction information is updated with the pay period end date, transaction type 'S', deduction amount and remaining balances. Interest Adjustments and unscheduled payments can be added in the Transaction Information, which will update the balance in the Transaction Page and the General Deduction Page.

For employees with Military Deposit payroll deductions, the system maintains current values of the Goal Amount and Current Goal Balance for Military Deposit deductions on the employee's General Deduction Data page. The Goal Amount value is the total amount to be paid by payroll deductions: the sum of the Initial Deposit Amount and Interest Adjustments, less any Unscheduled Payments, for all Military Service accounts. This automatic updating occurs when you save the Military Service Deposit page group. The system also adjusts the Current Goal Balance during Pay Confirmation after posting the Military Service deduction. Current Goal Balance displays the total amount already paid by payroll deduction.

Trans Date (Transaction Date) Enter the date of the transaction.

Trans Type (Transaction Type) Select the type of transaction from the drop-down list.

The system creates 'A' the first row to record the initial balance. Trans Date is the Status Date when the account was opened. You can change this date, since it might not be the true historical date the employee started making deposits. Both Begin Balance and End Balance show the Amount Balance from the previous page. Trans Amount is left blank.

Select **I** if this is an interest adjustment. Enter the interest calculation date in the Trans Date column and the manually calculated interest amount in the Trans Amount column. You must enter this information yourself-the system does not calculate interest.

Transaction Type **S** is a scheduled payment. The system enters automatic payroll deductions here during Pay Confirmation. Trans Date is the date the deduction is posted. Trans Amount comes from the employee's General Deduction Data page.

Select **U** if this is an unscheduled payment. Enter the Trans Date and Trans Amount for all other payments, for example, check payments. For employees transferring into your agency, use this transaction type to document payments made while with the previous Federal employer.

Trans Amount (Transaction Amount)	Enter the amount of the transaction.
Begin Balance	Begin Balance displays the previous row's End Balance.
End Balance	The system calculates the End Balance by subtracting the Transaction Amount from the Begin Balance, or for interest payments, adding the Transaction Amount to the Begin Balance.
Comments	Enter comments here. When the system enters a scheduled payment row, it inserts a comment that the row is a Payroll Deduction.

Completing a Military Service Deposit

When the **End Balance** on the Transaction Information page reaches zero, the Military Deposit account must be closed. PeopleSoft Payroll accommodates an account closing through automatic payroll deductions or unscheduled deposits you track manually.

If the balance drops to zero when a payroll deduction is posted during RITS Interface processing, the system changes the Status Account to Closed. To identify accounts that have closed during RITS Interface processing, you need to run the Military Deposits Closed Accounts SQR Report as often as suits your agency's needs, most likely after your payroll runs are completed for the pay period. This report alerts you to take further action to fulfill your regulatory requirements. You will need to process a Personnel Action Request (PAR) to change the employee's Service Computation Date for Retirement (SCD-Retire). Use a Nature of Action (NOA) Code 882 and adjust the date earlier by the total days in service listed on the Service Information page.

If you enter an unscheduled payment that zeroes the account balance online, the system changes the Status Account on the Service Information page to Closed and grays the field when you save the page. It then transfers you to an HR Processing PAR page, where you will create a PAR with NOA code 882.



For more information about Personnel Action Requests, see the USF Pers Action Request Remarks – PAR Remarks Table Page.

When the system changes the status to Closed, it also creates a Military Deposit Individual Retirement Record (IRR) control record. This IRR is separate from any other that the employee may have, and each different period of Military Service has its own IRR. The IRR includes Military Deposit payroll deductions by year and service period information. Print the final IRR for transfer to OPM. Consult the OPM CSRS/FERS Handbook for guidance on preparing the Military Deposit IRR.



For more information about personnel action requests, see *USF Processing Individual Retirement Records (IRRs)*.

Finally, process a Military Deposit Report to print OPM Military Deposit Worksheet.

Military Deposits Closed Accts Page

You'll use the Military Deposits Closed Accounts SQR report (FGPY012) to identify accounts that were closed during RITS Interface processing. For the accounts identified, you will need to process a PAR to change the SCD-Retire, print OPM Form 1514, and generate an IRR. You can produce the OPM Military Deposit Worksheet, an SQR report (FG1514), for reporting to OPM when the military service deposit is completed.



For more information about Payroll reports, see *PeopleSoft Payroll Reports*.

Setting Up Direct Deposits

Employees who are set up for direct deposit will continue to receive checks until the prenote (prenotification) period has passed. If the prenote wait period is 10 days, and you're running a weekly payroll, employees will most likely receive two paychecks before direct deposit starts. The number of days required for a prenote wait period is defined on the US Bank Additional Data secondary page.



In PeopleSoft Payroll, direct deposit distributions are performed during Pay Confirmation.

Understanding Enterprise Integration Points

Payroll for North America utilizes the Direct Deposit enterprise integration point (EIP) as part of its direct deposit functionality. The Direct Deposit EIP publishes data to a `DIRECT_DEPOSIT` component Application Messaging integration technology. The data is published in near real time using the `DIRECT_DEPOSIT_FULLSYNC` and `DIRECT_DEPOSIT_SYNC` messages via the `DIRECT_DEPOSIT_SETUP` channel.

After Payroll for North America publishes the data, the PeopleSoft Expenses product can subscribe to the data for incorporation into their own data.



For more information regarding the technical details and data rules for this EIP, see *PeopleSoft Enterprise Integration PeopleBook: EIP Catalog*.

Direct Deposit Page

Usage	Use the Direct Deposit page to record the information that is required to enable the direct deposit of employee pay to checking and/or savings bank accounts.
Object Name	DIRECT_DEPOSIT
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Direct Deposit • Compensate Employees, Maintain Payroll Data (USF), Use, Direct Deposit
Prerequisites	None
Access Requirements	Enter an Employee ID.

Direct Deposit

Griffiths, Martina Rae ID: KC0001

Effective Date: 01/01/1990 Status: Active Suppress DDP Advice Print

Distribution Information

Priority: 1 Bank ID: 003 Account#: 8557043 Deposit Type: Percent

% Net Pay/\$ Amount: 100.00

Account Type: ☐ Checking ☒ Savings ☐ Issue Check

Prenotification Status: New Prenote Date: Prenotification Req

This data was last updated by Online Opr Employee Self Service User on 05/11/2000

Direct Deposit page

ID The Employee ID displays here.

Effective Date

Effective Date Select the effective date.

Status Select *Active* if the direct deposit is to be processed

Select *Inactive* if the direct deposit is no longer to be processed.

Suppress DDP Advice Print Select this check box to indicate that the employee has elected to receive their pay advice electronically, rather than being generated from the DDP Advice Print SQR programs (DDP003 and DDP003CN). (This could be used for companies that are using our self-service application for employees with direct deposit to view their paycheck information. Also, if an employee has a part of his check being direct deposited and a part in a live check, the live check would also show the DDP information.)

Distribution Information

Priority Enter a priority number for this distribution. During direct deposit processing, distributions are made to accounts in order of their priority number—the lower the priority number, the higher the priority. Priority becomes important when an employee's net pay isn't enough to cover all direct deposits—in this case, only the higher priority deposits will be made.

Bank ID Enter the Bank ID.

Note. You must enter a Bank ID and Account # for each Account Type. Insert Rows to add additional accounts.

(CAN only) Branch ID Enter the Branch ID. This field only applies to Canada.

Account # Enter the employee's account number. The account number represents the employee's checking or savings account into which the money should be deposited.

Deposit Type Select **Amount** if the employee wants a fixed dollar amount to be deposited in this account.

Select **Balance** if the balance of an employee's pay is to be deposited in this account.

Select **Percent** if the employee wants a specific percentage of his net pay to be deposited in this account.

%Net Pay/\$ Amount Enter a specific dollar amount if you selected **Amount** in the Deposit Type field. Enter a percent if you selected **Percent** in the Deposit Type field.

Account Type Select the applicable Account Type button to indicate a direct deposit to a checking or savings account, or if the system will issue a check. The valid options are **Checking**, **Savings**, and **Issue Check**.

Prenotification Status

To verify that the Bank ID and Account numbers are valid, the system will create a prenote status file the first time it processes direct deposits for each employee.

CAN Note. In PeopleSoft Canadian Payroll, the prenotification process is not applicable.

Prenote Date

The Prenote Date displays here.

**Prenotification Req'd
(prenotification required)**

Select if prenotification is required.

**This data was last updated
by**

Each time Direct Deposit data is updated, the system indicates whether an Online Operator or a Web User made the update, and it displays the date of the most recent update. Online operators can update online via the Direct Deposit Page. The employee, also known as the Web user, can update via the Direct Deposit self-service Web application.

CAN Direct Deposit Page

Usage	Use the Direct Deposit page to record the information that is required to enable the direct deposit of employee pay to checking and/or savings bank accounts.
Object Name	DIRECT_DEPOSIT_CAN
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Direct Deposit
Prerequisites	None
Access Requirements	Enter an Employee ID.

Direct Deposit

Griffiths, Martina Rae ID: KC0001

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 01/01/1990 *Status: Active ☐ Suppress DDP Advice Print + -

Distribution Information Find | View All First 1 of 1 Last

Priority: 1 Account Type: ☐ Checking ☒ Savings ☐ Issue Check + -

Bank ID: 003

Account#: 8557043

*Deposit Type: Percent

% Net Pay/\$ Amount: 100.00

Prenotification Status: New Prenote Date: ☐ Prenotification Req'd

This data was last updated by Online Opr Employee Self Service User on 05/11/2000

CAN Direct Deposit page

Branch ID Enter the 5-digit branch ID.



All of the other fields on this page are the same as the fields on the Direct Deposit page. For descriptions of these fields, see the Direct Deposit page description.

Setting Up Multiple Deposits

Each direct deposit can be stated as either a percent of net pay or a dollar amount. For example, suppose that an employee wants \$50 deposited to a savings account, a \$100 check for pocket money, and 100 percent of the remaining net pay deposited to a checking account. To do this, you set up three rows of Distribution Data:

Objective	Priority	Account Type	Amount
\$50 to Savings	300	Savings	\$50
\$100 Check	350	Issue Check	\$100
Deposit remainder in Checking	400	Checking	100% Net Pay

In this case, you should make sure that you assign the savings and separate check entries lower priority numbers than the checking account direct deposit; this will ensure that they are taken out

first. Otherwise, 100 percent of the employee's net pay will go into checking before the system looks at the other direct deposit guidelines.

You should designate one direct deposit account to receive the remaining funds after all of the other direct deposits are made. To designate an account to receive remaining funds, select **Balance** as the deposit type. If you do not do this, the remaining balance will be issued through a check.

Understanding the Prenotification Process



CAN In PeopleSoft Canadian Payroll, the prenotification process is not applicable.

The prenote process is a test run for direct deposits to verify that bank IDs and employee account numbers are valid. When you first set up an employee for direct deposit and save the record, the Prenote Status will show as *Not Submitted*, and the Prenote Date will be blank. After you run your next payroll, you'll run the SQR program DDP001 (DDP001CN for Canadian Payroll), Create Direct Deposit Transmittal File. This program will prompt you for a Prenote Date. After you've run the SQR, the date you entered will be reflected in the Prenote Date on the Direct Deposit page, and the Prenote Status on this page will be *Submitted*.

For example, let's say that it's the end of January and you're running a payroll with the dates 1/1/96 to 1/31/96. You confirm the payroll on January 31. You run DDP001 on the same day—because you have to get the direct deposit transmittal file off to the bank—and enter a Prenote Date of 1/31/96. Ten working days from that date (or whatever time interval you've specified on the Bank Table), the system will change the Prenote Status from *Submitted* to *Completed*. At that point, direct deposits will go into effect.

To change or discontinue direct deposits, set up the appropriate effective-dated rows, using the Direct Deposit page.



You can stop direct deposits for a single paycheck by selecting the Disable Direct Deposit check box on an employee's Paysheet. This will cause the system to produce an actual paycheck for the employee, rather than a direct deposit.



For more information about pay distributions, see Working With Paysheets.

Using Direct Deposit Reports

PeopleSoft Payroll comes with several SQR programs that are an integral part of the direct deposit process. You'll typically run these SQRs after you've completed the confirmation process. The Direct Deposit SQRs must be run in a specific order. The processing order is: 1st - DDP006, 2nd - DDP005, 3rd - DDP002, and last - DDP001.



For descriptions and examples of all reports available with PeopleSoft Payroll, see Payroll Reports.

Defining Additional Pay Earnings

Use the Additional Pay pages to set up earnings that an employee will be paid on a regular basis *in addition* to regular pay—a car allowance, for example.



Don't confuse additional pay with a one-time payment, such as overtime or an expense reimbursement, which you should enter directly on the Paysheet.



Changes that you make to an employee's Additional Pay Record can trigger the Retro Pay function. Retro Pay is triggered by any Additional Pay change with an Effective Date that is earlier than or equal to the latest pay end date of a check that has already been paid to the employee. For more information, see Processing Retro Pay.

Additional Pay 1 Page

Usage	Use the Additional Pay 1 page to override the current job data for each additional pay earning.
Object Name	ADDITIONAL_PAY1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Additional Pay, Additional Pay 1 • Compensate Employees, Maintain Payroll Data (USF), Use, Additional Pay, Additional Pay 1 • Compensate Employees, Maintain Payroll Data (CAN), Use, Additional Pay, Additional Pay 1
Prerequisites	This is the first page of a three-page component.
Access Requirements	Enter an Employee ID.

Additional Pay 1 page



(USF only) Note: This page can be populated automatically through the USF Hire - Data Control page in Administer Workforce. On the Hire pages, a PeopleSoft Human Resources operator can designate compensation data to be pushed to this page. Awards and bonus processing also push Earnings Codes for additional pay to this page.

ID	Employee's ID displays here.
Empl Rcd#	Employee's record number displays here.
Earnings	
Earnings Code	Select an earnings code.
Default Job Date	
Effective Date	Select the effective date.
Compensation Rate/Frequency	The employee's compensation rate and frequency are displayed here.
Standard Hours	The standard number of hours worked displays here.
Employee Type	The employee type displays here.

Earnings Details

Addl Seq # (additional sequence number)

Every additional pay entry that you set up requires an 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 additional sequence number you enter here will be brought forward to the Paysheet pages. The additional sequence number should always be 1, unless there are multiple additional pay records for an earnings type.

End Date

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.

Rate Code

You can apply a Compensation Rate Code to an additional earnings record by selecting a Rate Code. If you select a Rate Code for the additional earnings, the system uses the rate or percent defined for the Rate Code on the Compensation Rate Code Table. Therefore, once you've selected your Rate Code, the system will make the Earnings and Hourly Rate fields unavailable on this page.

Reason

For informational purposes, you can also indicate the reason the employee is receiving additional pay. This field is not used for payroll processing. You will create your own reason codes according to your business needs. There is one reason code that's delivered by Payroll for North America, and that is **BAS Credit**. This reason is populated by data from PeopleSoft Benefits Administration.

Earnings

Enter a flat amount for the additional pay earnings. Each additional pay entry must either be a fixed or a variable amount, but not both. If the additional pay entry is a fixed amount, you need to enter the fixed earnings amount in the Earnings field.

Hours

Enter the number of hours worked for additional pay earnings. Each additional pay entry must either be a fixed or a variable amount, but not both. If the additional pay entry is variable, depending on the number of hours worked, then you need to enter the hours worked in the Hours field and the hourly rate in the Hourly Rate field.

For example, assume there is a nurse that, aside from her normal routine, works 8 hours in the Intensive Care Unit (ICU). Her regular rate of pay is \$25 per hour. However, when she works in the ICU, she is paid an additional \$10 per hour, thus, making \$35 per hour.

In this scenario, to account for this additional pay, we would enter 8 in the Hours field and we would enter 10 in the Hourly Rate field.

Hourly Rate

Enter the hourly rate. The hourly rate defaults from the job record if this field is blank.

Goal Amount

Enter a goal amount. This will cause the system to stop making this additional pay once the amount has been reached.

Goal Balance

Your goal balance displays here. The system updates the balance every time you run Pay Confirmation.

Sep Chk # (separate check number)

Enter a check number from 1 to 9 in Sep Chk #, if you want the additional pay to be paid on a separate check. In one payroll run, the system can produce up to nine separate checks per employee, in addition to the regular paycheck. The additional pay will be put on the check that you specify here. If you leave this field blank, the additional pay will be lumped together with regular pay in one paycheck.

If the employee has multiple jobs, and you plan to select a deduction subset on the Additional Pay 3 page, enter a check number in the Sep Chk # field. Otherwise, the deduction subset will be ignored and the standard deductions will be taken.

For more general information about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, “Working with Multiple Jobs” in the *PeopleSoft Application Fundamentals* PeopleBook.

Disable Direct Deposit

Select Disable Direct Deposit if the additional pay will not be included in the employee’s direct deposit. In this case, a separate check will be processed for the additional pay amount as long as the person enters a check number in the Sep Chk # field.

Prorate Additional Pay

Select Prorate Additional Pay if you want the system to prorate the additional pay, based on the employee's job record. If the employee has a mid-period, effective-dated change on her job record, the system will prorate the additional pay. The system does not prorate the additional pay based on the effective date of this additional pay record.

OK to Pay

Select this check box if the employee is to be paid automatically. In contrast, if the employee's additional pay needs to be approved before payment, do not select this check box. In this case, after approving the payment, the person will manually select the OK to Pay check box in the Paysheet page. If the employee is set up to receive more than one check, each check has its own OK to Pay check box on the Paysheet pages.

Applies to Pay Period

Select the pay periods in which this additional pay should be identified on the Paysheets. For example, if an employee is paid twice a month, there are only two pay periods. Thus, you could select only the *First* or *Second* check box or both of those check boxes. If you checked both, the employee would receive the additional pay on each of his or her semi-monthly checks.

The system looks at the pay calendar and then at the additional pay data, to determine what applies to the pay period, when processing a payroll.

Additional Pay 2 Page

Usage	Use the Additional Pay 2 page to change default additional pay settings.
Object Name	ADDITIONAL_PAY2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Additional Pay, Additional Pay 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Additional Pay, Additional Pay 2 • Compensate Employees, Maintain Payroll Data (CAN), Use, Additional Pay, Additional Pay 2
Prerequisites	None
Access Requirements	Enter an Employee ID.

Additional Pay 1 Additional Pay 2 Additional Pay 3

Jones, Susan Employee ID: K0G001 Empl Rcd#: 0

Earnings Find | View All First 1 of 1 Last

Earnings Code: Find | View All First 1 of 1 Last

Default Job Data Find | View All First 1 of 1 Last

Effective Date: 07/14/2000

Position: Business Unit: GBIBU Global Business Institute BU

DeptID: KU001 Human Resources

Job Code: KU013 Financial Analyst Shift: N/A

Account Code: GL Pay Type:

Job Data Overrides Find | View All First 1 of 1 Last

Seq #: Position: Business Unit: + -

DeptID: *Shift: Use Job

Job Code: GL Pay Type:

Account Code: GL Pay Type:

Additional Pay 2 page

- ID** The Employee ID displays here.
- Empl Rcd#** The employee's record number displays here.
- Earnings Code** The earnings code displays here.
- Effective Date** The effective date displays here.

Default to Current Job Data

The **Default to Current Job Data** group box shows the accounting information as entered on the employee's job record. By default, additional pay is charged to the same Department, Job Code, and GL account as the employee's regular pay. You can override this information in the **Or Overrides to Job Data** group box.

- Position** The position displays here
- Business Unit** The business unit displays here.
- DeptID (department ID)** The department ID displays here.
- Job Code** The job code displays here.
- Account Code** The account code displays here.

Or Overrides to Job Data

The fields in the **Or Overrides to Job Data** group box enable you to make adjustments to individual additional pay earnings. You might need to use this section of the page for many reasons. For example, you may have an employee who works a few hours a week in a department other than the one on that employee's job record. To ensure that the department shown on the job record 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. If you enter information in any of these fields, the system creates a separate pay earnings record on the Paysheet.

Seq # (sequence number)	The sequence number displays here.
Position	Select a new position if you want to override the default position.
Business Unit	Select a new business unit if you want to override the default business unit.
DeptID	Select a new department identification if you want to override the default department.
Job Code	Select a new job code if you want to override the default job.
Shift	Select 1 for the first shift. Select 2 for the second shift. Select 3 for the third shift. Select N/A for no shift. Select Use Job to use the shift specified on the employee's job record.
Account Code	Select a new account code if you want to override the default account.
GL Pay Type	This field displays the type of GL transaction you are sending to GL.

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 Data (US), Use, Additional Pay, Additional Pay 3 • Compensate Employees, Maintain Payroll Data (USF), Use, Additional Pay, Additional Pay 3
Prerequisites	None
Access Requirements	Enter an Employee ID.

Additional Pay 1 Additional Pay 2 Additional Pay 3

Jones, Susan Employee ID: K0G001 Empl Rcd#: 0

Earnings Find | View All First 1 of 1 Last

Earnings Code: + -

Processing Options Find | View All First 1 of 1 Last

Effective Date: 07/14/2000 + -

Frequency Type: + -

Additional Pay Sequence Number Find | View All First 1 of 1 Last

Addl Seq #: + -

Tax Information

State Worked: [] [] Tax Periods: 1

Locality Worked: [] []

*Tax Method: Annualized

*Tax Frequency: Use Pay Group Frequency

*Deductions Taken: Deduction Deduction Subset ID: []

Additional Pay 3 page

ID	The Employee ID displays here.
Empl Rcd#	The employee's record number displays here.
Earnings Code	The earnings code displays here
Effective Date	The effective date displays here.
Frequency Type	The current job frequency displays here.
Additional Pay Sequence Number	The additional pay sequence number displays here.

Tax Information

State Worked Enter the state the employee worked in, if different from the employee's regular pay. These fields are validated against the employee's State and Local Tax Data.

Tax Period Enter the number of pay periods over which to spread the tax for these earnings. The system uses this field in conjunction with Tax Frequency field to determine how much tax to withhold each pay period. For example, if the employee's additional pay earnings were set up as biweekly, and you entered 3 in the Tax Periods field, the taxes would be calculated as if they were earned over a six-week period.

Locality Worked Enter the locality the employee worked in, if different from the employee's regular pay. These fields are validated against the employee's State and Local Tax Data.

Tax Method

The tax method indicates the tax calculation method to be used for the additional pay. For example, for a U.S. employee receiving a monthly bonus payment, you would select ***Supplemental***. In contrast, for a Canadian employee receiving the same bonus payment, you would select ***Bonus***. Under Tax Method, you can select one of the following options:

Select ***Aggregate*** to tax the lump sum of the current payment with a previous payment. The system will take the last confirmed paycheck for that pay period and add the current payment to it. Taxes are calculated on that lump sum amount, the taxes that were withheld on the confirmed check are subtracted, and the resulting tax difference is the tax for the current payment.

Select ***Annualized*** to annualize the earnings, calculate the tax on the annualized amount, and divide the tax by the number of pay periods in the year. The result is the withholding for the pay period. This is the most common tax method.

(CAN only) Select ***Bonus*** to tax bonus payments. This is a Canadian-specific tax method.

(CAN only) Select ***Commission*** to tax commission payments. This is a Canadian-specific tax method.

Select ***Cumulative*** to add together the year-to-date earnings and the earnings for this pay period, annualize the result, and calculate the annualized tax. The system deannualizes the tax by dividing it by the number of tax periods you have specified on the Paysheet. The result is compared to the year-to-date withholding; if it is greater than the year-to-date withholding, the difference becomes the withholding for the pay period. You generally use this for employees whose wages vary significantly from pay period to pay period, such as salespeople on commission.

Select ***Lump Sum*** to tax lump sum payments. This is a Canadian-specific tax method.

Select ***Specified on Paysheet*** to tax the additional pay using the default method specified on the paysheets.

Select **Supplemental** to calculate taxes as a straight percentage of earnings. This method is typically used for one-time pays, such as bonuses. For example, federal supplemental withholding is 28 percent of earnings, and California requires withholding at 6 percent. Other states may vary the percentage, based on annual income, while some require PeopleSoft-maintained tax tables to calculate withholding.

Tax Frequency

Select the frequency for calculating taxes for the additional pay if the tax frequency is different from the pay frequency set up in the job record. The valid entries are **Annually, Biweekly, Daily, Monthly, Quarterly, Semimonthly, Use Pay Group Frequency, Weekly**.

Deductions Taken

Select **Deduction** to take an employee's normal deductions when additional pay is a separate check. This does not apply if it is added to a regular check.

Deduction Subset ID

Select **None** to take no deductions when additional pay is a separate check. This does not apply if it is added to a regular check.

Select **Subset** to take only the deductions defined in the Subset ID field when additional pay is a separate check. This does not apply if it is added to a regular check.

This field is available only if you selected **Subset** in the Deductions Taken field. Select the subset of deductions you want the system to take from the additional payment.

If the employee has multiple jobs, and you are entering more than one set of additional pay instructions with the same check number, select the same Deduction Subset ID. If you select different subsets, the system will apply the deduction subset associated with the last additional pay record it processes.

For more information about deduction subsets, see Deduction Subsets. **For more general information** about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, "Working with Multiple Jobs" in the *PeopleSoft Application Fundamentals* PeopleBook.

CAN Additional Pay 3 Page

Usage	Use the Additional Pay 3 page to override the employee tax data for Additional Pay earnings.
Object Name	ADDITIONAL_PAY4
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Additional Pay, Additional Pay 3
Prerequisites	None
Access Requirements	Enter an Employee ID.

CAN Additional Pay 3 page



All the fields in this page are discussed in Additional Pay 3 page for US and USF.



For more information about viewing and changes to additional pay earnings records on paysheets, see Working with Paysheets.

CAN Bonus Tax Method

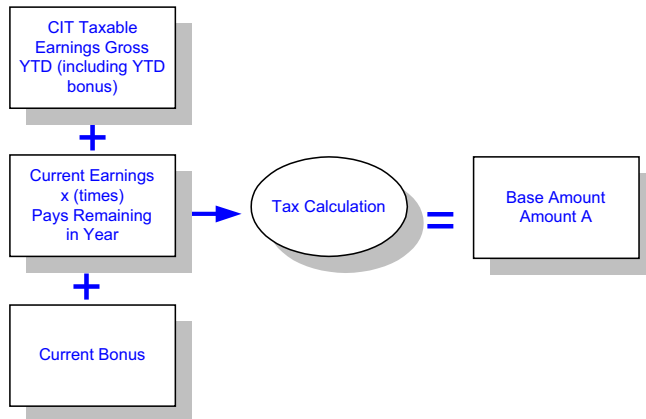
The Bonus Tax Method calculates the taxes on bonus payments. The actual calculation steps the system uses depend on *how* the bonus is paid—whether it is included with earnings or paid in a separate check.

In either scenario, the system calculates a Base Amount A and a Base Amount B. It then subtracts Base Amount B from Base Amount A to arrive at the actual tax on the bonus.

Base Amount A - Base Amount B = Tax on Bonus

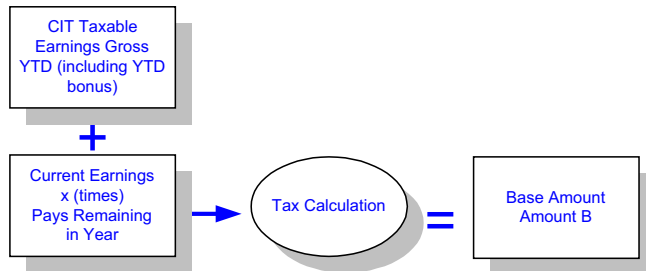
Scenario 1: Calculating the tax on a bonus that was included with regular earnings

1. The system calculates a Base Amount A. The Tax Calculation in the following diagram annualizes the final net amount.



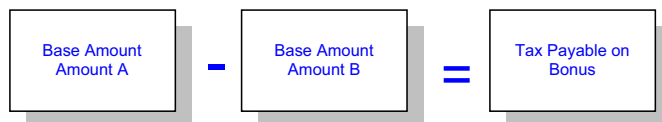
Bonus included with regular earnings - base amount A

2. The system calculates a Base Amount B.



Bonus included with regular earnings - base amount B

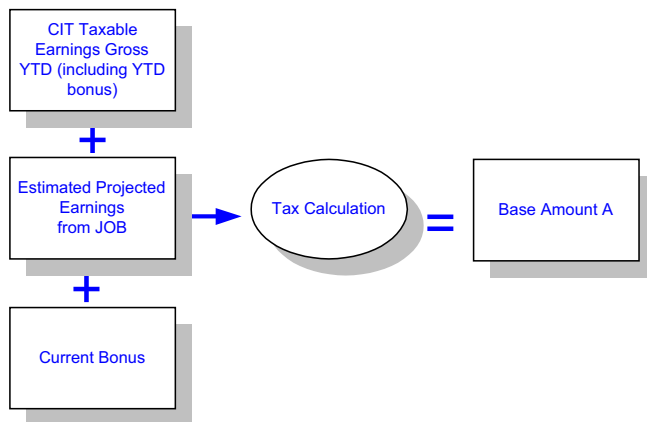
3. The system subtracts Base Amount B from Base Amount A to arrive at the tax payable on the bonus.



Bonus included with regular earnings - tax on bonus

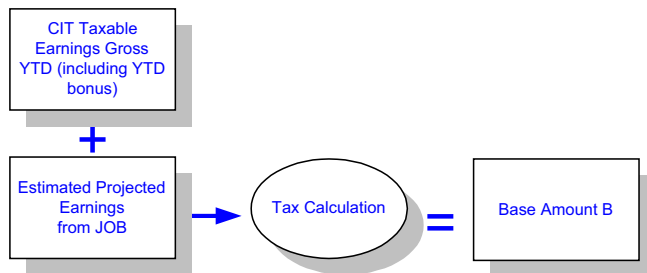
Scenario 2: Calculating the tax on a bonus that is paid in a separate cheque

1. In the first step, the system calculates a Base Amount A.



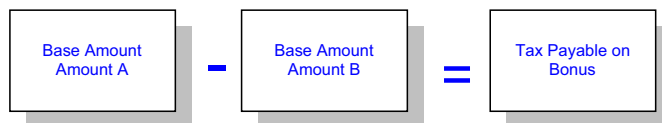
Bonus paid in a separate check - base amount A

2. The system calculates a Base Amount B.



Bonus paid in a separate check - base amount B

3. The system subtracts Base Amount B from Base Amount A to arrive at the tax payable on the bonus.



Bonus paid in a separate cheque - tax on bonus

CAN Commission Tax Method

The Commission Tax Method uses amounts entered in the Commission Income and Expenses fields of the Canadian Income Tax Data Page and Quebec Income Tax Data pages. Be aware that if these amounts are *not* entered, the system calculates tax using the annualized method, resulting in a higher amount of tax withheld.

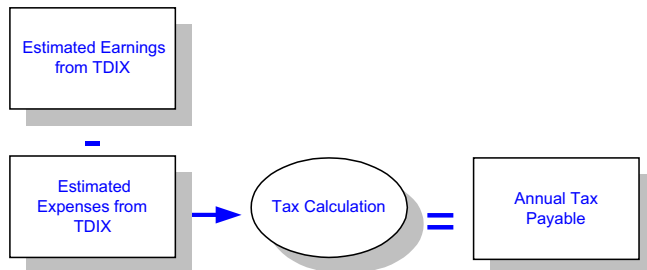


Amounts entered in the Commission Income and Expenses fields on the Canadian Income Tax Data 1 and Quebec Income Tax Data represent the total annual estimated earnings and expenses, as reported by employees on the *Revenu Canada Statement of Remuneration and Expenses* and *Revenu Quebec Statement of Commissions and Expenses* for Source Deduction Purposes.

The Commission Tax Method calculates the taxes on commissions differently depending upon whether you are calculating CIT or QIT Commission Tax. Consider the following two scenarios.

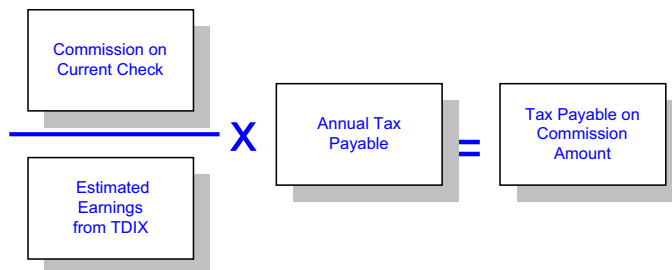
Scenario 1 - CIT Commission Tax Calculation

1. The system uses two formulas to calculate federal commission tax. The first formula calculates the total annual tax based on net earnings from the TDX1 Form using the annualized method.



CIT commission tax - annual tax payable

2. The system determines the tax payable on the current cheque based on a proration of current period earnings and total estimated earnings for the year.



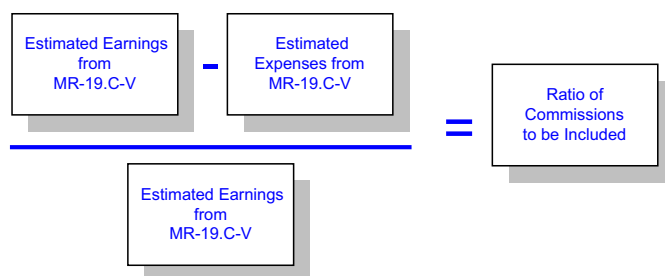
CIT commission tax - tax on commission

Scenario 2 - QIT Commission Tax Calculation

Unlike the federal Statement of Remuneration and Expenses (used to estimate a net annual taxable income amount), the Quebec Statement of Commissions and Expenses establishes a ratio to annualize the current cheque's commission payment.

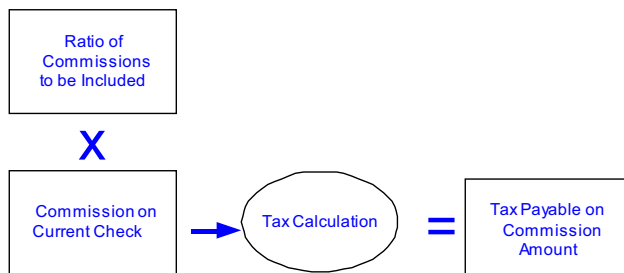
For Quebec provincial tax, the current cheque's commission earnings are calculated based upon a percentage determined by the values entered in the Commission Income and Expense fields on the Quebec Income Tax Data page. This calculated amount is then annualized, and the tax is calculated using the annualized method. Additional withholding amounts are added to the calculated amount.

1. The first step in the Quebec commission tax calculation is to derive the ratio of commission to be applied to the current cheque's commission earnings amount.



QIT commission tax - ratio of commissions included

2. The second step is to apply the ratio determined in step 1 against the current cheque's commission payment to determine the amount of tax to be withheld. The tax calculation annualizes the figure to arrive at an annual taxable earnings amount. This figure is then deannualized, according to the pay frequency, to arrive at the total tax for the current cheque.



QIT commission tax - tax payable

CAN Lump Sum Method

The lump sum method determines your withholding for the period using the corresponding rate for the taxable gross specified on the CIT and QIT Lump-Sum Rates sections of the Canadian Tax Table pages.

USF Employee Accruals Page

Usage	Use the Employee Accruals page to enroll an employee in a Leave Accrual Class.
Object Name	GVT_ACCR_PLAN
Navigation	Compensate Employees, Maintain Payroll Data (USF), Use, Employee Accruals Enrollment
Prerequisites	Before you can enroll your employees in earnings accrual classes, you must establish your earnings accrual classes—see USF Defining the Leave Accrual Process.
Access Requirements	Enter an Employee ID.

Employee Accruals

Jones, Susan EmplID: K00001 Empl Rcd#: 0

Accrual Plan View All First 1 of 1 Last

*Earnings Accrual Class:

Accrual Election View All First 1 of 1 Last

Leave Type:

Election: ☒ Elect ☐ Waive ☐ Terminate *Elect Date: 07/14/2000

*Effective Date: 07/14/2000

Alternate Work Schedule: None

Grandfathered Carryover: Employee Status:

Employee Accruals page

EmplID

The employee ID displays here.

Empl Rcd#

The employee record number displays here.

Accrual Plan

Earnings Accrual Class

Select an earnings accruals class. The drop-down list displays the classes you created on the Earnings Accruals Class Table.

For more information about the Earnings Accruals Class Table, see PeopleSoft 8 Payroll for North America, “Defining Earnings and Using Earnings Codes”.

Accrual Election

Leave Type	The leave type defaults from the accrual calculation box in the Earnings Accruals – Class Page.
Election	Select the enrollment status. Select <i>Elect</i> to enroll your employee in a class Select <i>Waive</i> to waive a leave just like a regular benefit. Select <i>Terminate</i> to end your employee’s enrollment in a class.
Elect Date	Enter the date on which the accrual election change occurs.
Effective Date	Select a date to specify when this Accrual Election becomes effective and the employee will be in the new earnings accrual class.
Alternate Work Schedule	Select and alternate work schedule. The purpose of the alternate work schedule is for those employees on the Credit Leave Accrual. When the employee’s work schedule changes, the system will create an additional pay record for them to pay out their current balance.
Grandfathered Carryover	Enter the Grandfathered Carryover here, if applicable. A Grandfathered Carryover is when an employee has a balance greater than the new earnings accrual-ceiling amount. For example, an employee who carried an Annual Leave balance of 360 hours in a previous class can transfer to a new class that has a ceiling of 240 hours. The difference of 120 hours between the new ceiling amount and the current balance of 360 is called the <i>Grandfathered Carryover</i> .
Employee Status	The employee’s status displays here.

Administering U.S. Savings Bonds Purchases

As part of their employee benefits package, many employers offer their employees the opportunity to purchase U.S. Savings Bonds through a Payroll Savings Plan. The system offers a Savings Bond process that helps you effectively manage activities. The system enables you to:

- Keep track of bond owners, beneficiaries, and purchase distribution information.
- Deduct the appropriate installments from employee paychecks.

- Define different deduction characteristics for each pay group within your company.
- Track the accumulation of funds for each denomination, for each bond owner. The resultant deduction amounts and goal balances are then automatically passed to PeopleSoft Payroll for deductions from employees' pay, reporting, and magnetic media output in Federal Reserve System Format.
- Enable the employee to purchase multiple bonds, using a single general deduction.

U.S. Savings Bond Specification Page

Usage	Use the U.S. Savings Bond Specification Data page to record bond data needed by the system to properly process payroll accumulations toward the purchase of bonds. You also use this page to specify a processing priority for the bond (relative to other bond specifications), denomination, bond owner (and co-owner or beneficiary if applicable), and the deduction amount or percentage to be applied to each bond.
Object Name	SAVINGS_BOND_SPEC
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, U.S. Savings Bond Specification • Compensate Employees, Maintain Payroll Data (USF), Use, U.S. Savings Bond Specification
Prerequisites	None
Access Requirements	Enter an Employee ID.

U.S. Savings Bond Specification

Jones, Susan ID: K00001 Empl Rcd#: 0
Active Company: GBI Global Business Institute

Effective Date: 07/14/2000 Find | View All First 1 of 1 Last

Priority: Denomination: 100 Series EE \$100

Owner: Employee or Dependent ID: Find

Other Registrant: None Co-Owner Beneficiary

Portion of Deducted Amount: Flat Amount: or % of Deduction: Excess Partial Allowed

Delivery Address: Home Work

U.S. Savings Bond Specification page

ID	The employee ID displays here.
Empl Rcd#	The employee record number displays here.
Company	The company displays here.
Effective Date	Select the effective date.
Priority	
Priority	Enter a priority number. During bond deduction processing, distributions are made to bond specifications in order of the priority established on this page. Like other deductions, the lower the number, the higher the priority. Priorities for the bonds themselves become part of the key information for the bond, so each bond must have a unique priority. Bond priority, however, has nothing to do with deduction priority. Do not use priority 999—it's reserved for system use only.
Denomination	Select a denomination for the bond. The denominations displayed are the only ones offered by the federal government for payroll purchase of bonds.
Owner	
Employee	Select this check box if the employee is the registered owner of the savings bond.
or Dependent ID	Select the dependent's ID if the employee is buying the bond for someone else. This person must be on the employee's dependent/beneficiary list.
Other Registrant	
None	Select this option if the employee's name is the only one on the savings bond.
Co-owner	Select this option if there are two owners of the bond. When you select this option, additional fields become available for entering the co-owner information.
Beneficiary	Select this option if there is a beneficiary for the bond. When you select this option, additional fields become available for entering the co-owner information.
Employee	Select this check box if the employee is the co-owner or beneficiary.
Or Dependent ID	Enter the dependent ID if a dependent is the co-owner or beneficiary.



The bond owner, co-owner, or beneficiary must be either the employee or someone on the employee's dependent/beneficiary list (on the Dependent/Beneficiary Data pages in the Benefits window). The system won't allow you to specify the same person as both the bond owner and co-owner/beneficiary. If there is another registrant, select dependent/co-owner; then you can enter the appropriate ID.

Portion of Deducted Amount

The fields in this group box determine how the bond deduction will be distributed.

Flat Amount

Enter a flat amount to apply to this bond. Typically, only one deduction is set up for bonds, but you can distribute the deduction among multiple bond specifications. Use either the Flat Amount or the Or % of Deduction field for a given bond specification, but not both.

Or % of Deduction

Enter a percent of the total bond deduction that applies to this bond.

Excess

Select this check box if you want this bond specification to receive any funds left over after bond distributions are completed. At least one bond must have Excess selected, even if the employee has only one specification.

Example

Assume that your bond deduction is \$100 per pay period. You could specify that \$50 of the deduction be applied toward one bond, \$20 toward another bond, and 10 percent toward the third bond. Since the three deductions add up to only \$80, the excess \$20 will be posted to the bond specification that is selected to receive the excess.

Partial Amount

Select this check box to allow the distribution to be less than the amount defined in the bond specification.

Example

Assume that you have a bond deduction of \$100, and you have specified that \$70 goes toward one bond and \$30 towards another. If you have only \$90 to disburse, and the partial flag was selected for the second bond, \$20 would be allocated for the second bond.

Delivery Address

Home

Select this option to have the bond certificate mailed to the employee's home address.

Work

Select this option to have the bond certificate mailed to the employee's work address.

U.S. Savings Bond Activity Log Page

Usage	Use the US Savings Bond Activity Log page to display the activity of bond purchases and amounts collected towards each bond. This is a display-only page that is maintained by the system to show the status of bond activity. The system doesn't actually purchase bonds for you, but it does let you know how much money has been deducted toward bond purchases and how many units that money will buy. It's updated when you run the Pay Confirmation process.
Object Name	SAVINGS_BOND_LOG
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, U.S. Savings Bond Activity Log • Compensate Employees, Maintain Payroll Data (USF), Inquire, U.S. Savings Bond Activity Log
Prerequisites	None
Access Requirements	Enter an Employee ID.

US Savings Bond Activity Log

Espinosa, Carmichael Employee ID: KU0015

Company Information Find | View All First 1 of 8 Last

Bond ID: 100 Series EE \$100

Owner: 01 Espinosa, Louisa

Other Registrant: Beneficiary

Bond Activity Seq #: 8

Bond Activity Status: Funds Ready to Disburse ☒ Reversed

Check #: 1695

Paycheck Issue Date: 04/21/2000

Amount Collected: \$50.00

Amount Disbursed: \$50.00

Number of Units Purchased: 1

Remaining Balance: \$0.00

AP Status:

U.S. Savings Bond Activity Log page

ID The employee ID displays here.

Company Information

Bond ID The bond ID displays here.

Owner The owner displays here.

Other Registrant The other registrant displays here.

Bond Activity Seq #)bond activity sequence number)	The bond activity sequence number displays here.
Bond Activity Status	The status of the bond activity displays here. There are three status available: <i>Funds Not Ready</i> indicates that there are insufficient funds to purchase the bond. <i>Funds Ready to Disburse</i> indicates that there are sufficient funds to purchase the bond when you run the Bond Purchase report. <i>Funds Disbursed</i> indicates that you have run the Bond Purchase report and that the funds have been disbursed for every employee whose record showed Funds Ready to Disburse prior to running the report.
Check #	The check number displays here.
Paycheck Issue Date	The date the paycheck is issued displays here.
Amount Collected	The amount that is collected displays here.
Amount Disbursed	The amount that is disbursed displays here.
Number of Units Purchased	The number of units purchased displays here.
Remaining Balance	The remaining balance displays here.
AP Status (accounts payable status)	This is system-maintained and indicates whether or not bond monies have been sent to Accounts Payable for payment.

Running the Bond Purchase Report

The Bond Purchase Report, PAY016A, lists all bonds that have been purchased since the report was last run. The Payroll system *marks* a bond as having been purchased (that is, when the employee's deductions are sufficient to cover the cost of the bond) by setting the BOND_LOG_STATUS to *R* (ready to purchase) in the PS_BOND_LOG table. The Bond Purchase Report SQR selects all Bond Log rows with BOND_LOG_STATUS of *R* and prepares the report. It then sets the status to *D* (disbursed) for each row selected. The report identifies relevant information on co-owners and/or beneficiaries as well.

PAY016A also prepares a Bond Purchase File; each transaction contains the fields shown in the following table:

Field	Number of Positions
Denomination	5 positions
No. of Bonds Purchased	3 positions
Purchase Date	6 positions - YYMMDD
Owner Name	30 positions
Owner SSN	9 positions
Other Registrant Name	30 positions; optional field
Other Registrant SSN	9 positions
Other Registrant Type	1 position; optional field

You can easily change this format to accommodate your particular interface requirements.

Producing Magnetic Media Output in Federal Reserve System Format

PAY016B works the same way as PAY016A, but it produces magnetic media output in Federal Reserve System format for the purchase of bonds.



For more information about the Payroll reports, see Running Payroll Reports.

Maintaining Optional Payroll Data

In addition to the required information stored on the pages in the Maintain Payroll Data window, you may want to complete the optional Payroll Data pages in the same window.



The following Payroll Data pages are not required for payroll processing, with the exception of multiple jobs processing, when the single check option has been selected.

Payroll Data 1 Page

Usage	Use the Payroll Data 1 page to enter optional employee payroll processing, such as where the check should be distributed, and payroll

	deduction subset options.
Object Name	PAYROLL_DATA1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Payroll Data, Payroll Data 1 • Compensate Employees, Maintain Payroll Data (USF), Use, Payroll Data, Payroll Data 1 • Compensate Employees, Maintain Payroll Data (CAN), Use, Payroll Data, Payroll Data 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

The screenshot shows the 'Payroll Data 1' page for employee Susan Jones (ID: K0G001, Company: GBI). The 'Paycheck Delivery Option' is set to 'Company Distribution'. The 'Distribution Mail Option' section is expanded, showing 'Home Address' selected. The address fields are filled with: Country: USA, United States; Address 1: Box 200090; Address 2: Route 99; Address 3: Highway 215; City: Castroville; County: Monterey; State: CA, California; Postal: 93333.

Payroll Data 1 page

ID

The employee ID displays here.

Company

The company displays here.

Paycheck Delivery Option

The Paycheck Delivery Option is used by the check print program to indicate what address it should print under the employee's name on the check stub.

Select ***Company Distribution*** to indicate that the check should be handed out as part of a regular company distribution.

Select ***Postal Service*** to indicate that the check should be mailed via the Postal Service.

Distribution Mail Option

Home Address	Select this option to send checks to the employee's home address. The system automatically displays the home address from the employee's Personal Data in PeopleSoft Human Resources.
Mailing Address	Select this option to send checks to the employee's mailing address. The system automatically displays the mailing address from the employee's Personal Data in PeopleSoft Human Resources.
Check Address	Select this option to send checks to an address other than the employee's home or mailing address. You'll enter the address in the address fields below.
Country	Enter country.
Address 1, Address 2, and Address 3	If you selected the Check Address option, enter the address to which checks should be sent. If you selected Home Address or Mailing Address, the system completes this field automatically, based on the employee's Personal Data.
City	Enter the city.
County	Enter the county.
State	Enter the state.
Postal	Enter the postal code.

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.
Object Name	PAYROLL_DATA2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Payroll Data, Payroll Data 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Payroll Data, Payroll Data 2 • Compensate Employees, Maintain Payroll Data (CAN), Use, Payroll Data, Payroll Data 2
Prerequisites	None

Access Requirements	Enter an Employee ID number.

Payroll Data 1 | Payroll Data 2

Aquilino, Beatrice ID: K0G004 Company: GBI

Paycheck Location Option

☐ Home Department Location

☐ Job Location

☒ Other Location SetID: Location CD:

Mail Drop ID:

Paycheck Name:

Deductions Taken

☒ Deduction Table Governs

☐ Deduction Table Subset Governs Deduction Subset ID:

☐ None

[Save](#) [Return to Search](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Payroll Data 1](#) | [Payroll Data 2](#)

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 general information about multiple jobs functionality, see Working with Multiple Jobs in the *PeopleSoft Application Fundamentals* PeopleBook.

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 – Check Distribution page.
- Paycheck Location Option is set to Select on Payroll Data Page on the Pay Group Table – Check Distribution page.
- **Location** is entered as a *Prt Seq* (print sequence) on the Pay Group Table – Check Sequencing 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 Paycheck 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

Use the options in the **Deductions Taken** group box to specify that deductions are governed by either the Deduction Table or a specific Deduction Subset, or that there are no deductions.

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.

For more information about deduction subsets, see PeopleSoft 8 Payroll for North America, "Defining Deductions". **For more general information** about multiple jobs functionality, see PeopleSoft 8 Application Fundamentals for HRMS, "Working with Multiple Jobs" in the *PeopleSoft Application Fundamentals* PeopleBook.

None

Select ***None*** if no general deductions should be taken out of the paycheck.



You can use paysheets to indicate any exceptions by selecting a Deduction Subset for special, one-time payroll runs in which you want a Deduction Subset to apply. For example, you could create a Deduction Subset for bonus checks that excludes the regular health benefit deduction but includes any 401(k) deductions.



For more information, see Working With Paysheets.

USF Maintaining and Tracking Employee IRR Data

For a federal agency, you need to maintain an Individual Retirement Record (IRR) for each employee covered by either the Civil Service Retirement System (CSRS) or the Federal Employee Retirement System (FERS). Each of these retirement systems requires a specific IRR type. Employees covered by CSRS require SF-2806. Employees covered by FERS require SF-3100. You need to ensure that each SF-2806 and SF-3100 is correct and current because:

- The U.S. Office of Personnel Management (OPM) uses IRRs as the basic record for determining the retirement benefits payable to separated employees or their survivors.
- IRRs serve as a subsidiary reporting record for your retirement control accounts.
- An employee's IRR must be closed out when the employee is separated and when another payroll office assumes responsibility for the records.

Occasionally, you may need to submit a separate form to correct data or report deductions that were over-reported on an SF-2806-1 or SF-3101 (Correction IRR). You may also need to submit a Supplemental IRR if original deductions were under-reported.

PeopleSoft Payroll for U.S. Federal Government provides IRR processing and generates output in accordance with OPM guidelines. In this section, we introduce you to the pages you'll use for monitoring IRR accounts and for correction verification.

Monitoring IRR Data

Once you create a separation PAR with a Nature of Action Code, defined with an IRR Type, the system generates an IRR control record. The IRR control record drives the entire IRR process. By creating the IRR control record, the system enables you to view an IRR online and print the final IRR.

When an IRR control record is created, a separation PAR takes effect. You can then monitor all the PARs and fiscal data for an employee in one page group. You can also add remarks in the IRR Remarks page.

This page group includes IRR Control, IRR Service History, Fiscal History, and IRR Remarks. Use these pages to review and update a pending IRR. Once a final IRR is created, you can no longer make changes to it in these pages.

IRR Control Page

Usage	Use the IRR Control page to track an employee's IRR information, such

	as IRR Type and IRR Status, after an IRR control record is created.
Object Name	GVT_IRR_CNTRL_HDR
Navigation	Compensate Employees, Manage Payroll Process (USF), Use, Individual Retirement Record, IRR Control
Prerequisites	None
Access Requirements	Enter an Employee ID.

IRR Control (individual retirement record control) page

ID The employee ID displays here.

Empl Rcd # (Employee Record#) The employee's record number displays here.

Individual Retirement Record

IRR Type The Individual Retirement Record type displays here.

Effective Date The effective date of the PAR that generated the Individual Retirement Record displays here.

Sequence The sequence number of the PAR that generated the Individual Retirement Record displays here.

IRR Status The Individual Retirement Record status displays here. The **IRR Status** indicates whether this is a **Pending** or **Final IRR**. A pending IRR is one where the separation PAR has been generated, but the final IRR process has not been run. The status of the IRR changes to final when the final IRR is run in the Process menu.

IRR Retirement Form Number

The Form type comes from the IRR Retirement Plan Type that you designated on the Retirement Plan Table in Base Benefits.

For more information about the Retirement Plan Table, see the PeopleSoft 8 Base Benefits PeopleBook.

ROST Series

The ROST Series displays here. This field value comes from the ROST report that accompanies the Individual Retirement Record.

ROST Year

The ROST Year displays here. This field value comes from the ROST report that accompanies the Individual Retirement Record.

ROST Page

The ROST Page displays here. This field value comes from the ROST report that accompanies the Individual Retirement Record.

Employee ID

Click on the Employee ID link to access the Employee Secondary page.

Employee Page

Usage	Use the Employee to enter tracking data comments.
Object Name	GVT_IRR_DTA_TRK
Navigation	Click the Tracking Data button to open the Tracking Data secondary page.

The screenshot shows a window titled "Employee WIP". At the top right, there are navigation buttons: "First", "1 of 1", "Last", and "View All". The main area contains three fields: "WIP Sequence Number" with the value "1", "Action Date" with the value "06/23/2000", and "Comment" with the text "Julie's IRR processed by Anna Rodriguez". There are also "+" and "-" buttons next to the "WIP Sequence Number" field.

Employee page

In this page, you can record the Peoplesoft Human Resources processing information for your agency's internal use as an audit trail for Work In Progress (WIP). For example, you can track the person who makes changes to the IRR.

WIP Sequence No (Work In Progress Sequence Number) The WIP Sequence number allows the audit trail entry to be uniquely identified in the system. This value defaults from the Establishing Job Codes.

Action Date Defaults to the current date at time of entry.

Comment Enter comments to track updates to an IRR or to indicate the person who is responsible for processing the IRR.

IRR Service Hist Page

Usage	Use the IRR Service History page to track an employee's PARs.
Object Name	GVT_IRR_CNTRL_SERV
Navigation	Compensate Employees, Manage Payroll Process (USF), Use, Individual Retirement Record, IRR Service History
Prerequisites	This is the second page of a four-page component.
Access Requirements	Enter an Employee ID number.

IRR Control IRR Service Hist Fiscal History IRR Remarks

Jones, Gloria Employee ID: L00008 Empl Rcd#: 0

Individual Retirement Record Service History First 1 of 1 Last View All

IRR Type: Transfer/Resignation Effective Date: 04/06/1999 Sequence: 11

Effective Date	Seq. Nbr.	Description	Base Pay	PAR Remarks
04/05/1999	11	Resignation	58808.000000	
04/01/1999	11	Pay Adj	58808.000000	
05/01/1996	11	WGI	54508.000000	
05/01/1993	11	WGI	51042.000000	
07/15/1991	11	Return to Pay Status	45995.000000	
04/04/1991	11	LWOP NTE	45995.000000	
02/20/1990	11	Career Appt	44183.000000	

IRR Service Hist (individual retirement record service history) page

ID The employee ID displays here.

Emp Rcd# (Employee Record #) The Employee Record number displays here.

Individual Retirement Record Service History

IRR Type (Individual Retirement Record Type)	The Individual Retirement Record displays here.
Effective Date	The effective date displays here.
Sequence	The sequence number displays here.
Effective Date	The effective date associated with each PAR displays here.
Seq. Nbr. (Sequence Number)	The sequence number associated with each PAR displays here.
Description	The description associated with each PAR displays here.
Base Pay	The base pay associated with each PAR displays here.
PAR Rmk (Personnel Action Request Remarks)	PAR (Personnel Action Requests) are reported in the Service History Details area. Each HR change (PAR) has a remark associated with it. The remarks can be found in the Pers Action Request Remarks – PAR Remarks Table Page.

PAR Remarks Page

Usage	Use the PAR Remarks page to view the PAR remarks for a specific action. The information on this page comes from the PAR remarks that you entered for the employee when processing the personnel action for the separation.
Object Name	GVT_IRR_PAR_RK_SEC
Navigation	Click the Information button on the IRR Service Hist page.

PAR Remarks

Remark CD:	☐ Insertion Required
☐ IRR Reportable	☐ ROST Reportable

PAR Remarks page

Remark CD	The code that displays here uniquely identifies the PAR Remark. The value defaults from the Pers Action Request Remarks – PAR Remarks Table Page.
Insertion Required	Select the checkbox to specify that additional text must be inserted into the Remark when it is associated with a PAR.
IRR Reportable (Individual Retirement Record Reportable)	The IRR Reportable check box will be selected and unavailable, indicating that this PAR remark will be printed on the IRR report.
ROST Reportable (Record of Separation and Transfer)	The ROST Reportable check box will be selected and unavailable, indicating that this PAR remark will be printed on the IRR report.

Fiscal History Page

Usage	Use the Fiscal History page to track an employee's current year and accumulated fiscal data.
Object Name	GVT_IRR_CNTRL_FIN
Navigation	Compensate Employees, Manage Payroll Process (USF), Use, Individual Retirement Record, Fiscal History
Prerequisites	This is the third page of a four-page component.
Access Requirements	Enter an Employee ID.

IRR Control IRR Service Hist **Fiscal History** IRR Remarks

Jones, Gloria Employee ID: L00008 Empl Rcd#: 0

Individual Retirement Fiscal History First 1 of 1 Last View All

IRR Type: Transfer/Resignation Effective Date: 04/06/1999 Sequence: 11

Amount:

Pay Year	Amount	Empl Pct
1		

Year	Hrs / Year
1	

Fiscal History page

ID The employee ID displays here.

Empl Rcd# The Employee Record number displays here.

Individual Retirement Fiscal History

IRR Type The Individual Retirement Record displays here.

Effective Date The effective date displays here.

Sequence The sequence number displays here.

Amount The Basic Pay for prior years while not enrolled in the CSRS or FERS retirement plan displays here.

Deductions

As payroll processes run, the system enters information about retirement deductions withheld from employees' earnings into the Fiscal History page for those earnings designated as such on the earnings code. These are summarized yearly in this group box.

Pay Year The year in which the retirement deduction was taken displays here.

Amount The sum of the retirement deductions for that year displays here.

Empl Pct The deduction percentage of the retirement deduction for that year displays here.

LWOP (leave without pay)

Year The year displays here.

Hours/Year

The hours accumulated for the year are displayed here.

IRR Remarks Page

Usage	Use the IRR Remarks page to add remarks to an employee's IRR.
Object Name	GVT_IRR_REMARK
Navigation	Compensate Employees, Manage Payroll Processes (USF), Use, Individual Retirement Record, IRR Remarks
Prerequisites	This is the fourth page of a four-page component.
Access Requirements	Enter an Employee ID.

IRR Remarks page

ID

The employee ID displays here.

Empl Rcd#

The Employee Record number displays here.

Individual Retirement Record Remark Type**IRR Type**

The Individual Retirement Record type displays here.

Effective Date

The effective date displays here.

Sequence

The sequence number displays here.

Remark Description**IRR Remark**

Select an IRR remark code from the IRR Remark drop-down list. When you select an IRR remark code for an employee, the system provides you with a format with which you can complete the employee-specific component.

The components of the IRR remark code, as defined in the IRR Remarks Table, appear sequentially. The IRR remark code is comprised of multiple pieces, including Sequence Number, Remark Type, Field Type, and Label. On the left side of the inner scroll bar, you'll see the sequence level for each remark component. On the right side of the inner scroll bar, you'll see user entry fields for text, date, or number entries.

Depending on the remark type selected, different fields will appear. For example, fields that have a **Text** remark type will have the text appear as display-only on the page, without any user entry fields. Fields that have an **Employee-specific** remark type will have user entry fields available. These fields can be used to indicate employee-specific remarks, such as specifying the dollar amount of indebtedness (a number) or a reason for the indebtedness (text). As you complete the employee-specific information, the remarks are dynamically generated and displayed in the comment box at the bottom of this page. You can add as many remarks as necessary for an employee.

Note. Values for IRR remarks can be set up ahead of time in the IRR Remarks Table.

For more information about setting up IRR remarks, see *Designing Your Payroll System: Defining Your Payroll Process: PeopleSoft 8 Payroll for North America*, “Defining Earnings and Using Earnings Codes”

Remark Details

The Remark Details fields provide the association of the defined IRR remark with the separated employees IRR. In addition, employee-specific text, date, or an amount may be entered, provided the IRR Remark has been defined. The design of these remarks is very generic and enables the customer to predefine the remark format. Depending upon how the remark is defined (Employee Specific or Text), the customer may need to enter additional information. If the remark is defined as employee specific, then the customer may need to enter a date (1st field in Remark Details) or an amount (2nd field) or text (3rd field).

It would be more meaningful to insert a remark (i.e. YX4) for display purposes. Once you insert a remark, the display looks different.

Setting Up Garnishment Information

To set up garnishments, you need to create garnishment deduction codes and enter garnishment information in both the Define Payroll Process page and the Maintain Payroll Data page. In Maintain Payroll Data, you'll set up the general deduction data and paycheck information you need to track for employees being garnished. Then you'll use the Garnishment Specification Data pages to enter specific information for garnishing an employee's pay.



For more information about how the various tables and pages work together in the garnishment calculation process, see Processing Garnishments.

Processing Form W-2c

The IRS requires employers to submit any changes to employee W-2 information on a completed Form W-2c. PeopleSoft Payroll's W-2c Process automates this task and enables you to process a batch of W-2c forms with information you maintain easily online. For each employee record that you need to update, the system retrieves the most recently submitted W-2 or W-2c information for you. For each change, you can enter either a new amount or an increase or decrease to the current amount. Either way, the system does the calculations for you.

W2c Page

Usage	Use the W-2C page to correct a W-2 or previously submitted W-2C.
Object Name	W2C
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, W2c • Compensate Employees, Maintain Payroll Data (USF), Use, W2c
Prerequisites	None.

W2c

W2c Co: CCB Year: 2000 Employee ID: 024 Status: Open Batch #: 10

SIMON SCHUMACHER Security #: 925-878-0191 Summary:

461 Haven ct

Moraga

CA USA 94587

☐ Statutory Employee ☐ Deceased ☐ Pension Plan ☐ Legal ep ☐ Deferred Compensation

Box	Description	State	Locality	Previous Amount	Current Amount	W-2c Difference
1						

W-2c page

W2 Co (W2 company)

The company code you entered in the entry dialog box displays here.

Year

The year you entered in the entry dialog box displays here.

EmplID

The Employee ID you entered in the entry dialog box displays here.

Status

The system displays **Open** if the record is to be processed in the current batch.

The system displays **Closed** if the record is part of a batch that has been processed for submission to the IRS.

Select **Void** if the record is not to be processed.

Batch

The current batch number assigned by the system displays here. Each time you run the W-2c Process, the system increments this number by one and assigns the new batch number to all W-2c records you enter until the next time you run the process.

Social Security #	The system displays the Social Security number of the employee who's W-2 or W-2c information you selected.
Comments	Select this button to display a secondary page where you can enter any comments about an employee's W-2c record. Your comments do not become part of the printed W-2c form, but they do appear on the W-2c Data Audit Report.



The following check boxes have the same functionality: You'll select **Statutory Employee, Deceased, Pension Plan, Legal Rep** (legal representative), or **Deferred Compensation**, to update the Form W-2c. The page initially indicates the employee's status, based on what was reported on the employee's most recent W-2c. You can select more than one of these check boxes.

Box	Select the Form W-2 box you want to update.
Description	The Description field displays the title of the Form W-2 box after the user has entered the box number in the preceding field and tabbed out of the box number field.
State	Select the state for state-specific information (W-2 boxes 17 and 18).
Locality	Select the locality for locality-specific information (W-2 boxes 20 and 21).
Previous Amount	When you select a W-2 box, the system displays the amount most recently reported in that box.
Correct Amount	This amount defaults from the Previous Amount. Enter a different amount, if necessary.
Increase/Decrease	This amount defaults to zero . You can specify an increase or decrease to the Previous Amount by any amount you enter here—precede <i>decrease</i> amounts with a minus sign (-). If you enter an Increase/Decrease amount, the system will calculate and display the corrected amount.



For more information about the W-2c Data Audit Report page or the processing the Form W-2c Print File, see Running Payroll Reports.

Entering Canadian Income Tax Data

The Canadian Income Tax page group consists of three pages that enable you to record and maintain employee information for calculating Canadian taxes. If an employee works for multiple companies, tax data is maintained by company.

Canadian Income Tax Data Page

Usage	Use the Canadian Income Tax Data page to specify special CIT withholding status, TD1 exemptions and adjustments, and other tax credits.
Object Name	TAX_DATA_CAN1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Canadian Income Tax Data, Canadian Income Tax Data
Prerequisites	You establish valid Wage Loss Replacement Plan codes on the Wage Loss Plan Table in the Define Payroll Taxes window.
Access Requirements	Enter an Employee ID.

Canadian Income Tax Data **Quebec Income Tax Data**

Stankowski, Richard ID: C10001

Company: GBI Global Business Institute

Tax Information Find | View All First 1 of 1 Last

*Effective Date: 08/07/2000 *Special CIT Status: None

Net Claim Amount: \$0.00 TD1 Adjustment: \$0.00 Months Subject to CPP/QPP: 12

Prescribed Area: \$0.00 Other Tax Credits: \$0.00 ☐ Status Indian

Special Letters: \$0.00 LCF Amount: \$0.00 ☐ Payroll Tax Exempt

CIT Y Factor: \$0.00 CIT TH Factor: \$0.00

☐ Cross Province

Additional Withholding

Amount	Percentage
\$0.00	0.000

Commission

Income	Expenses	RPP/RRSP Limit
\$0.00	\$0.00	\$0.00

Employment Insurance

Calc Status	Yearly Maximum
EI Rules	

Wage Loss Plan Information Find | View All First 1 of 1 Last

Empl Rcd#	*Wage Loss Plan
0	

Canadian Income Tax Data page

ID The employee ID that you entered in the entry dialog box displays here.

Company The company displays here.

Effective Date

Effective Date Select the effective date.

Special CIT Status (special Canadian income tax status) Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm.

Select ***Exempt (Not Subject to CIT)*** if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip.

Select ***Maintain gross*** (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box.

Select ***None*** if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.

Net Claim Amount Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process.

TDI Adjustment Enter the sum of the values entered for Eligible Pension Income and Student Tuition Fees on the TD1 form. This amount is the component of the total Net Claim Amount that is not subject to an automatic cost-of-living adjustment each year. For example, if Revenue Canada specifies a 3 percent cost-of-living adjustment for the next calendar year, the net claim amounts for all employees could be recalculated as follows:

Net claim amount + 0.03 x (net claim amount - TD1 adjustment)

Effective Date	Select the effective date.
Special CIT Status (special Canadian income tax status)	Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm. Select <i>Exempt (Not Subject to CIT)</i> if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip. Select <i>Maintain gross</i> (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box. Select <i>None</i> if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.
Net Claim Amount	Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process. The TD1 Adjustment field is not considered during the payroll calculation process. However, it is required by the year-end SQR program TAX103CN (Update Source Deductions), which calculates and inserts new TD1 net claim amounts. This program applies a specified percentage and/or fixed amount increase to the Net Claim Amount that has been reduced by the amount of the TD1 Adjustment.
Prescribed Area	Enter an annual deduction from gross for those employees who live in designated areas of Canada (such as the Northwest Territories or Yukon Territory).
Other Tax Credit	Enter the annual amount of any other federal tax credits (such as medical expenses and charitable donations) requested by an employee and authorized by a Taxation Office. Be aware that if other tax credits are entered mid-year, the amount needs to be prorated by the number of pay periods remaining in the year.

Effective Date	Select the effective date.
Special CIT Status (special Canadian income tax status)	Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm. Select <i>Exempt (Not Subject to CIT)</i> if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip. Select <i>Maintain gross</i> (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box. Select <i>None</i> if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.
Net Claim Amount	Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process.
Months Subject to CPP/QPP	In the Months Subject to CPP/QPP field, enter the month that represents the last month, in which the employee is eligible for CPP/QPP contributions. Use the number that corresponds with the desired month of the calendar year (e.g. '1' for January). For example, if an employee was subject to CPP/QPP for nine months of the calendar year ending in September, and exempt for the remaining three months, you would enter 9. If the employee was exempt for the entire year, you would enter 0. Because employees are usually subject to CPP/QPP contributions for the entire year, the default is 12. CPP/QPP contributions will continue to be collected until the month defined in the Months Subject to CPP/QPP field has been met, or the prorated yearly maximum contribution amount has been reached, whichever comes first.

Effective Date

Select the effective date.

Special CIT Status (special Canadian income tax status)

Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm.

Select ***Exempt (Not Subject to CIT)*** if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip.

Select ***Maintain gross*** (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box.

Select ***None*** if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.

Net Claim Amount

Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process.

Note. The system will not take CPP/QPP contributions if the employee is under the minimum age of 18 or over the maximum age of 70, as determined by the Birthdate entered on the Personal Data-Eligibility/Identity page, unless you specify Months Subject to CPP/QPP on this page. Effective January 1, 1998, the maximum age exemption of 70 has been removed for QPP contribution calculations.

Status Indian

PeopleSoft payroll provides system processing to support the year-end T4 and RL-1 reporting of employment income for **Status Indian** employees whose total remuneration received in the reporting year is based on status Indian requirements.

Check this box to identify a Status Indian employee who is wholly tax-exempt. When this check box is selected, the **Special CIT Status** field on this page and the **Special QIT Status** field on the Quebec Income Tax Data page will become unavailable for entry and automatically set to an ***Exempt*** status.

Effective Date	Select the effective date.
Special CIT Status (special Canadian income tax status)	Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm. Select <i>Exempt (Not Subject to CIT)</i> if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip. Select <i>Maintain gross</i> (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box. Select <i>None</i> if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.
Net Claim Amount	Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process. When the Status Indian checkbox is selected, tax form definition boxes 71 (Status Indian Employee) of the T4 form, and R (Tax-Exempt Income Paid to an Indian) of the RL-1 form, will facilitate the reporting of status Indian tax-exempt employment income for year-end slip reporting purposes. Employees identified as status Indian will be processed as follows: T4 Slip Reporting Box 14 (employment income before source deductions) will be left blank. The amount of non-taxable employment income will be reported in the 'Other Information' area of the slip under Box 71. RL-1 Slip Reporting Box A (employment income before source deductions) will be left blank. The amount of non-taxable employment income will be reallocated and accumulated in Box R.

Note. If you account for Status Indian employee income with special earnings and deduction codes, define those earnings/deductions in the tax form boxes (T4 Box 71; RL-1 Box R). In the case of the RL-1 (Box R), earnings/deductions associated with other income being reported in Box O will need to be defined on the tax form definitions table.

Effective Date

Select the effective date.

Special CIT Status (special Canadian income tax status)

Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm.

Select ***Exempt (Not Subject to CIT)*** if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip.

Select ***Maintain gross*** (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box.

Select ***None*** if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.

Net Claim Amount

Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process.

Note. If your company does not elect to provide CPP coverage to the Status Indian employees, update the **Months Subject to CPP/QPP** field to '0' (zero).

Payroll Tax Exempt

Select this check box if the employee should not be subject to the Northwest Territories or Nunavut payroll tax. Effective July 1, 1993, the Northwest Territories imposed a one-percent payroll withholding tax on specified remuneration paid for work performed in the Northwest Territories. Effective April 1, 1999, part of the Northwest Territories split off to form the new territory of Nunavut. Only employees who earn more than \$5,000 in one calendar year in the Northwest Territories or Nunavut are subject to this tax. The tax is payable on the full amount of specified remuneration earned while working in the Northwest Territories or Nunavut in the year.

Effective Date	Select the effective date.
Special CIT Status (special Canadian income tax status)	Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm. Select <i>Exempt (Not Subject to CIT)</i> if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip. Select <i>Maintain gross</i> (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box. Select <i>None</i> if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.
Net Claim Amount	Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process. If an employee's Northwest Territories or Nunavut earnings will not be more than \$5,000 for the calendar year, they are eligible for exemption from this tax. You can stop the tax withholding for this employee by selecting the Payroll Tax Exempt check box. The system continues to maintain the Payroll Tax Gross for the employee, but the tax is not withheld. If you find later in the year that the employee should be subject to the tax, clear the Payroll Tax Exempt checkbox. On the next system-generated paycheck for the employee, the system will retroactively deduct the tax not previously withheld on all year-to-date Northwest Territories or Nunavut wages.

Note. Before running the final payroll for the calendar year, you should review the tax balance records of any employees whose Northwest Territories or Nunavut payroll tax status may be in doubt. Employees whose total Northwest Territories or Nunavut earnings will be more than \$5,000 for the year should not be identified as exempt from the tax. Employees whose total earnings will be \$5,000 or less for the year, but for whom tax has been withheld, should be designated as exempt from the tax, and the tax already withheld should be refunded.

Effective Date	Select the effective date.
Special CIT Status (special Canadian income tax status)	Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm. Select <i>Exempt (Not Subject to CIT)</i> if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip. Select <i>Maintain gross</i> (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box. Select <i>None</i> if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.
Net Claim Amount	Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process.
Prescribed Area	Enter an annual deduction from gross allowed for those employees who live in designated areas of Canada (such as the Northwest Territories and the Yukon Territory). Be aware that if an amount is entered mid-year, it must be prorated by the number of pay periods remaining in the year.
Other Tax Credits	Enter other authorized Revenue Canada tax credits for the year. If other tax credits are entered mid-year, the amount must be prorated by the number of pay periods remaining in the year.
Special Letters	If the employee is eligible for annual deductions authorized by a Taxation Office, but not deducted at source from the employee's pay (such as childcare expenses, alimony payments, or maintenance payments), enter that amount here. This amount is used to compute the reduced annual income when calculating provincial income tax. Be aware that if a special letter is entered mid-year, the amount needs to be prorated by the number of pay periods remaining in the year.

Effective Date	Select the effective date.
Special CIT Status (special Canadian income tax status)	Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm. Select <i>Exempt (Not Subject to CIT)</i> if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip. Select <i>Maintain gross</i> (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box. Select <i>None</i> if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.
Net Claim Amount	Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process.
LCF amount	Enter the purchase amount of shares in Labour-Sponsored Venture Capital Corporations (LSVCC). This amount will be used to calculate and apply the federal and provincial tax credits at source, for employees who purchase LSVCC shares. The PeopleSoft Canadian Tax Tables maintain the maximum federal and provincial tax credit amounts and rates.
CITY Factor	The CIT Y Factor is used in the calculation of the provincial tax reduction for employees in the provinces of Manitoba, Ontario, and Saskatchewan, and for the non-refundable provincial surtax credit for employees in the province of British Columbia. You must enter a dollar amount for the CIT Y Factor and not a number of dependents. If you leave this field blank for employees who work in Manitoba or Saskatchewan, the provincial tax will be based on the Net Claim Amount you have entered from the employee's TD1 form. If you leave this field blank for employees who work in Ontario, no provincial tax reduction will be calculated. If you leave this field blank for employees who work in British Columbia, no provincial surtax credit will be calculated.

Effective Date	Select the effective date.
Special CIT Status (special Canadian income tax status)	Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm. Select <i>Exempt (Not Subject to CIT)</i> if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip. Select <i>Maintain gross</i> (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box. Select <i>None</i> if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.
Net Claim Amount	Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process.
CIT TH Factor	The CIT TH Factor is the threshold amount used to calculate the provincial net income tax surtax for employees in the province of Manitoba. If you leave this field blank for an employee in Manitoba, the threshold amount will be based on the Net Claim Amount you have entered from the employee's TD1 form.
Note. You should review the CIT Y Factor and CIT TH Factor amounts when provincial tax legislation changes the values of these factors or when a change in the employee's number of dependents would affect these amounts.	
Cross Providence	An employee who resides in one province or territory and is employed in another, may be subject to excessive tax deductions. If Revenue Canada approves a written request for tax relief in this instance, the employer is required to limit the employee's tax liability to the amount based upon that employee's province of residence. PeopleSoft Payroll refers to this type of situation as 'cross-province taxation' as it applies only between provinces or territories.
Use Providence of Residence	Check this box to generate cross-province tax processing. The default position for this checkbox is unselected.

Effective Date	Select the effective date.
Special CIT Status (special Canadian income tax status)	Select options in the Special CIT Status field to indicate whether an employee's withholding tax status deviates from the norm. Select <i>Exempt (Not Subject to CIT)</i> if the employee is exempt from Canadian Income Tax (CIT). The taxable base for CIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip. Select <i>Maintain gross</i> (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding box. Select <i>None</i> if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.
Net Claim Amount	Enter the total sum of all Canadian income tax exemption amounts from the employee's TD1 form, including TD1 Adjustments. The system uses this field during the payroll calculation process.
Or Override	Check this box to use the employee's province of residence for calculating the employee's tax liability. Tax calculation will be based upon the province of residence. The default position for this checkbox is selected. If you deselect the Use Province of Residence checkbox, the Or Override field will appear and become available for entry. Note. When the province of employment for taxation purposes is Quebec (QC), the reduction in the tax liability will be applied to the federal portion.
Or Override	Use this box to override the employee's province of residence. Specify the applicable province of residence. Tax calculation will be based upon province of residence override as defined in this field.

Additional Withholding

Use the **CIT Amount** and **Percentage** fields to indicate additional CIT taxes that should be taken. You can specify both an amount and a percentage if appropriate. The effect this field has depends on the option you select in the **Special CIT Status** field:

If you select ***None***, you can only specify an amount for **Additional Withholding**. The system will calculate taxes based on the information on the tax table and will take out the additional withholding amount indicated. If you select ***Maintain gross*** (maintain gross) and specify an amount or a percentage, or both, for **Additional Withholding**, the system will override the

normal calculated tax and take only the amount and/or percentage entered in the **Additional Withholding** fields.



If you do not want to take additional withholding from a particular cheque, clear the **Addl Taxes** (additional taxes) check box on the Paysheet – One-Time Taxes page.

Amount

If the employee wants additional money taken out for taxes, you can enter a flat amount here.

Percentage

If the employee wants additional money taken out for taxes, you can enter a percent here.

Commission

Income

For individuals paid on a commission basis, enter the employee's annual expenses for individuals paid on a commission basis.

Expenses

For individuals paid on a commission basis, enter the employee's annual estimated commission income.

RPP/RRSP Limit

Enter the RPP/RRSP limit. This limit will override the legislated annual RPP/RRSP Limit maintained by PeopleSoft on the Canadian Tax Table. These fields are used during the commission tax method calculation to arrive at taxable gross.

Employment Insurance

Calc Status (calculate status)

The only options available/applicable as of January 1, 1997 are the **EI Rules** and **EI Exempt**. The payroll calculation process uses this field to determine whether or not to deduct EI premiums. Pre-January 1, 1997 the only options available/applicable were the UI Yearly and UI Period options.

Select **EI Rules** if the employee is subject to Employment Insurance premiums. The Calc Status defaults to the premium calculation formula **EI Rules**.

Select **EI Exempt** if the employee is exempt from paying EI premiums.

Yearly Maximum

When a Calc Status of UI Yearly is selected, the system displays the current year's annual maximum insurable earnings amount in the Yearly Max field as listed in the Canadian Tax Table. Please note that you must review and update this value if the employee starts after the beginning of the year or terminates before the end of the year.



UI Yearly and UI Period cannot be selected on records dated later than 01/01/1997. The only valid Calc Status selections effective after January 01/01/1997 are EI Rules and EI Exempt.

Wage Loss Plan Information**Empl Rcd#**

Select the employment record number.

Wage Loss Plan

Select the appropriate Wage Loss Plan code. The Wage Loss Plan code applies the correct employer EI premium rate as determined by the benefit coverage level of the wage loss replacement plan for short-term disability.

You establish valid Wage Loss Replacement Plan codes on the Wage Loss Plan Liability Accounts Page in Define Payroll Taxes. You must create these codes *before* you use them elsewhere in the system.

Note. If you selected the Multiple Jobs Allowed check box in **PeopleTools, Utilities, Use, PeopleTools Options**, you can enter multiple Wage Loss Plans per employee. If the Multiple Jobs Allowed check box is cleared, you can enter only one Wage Loss Plan per employee.

If your installation has the Automatic Employee Tax Data check box on the Installation Table – Products page turned on, the system automatically creates employee tax data records whenever you hire an employee or transfer an employee to a new company.

Use the Pay Group Table – Definition page to specify a Wage Loss Plan Default value for the pay group. The Wage Loss Plan Default field is required. This default value is used to assign employees the appropriate Wage Loss Plan on the Canadian Income Tax Data 2 page whenever the system automatically creates employee tax data records.

The Wage Loss Plan Default that you specify on Pay Group Table – Definition page becomes the default Wage Loss PI on the Canadian Income Tax Data 2 page whenever the system automatically creates employee tax data records.



The data in the PeopleTools Options (PSOPTIONS) table is loaded into memory only once—at startup. This is true for application servers as well as client machines. Whenever you change your PeopleTools Options, machines that are currently logged onto the database—in three-tier mode, which includes application servers—are not updated; they continue to use the previous data. However, machines that log on after the changes are loaded with the new data. This can cause discrepancies in field edit behavior as well as other PeopleCode functionality.

The best time to make changes to your PeopleTools Options is during off-hours, when everyone is logged off. 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 PeopleCode and Three-Tier Architecture in the PeopleCode Developer's Guide.

Quebec Income Tax Data Page

Usage	Use the Quebec Income Tax Data page to enter tax information for employees based in Quebec. If an employee works for more than one company, you can record this data for each company.
Object Name	TAX_DATA_CAN3
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Canadian Income Tax Data, Quebec Income Tax Data
Prerequisites	None
Access Requirements	Enter an Employee ID.

Canadian Income Tax Data | Quebec Income Tax Data

Maissoneuve, Louise ID: KC0024

Company: GBI Global Business Institute

Tax Information Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 *Special QIT Status: None + -

Net Claim Amount: \$8,330.00 Other Tax Credits: \$0.00

Prescribed Area: \$0.00 Other Deductions: \$0.00

Special Letters: \$0.00

Additional Withholding	
Amount	Percentage
\$0.00	0.000

Commission	
Income	Expenses
\$0.00	\$0.00

Quebec Income Tax Data page

ID

The employee ID that you entered in the entry dialog box displays here.

Company

The company displays here.

Tax Information**Effective Date**

The effective date displays here.

Special QIT Status

Select options in the Special QIT Status field to indicate if an employee's withholding tax status deviates from the norm.

Select **Exempt (not subject to QIT)** if the employee is exempt from Quebec Income Tax (QIT). The taxable base for QIT, however, will still reflect the pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip.

Select **Maint gross** (maintain gross) to override the normal tax calculation with an amount indicated in the Additional Withholding group box.

Select **None** if no special status exists. If you select this option, the system will calculate federal withholding tax based on the employee's gross and net claim amount.

Net Claim Amount

Enter the amount for the employee for Quebec income tax.

Other Tax Credit

Enter other authorized *Revenu Quebec* tax credits for the year—for example, tax credits for medical expenses and charitable donations. If other tax credits are entered mid-year, the amount must be prorated by the number of pay periods remaining in the year.

Prescribed Area	Enter an annual deduction from gross allowed for those employees who live in designated areas of Canada (such as the Northwest Territories and the Yukon Territory). Be aware that if an amount is entered mid-year, it must be prorated by the number of pay periods remaining in the year.
Other Deductions	Enter other authorized <i>Revenu Quebec</i> annual deductions—such as the deduction representing alimony or maintenance payments.
Special Letters	If the employee is eligible for annual deductions authorized by a Taxation Office, but not deducted at source from the employee's pay (such as childcare expenses, alimony payments, or maintenance payments), enter that amount here. This amount is used to compute the reduced annual income when calculating provincial income tax. Be aware that if a special letter is entered mid-year, the amount needs to be prorated by the number of pay periods remaining in the year.

Additional Withholding

Under **Additional Withholding**, use the **QIT Amount** and **Percentage** fields to indicate additional QIT taxes that should be taken. You can specify both an amount and a percentage, if appropriate. The effect this field has depends on the option you select in the **Special QIT Status** field: If you select *None*, you can only specify an amount for Additional Withholding. The system will calculate taxes based on the information on the tax table and will take out the additional withholding amount indicated.

If you select *Maintain gross* and specify an amount or a percentage, or both, for additional withholding, the system will override the normal calculated tax and take only the amount and/or percentage entered in the **Additional Withholding** fields.



If you do not want to take additional withholding from a particular check, clear the Addl Taxes (additional taxes) check box on the Paysheet One-Time Taxes page in Manage Payroll Processes.

Amount	If the employee wants additional money taken out for taxes, you can enter a flat amount here.
Percentage	If the employee wants additional money taken out for taxes, you can enter a percent here.

Commission

Income	For individuals paid on a commission basis, enter the employee's estimated annual expenses for individuals paid on a commission basis.
Expenses	For individuals paid on a commission basis, enter the employee's estimated annual commission income.

Administering the Canada Savings Bond Program

As a part of their employee benefits package, many employers offer their employees the opportunity to purchase Canada Savings Bonds through a Payroll Savings Plan.

Administering a Payroll Savings Plan means that you must track bond registrant election information and deduct the appropriate installments from employee pay cheques. The PeopleSoft Canada Savings Bond process helps you to manage these activities effectively. The system provides you with the flexibility to define different deduction characteristics for each pay group within your company.

You can administer the Canada Savings Bond program to capture all pertinent information for bond registrants and the quantity/denomination for each bond registrant. The resultant deduction amounts and goal balances are then passed to PeopleSoft Payroll for deductions from employees' pay.

Canada Savings Bond Spec Page

Usage	Use the Canada Savings Bond Spec page to register employees participating in the Canada Savings bond program.
Object Name	CSB_REG_DATA
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Canada Savings Bond Spec
Prerequisites	None
Access Requirements	Enter an Employee ID

Canada Savings Bonds

Jones, Susan Employee ID: K0G001 Empl Rcd#: 0

Savings Bond Information Find | View All First 1 of 1 Last

*Effective Date: 07/14/2000 *CSB Series Code: [] + -

*Deduction Start Date: [] Deduction Cancel Date: []

Registrant Details Find | View All First 1 of 1 Last

☐ Employee or Dep/Benef: [] + -

Joint Registrant: []

Bond Specifications Find | View All First 1 of 1 Last

Quantity	*Denomination	Par Value	Deduction Amount	Goal Amount
[] x	[]			

Total for Registrant(s):

Canada Savings Bond Spec page

Canada Savings Bond Adjustments

The system automatically generates a row of General Deduction Data, when you save a bond registrant enrollment record. However, corrections to the data are not automatic. Whenever you correct the Canada Savings Bond Series Table or Canada Savings Bond Spec data, you need to make corresponding corrections to the General Deduction Data, when applicable.

If an employee transfers to a different pay group and the transfer results in a change to the bond deduction amount, you need to enter a new General Deduction Data record. This will reflect the Effective Date of the change, the new Flat/Addl Amount, the new Goal Amount, and the Current Goal Balance.

Just as for any other deduction with a goal amount, special handling will be required for employees who leave the company or change to an unpaid status.

ID The employee ID that you entered in the entry dialog box displays here.

Empl Rcd# The employee record displays here.

Savings Bond Information

Effective Date Enter the effective date.

CSB Series Code (Canada savings bond series code) Select the CSB series code for which you're registering the employee.

Deduction Start Date Select the appropriate date.

Deduction Cancel Date Select the appropriate date.

Registrant Details

Employee	Select this check box if the principal registrant is the employee. If you select this check box, the Or Dep/Benef field will be hidden.
Or Dep/Benef (or dependent/beneficiary)	Select this check box if the principal registrant is a dependent or beneficiary of the employee.
Joint Registrant	If applicable, enter the joint registrant.

Bond Specifications

Quantity	Enter the quantity of bonds to be purchased.
Denomination	Enter the denomination of the bonds to be purchased.
Par Value	The Par Value displays here and is maintained by the system. Par Value represents the face value of the bonds.
Deduction Amount	The Deduction Amount displays here. This is the Par Value multiplied by the Deduction Factor from the Canada Savings Bond Series Table. The Deduction Amount total that appears here is maintained by the system and will be fed to the employee's General Deduction Data page for payroll processing.
Goal Amount	The Goal Amount displays here. The goal amount is the Deduction Amount multiplied by the Number of Deductions from the Canada Savings Bond Series Table. The Goal Amount total that appears here is maintained by the system and will be fed to the employee's General Deduction Data page for payroll processing.
Total for Registrant(s)	The Total for Registrant(s) represents the total amount for the employee.



You may want to start keying future-dated registrant information before the CSB series effective date to balance your workload. Because of the PeopleSoft effective-dating logic, the Effective Date on the Canada Savings Bond Series Table must be dated early enough to allow for selection of the series code on the registrant page.

For example, if the bond series code is effective October 1, 1997, but you would like to start keying CSB registrant information on September 1, 1997, the CSB Series Code **Effective Date** must be entered as September 1, 1997.

Bond Purchase Report (Canada)

The Canada Savings Bond Purchase Report, PAY131CN, lists all bonds that have been purchased for the specified CSB Series code. It provides detailed information for each employee, such as registrants, bond quantities, denominations, par values, carrying charges, goal amounts, deduction amounts, and cancellation dates.



For more information about this report and all PeopleSoft Payroll reports, see Overview of Payroll for North America Reports.

CHAPTER 13

Handling Group-Term Life Insurance

Group-term life insurance provided by employers to employees and their dependents is a special type of benefit subject to specific taxation and reporting requirements in both the U.S. and Canada.



For more information about imputed income, see *Working with Imputed Income*.

In the United States

In the U.S., the value of the first \$50,000 of group-term life insurance provided by an employer to an employee is not considered taxable income. The value of coverage in excess of \$50,000, as computed according to IRS regulations, less any premiums paid by the employee with after-tax dollars, is considered taxable income, and is also subject to social security and Medicare taxes. Although the amount must be reported as taxable income on the employee's Form W-2, the value of excess group-term life insurance coverage is not subject to federal income tax withholding.

An employer may also provide group-term life insurance coverage for an employee's spouse and/or children. Dependent group-term life insurance coverage up to a value of \$2,000 does not represent taxable income. However, if the value of the dependent group-term life insurance exceeds \$2,000, the value of the entire coverage amount—as computed according to IRS regulations—becomes taxable income; subject to social security and Medicare taxes. Unlike the taxable income attributed to the employee's excess life insurance, it is also subject to federal income tax withholding.



This is not an issue for federal employers, because FEGLI life insurance is paid by employee deductions and is not employer-provided.

In Canada

In Canada, the value of all employer-paid premiums for group-term life insurance on employees and their dependents constitutes a taxable benefit.

With PeopleSoft Payroll

After you set up your tables and enrolled employees in your plans, PeopleSoft Payroll does the rest, calculating their imputed income and associated taxes automatically.

Here are the issues we discuss in this section:

- The PeopleSoft Payroll tables involved.
- The system's handling of the rules governing the calculation of imputed income for group-term life plans.
- A few sample calculations.
- Consider Adjustments the system makes at the end of the year due to changes in coverage (U.S. only).

Setting Up Deductions for Group-Term Life Plans

Once you establish that a particular plan is a group-term life plan, here's how to set it up in PeopleSoft Payroll so that imputed income is calculated.

- The plan must be set up on the Deduction Table as a Plan Type 20-29 (Life).
- The plan must have a Taxable Benefit Deduction Classification component.

Selecting Deduction Classifications

In addition to the Taxable Benefit classification, the group-term life plan has at least one other classification: Nontaxable Benefit—After-Tax or Nontaxable Benefit—After-Tax/Before-Tax. You set up these classifications on the Deduction Table – Tax Class Page.

- If the plan is completely paid by the employer, you need a Nontaxable Benefit classification. Because any coverage over \$50,000 in the U.S. constitutes imputed income, you also need the Taxable Benefit classification.
- If the plan is fully or partially paid for by the employee, you need an After-Tax classification. You still need the Taxable Benefit classification for any coverage over \$50,000 in the U.S.
- If, for example, the employer pays for half the plan and the employee pays for the other half, you need three classifications: Nontaxable Benefit, After-Tax (or Before-Tax), and Taxable Benefit.

For FEGLI, there are no additional classifications. It is an after-tax employee deduction. Basic Life Options A, B, and C coverage are set up as separate Deduction Codes.

CAN Selecting Deduction Classifications

After Tax and Taxable Benefit are your deduction classification options. The important point is that all group-term life plans must have a Taxable Benefit Deduction Classification for the system to calculate imputed income amounts and consider them income eligible for federal and provincial tax purposes.

- For employee contributions to the group-term life insurance, you define an After Tax deduction classification.
- For employer contributions to the group-term life insurance, you define a Taxable Benefit deduction classification.



For more information about setting up a deduction classification for a group-term life plan and PSTI, see the Deduction Table – Tax Class Page. For more information and examples of life insurance deduction setups, see Understanding Canadian Deductions.

Selecting Sales Tax (Canada)

In Ontario and Quebec, premium contributions are subject to Provincial Sales Tax on Insurance (PSTI). For these provinces, you need to define a Sales Tax Type of PSTI, which is associated with both After-Tax and Taxable Benefit deduction classifications.

The employee's province of residence on the Name/Address page of the Personal Data table determines the provincial rate the system uses when calculating the employee portion of a deduction that is subject to provincial sales tax on insurance (PSTI). The system uses the province in which the employee works to determine and calculate the provincial rate for the employer portion. All other sales tax types use the employee's work location to determine the provincial rate.

Understanding Tax Options

With your deduction properly set up, PeopleSoft Payroll calculates the taxable amount for federal, state, and local taxable income. In most cases, you indicate that imputed income—the Taxable Benefit—Adds To Effect on FICA Gross, and has No Effect on FUT Gross. The cost of group term life insurance in excess of \$50,000 is not subject to federal withholding tax. So, if you want the system to withhold FWT, be sure to select the Withhold FWT check box.



For more information about Group Term Life Insurance, Imputed Income, and taxable benefits, see the Deduction Table – Tax Effect Page.

If there are state or local taxes that must be calculated based on a taxable gross that differs from the federal taxable gross, enter GTL (for Group-Term Life) as the Taxable Gross Component ID. This links the deduction to the Taxable Gross Definition Table. The Taxable Gross Definition Table defines the taxability for specific earnings or deduction types (such as imputed income) that

must be treated differently at the state or local level than at the federal level. The Taxable Gross Definition Table is where you make any necessary changes to taxable gross definitions.

PeopleSoft maintains the entries on the Taxable Gross Definition Table for group-term life taxable grosses (for U.S. only). The only time you should have to change an entry, therefore, is when state or local taxing authorities alert you to changes in their regulations. PeopleSoft will incorporate the changes in its next tax update. As always, should you discover an error or that information is missing, please notify the Global Support Center, so we can incorporate the change or addition in our next tax update.

You won't ordinarily have to change the Taxable Gross Definition Table. But, if necessary, you can change definitions of taxable gross for state and local income taxes, state disability insurance, and state unemployment taxes.



On the Taxable Gross Definition Table, you can specify for each state whether the withholding follows the federal rules. For more information, see the Taxable Gross Definition Table Page in the Defining Your Payroll Taxes chapter of this PeopleBook.

Selecting GTL or DPL

Depending on whether you're setting up an employee group-term life plan or a dependent life plan, you select the appropriate option in the GTL/DPL field on Deduction Table – Tax Effect page. Imputed income for dependent life is calculated separately from regular (individual) group term life. Your selection here determines which calculation the system uses. Click the down arrow for a list of valid values.

If you're setting up a regular or supplemental employee life plan that qualifies as a group-term plan, select **Add to Group Term Life**. If you're setting up a dependent life plan that qualifies as a group-term plan, select **Add to Dependent Life**. The third option, **No Imputed Income Calculated**, is for other types of plans that do not qualify as group-term life plans.

Understanding U.S. System Calculations

To calculate imputed income for all group-term life plans (except dependent life) in accordance with IRS regulations, the system does the following processes when you run Pay Calculation:

- Determines the total life insurance coverage for an employee (except dependent coverage), including both employer- and employee-paid coverage. For example, an employee might belong to several group-term life plans, such as basic life, supplemental life, and extra life coverage. In such a case, PeopleSoft Payroll combines the calculated coverage of all the plans to determine the employee's total life insurance coverage.
- Subtracts \$50,000 from the total coverage, the amount of coverage the IRS does not consider taxable. If the resulting amount is less than or equal to zero, then the employee is not liable for any imputed income. If the amount is greater than zero, then the cost of coverage for that amount is considered taxable, and PeopleSoft Payroll will use that cost during calculation of imputed income.

- Uses the IRS Uniform Premium Table. (The rates on this table are generally less than the actual cost of the insurance.) PeopleSoft stores the information on the Uniform Premium Table in the Benefits Tables, IRS Age-Graded Rate Table.



There is no need to enter the IRS rate table on the Benefit Deduction Program table, because the system uses it automatically.

- Subtracts any employee-paid after-tax contributions to the coverage. The IRS stipulates that if an employee contributes to the total cost of coverage, then the amount of the employee contribution is to be subtracted from the total cost of coverage. The resulting amount is considered the taxable benefit, the amount that is included in the employee's taxable gross. The system factors in after-tax deduction classifications only; before-tax deductions are ignored. The system does not take into account any one-time paysheet adjustments, but rather recalculates these at the end of the year.

The resulting amount is added to the employee's taxable gross on the paycheck record. You can view this amount using the Paysheets, Paycheck Deductions page. It appears as the Taxable Benefit under the appropriate group-term plan type and deduction code.

In dependent life plans, if the total dependent coverage is \$2,000 or less, the coverage amount is not considered taxable. If the total dependent coverage is greater than \$2,000, the entire coverage amount is considered taxable, not just the amount in excess of \$2,000. Consequently, for dependent life plans in Step 1, the system adds up the total dependent coverage and in Step 2, determines whether the total is greater than \$2,000; if it is, the system proceeds with the remaining steps. On the Paycheck Deductions page, the results of dependent life calculations are displayed as a Taxable Benefit separate from the regular (individual) group-term life Taxable Benefit(s).

Understanding Canadian System Calculations

To calculate the taxable benefit for all group-term life plans, when you run Pay Calculation the system performs the following processes:

1. Determines an employee's total life insurance coverage (all plans that have a taxable benefit component defined), including both employer- and employee-paid coverage. For example, an employee might belong to several group-term life plans, such as basic life, supplemental life, and extra life coverage. In such a case, PeopleSoft Payroll combines the calculated coverage of all the plans to determine the employee's total life insurance coverage. (Any plans that are completely employee-paid should not have a taxable benefit defined.)
2. Determines the percentage of the total for each plan.
3. Calculates the taxable benefit based on the actual cost to the employer. For example, if the employer pays \$1 for every \$1,000 of coverage, and the employee has \$50,000 of coverage, the system multiplies \$1 by 50 to arrive at \$50, which is then forwarded to Step 4.
4. Subtracts any employee-paid after-tax contributions to the coverage. The law stipulates that if an employee contributes to the total cost of coverage, then the amount of the employee

contribution is to be subtracted from the total cost of coverage. The resulting amount is considered the taxable benefit, the amount that is included in the employee's taxable gross.



Note: The system only factors in after-tax deduction classifications; before-tax deductions are ignored. The system does not take into account any one-time paysheet adjustments, but rather recalculates these at the end of the year.

The resulting amount is added to the employee's taxable gross on the paycheck record. You can view this amount using the Paysheets, Paycheck Deductions page. It appears as the Taxable Benefit under the appropriate group-term plan type and deduction code.

Imputed Income Calculations in Action

Let's look at a few examples, ranging from the straightforward to the complex.

Example 1: U.S. Calculation

An employee might be liable for imputed income, even if there is no employer contribution on all of the life insurance plans.

For example, Robert Altman, age 60, has basic life (employer- and employee-paid) and supplemental life (employee-paid):

20 Life	\$150,000
Employer-paid premium:	\$49
Employee-paid premium:	\$10
21 Suplmntl Life	\$200,000
Employer-paid premium:	\$0
Employee-paid premium:	\$100

As we've seen, if the employee has more than one type of life coverage, the system calculates imputed income in an iterative manner. The system calculates the first plan, basic life, as follows:

1. Determine the total coverage. Robert's total coverage for basic life is \$150,000.
2. Subtract \$50,000 from the total coverage.

Total Coverage	\$150,000
Exclude	<\$ 50,000>
Subject to Imputed Income	\$100,000

3. Apply the IRS Uniform Premium Table. Robert is 60 years old. In this age bracket, the Uniform Premium Table calls for a calculation of \$1.17 per month per \$1,000 of coverage.

$$(\$100,000/1,000) \times \$1.17 = \$117$$

4. Subtract any employee-paid after-tax contributions to the coverage.

Result of previous calculation	\$117
Employee contribution	< <u>\$ 10</u> >
Robert's Taxable Benefit	\$107

Robert's Paycheck Deduction record looks like this:

20 Life	After-Tax	10
20 Life	Nontaxable Benefit	49
20 Life	Taxable Benefit	107

Now the system calculates Robert's second plan, supplemental life:

1. Determine the total coverage.

Basic Life	\$150,000
Supplemental Life	<u>\$200,000</u>
Total Coverage	\$350,000

2. Subtract \$50,000 from the total coverage.

Total Coverage	\$350,000
Exclude	< <u>\$ 50,000</u> >
Subject to Imputed Income	\$300,000

3. Apply the IRS Uniform Premium Table. Robert's age of 60 calls for a calculation of \$1.17 per \$1,000 of coverage.

$$(\$300,000/1,000) \times \$1.17 = \$351$$

4. Subtract any employee-paid after-tax contributions to the coverage.

Result of previous calculation	\$351
Employee contribution	< <u>\$110</u> >
Robert's Total Taxable Benefit	\$241

The system then looks at the initial \$107 taxable benefit it has already calculated for Robert's basic life, and subtracts this from the total taxable benefit of \$241 to arrive at the supplemental life taxable benefit:

Total Taxable Benefit	\$241
Basic Life Taxable Benefit	< <u>\$107</u> >
Supplemental Life Taxable Benefit	\$134

Robert's Paycheck Deduction record looks like this:

20 Life	After-Tax	10
20 Life	Nontaxable Benefit	49
20 Life	Taxable Benefit	107
21 Supp	After-Tax	100
21 Supp	Taxable Benefit	134

Example 2: Canadian Calculation

Let's look at a Canadian employee who has three plans:

20	Life	\$100,000	Employer-paid premium: \$50 Employee-paid premium: \$50 \$1 per \$1,000
21	Supp Life	\$150,000	Employer-paid premium: \$50 Employee-paid premium: \$100 \$1 per \$1,000
25	Dep Life	\$50,000	Employee-paid premium: \$50 (All employee-paid—no taxable benefit)

1. Determine total life insurance coverage for plans subject to taxable benefits.

Life	\$100,000
Supplemental Life	<u>\$150,000</u>

2. Determine the percentage of total for each plan.

Life	40%
Supplemental Life	60%

3. Calculate the taxable benefit based on the actual cost to the employer.

Life	$\$100,000/1000 \times 1 = \$100$
Supplemental Life	$\$150,000/1000 \times 1 = \$150$

4. Subtract any employee-paid after-tax contributions to the coverage.

20 Life	$\$100 - \$50 = \$50$
21 Supplemental Life	$\$150 - \$100 = \$50$

The employee's Paycheck Deduction record looks like this:

20 Life	After-Tax	50
20 Life	Taxable benefit	50
21 Sup	After-Tax	100
21 Sup	Taxable benefit	50
25 Dep	After-Tax	50

Viewing the IRS Uniform Premium Table

In performing U.S. calculations, once the total coverage for an employee is determined, the system uses the Uniform Premium Table to establish the amount to be included in the employee's taxable gross. PeopleSoft stores the information of the Uniform Premium Table on the Age

Graded Rate Table. IRS is the Age-Graded Rate Table ID (key) for the information from the Uniform Premium Table.

Age-Graded Rate Table Page

This information is covered in the PeopleSoft Base Benefits PeopleBook.



For more information about the Age-Graded Rate Table page, see Age-Graded Rate Table Page.

Adjusting Imputed Income for U.S. Employees

PeopleSoft Payroll addresses imputed income every pay period. Although imputed income calculations are accurate with the information available in any given pay period, adjustments may be required at the end of the year, as a result of changes in coverage or an employee being terminated. If you need to make such adjustments, you can use the Imputed Income Adjustment (IMPCALC) process.



Before running Imputed Income Processing, you must have already established the taxable benefit deduction you plan to use for adjustments. You can either use an existing deduction code of 20-29 or establish a new deduction code solely for adjustment of imputed income.

Modifying Imputed Income

Imputed Income Adjustment performs calculations and creates a file containing one-time adjustment records for all employees who require them. You can review the calculation results using SQR PAY033, the Imputed Income Adjustments report, before loading the transactions into paysheets.

When you're ready to load the imputed income transactions into paysheets, you run Imputed Income Processing in Update Paysheets mode, and the system makes the adjustments as one-time deductions with a Deduction Classification of Taxable Benefit. The system establishes these one-time deductions as off-cycle manual checks (paylines).

The manual checks created by Imputed Income Processing do not have an amount in the Total Gross and Net Pay fields. This is not necessary, because the imputed income adjustment that is created is a taxable benefit deduction class, and it does not affect gross or net pay.

When Imputed Income Processing creates the adjustment paysheet, it defaults the Deductions Taken flag on the Paysheet One-Time Deductions page to None. This prevents the normal taxable benefits and employer deductions from being taken on the adjustment check.

Imputed Income Processing cannot be rerun. For example, let's say you run the process once and it produces an error after loading some paysheets. If you run it again using the same run control information (the same Company, Pay Group, Pay End Date, Date Range, and so on), you get an error again, because the system attempts to insert duplicate rows into the database. Therefore, if you need to rerun the process, you need to delete the paysheets that the process added previously.

It's a good idea to attach your adjustment paysheets to a Pay Calendar that does not contain any other off-cycle paysheets. In other words, there should be no other off-cycle paysheets entered for the same calendar on which the imputed income adjustments are created.

Imputed Income Adjustment – Imputed Income Page

Usage	Use the Imputed Income page to calculate imputed income adjustments, update paysheets with the adjustment amounts, or both.
Object Name	RUNCTL_IMP_CALC
Navigation	- Compensate Employees, Manage Payroll Process (US), Process, Imputed Income Adjustment, Imputed Income - Compensate Employees, Manage Payroll Process (USF), Process, Imputed Income Adjustment, Imputed Income
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) [Run](#)

Date Range [Find](#) | [View All](#) First 1 of 1 Last

Off-Cycle Pay Calendar		*Tax Year: Find	+ -
*Company: Find		*Process From Month:	
*Pay Group: Find		*Thru Month:	
*Pay End Date: Find			

Processing Mode

☐ Calculate Impute Adjust Only
 ☐ Update Paysheets Only
 ☒ Both

Apply GLT/DPL adjustments to [Find](#) | [View All](#) First 1 of 1 Last

DPL Effect	Plan Type	Benefit Plan	Deduction Code
		Find	Find + -

Imputed Income Adjustment – Imputed Income page

Run Control ID

The run control ID you specified in the entry page displays here.

Off-Cycle Pay Calendar

Company	Select the company for the off-cycle pay calendar you would like to process.
Pay Group	Select the pay group for the off-cycle pay calendar you would like to process.
Pay End Date	Select the pay end date for the off-cycle pay calendar you would like to process.

Tax Year	Specify the tax year you want to process.
Process From Month	Enter a numerical value for the first month beginning the date range. (Ordinarily, this is 1 through 12 —January through December.)
Thru Month	Enter a numerical value for the last month ending the date range. (Ordinarily, this will be 1 through 12 —January through December.)

Processing Mode

Calculate Imputed Adjust Only	Calculates imputed income for the selected period and creates transaction files, but does not load the transactions into paysheets.
Update Paysheets Only	Loads calculated imputed income transactions created in a previous run into paysheets as one-time deductions.
Both	Calculates imputed income and creates transaction files, then loads the transactions into paysheets as one-time deductions.

Use these options as necessary:

1. Run the process in Calculate Imputed Adjust Only mode.
2. Run SQR PAY033, the Imputed Income Adjustments report, and review the results.
3. If the results are acceptable, run the process in Update Paysheets Only mode to load the transactions into paysheets.
4. If the results are not acceptable, fix the problems and go back to Step 1.

Apply GTL/DPL adjustments to

Use the **Apply GTL/DPL adjustments to** group box to tell the system the deduction codes to which you want the imputed income transactions to be applied when it loads the transactions into

paysheets. For **DPL Effect**, you must have a row for **Add to DPL** and a row for **Add to GTL**. For each of these rows, specify the **Plan Type**, **Benefit Plan**, and **Deduction Code**.



Under ordinary circumstances, your run control has only two rows in the **Apply GTL/DPL adjustments to group box**. Even if some employees have more than one **GTL** or **DPL** plan, the process applies their adjustments to a single plan, one for **GTL** and one for **DPL**.



The Deduction Codes must be valid for all employees in the run.

DPL Effect

Use this field to indicate the type of adjustment you are making (Dependent Life or Group Term Life).

Plan Type

Use this field to indicate the Benefit Plan Type you are adjusting.

Benefit Plan

Use this field to indicate the Benefit Plan you are adjusting.

Deduction Code

Use this field to indicate the Deduction code to use for entering the adjustment on the paysheet.

Run

Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

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

Note. This COBOL process takes one or two minutes to process each employee. If you have a lot of employees, the process could take hours or even a full day.

Viewing Results

You can view the results of imputed income calculations by running SQR PAY033. You can run this SQR by selecting **Compensate Employees, Manage Payroll Process, Report 1, Imputed Income Adjustment Rpt.**



If you used the process to load transactions into paysheets, you can use the Paysheet or Payline pages to view the one-time deductions.



For more information about running reports, refer to *PeopleTools Reporting*; for a sample of this report, see Overview of Payroll for North America Reports.

Example

Joanne DeHaven is a CCB employee in a monthly pay group; her coverage changes in the middle of the year. From January 1 to June 30 she has basic and supplemental life. Her basic life is fully employer-paid; her supplemental life is fully employee-paid.

20	Life	\$25,000	Employer-paid premium:	\$15
21	Supplemental Life	\$25,000	Employee-paid premium:	\$1.25

Because the IRS does not consider the first \$50,000 of coverage taxable, PeopleSoft Payroll performs no imputed income calculations for Joanne during the first half of the year.

On July 1, however, Joanne suddenly gets a big increase in her basic life coverage:

20	Life	\$50,000	Employer-paid premium:	\$30
21	Supplemental Life	\$25,000	Employee-paid premium:	\$1.25

Because Joanne now has coverage totaling \$75,000, starting with the next payroll after July 1, \$25,000 will be considered taxable as imputed income. Joanne is 37 years old. In this age bracket, the Uniform Premium Table calls for a calculation of \$.11 per month per \$1,000 of coverage:

$$(\$25,000/1,000) \times \$0.11 = \$2.75$$

The system then subtracts Joanne's employee-paid after-tax contribution to the coverage:

Result of previous calculation	\$2.75
Employee contribution	<\$1.25>
Joanne's Taxable Benefit	\$1.50

These calculations will be correct beginning with the end-of-July Payroll. However, the IRS stipulates that any contributions made by the employee need to be factored into the equation. In

Joanne's case, this means that all her contributions made from January 1 to June 30 must be included; the result is a reduction in her true tax liability for the year as a whole.

At the end of the year, Imputed Income Processing recalculates Joanne's imputed income, without subtracting her monthly contributions, for every month of the year, and adds up the monthly figures to arrive at a total. Then it adds up her monthly contributions. This chart shows the process:

Month	Imputed Income	Employee Contribution
January	0	\$1.25
February	0	\$1.25
March	0	\$1.25
April	0	\$1.25
May	0	\$1.25
June	0	\$1.25
July	\$2.75	\$1.25
August	\$2.75	\$1.25
September	\$2.75	\$1.25
October	\$2.75	\$1.25
November	\$2.75	\$1.25
December	\$2.75	\$1.25
Totals:	\$16.50	\$15

Joanne's total imputed income for the year is \$16.50; her contributions amount to \$15. On this basis, her taxable benefit for the year should be only \$1.50 (\$16.50 - \$15). But in fact, because the system is calculating her taxable benefit on a month-by-month basis, her taxable benefit is \$9 (6 months x \$1.50 per month). In short, Joanne's taxable benefit for the year must be reduced by \$7.50:

Total Taxable Benefit	
from Month-by-Month Calculations:	\$9
Total Taxable Benefit	
from End-of-Year Calculation:	< <u>\$1.50</u> >
End-of-Year Adjustment:	\$7.50

CHAPTER 14

Working with Canadian Low-Interest Loans

When an organization provides an employee with an interest-free or low-interest loan, the employee receives a taxable benefit equal to the amount of interest that would have been paid for the year at the government-prescribed interest rates, minus the amount of interest that the employee pays in the year, or within 30 days after the end of the year. This benefit has no taxable GST component.

The value of the taxable benefit changes throughout the year as the prescribed rate (which is set each quarter by the federal government) changes, and as the employee pays down the loan (and/or any interest).



A loan also includes any other indebtedness. For example, if the employer gives the employee a computer and the employee proceeds to pay for that computer through payroll deductions, the company has made a loan for the computer's price, less any down payments.

With PeopleSoft Payroll, it's easy to set up employee deductions for the payback of low-interest loans.

The calculation routines used by PeopleSoft Payroll for low-interest loans do not support the calculation of the taxable benefit of low-interest home purchase or home relocation loans. For these types of loans, the prescribed rate in effect at the time the loan is made (not the current quarterly adjusted prescribed rate) should be used to calculate the taxable benefit throughout the loan period, for up to five years. If the prescribed rate is lowered during the five-year period, the lower prescribed rate is used until such time as the rate goes up again. After five years, the prescribed rate at that time is used for the next five years, and so on.

Understanding System Calculations

The PeopleSoft Payroll system calculates the low-interest loan taxable benefit as follows:

Loan Balance x Prescribed Interest Rate % on Canadian Company Tax Table

minus

Loan Balance x Loan Interest Rate % on General Deduction Data page for employee

equals

Annual low-interest loan taxable benefit for the employee

To arrive at the actual amount of the taxable benefit on an employee's individual paycheck, the system divides the annual low-interest loan taxable benefit by the number of the employee's pay periods per year.

For example, on January 1, 1997, VNB lends Joan Avery \$10,000 at a rate of 5 percent. The government-prescribed rates for 1996 are as follows:

1st quarter	8 percent
2nd quarter	7 percent
3rd quarter	6 percent
4th quarter	5 percent

Joan chooses to pay back the loan through payroll deductions at \$500 per monthly pay period. The system calculates the monthly low-interest loan taxable benefit as shown on the following chart:

<i>Pay Period</i>	<i>Loan Balance</i>	<i>Prescribed Interest Percent (Government Rate)</i>	<i>Loan Interest % (Company Rate)</i>	<i>Monthly Taxable Benefit</i>
January	\$10,000	8%	5%	\$25
February	\$9,500	8%	5%	\$23.75
March	\$9,000	8%	5%	\$22.50
April	\$8,500	7%	5%	\$14.17
May	\$8,000	7%	5%	\$13.33
June	\$7,500	7%	5%	\$12.50
July	\$7,000	6%	5%	\$5.83
August	\$6,500	6%	5%	\$5.42
September	\$6,000	6%	5%	\$5
October	\$5,500	5%	5%	\$0
November	\$5,000	5%	5%	\$0
December	\$4,500	5%	5%	\$0

Total Taxable Benefit for the year	\$127.50

Setting Up Loan Processing and Loans

To set up loan processing and loans, you need to specify prescribed interest rates and loan data, activate loan processing, and establish loan deductions.

Canadian Company Tax Table Page

Usage	Use the Canadian Company Tax Table page to maintain the government's prescribed interest rate.
Object Name	CAN_USR_TAX_TABLE1
Navigation	Define Business Rules, Define Payroll Taxes, Setup, Canadian Company Tax Table, Canadian Company Tax Table
Prerequisites	None
Access Requirements	Enter a Company.

Company: GBI Global Business Institute

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

*Effective Date: 01/01/1997

Prescribed Interest Percent: 6.000

Company Tax Rates Find | View All First 1-5 of 5 Last

*Province	Provincial Health Tax Percent	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

Enter the current government-established **Prescribed Interest Percent**.



It is your responsibility to update the **Prescribed Interest Percent** field according to the rate set each quarter by the Canadian federal government. PeopleSoft does not update this field in its tax updates; PeopleSoft leaves the field blank.

General Deduction Table Page

To activate the unique calculation routines used for low-interest loans, select the **Loan Processing (Canada)** check box



Do not select this check box for deduction codes that are used to handle home purchase or home relocation loans. The PeopleSoft system does not calculate the taxable benefit for these types of loans.



For more information on the General Deduction Table page and its fields, see Defining Deductions.

Establishing the Loan Deduction

To establish a loan deduction you select and define a deduction classification using the:

- Deduction Table – Tax Class Page
- Deduction Table – Tax Effect Page

Deduction Table – Tax Class Page

In the **Deduction Classification** group box, select *Taxable Benefit*.



For more information on the Deduction Table – Tax Class page and its fields, see Defining Deductions.

Deduction Table – Tax Effect Page

In the **Tax Effects** group box, select the appropriate Canadian Tax Effects, e.g. *Add to QIT Gross*, *Add to CPP Gross*, *Add to QPP Gross*, *Add to True T4 Gross*, *Add to True RL Gross*, and *Add to Payroll Tax Gross*.



For more information on the Deduction Table – Tax Effect page and its fields, see Defining Deductions.

General Deduction Data Page

Use the General Deduction Data page to specify the loan percentage.

Loan Interest %	If the Loan Interest % specified here is less than the Prescribed Interest Percent on the Canadian Company Tax Table, the system calculates a low-interest loan taxable benefit for the employee.
Goal Amount	Specify the total amount of the loan in this field. When the deduction balance equals this amount, the loan payback is complete.
Current Goal Balance	Displays the total amount taken to date from the employee's pay for this deduction. When the Current Goal Balance equals the Goal Amount for this deduction, the system automatically stops taking the deduction. The system updates this amount after every payroll run, during the Pay Confirmation process.



For more information on the General Deduction Data page and its fields, see Maintaining Payroll Data.

CHAPTER 15

Working with Paysheets

This chapter will illustrate how to create paysheets (automatically and manually), adjust payroll deductions with one-time deductions, garnishments, and taxes, and work with paylines.

Some of the primary tables you will use are:

- Paysheet Creation page
- Paysheet page
- Payline page
- One-Time Deductions page
- One-Time Garnishment page
- One-Time Taxes page

What Are Paysheets?

Before you can run any payroll calculations, you must first create paysheets. Generated by the PeopleSoft Payroll system, paysheets serve as a repository for the data required to calculate employee pay for each pay period.

Before automated data processing, payroll departments used sheets of ruled paper to compile the information required to calculate pay and produce paychecks for the employees scheduled to be paid within a given pay period. These were called paysheets, and each horizontal row of data on the paysheet, typically representing one employee, was called a line or payline.

PeopleSoft Payroll works with an onscreen metaphor of the old pencil-and-paper system of paysheets and paylines. During Paysheet Creation, which the system does automatically, all the information you enter in the various tables that support the payroll process falls into place.

You use paysheets in the Manage Payroll Process menu to enter time and any additional payroll-related information for the current pay period—such as earnings, frequency, one-time deductions, one-time garnishments, one-time taxes, accounting data, and tax periods—before you run the Pay Calculation process.

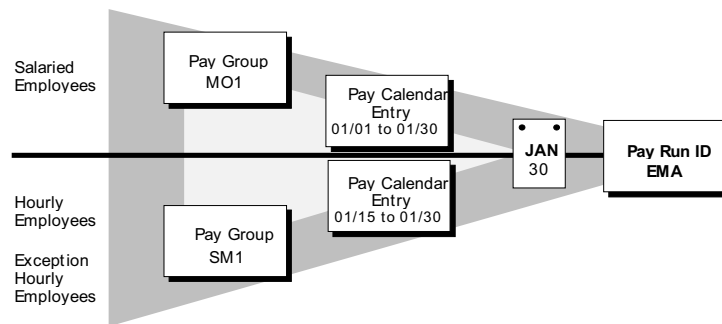
If you're running payrolls for Canadian employees, you should use the pages in Manage Payroll Process (CAN). Because these pages are similar to the U.S. versions, this documentation includes explanations of page, field, and processing differences as needed. In addition, we also point out any other variations you should be aware of as you complete each page.

Creating Paysheets

To create paysheets, you must first tell the system for whom you would like to create paysheets. Therefore, specify a Pay Run ID on the Paysheet Creation Page. This Pay Run ID is what you use to group together pay calendar entries from different pay groups for payroll processing.

When you were setting up your Payroll Process tables, each pay calendar entry should have been assigned a Pay Run ID. At this point, you have already determined how you want to organize your payroll cycles, and whether you want to run paysheets for multiple pay groups and companies at the same time by combining them under the same Pay Run ID.

All pay calendar entries that share a Pay Run ID generally have the same pay period end date, but not necessarily the same pay frequency. In most cases, you set up a different pay Run ID for each pay period end date on the Pay Calendar Table page located in Define Payroll Process.



Setting up Pay Run Controls



For more information about how pay groups, pay calendars, and Pay Run IDs are used in the system, see *Defining Your Organizational Framework* and *Using Calendars*. Before creating a paysheet you must run a Presheet Audit Report. For more information, see *Running the Presheet Audit Report Before Creating Paysheets* in this chapter.

Overview of the Paysheet Create Process

Before you can review paysheet and payline information for each payroll cycle, you first need to create paysheets. If you wish to create a paysheet *automatically*, you can use the Paysheet Create process. This process gathers the information entered in various system tables—that is, about the employees for whom you want to process payroll—and generates the pay earnings information for each payline.



You can only run the Paysheet Creation process for on-cycle pay runs. Paysheets for off-cycle pay runs must be entered individually.

If you wish to create a paysheet *manually*, you can create a blank paysheet with only the pay begin and end dates specified.



For more information about completing individual paysheets, see [Working with Paysheets](#).

Creating Paysheets Automatically

When you create paysheets, PeopleSoft payroll performs the following tasks:

- Initializes input for salary or hourly rates, hours, additional earnings, tax methods, and accounting information.
- Provides a data entry point for hours, additional earnings, one-time deductions, one-time garnishments, one-time taxes, and overrides to previously established employee-level data, such as the department to which an earnings should be charged.
- Allows earnings and hours to be divided among two or more departments, accounts, locations, and so forth.
- Works with the Pay Calendar and Holiday Schedule to automatically set up the holiday earnings code and hours for any pay period that contains a holiday, using the holiday earnings code you establish on the Pay Group Table – Calc Parameters page.
- Establishes prorations for employees who work for only part of a pay period or have a data change (such as a pay increase or department change).
- Creates multiple lines for employees who work at multiple jobs during a pay period (if you are using the multiple job feature and have established multiple jobs, or employment record numbers, for your employees).
- Provides for the printing of turn-around or data entry documents, which you can distribute to department managers or supervisors.
- Automatically approves paysheet data as specified by the Confirmation Required check box on the Pay Group Table – Process Control page.
- Automatically creates multiple lines for FLSA employees when the FLSA period is smaller than the pay period.

Running the Paysheet Create Process

After you set up the Pay Run Control data, you run a Paysheet process to actually create paysheets. During this process, the system scans all employees in the system and selects the employees scheduled to be paid for the specified pay period. It recognizes them because their pay groups have been assigned to a pay calendar entry that is associated with the Pay Run ID. This process requires three steps:

1. Establish Run Controls using the Paysheet Creation page.

2. Run the Paysheet Create Process using the Paysheet Creation page and the Process Scheduler Request page.
3. Check for Payroll Errors using the Payroll Error Messages page.

Paysheet Creation Page

Usage	Use the Paysheet Creation page to specify a Pay Run ID and create a paysheet.
Object Name	RUNCTL_PAYSHEET
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Paysheet Creation, Paysheet Creation • Compensate Employees, Manage Payroll Process (USF), Process, Paysheet Creation, Paysheet Creation • Compensate Employees, Manage Payroll Process (CAN), Process, Paysheet Creation, Paysheet Creation
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Paysheet Creation

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s)	
*Pay Run ID:	KC1-00-02 Cdn KC1 Weekly Pay 02 Jan 00

Paysheet Creation page

Run Control ID

The run control ID you specified in the entry page displays here.

Pay Run ID

Select a pay run ID you wish to process. Because you should already have set up your pay run IDs and tied them to the appropriate pay calendar entries, you can click the spy glass to view a list of valid choices.

Note. You can verify the accuracy of the selected group to be processed by looking at the Pay Run Table. This table displays every Company/Pay Group Calendar entry that has been linked to the Pay Run ID.

Run

Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

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

Payroll Error Messages – Payroll Messages Page

Usage	Use the Payroll Error Messages page to view payroll error messages that might arise when creating paysheets.
Object Name	PAY_MESSAGES
Navigation	• Compensate Employees, Manage Payroll Process (US), Inquire, Payroll Error Messages, Payroll Messages • Compensate Employees, Manage Payroll Process (USF), Inquire, Payroll Error Messages, Payroll Messages • Compensate Employees, Manage Payroll Process (CAN), Inquire, Payroll Error Messages, Payroll Messages
Prerequisites	None
Access Requirements	Enter a Pay Run ID <i>or</i> the Company, Pay Group, Pay Period End Date, Page #, and Line#.

Payroll Error Messages

Find an Existing Value

Company: 

Pay Group: 

Pay Period End Date: 

Off Cycle ? ☐

Page #:

Line #:

Pay Run ID: 

Process Instance:

Payroll Error Messages – Payroll Messages page

Company

The company associated with the message displays here.

Pay Group

The Pay Group associated with the message displays here.

Page

If the error is for an employee, the paysheet page number displays here.

Off Cycle?	If the pay run in which the error occurred is an off-cycle, this check box is selected.
Pay Period End	The Pay Period End date associated with the message displays here.
Line	If the error is for an employee, the paysheet payline number displays here.
ID	If the error is for an employee, the employee ID number displays here.
Process Instance	The Process Instance of the message displays here.
Empl Rcd#	If the error is for an employee, the employee record number displays here.

Details

Separate Check #	If the error is for an employee and the error occurred on a separate check, the separate check number displays here.
Message ID	The message number displays here. The MIS department uses this to find and correct an error.
Description	The description of the error displays here.
Message Data	If the error is associated with a specific object, such as an Earnings Code, the object ID displays here.

Note. We also provide an SQR for error listings: SQR PAY011, Payroll Error Messages for Employees, lists errors related to employee data.

Running the Presheet Audit Report Before Creating Paysheets

Before creating paysheets, you should run the Presheet Audit Report. This is an optional SQR that verifies the integrity of your Payroll and Benefits setup as well as your employee data.



For more information on this report, see Generating a Presheet Audit Report.

Understanding Paysheets

You will use paysheets in the pay calculation process. This is why it is important to use caution when entering data on a paysheet. The data entered on a paysheet is contingent upon whether it is

a final check, online check or automatically/manually created paysheet. For example, if you modify a paysheet that was automatically created, you need only add additional earnings to it—as opposed to a manual check paysheet which would require more extensive changes. Each field listed in the Paysheet page discussion notes where the data from each field defaults from and what you should know about the functions and inter-relationships of the various fields.

Paysheet Page

Usage	Use the Paysheet page to make changes to the paysheet that affect the pay calculation process.
Object Name	PAY_SHEET_ADD_S
Navigation	• Compensate Employees, Manage Payroll Process (US), Use, Paysheet, Paysheet • Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, Paysheet
Prerequisites	Normally, the Paysheet Creation process is run before accessing the Paysheet page. However, it is not required. You can create one paysheet using these pages.
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, and Page # and indicate if the paysheet is for an off-cycle.

Paysheet – Paysheet page

Company	The Company displays here.
Pay Group	The pay group displays here.
Pay End Date	The pay end date displays here.
Page	The paysheet page number displays here.

Paysheet Details



For more information on the following eight fields, see Understanding Paylines in this chapter.

Line #	The payline displays here.
ID	This is the employee ID.
Empl Rcd#	This is the employee record number. This is especially important when the employee has more than one job.
Ben Rcd#	The Benefit Record number associated with the employee record number displays here.
Name	The employee name displays here.
Manual Check	Check this box to identify the paysheet as a manual check. A manual check is one that has been prepared outside of the payroll system. If you select this check box, the Check # , Check Dt , Total Gross , and Net Pay fields become available for entry.

Note. This check box is only used for manual checks and has no default.

Check #	This field is only used for manual checks. Enter a check number for the manual check. There is no default.
Check Dt	This field is only used for manual checks. Enter a check date for the manual check. There is no default.
Total Gross	This field is only used for manual checks. Enter a numerical value for total gross of the manual check. There is no default.
Net Pay	This field is only used for manual checks. Enter a numerical value for net pay of the manual check. There is no default.

The area of the page located above the **Earnings** group box contains a series of messages that might appear on each pay earnings on the paysheet. The messages indicate either the status of the pay earnings or what the pay earnings represent. Such messages include *No Message*, *Pay Data Change*, and *Pay Data Change – Partial Period*.



For more information on these messages, see Understanding Paysheet Page Messages.

Earnings

Ok to Pay

Check this box to indicate to the system that it is OK to calculate pay for this pay earnings. This check box must be selected to calculate pay for this record. If the check box is not selected, the system bypasses the record and no calculation is performed. The Pay Confirmation Process then deletes this record. Even if you have an employee who is not receiving pay, you should select this check box if you want deductions to be calculated.

Whether the OK to Pay check box is selected or cleared by default depends on how you set up employee types for your pay groups on Pay Group Table – Process Control Page.

Job Pay

Check this box if you want the pay calculation process to check the job data each time it is run. During each calculation process, the system automatically compares paysheet data to the job record. This check box is automatically selected when you create a paysheet. However, if you clear this check box the field disappears from the page and the **Reg Rt Cd, OT Rt Cd, Hourly Rate, Reg Salary, Earnings Begin/End Dates, Shift, State, and Locality** fields all become available for entry.

The field disappears from the page because the system assumes that you turned it off to enter data other than that specified on the job record—in effect, to do a one-time override of the job record. The system assumes you don't want the next payroll calculation process to replace your manual entries with the default job data. This field defaults from the pay group or additional pay.

Note. The **Job Pay** check box works in conjunction with the **Automatic Paysheet Update** check box on the Pay Group Table – Paysheets Page.

Ovr HrlyRt

Check this box if you want to override an employee's current hourly rate for this pay. If you select this check box, the field disappears from the page. This field defaults from the paysheet.

For more information on the **Override Hourly Rate** field, see Using the Override Hourly Rate Function.

No Dir Dep

Check this box to turn off the direct deposit option. This field defaults from the paysheet as deselected.

Gross-Up	Check this check box to gross-up a check for this pay earnings. This field defaults from the paysheet as deselected.
TL Records	This field defaults from the Time and Labor system and is automatically selected when paysheets are created by the process that loads time from Time and Labor.
Reg Rt Cd	Select a rate code to override the regular rate from Job for regular hours. To specify a regular hours rate code, clear the Job Pay check box. There is no default for this field.
Reg Hrs	Enter the number of regular hours worked (for hourly employees only). Hours are calculated by frequency. If the employee is exception hourly, this field is populated, but unavailable for entry. This field default from Job Data.
OT Rt Cd	Select a rate code to override the regular rate from Job for overtime hours. To specify overtime hours rate code, clear the Job Pay check box. There is no default for this field.
OT Hrs	Enter the number of overtime hours worked. There is no default for this field.
Hourly Rate	Enter the hourly rate of pay for any hours worked on this pay earnings code. This field defaults from Job Data.
Reg Salary	Enter the regular earnings amount for this pay period for salaried employees. This field defaults from Job Data.
Earnings Begin/End Dates	Select pay calendar begin and end dates for this payline, or split dates if a change took place mid-period. You can also enter a prior or future period, and the system automatically obtains the appropriate rate for that period. These fields default from the pay calendar (job data for prorated pay).
Note. These dates are automatically created based on the Pay Calendar for the current pay period. They are only entered if the paysheet is used to record a manual check or to enter time for a prior or future pay period.	
Shift	Select the appropriate shift associated with the earnings. Valid values are <i>N/A</i> (not applicable), 1 , 2 , 3 , Compressed , and Rotating . This field defaults from Job Data.
State	Select the work state associated with the earnings. This field defaults from Job Data.

Locality Select the work locality associated with the earnings. This field defaults from Job Data.

Additional Data (link) Click the **Additional Data** link to access the Additional Data Secondary Page.

Other Earnings

Use the **Other Earnings** group box to specify other earnings relevant to an employee. Any earnings other than regular or overtime are entered in this group box when time or other earnings are not loaded from a source. The fields within this group box might be populated by awards and bonuses processed through Personnel Action Request. Additionally, time loaded into paysheets from PeopleSoft Expenses, Stock, Time and Labor, or any other source is put into the Other Earnings section of the paysheet. Additional Pay, entered on the Additional Pay page, is also entered into Other Earnings by the Paysheet Creation process. This is true of any other earnings codes designated on the Applicant Hire – Compensation Page on a Personnel Action Request.

Code Select an earnings code.

Seq # Select a sequence number to identify other earnings.

Rate Code Select a rate code if the earnings is to be paid using a rate code.

Hours Enter the number of hours if the earnings is defined on the Earnings Table as needing hours to be entered.

Rate Enter the rate to be used for other earnings. The way this field is used can vary if it is used with a rate code.

Amount Enter the amount if the earnings is defined on the Earnings Table as allowing entry of an amount.

Additional Data Secondary Page

Usage	Use the Additional Data secondary page to alter defaulted information such as department and taxes.
Object Name	PAY_SHEET_ADD_S1
Navigation	Click the Additional Data link on the Paysheet Page to access this page.

Additional Data	
*Business Unit:	FEDBT
*Department:	L1100
Job Code:	L0066
Position:	L0000052
GL Pay Type:	
Account Code:	
*Tax Periods:	1
Annl Tax Prds:	
*Pay Frequency:	B Biweekly
*Tax Method:	Annualized
FICA Status:	N Q

Additional Data page



Changes to any information on this page might require the insertion of an additional payline, if the changes do not apply to the entire period covered by the begin and end dates on the payline.

Business Unit

Select the HR business unit to which the department belongs. This field defaults from Job Data.

Department

Select the department to which the earnings is charged. This field defaults from Job Data.

Job Code

Select the job code associated with this payline. This field defaults from Job Data.

Position

Enter the position in which the employee works. This field defaults from Job Data.

GL Pay Type

Enter the type of general ledger account to which salaries and wages should be charged. This field defaults from Job Data.

Account Code

Select the GL account code to be charged. This field defaults from Job Data.

Tax Periods

Enter the number of tax periods and their frequency. The default is **1**.

Please note, the **Tax Periods** field and the **Pay Frequency** field work together on paysheets to determine how earnings should be taxed. The tax period refers to how many pay periods this earnings cover and the frequency options refer to the pay frequency for the employee. Usually you should leave the taxing period and frequency as the paysheet default. However, you might want to change the way an earnings is taxed in some cases, such as when an earnings covers a period of time longer than a standard pay period. This field defaults from the paysheet.

Example

For example, Jan Gregory is normally taxed based on the annualized method. She received a \$3,000 bonus on the March 31 monthly payroll for her outstanding performance during the first quarter. You can elect to have the system calculate her withholding as though Jan received the \$3,000 in three \$1,000 monthly increments. Simply set **Tax Periods** to **3** and **Pay Frequency** to *monthly*. Likewise, if the period were semimonthly, you would set **Tax Periods** to **6** and **Pay Frequency** to *semimonthly*.

If Jan is taxed based on the cumulative method, you set **Tax Periods** to the number of pay periods for the year. So if the same bonus were paid on June 30 in the monthly pay run, you would set **Tax Periods** to **6** and **Pay Frequency** to *monthly* to indicate that the earnings being paid cover six tax periods of the year.

Annl Tax Prds (annual tax periods) (E&G) Indicates the number of tax periods for contract pay employees who are paid over less than one year. This field is calculated from the dates specified on the Contract Pay page and is used to annualize taxable gross for contract pay employees.

For more information about annual tax periods, see PeopleSoft 8 Payroll for North America, “Calculating Pay”.

Pay Frequency Select the pay frequency for the earnings. The pay frequency relates to how often the employee is paid during the year. This value defaults from Pay Group and should not be changed unless the payline contains only Other Earnings (no regular pay). This field defaults from Job Data.

Tax Method Select the tax method used to calculate taxes. Valid values include *Annualized*, *Aggregate*, and *Cumulative*. The default is *Annualized*. This field defaults from the paysheet.

Note. This field works together with the **Tax Periods** field to determine how earnings should be taxed.

FICA Status (E&G) Select the current FICA status. Valid values are *E* (exempt), *M* (Medicare only), and *N* (subject). This field defaults from Job Data.

CAN Paysheet – Paysheet Page

Usage	Use the Paysheet page to make changes to the paysheet that affect the pay calculation process.

Object Name	PAY_SHEET_ADD_S
Navigation	Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, Paysheet
Prerequisites	None
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, and Page # and indicate if the paysheet is for an off-cycle.



All fields on this page have the same functionality as the fields on the Paysheet page (commercial version), except for the fields defined below.

Province

Select the work province associated with the earnings. This field defaults from Job Data.

El Pd Corr

Check this box to allocate the insurable earnings and hours for the pay corrections to the prior pay period(s) for which they are paid, not the pay periods in which they are paid. This field has no default.

CAN Additional Data Secondary Page

Usage	Use the Additional Data secondary page to alter defaulted information such as department and taxes.
Object Name	PAY_SHEET_ADD_S1
Navigation	Click the Additional Data link to access this page.



All fields on this page have the same functionality as the fields on the Additional Data secondary page (commercial version), except for the field(s) defined below.

Pay Frequency

For Canadian customers, the **Pay Frequency** field is a display-only field that cannot be overridden. This maintains the integrity of the application of Canada Pension Plan (CPP) exemptions. This field defaults from Job Data.

Understanding Paylines

A payline consists of the line number, the employee ID, the employment record number (used for multiple jobs), the Benefit Record number, the employee name, and the manual check indicator.

One or more pay earnings records will be associated with a given payline. Each pay earnings record associated with a payline contains the following kinds of information:

- Amount of Regular Pay
- Number of Regular Hours
- Additional Pay, if any
- Other Earnings
- Tax information
- Job Data such as Department and Job Code

The paysheet page brings together information from many different sources in the system. You see this default information as a payline for each employee when you access the page. Paysheets are arranged by pages and lines. A paysheet contains many lines. Each employee appears on a separate line that contains standard pay information, such as the amount of regular pay, number of regular hours, and job data.

When you view a printed paysheet report, you see several paylines on the same page. When you view paysheets online, you only see one payline per page on the Paysheet page. You specify the number of Paylines you want to appear on a Paysheet on the Company Table. You specify the sort sequence for paysheets on the Pay Group Table.

During Paysheet Creation, the system creates one Payline for each employee to be paid: active employees, employees who are on leave with pay, and employees who were terminated or on unpaid leave for only part of the pay period. For terminated employees or new hires who did not appear on the Paysheet, you can create a new Paysheet page to include any last-minute pay data for the terminated employee or to indicate how much to pay a new hire who was hired after paysheets have been created. You can also have paysheets created automatically by turning on Automatic Paysheet Update for the Pay Group.

In some cases, depending on the data provided, the system automatically creates multiple pay earnings; otherwise, you can enter additional records manually before running the calculation process. You can expect the system to automatically create the following items:

- Multiple paylines, if the employee has multiple job records and additional employment records set up.
- Multiple pay earnings records if the following criteria are valid:
 - The pay is charged to different departments, account codes, and so forth, as specified on the Job Data record in the Administer Workforce menu.
 - The employee has different rates of pay due to a pay rate change during the pay period.
 - The employee has worked in multiple departments, states, or locations during the pay period, resulting from a job record or location change.
- Other earnings records if the employee has additional pay entries set up.



Each employee who is scheduled to be paid during a specific pay period must have at least one payline and one pay earnings record. Otherwise, the system has no information with which to calculate earnings, taxes, and deductions.

Using the Override Hourly Rate Function

The paysheet Override Hourly Rate function can work differently, depending on whether the **Job Pay** check box is selected or cleared. The following table represents how the **Ovr Hrly Rt** check box works with the Job Pay feature:

Job Pay Check box	Override Hourly Rate Check box	Results of Pay Calculation Process on the Paysheet
Off	Off	The system updates the paysheet with any changes to the current hourly rate on the job record each time you run Calcpay, as long as the rate change is effective the first day of the pay period. But it doesn't update the hours, and so on, from the job record.
On	Off	The system updates the paysheet with any changes to the current hourly rate, hours, and so on, on the job record each time you run Calcpay.
Off	On	The Calcpay process uses the Override Hourly Rate on the paysheet, regardless of the current rate on the job record. The system doesn't update the paysheet with any changes to hours, and so on, on the job record.
On	On	The Calcpay process uses the Override Hourly Rate on the paysheet, regardless of the current rate on the job record. The system updates the paysheet with any changes to hours, and so on, from the job record.

Understanding Paysheet Page Messages

This section defines a series of messages that might appear on each pay earnings on the Paysheet, indicating either the status of the pay earnings or what the pay earnings represents.

Normal Payroll Processing Messages

You might see one of these four messages during normal processing of your payroll:

Message	Explanation
No Message	The standard message created by the Paysheet program. It indicates that nothing out of the ordinary has happened to this employee record.
Partial Period	Indicates that the employee was not active for the entire pay period, or that the employee's job record has been updated with an Effective Date that falls between the Pay Period Begin and End Dates.
Pay Data Change	Indicates that one or more of the employee's records has been updated since the last time Pay Calculation was run. If you haven't already recalculated the employee's pay, it is recalculated the next time you run Pay Calculation. You might select all employees who've had a change in their pay data and need to be recalculated by selecting Calculation Required in the Job Pay Data Change field of the Payline Update/Display page. Entering "Y" in the same field selects all employees whose pay has been recalculated due to a change in one of their pay-related records.
Pay Data Change - Partial Period	Indicates, for employees who had a Pay Data Change message, that a change has been made to their job records with an Effective Date falling between the Pay Period Begin and End Dates, and they have already been recalculated.

Reversal Message

This reversal message appears on the payline record when you run the Reversal batch process for a check reversal:

Message	Explanation
Reversal	Indicates that the check is a reversal check.



For more information about check reversals, see Reversing Paychecks.

Reversal/Adjustment Messages

The following five messages can appear when you run the Reversal batch process for a check adjustment:

Message	Explanation
Reversing Adjustment	Indicates a pay earnings record that has been adjusted. It appears on the original pay earnings record.
Adjustment	Indicates a pay earnings record that was created by the Reversal/Adjustment process. It appears on the pay earnings record that is used to recalculate an employee's pay.
Adjustment - Partial Period	Indicates that the employees with the adjusted pay earnings record have had changes to their job records, with an Effective Date that falls between the Pay Period Begin and End Dates prior to running the Reversal/Adjustment process.
Adjustment - Pay Data Change	Indicates that at least one of the employee's adjusted records has been updated since the last time Pay Calculation was run. This employee is recalculated during the next Pay Calculation if it hasn't been done already. You may select all employees who've had a Pay Data Change and need to be recalculated by entering R in the Job Pay Data Change field of the Payline Update/Display page. Entering "Y" in the same field selects all employees whose pay has been recalculated due to a change in one of their pay-related records. (See the previous example.)
Adj - PayChg - Partl Period	Indicates, for an employee who had an Adjustment - Pay Data Change message, that a change has been made to that job record, with an Effective Date falling between the Pay Period Begin and End Dates, and has already been recalculated.

Manual Check Message

This message appears on the payline record when an employee has had a manual check entered:

Message	Explanation
Manual Check	Note that the message appears as soon as you turn on Manual Check and move out of the field.

Looking at a Sample Employee Payline

So, how do all these elements work together on a paysheet? Let's take a look at an employee's payline. Access this information by navigating to **Compensate Employees, Manage Payroll Process (US) (USF) (CAN), Use, Payline**.

Payline		One-Time Deductions		One-Time Garnishments		One-Time Taxes	
Company: DC	Pay Group: LBH	Pay Period End Date: 02/01/1999				Page: 1	
ID: L00028	Name: Reise, Janet	☐ Manual Check				Line: 1	
Empl Rcd#: 0	Ben Rcd#: 0	Check #	Check Date	Total Gross	Net Pay		
No Message							
Payline Details Find View All First 1 of 1 Last							
☐ OK to Pay ☒ Job Pay ☐ Override Hourly Rate ☐ No Direct Deposit ☐ Gross-Up ☐ TL Records							
Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Regular Salary		
	80.00			15.550000			
Earnings Begin/End Dates		*Shift	*State	Locality	Additional Data		
20/12/1998 / 02/01/1999		N/A	DC				
Other Earnings Find View All First 1 of 1 Last							
*Code	Seq #	Rate Code	Hours	Compensation Rate	Amount		
☒ HOL			16.00				

Sample Payline page

Normally, the employee works in Department 10200. During the last Paysheet Creation run, the system generated most of the information you see on the page example. The payroll clerk used this page to manually enter 40 hours of Regular, 10 hours of Overtime, and additional earnings for an automobile allowance of \$50 and 8 hours of Vacation. Together, all this information represents the employee's primary pay earnings.

In this pay period, the employee is also scheduled to receive an anniversary award bonus, which should be charged to another department. This bonus should be taxed using the supplemental tax method and paid on a separate check.

To enter this information, the payroll clerk clicked the middle scroll area and inserted a row. This created an Addl # pay earnings record, on which he could enter a Sep chk # 1 with a Reason Code of Anniv. In Other Earnings, he selected the Earnings Code BNS (for bonus) and entered the Amount.

When you enter Additional Pay in the Other Earnings group box on the Paysheet page, you may enter the Seq number along with the earnings code and hours or amount. The Seq number on the Paysheet page corresponds to the Addl Seq # on the Additional Pay 1 page; you can click the spy glass to see a list of the sequence numbers you've established on Additional Pay. The system does not require you to enter a Seq number; but if you don't, the employee's Current Goal Balance on Additional Pay 1 isn't updated when you run Pay Confirmation.

Additional Data	
*Business Unit: FEDBT	*Tax Periods: 1
*Department: L1100	Ann Tax Prds:
Job Code: L0066	*Pay Frequency: B Biweekly
Position: L0000052	*Tax Method: Annualized
GL Pay Type:	FICA Status: N
Account Code:	

Additional Data page

Some companies need the ability to enter both Hours and an Amount for Other Earnings on paysheets. Typically, you use this feature to record an employee's hours simply for record-keeping purposes, and to enter the actual amount of pay you want that employee to receive (which might be unrelated to the number of hours in terms of the employee's actual hourly rate). To set this up for specific earnings types, use the Both Hours and Amount OK option on Earnings Table – General page.

Recording One-Time Deductions, Garnishments, and Taxes

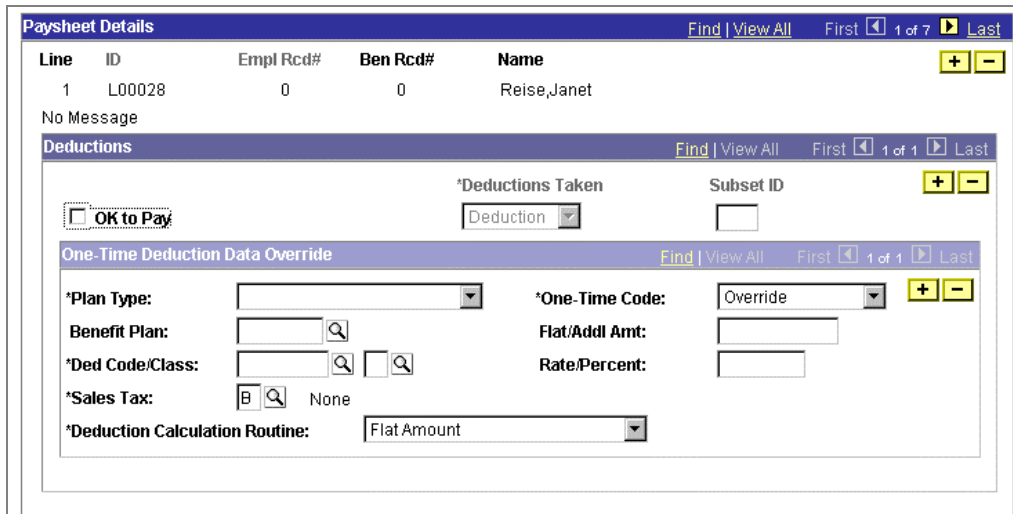
In addition to the paysheet and payline earnings pages, you also have different sets of page views that you can use to adjust payroll deductions or taxes.

The entries on these pages correspond to specific payline and pay earnings for an employee. As on the Payline pages, the middle scroll area controls the pay earnings record for an employee, and the inner scroll area controls multiple adjustments to a single pay earnings.

As with the Paysheets and Payline pages, the content on the two versions of these pages is essentially identical, with the exception of the outer scroll area, which controls paylines on Paysheet pages and is not applicable for Payline pages.

Paysheet – One-Time Deductions Page

Usage	Use the One-Time Deductions page to enter a one-time deduction to be taken in the current pay period only, such as override an existing deduction, increase an existing deduction, refund a deduction amount, and increase or decrease an arrears payback one time.
Object Name	PAY_SHEET_ADD_D
Navigation	• Compensate Employees, Manage Payroll Process (US), Use, Paysheet, One-Time Deductions • Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, One-Time Deductions
Prerequisites	None
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, and Page # and indicate if the paysheet is for an off-cycle.



Paysheet – One-Time Deductions page



The information in this page heading is identical to the information on the paysheet. It displays here so you know on which payline you are entering the one-time data.

The area of the page located above the **Deductions** group box contains a series of messages that might appear on each pay earnings on the paysheet. The messages indicate either the status of the pay earnings or what the pay earnings represent. Such messages include *No Message*, *Pay Data Change*, and *Pay Data Change – Partial Period*.



For more information on these messages, see Understanding Paysheet Page Messages.

Deductions

OK to Pay

This value is defaulted from the paysheet and does not need to be checked on this page.

Deductions Taken

The initial values in the **Deductions Taken** field come from the Pay Calendar and additional pay data, but can be overridden here. Select *None* to take no deductions, *Deductions Taken* to let the Deduction Table govern the deductions, or *Subset* to specify a Deduction Subset for the one time deduction.

Deduction Subset ID

The initial values in the **Deduction Subset ID** field come from the Pay Calendar and additional pay data, but can be overridden here. This field becomes available for entry when *Subset* is selected for the **Deductions Taken** field.

One-Time Deduction Data Override

Use the **One-Time Deduction data Override** group box to indicate to the system what type of deduction you are adjusting.

Plan Type Select a plan type for the deduction. Valid values include **401(k)**, **Dental**, and **Vacation**.

Benefit Plan Select a benefit plan for the deduction.

Ded Code/Class Select a deduction code and class for the deduction. The deduction code you enter must match the code for the deduction type you are adjusting. If you want to have a one-time override for both the 401(k) before-tax and after-tax deduction, you need two entries on the One-Time Deductions page. The plan type and deduction code are the same, but you have two scroll entries: one for a deduction classification of after-tax, the other for before-tax.

For more information about deduction codes and classifications, see the PeopleSoft 8 Payroll for North America, "Defining Deductions".

Sales Tax Select a sales tax. (Canada only).

Deduction Calculation Routine Select a deduction calculation routine for the deduction to define how the deduction should be calculated. Valid values include **Flat Amount**, **Percent of Net Pay**, and **Percentage**. If you select a calculation routine that uses a rate or percent, you can also enter an additional flat dollar amount to be deducted.

For more information about the **Deduction Calculation Routine** field, see the PeopleSoft 8 Payroll for North America, "Defining Deductions".

One Time Code Select a one-time code for the deduction.

Addition: Select this option to add the calculated amount specified on this page to the regular calculation.

Arrears Paybk: (arrears payback): Select this option to ignore standard arrears processing and calculate arrears to be processed as specified on this page. The system limits the arrears payback to the amount you specify in the Flat/Addl Amt field. For example, if an employee has an arrears balance of \$1000 and you specify a one-time Arrears Payback deduction of \$400, the system takes only up to \$400 for that pay period.

Note. The one-time arrears payback feature is not for situations where an employee gives you a check to pay back an owed arrears amount.

Override: Select this option to ignore the regular calculation and replace it with the calculation specified on this page. To stop a deduction, use this option, set the Deduction Calculation Routine to **Flat Amount**, and leave the Flat/Addl Amt field blank. You can apply the same technique to stop an arrears payback one time.

Refund: Select this option to calculate the deduction normally, according to Deduction Table rules, and apply the refund amount. For example, if the normal deduction is \$100 and you have entered a one-time deduction refund of \$75, then the resulting deduction amount is \$25. If the normal deduction is 0 (the employee does not currently have this deduction), the amount refunded is the amount entered here.

Flat/Addl Amt

Enter a flat rate or an additional amount for the deduction (if applicable).

Rate/Percent

Enter a rate or percent for the deduction (if applicable).

CAN Paysheet – One-Time Deductions Page

Usage	Use the One-Time Deductions page to enter a one-time deduction to be taken in the current pay period only, such as override an existing deduction, increase an existing deduction, refund a deduction amount, and increase or decrease an arrears payback one time.
Object Name	PAY_SHEET_ADD_D
Navigation	Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, One-Time Deductions
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

One-Time Deductions page



All fields on this page have the same functionality as the fields on the One-Time Deductions page (commercial version), except for the field defined below.

Sales Tax

Select a sales tax for the deduction. For any one-time deductions that attract sales tax (PSTI, PST, PPT, QSTI, QST, QPT, GST or HST), it is not necessary to enter the sales tax classification on the Paysheet One-Time Deduction page. The payroll calculation process generates sales tax amounts for you. If you choose to enter a one-time sales tax deduction only, the system processes it accordingly.

What You're Adjusting

Remember that we have been discussing one-time deductions. The system computes regular deductions based on deduction data set up at the company level and at the employee level. If you want to make a permanent change to deduction data, you need to adjust the appropriate tables, depending on the data you want to change.

To permanently change the basic attributes of a deduction—such as processing priority, classification (before-tax, nontaxable benefit, etc.), effect on FICA gross and FUT gross, maximum yearly deduction, deduction frequency, or pay periods in which the deduction is taken—use the Deduction Table pages in the Define Payroll Process menu. To change how a deduction is calculated, use one of the Benefits Table pages or the General Deduction Table page, depending on whether the deduction is benefits or non-benefits related.

If you want to permanently override fields at the employee level that are normally controlled by the Deduction Table (pay periods in which a deduction is taken, or information on maximum arrears payback), use the General Deduction Override page in the Maintain Payroll Data menu.

(for non-benefit deductions) or the Benefit Deduction Override page in the Administer Automated Benefits menu (for benefit deductions).

To permanently change employee-specific deduction data not governed by the Deduction Table, use the General Deduction Data page in the Maintain Payroll Data menu. This data includes the calculation option for the deduction (with related dollar amounts or rates or percentages), start and stop dates for the deduction, and a goal amount and current goal balance for the deduction.



While each one-time deduction record is chained to a corresponding pay earnings record, the one-time deduction is based on all the pay earnings associated with the employee. The only exception is when you've linked the one-time deduction to a specific pay earnings that is paid on a separate check.

For example, Jan Gregory has two pay earnings records:

- One for her regular salary of \$1,000.
- One for a bonus of \$500.

Assume Jan received the bonus for her work in the Controller's department and you don't want it charged to her regular department, the Office of the President. Jan has also decided to have an additional 10 percent taken out of her regular pay for this pay period, to be applied to her loan payback.

To accommodate Jan's request, you access her payline, using the Payline Earnings page. On her regular pay earnings record, select the One-Time Deductions page by clicking either the One-Time Deductions tab or hyperlink. This is where you enter the 10 percent loan payback. Now you can create a second pay earnings record for the \$500 bonus. Because you don't want the loan payback to affect her bonus check, you enter a Sep Check # of 1 and Reason Code of Bonus. Otherwise the one-time deduction applies to all her pay earnings records.



When an employee transfers mid-period, the system creates two Paysheets and takes all deductions on both Paysheets. To prevent deductions from being taken on both paychecks, you must use the one-time deduction override option for one of the Paysheets and set deductions to None.

Paysheet – One-Time Garnishment Page

Usage	Use the One-Time Garnishment page to enter a one-time garnishment to be taken only in the current pay period, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.
Object Name	PAY_SHEET_ADD_G
Navigation	• Compensate Employees, Manage Payroll Process (US), Use,

	Paysheet, One-Time Garnishment • Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, One-Time Garnishment • Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, One-Time Garnishment
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Paysheet – One-Time Garnishment page



The information in this page heading is identical to the information on the paysheet. It displays here so you know on which payline you are entering the one-time data.

The area of the page located above the **Garnishments** group box contains a series of messages that might appear on each pay earnings on the paysheet. The messages indicate either the status of the pay earnings or what the pay earnings represent. Such messages include **No Message**, **Pay Data Change**, and **Pay Data Change – Partial Period**.



For more information about these messages, see Understanding Paysheet Page Messages.

Garnishments

OK to Pay

OK to Pay is display only here.

One-Time Garnishment Override

Garnishment ID	Select a garnishment ID to indicate the specific garnishment specification data record you wish to override.
Priority	Enter a priority to override the priority assigned on the Garn Spec Data pages.
One-Time Code	Select a one-time action for this garnishment. Override: Select this option to ignore the regular calculation and replace it with the calculation specified on this page. Refund: Select this option to refund a garnishment amount. Enter the amount to be refunded to the employee. Garnishment refunds must be entered as amounts. No calculation of the refund amount takes place. Suspend: Select this option to stop the garnishment deduction for the current pay period.

Note. If you choose to override or refund this garnishment, the system uses all the calculation and processing fees fields on this page to calculate the garnishment, even if they are blank. For example, if you leave the fields in the Processing Fees group box blank, the system treats them as though zero has been entered.

Deduction Calculation Routine	Select a garnishment deduction calculation routine for the garnishment. Please note that the values for this field are the same as those on the Garn Spec Data pages.
DE Percent	Enter the percent of Disposable Earnings to be used in the override calculation.
Flat Amount	Enter the flat amount to be used in the override calculation.

Processing Fees

Use the **Processing Fees** group box to override the normal processing fees. If the order requires you to withhold the greater of the percent of the garnishment amount or a flat amount, enter both; the system withholds the greater of the two.

To Company	Enter a percent or flat amount for the company.
(greater of %deduction or flat amount)	

To Payee Enter a percent or flat amount for the payee.

(greater of %deduction or flat amount)

Paysheet – One-Time Taxes Page

Usage	Use the Entering One-Time Taxes page to review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.
Object Name	PAY_SHEET_ADD_O
Navigation	• Compensate Employees, Manage Payroll Process (US), Use, Paysheet, One-Time Taxes • Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, One-Time Taxes
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

The screenshot shows the 'One-Time Taxes' tab selected. At the top, there are navigation tabs: 'Paysheet', 'One-Time Deductions', 'One-Time Garnishment', 'One-Time Taxes' (active), and 'Page Balances'. Below these, the header information includes 'Company: DC', 'Pay Group: LBH', 'Pay Period End Date: 01/02/1999', and 'Page: 2'. The main section is titled 'Paysheet Details' and contains a table with columns: Line, ID, Empl Rcd#, Ben Rcd#, and Name. The first row shows Line 1, ID L00053, Empl Rcd# 0, Ben Rcd# 0, and Name Benitez, Hector. Below the table, there is a 'Taxes' section with a 'Find | View All' link and navigation buttons. It includes a checkbox for 'OK to Pay' (unchecked) and a checkbox for 'Additional Taxes' (checked). Below this is the 'One-Time Tax Data Override' section, which has its own 'Find | View All' link and navigation buttons. It contains several input fields: '*State:' with a dropdown menu, '*Locality:' with a text box and a magnifying glass icon, '*Tax Class:' with a dropdown menu, '*One-Time Code:' with a dropdown menu (currently showing 'Override'), and '*One-Time Tax Amount:' with a text box. There are also '+' and '-' buttons next to the 'Additional Taxes' and 'One-Time Tax Amount' fields.

Paysheet – One-Time Taxes page



The information in this page heading is identical to the information on the paysheet. It displays here so you know on which payline you are entering the one-time data.

Taxes

OK to Pay **OK to Pay** is display only here.

Additional Taxes Check this box to indicate additional taxes.

One-Time Tax Data Override

State Enter the state.

Federal Check this box for Federal.

Locality Enter the locality.

Tax Class Select the tax class for the tax you are adjusting.

One-Time Code Select a one-time code for the tax deduction.

Addition: Select this option to add the amount specified on this page to the regular calculation. You cannot use the Addition option for taxes unless normal taxes have been taken. If no normal tax has been taken, then any additional amount you enter here isn't taken.

Override: Select this option to ignore the regular calculation and replace it with the amount specified on this page. Entering 0 (or leaving the **One-Time Tax Amount** field blank) is a valid override amount.

Refund: Select this option to calculate the taxes normally and then apply the refund amount. For example, if the normal tax is \$100 and you have entered a one-time tax refund of \$75, then the resulting tax amount is \$25. The refund option for taxes works only if a normal tax is taken. If no normal tax is taken, then any refund amount you enter isn't refunded.

One-Time Tax Amount Enter a one-time tax amount.



For more information about tax adjustments, see What You're Adjusting in this chapter.



In general, you shouldn't use the One-Time Taxes page to change taxes that have wage limits associated with them, such as FICA, State Disability, and State Unemployment. The system recalculates taxes with maximums every time you run Pay Calculation, so if you make an adjustment this pay period, the system corrects it next pay period.

Stopping Additional Taxes

The additional taxes check box determines whether the system takes, on an individual check, the Additional Withholding specified on the Federal Tax Data 1 Page, State Tax Data 1, and Canadian Income Tax Data pages.

The additional taxes check box is selected by default. If you do not want the employee's regular additional taxes taken out of a particular check, clear this check box.

The system ignores the status of the **Addl Taxes** check box in the following situations:

- The One-Time Code is **Override**.
- The Maintain taxable gross option on the employee Tax Data page is selected.



For more information about the Federal, State, and Canadian Tax pages, see Maintaining Payroll Data.

What You're Adjusting

The system computes regular taxes based on tax data set up at the company level and at the employee level. To make a permanent change to tax data, you use the appropriate tax page, depending on which data you're changing.

While each one-time tax record is chained to a corresponding pay earnings record, the one-time deduction is based on all the pay earnings associated with the employee, unless the specific pay earnings are paid by a separate check. In this case, the one-time deduction associated with the pay earnings affects only the pay earnings on that separate check.

If you want a one-time tax for the same tax to apply to only one pay earnings, you must indicate that you want the pay earnings paid on a separate check. If you enter more than one one-time tax for the same tax on multiple pay earnings, but don't enter separate check information, the system produces an error message during Pay Calculation.

CAN Paysheet – One-Time Taxes Page

Usage	Use the One-Time Taxes page to review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.
Object Name	PAY_SHEET_ADD_O
Navigation	Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, One-Time Taxes
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

One-Time Taxes page



All fields on this page have the same functionality as the fields on the One-Time Taxes page (commercial version), except for the field defined below.

One-Time Tax Data Override

Canadian Tax Type

Select the appropriate Canadian tax type. Valid values include *Health Tax*, *Payroll Tax*, and *Canadian Income Tax (T4)*.



In general, you shouldn't use the One-Time Taxes page to change taxes with associated wage limits associated, such as Canada Pension Plan (CPP), Quebec Pension Plan (QPP), and Employment Insurance (EI). The system recalculates taxes with maximums every time you run Pay Calculation, so if you make an adjustment this pay period, the system corrects it next pay period.

Creating Final Check Paysheets

Before you can review paysheet and payline information for Final Check Requests, you need to run the Final Check Paysheet Create process to create final check paysheets associated with your Final Check Requests. Final check paysheets can only be created for existing Final Check Requests. You need to have entered at least one Final Check Request before you can create final check paysheets. You can create final check paysheets in either on-cycle or off-cycle processes.



Warning! If you create final checks in an off-cycle process, you should create your regular, normal paysheets before creating your final check paysheets. The Final Check Paysheet Create process gets important information from the employees' regular, normal paysheets.

Overview of the Final Check Paysheet Create Process

The Final Check Paysheet Create process actually runs three batch processes to create final check paysheets for the Pay Calculation and Pay Confirm processes:

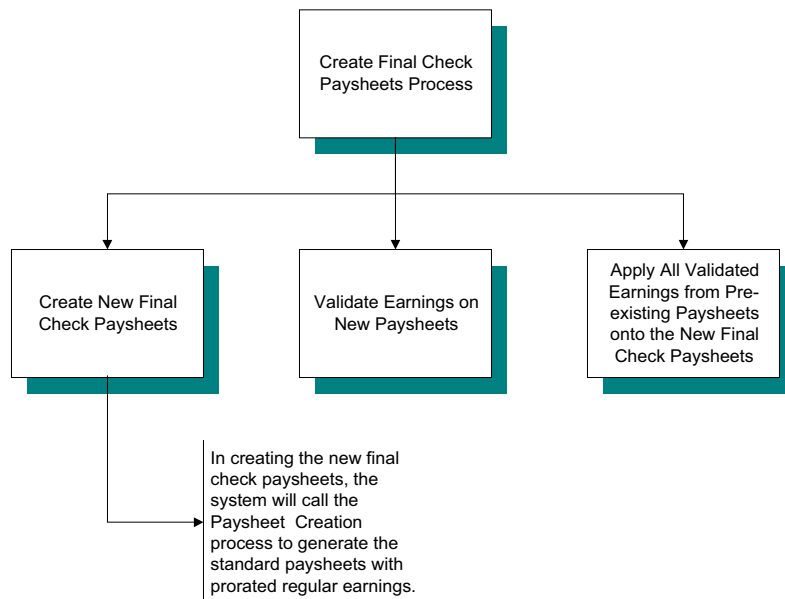
- Creates final check paysheets for the employee.
- Extracts all leave accruals and deduction refunds to pay to the employee and all deductions to be collected from the employee.
- Loads all the extracted leave accruals and deductions to the paysheets.

However, to ensure that balance records reflect correct information, we recommend that you complete any Manual Checks, Reversals, or Adjustments you have for an employee before processing a Final Check. Because Final Check Paysheet Create uses information from regular paysheets, we also recommend that you run your regular, normal Paysheet Create process first.



For more information about paysheets created in the Time and Labor system, see Special Considerations for Time and Labor Paysheets. For more information about Final Check Requests, see Processing a Final Check Request.

Create Final Check Paysheet Process



Create Final Check Paysheet process flow

This batch process creates the Final Check employee paysheets. It prorates Regular Earnings for all employees (Salaried, Exception Hourly, and Hourly) based on the Pay Period Begin and Pay Period End Dates and the Termination Date on Final Check Requests.

Once the new Final Check paysheets are created, the system determines whether the earnings on the new paysheets are defined on the employee's Final Check Program. The system deletes from the paysheet any earnings that are not defined on the employee's Final Check Program and generates a warning message.



It is your responsibility to verify the Regular Earnings for Hourly employees and to update the paysheets, as necessary, to reflect the actual hours worked.

After verifying the new Final Check paysheets, the system determines whether the employee has any pre-existing uncalculated or unconfirmed OK To Pay paysheets (either On-Cycle or Off-Cycle).

If so, the system determines if the paysheet Pay End Date is equal to the current Final Check Pay End Date for any Earnings Codes that are not on the newly created Final Check paysheets (but are in the pre-existing paysheets: Time and Labor, Retro Pay, and so on). If these Earnings Codes are defined on the Final Check Program, the system copies them to the Final Check paysheet and marks the pre-existing paysheet Not OK to Pay.

If the paysheet Pay End Date is earlier than the current Pay End Date, and the Earnings Code is defined on the Final Check Program, the system copies all appropriate earnings from the pre-existing paysheets to the Final Check paysheet and marks the pre-existing paysheet Not OK to Pay. If the paysheet Pay End Date is later than the current Pay End Date the system generates a warning message.



The system generates a warning message for every Earnings Code on the pre-existing paysheets that is not defined on the Final Check Program and marks the existing paysheets Not OK to Pay.

The Create Final Check Paysheet process copies all one-time garnishments and one-time taxes associated with the processed pre-existing paysheets onto the Final Check Paysheets. The system verifies one-time deductions against the Final Check Program and copies only those one-time deductions that are on the Final Check Program.

After creating the Final Check paysheets and copying the pre-existing paysheets, the system validates all the Earnings Codes on the paysheets to arrive at the correct Earnings Amount. Depending on the Pay-out Option you've defined on the Program Earnings Definition Page of the Final Check Program, the pay-out amount will be the Flat Earnings Amount as defined on the paysheet or the difference between the Goal Amount and the Goal Balance.

If you defined a Dollar Override Limit for a specific Earnings Code on the Earnings Definition page of the Final Check Program and the pay-out amount is greater than the Dollar Override Limit, the system overrides the pay-out amount with the Dollar Override Limit and displays a message to inform you. If there are multiple occurrences of the same Earnings Code associated

with a Dollar Override Limit, the system prorates the Dollar Override Limit proportionately among those earnings.

The system turns Job Pay off at the Earnings level on all paysheets created for the Final Check. On all pre-existing paysheets where information was modified through validation when they were copied onto the Final Check paysheets, the system also turns Job Pay off at the Earnings level or the Other Earnings level, depending on the level at which the modification was applied.



Warning! All Final Check paysheets are created with OK to Pay turned on, regardless of how you've defined the Pay Group Table – Process Control page or the Additional Pay Table 2. So, even if an Earning had initially been set up as not OK to Pay, when the Final Check paysheet is created, that earning is marked as OK to Pay.

Special Considerations for Time and Labor Paysheets

The processes described above are generally the rule for handling pre-existing paysheets in the Final Check Paysheet Create process. Pre-existing paysheets created by PeopleSoft Time and Labor, however, require some special considerations.

PeopleSoft Time and Labor summarizes all pay information onto Payroll paysheets as Other Earnings. Therefore, for salaried employees whose Pay End Date is equal to the current Pay End Date, the system does not bring current pay period Time and Labor REG Other Earnings into the new Final Check paysheets as Regular Earnings.

On the other hand, when processing Time and Labor REG Other Earnings for Exception Hourly and Hourly employees where the Pay End Date is equal to the current Pay End Date, the system brings those REG Other Earnings across and overlays the Regular Earnings on the new Final Check paysheet.

The system copies Time and Labor prior period adjustments—represented as Other Earnings records with identical Earnings Begin Date and Earnings End Date—as they are, if the Earnings Codes have been identified on the Final Check Program.

The system adds to the Final Check paysheet any Earnings Codes (other than Regular or Holiday) from pre-existing unconfirmed Time and Labor paysheets, if the Pay End Date is the same for both the Time and Labor paysheet and the Final Check paysheet. The system does not replace the Earnings Code amount if it already exists on the Final Check paysheet, but adds to it.

The system does replace Holiday Pay/Hours Earnings Codes on the Final Check paysheet with the Holiday Pay/Hours Earnings Codes from pre-existing unconfirmed Time and Labor paysheets, if the Earnings Code is for Holiday and the Time and Labor paysheet and the Final Check paysheet have the same Pay End Date.

When copying Time and Labor paysheets onto the Final Check paysheets, the system selects the TL Records check box on the paysheets.

After copying pre-existing Time & Labor pay earnings onto Final Check paysheets, the system marks the Time and Labor paysheets as Final Check paysheets. It does this by changing Paysheet Source on the paysheets to either Batch Final Check or online final check. Additionally, it marks

the Time and Labor paysheet Not OK to Pay. Any paysheet marked Not OK to Pay is an original—it has been copied over from a prior Time & Labor upload.

After creating the Final Check paysheets and copying into them the pre-existing paysheets, the system validates the Earnings Codes on the paysheets to arrive at the correct Earnings Amount.

Depending on the Pay-out Option you defined on the Final Check Program Earnings Definition, the pay-out amount is the Flat Earnings Amount as defined on the paysheet or the difference between the Goal Amount and the Goal Balance.

If you defined a Dollar Override Limit for a specific Earnings Code in the Earnings Definition of the Final Check Program, and the pay-out amount is greater than the Dollar Override Limit, the system overlays the pay-out amount with the Dollar Override Limit and generates a message to inform you.

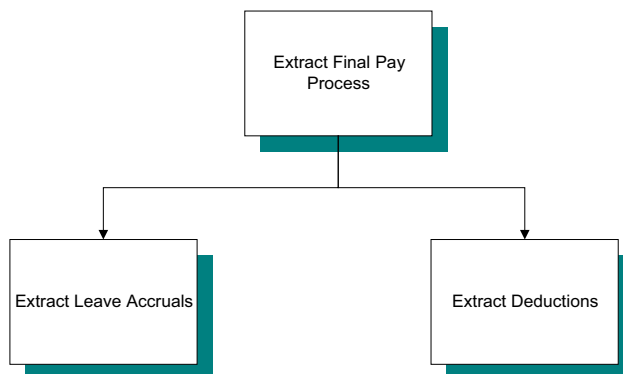
If the Dollar Override Limit applies to multiple occurrences of the same Earnings Code, the system prorates the Dollar Override Limit proportionately among those earnings.

Manual Check and Reversal Paysheets

The system does not copy Manual Check paysheets onto Final Check paysheets, and it does not mark them as Not OK to Pay. If they meet all the conditions described in this section, the system copies Reversal and/or Reversal/Adjustment paysheets to the Final Check paysheets, marks the original paysheets Not OK To Pay, and generates a message to inform you.

We recommend that you complete all Manual Check, Reversal, and Reversal/Adjustment processing for an employee before processing a Final Check. Otherwise, the balance records might not necessarily contain the correct information. This could be a problem for items that have limits, such as FICA and so on.

Final Check Extract Process



Extract Final Check Accruals and Deductions flow

This batch program extracts all leave accruals and deductions for an employee's final paycheck. The system checks the Processing Status on the Final Check Request and processes only those employees whose status is Created. The system writes the extracts to a worktable, which it eventually loads to the paysheets. After extracting an employee's deductions and accruals, the system sets Processing Status in both the Final Check Request and Final Check Extracts to Extracted. When the system loads the extracts to paysheets in the Load process, it deletes the extracts in the worktable and updates the Final Check Request Processing Status to Loaded to Paysheets.

Extract Leave Accruals

The system extracts all leave accruals for which the Plan Type/Benefit Plan is defined in the Final Check Program. The pay-out hours include the fully earned and awarded leave accruals, the prorated accrued but not awarded leave accruals, or both.

Fully Earned and Awarded Leave Accruals

The fully earned and awarded leave accruals are always paid if they are defined on the Final Check Program. The system uses the following formula to determine the number of available hours to be paid:

```
Hours carried over from previous year
+ Earned year to date
- Taken year to date
+ Adjusted year to date
+ Bought year to date
- Sold year to date
- Unprocessed hours taken
+ Unprocessed hours adjusted
+ Unprocessed hours bought
- Unprocessed hours sold
```

Accrued but Not Awarded Leave Accruals

Pay out of Accrued but not Awarded Leave Accruals—the months/hours incurred from the last Leave Accruals Run up to the present—is optional. If you choose to do this, you need to define a proration method for the system on the Final Check Program Table.



For more information about defining accrual proration for Final Check Programs, see Setting Up the Final Check Program Table.

Extract Deductions

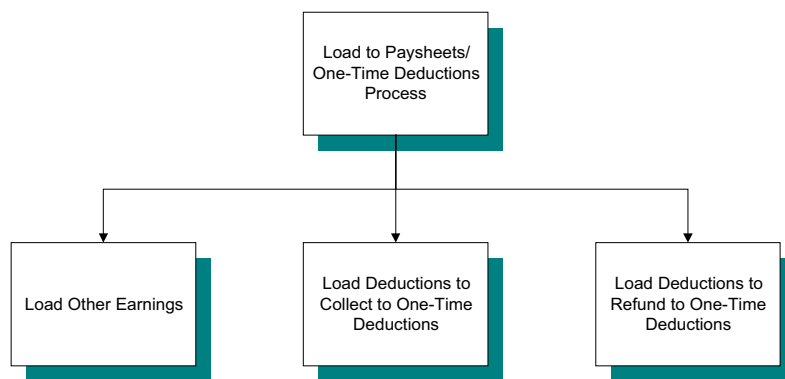
All Deductions, both General and Benefit, might be refunded to or collected from an employee upon termination. You specify a Processing Rule for each deduction you include on the Deduction Definition page of a Final Check Program. The Final Check Processing Rule you

specify for a deduction determines whether that deduction is refunded or collected. The Processing Rule also specifies how this deduction is calculated.

If the Plan Type/Deduction Code is not defined in the Final Check Program, the system creates a one-time deduction override extract row with a zero amount to override the deduction that would have been collected in Payroll Calculation.

Final Check Processing extracts all deductions in which an employee is enrolled and processes each according to the Final Check Program, regardless of whether the deduction is scheduled for processing.

Final Check Load Paysheets Process



Final Check Load to Paysheets Earnings and Deductions flow

This batch program loads all the extracted leave accruals, deduction refunds, and deduction collections to paysheets. This process is driven by the Processing Status on the Final Check Extract Table. It selects only those rows from the extract table whose status is extracted. The system adds all deductions and accruals from the Extract process to the Final Check paysheets. Leave Accruals are added as Other Earnings. Deductions are added as one-time deductions; either overrides or refunds.

If the system has copied a One-time Deduction Override from a pre-existing paysheet onto the Final Check paysheets, and the Final Check process creates another One-time Deduction Override for the same deduction, you receive a message informing you of the amount calculated for the deduction. In this case, you have to make any necessary adjustments before you run Payroll Calculation, because multiple One-time Deductions for the same deduction are not allowed.

The system performs all applicable FLSA Distributions, Job Earnings Distributions, and Tax Distributions for the paysheets created in the Paysheet Creation process. However, for earnings associated with Leave Accruals that have been extracted in the Extract process, this program performs only the Tax Distributions as defined in the Employee Tax Distribution page. FLSA Distributions and Job Earnings Distributions aren't performed. It is your responsibility to perform any desired distribution.

After loading the paysheets for an employee, the system sets the Processing Status in the Final Check Request to Loaded and deletes Final Check Extracts in the worktable.

If a pre-existing paysheet shows a Company or Pay Group that differs from that currently in effect for the employee, the system uses the currently effective Company and Pay Group when copying that paysheet to the Final Check paysheet. It also displays a message to inform you. You can change any Final Check component before running the Calculation process.

Create Final Check Paysheets – Run Parameters Page

Usage	Use the Run Parameters page to create final check paysheets.
Object Name	RUNCTL_TERM
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Create Final Check Paysheets, Run Parameters • Compensate Employees, Manage Payroll Process (USF), Process, Create Final Check Paysheets, Run Parameters • Compensate Employees, Manage Payroll Process (CAN), Process, Create Final Check Paysheets, Run Parameters
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Create Final Check Paysheets – Run Parameters page

Run Control ID The run control ID you specified in the entry page displays here.

On-Cycle or Off-Cycle Run

Use the **On-Cycle or Off-Cycle Run** group box to create final check paysheets for either on-cycle or off-cycle Pay Calendars associated with the pay run ID you select. If you work within this group box, the **Off-Cycle Run** group box becomes unavailable for entry.

Pay Run ID Select a pay run ID to create final check paysheets for the Pay Calendars associated with the ID you choose.

On or Off-Cycle

Select ***On-Cycle***, ***Off-Cycle***, or ***None*** for the final check paysheets you are creating.

Off-Cycle Run

Use the **Off-Cycle Run** group box to specify the Company, Pay Group, and Pay End Date, for which you want final check paysheets created. If you work within this group box, the **On-Cycle** or **Off-Cycle Run** group box becomes unavailable for entry.

Company

Select a Company for the off-cycle final check paysheet.

Pay Group

Select a pay group for the off-cycle final check paysheet.

Pay End Date

Select a pay end date for the off-cycle final check paysheet.

Run

Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

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

Note. This process allows the Final Check Paysheet Create function to gather the information entered in the various system tables about the employees for whom Final Check Requests have been processed and generate the pay earnings information for each payline.



After creating Final Check paysheets, you run the normal Payroll Calculation and Confirmation processes.



For more information about running the pay calculation and confirmation processes, see Calculating Pay and USF Setting Up and Processing Agency Interfaces.

Rerunning the Final Check Paysheet Create Process

If, for any reason, you need to rerun the Final Check Paysheet Create process, you can check the Reprocess Check box in the Final Check Request page and rerun the Final Check Process.

To Rerun the Final Check Paysheet Create Process:

1. Select the **Reprocess** check box on the Final Check Request page.



This check box does not appear on the page unless the employee has an Unconfirmed Final Check paysheet.

2. Mark any pre-existing paysheets OK to Pay.
3. Run the Final Check Paysheet Create process again.

After reprocessing the request, the system hides the Reprocess check box.



For more information about Final Check Requests, see Processing a Final Check Request.

Final Check Reports

You can generate two Final Check reports from the Create Final Check Paysheets page. To run the Final Check Request Report and the Final Check Reconcile Report, select Report 1 and select the report you want to generate.



For more information about these and other Payroll reports, see Overview of Payroll for North America Reports.

Working with Paysheets Online

Before running the Pay Calculation Process, you can make pay-related adjustments for the current pay period. Select **Compensate Employees, Manage Payroll Process**.

Accessing Paysheet and Payline Data

The various Paysheet and Payline pages display the same content. The difference between these pages is in the way you access them.

Paysheets

Start by selecting **Compensate Employees, Manage Payroll Process (US) (USF) (CAN), Use, Paysheet**. You access Paysheets by paysheet page, specifying a Company, Pay Group, Pay Period End Date, and Page #. If the Pay Period End Date you specify is not current, Off-Cycle defaults to on.

For example, you can go straight to paysheet information for a specific EmplID or Name. The advantage of this access method is that you can go directly to an employee's payline by entering the employee ID or the employee's name. Typing 8 in EmplID and clicking **Search** brings up a list box of all employees whose ID begins with 8. Typing a capital L in Name brings up a list of all employees whose last names begin with L.

Paylines

You access Paylines, on the other hand, using more specific selection criteria. Select **Compensate Employees, Manage Payroll Process (US) (USF) (CAN), Use, Payline**.

The screenshot displays the 'Sample Payline page' with the following details:

- Paysheet Details:** Company: DC, Pay Group: LBH, Pay Period End Date: 01/02/1999, Page: 2. Employee: Benitez, Hector (EmplID: L00053).
- Earnings:** Includes fields for OK to Pay, Job Pay, Override Hourly Rate, No Direct Deposit, Gross-Up, and TL Records. It shows a regular salary of 37.290000 and a holiday (HOL) of 16.00.
- Other Earnings:** Shows a holiday (HOL) of 16.00.

Sample Payline page

The Payline Update/Display page offers two additional options for a search:

- You may select all employees who've had a change in their pay data and need to be recalculated by choosing **Calculation Required** from the **Job Pay Data Change** drop down list.

Entering Yes in the same field selects all employees whose pay has been recalculated due to a change in one of their pay-related records.

- Entering Y in Partial Pay Period brings up a list of all employees who have not been active for the entire pay period, or whose job record has been updated with an Effective Date that falls between the Pay Period Begin and End Dates.

What the system actually does is turn on the partial pay period flag when a new job record is

created for an employee during the pay period, assuming paysheets are built. When you enter Y in the Partial Pay Period field in the page, the subsequent list includes only those employees for whom the partial pay period flag is turned on.

Let's say CCB hired five new people: Marie started on February 2, Bob on February 5, and Allen, Judy, and Chris on February 10. They were all assigned to the SM1 pay group and are scheduled to receive their first paycheck in the February 1-15 pay period. When you run paysheets, the system prorates their pay automatically. You could quickly access their paylines by entering Y in the partial pay period as part of your payline selection criteria.

You may also view only those paysheets that have been recalculated since the last pay run. For example, suppose you have run your first payroll calculation and then notice that Jan Gregory was scheduled to receive a salary increase last week. During the second half of the pay period, she should have been paid at her new rate of \$30.00 per hour. You would make an entry on her job record, reflecting her new salary, and rerun payroll calculation.

Accessing Payline Information by Account Code

If you select the Payline Earnings (Account) page from the Use menu, you can access Payline information by account code. Select **Compensate Employees, Manage Payroll Process, Use, Payline Earnings (Account)**.

The screenshot shows a web form titled "Payline Earnings (Account)". Below the title is a section labeled "Find an Existing Value". The form contains several input fields and checkboxes:

- Company: [text box]
- Pay Group: [text box]
- Pay Period End Date: [text box] with a calendar icon
- Off Cycle ? [checkbox]
- Page #: [text box] with a magnifying glass icon
- Line #: [text box]
- EmplID: [text box]
- Account Code: [text box]
- Name: [text box]

Payline Earnings (Account) selection criteria

Paysheet and Payline Pages: What's the Difference?

There is one subtle difference between the Paysheet and Payline pages: Paylines don't have a third scroll area for moving to the next payline. Thus, you can only view one payline at a time on the Payline page.

When to Use Paylines and Not Paysheets

If it's necessary to enter hours for the majority of the employees on your payroll run, you use the Paysheet pages to enter the bulk of the information. This way, you can simply scroll through paylines for that paysheet run, entering the required data. After the initial calculation run, you most likely want to use the Payline pages to enter corrections and last-minute adjustments for specific employees. Why? Because you can get to the employee you want much faster by accessing the individual payline.

If you use paysheet reports to enter payroll information, you want to use one of the Paysheet pages. However, if you want to review pay earnings entries for a specific employee or group of employees, choose one of the Payline pages.

Paysheet Earnings: Standard Page and Short Form

PeopleSoft supplies two formats for entering data on paysheets:

- The standard Paysheet Earnings page
- The Paysheet Earnings (Short Form) page

The Paysheet Earnings Short Form page provides an abbreviated view of the Paysheet page. It limits the number of items you can change on that page for an employee, but allows for faster, less complicated data entry.

Paysheet Earnings (Short Form) – Paysheet Earnings (Short Form) Page

Usage	Use the Paysheet Earnings (Short Form) page to make changes to the paysheet that affect the pay calculation process.
Object Name	PAY_SHEET_MULT_S
Navigation	• Compensate Employees, Manage Payroll Process (US), Use, Paysheet Earnings (Short Form), Paysheet Earnings (Short Form) • Compensate Employees, Manage Payroll Process (USF), Use, Paysheet Earnings (Short Form), Paysheet Earnings (Short Form) • Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet Earnings (Short Form), Paysheet Earnings (Short Form)
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Paysheet Earnings(Short Form) Paysheet Page Bals(Shrt Form)

Company: DC Pay Group: LBS Pay Period End Date: 01/02/1999 Page: 1

Paysheet Details Find | View All First 1 of 7 Last

Line	ID	Empl Rcd#	Ben Rcd#	Name
1	L00002	0	0	D'Gamma,Robert

No Message

Earnings Find | View All First 1 of 2 Last

☒ OK to Pay
 ☒ Job Pay
 ☐ TL Records
 ☐ EI Period Correction

Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Regular Salary
				27.050000	2,164.00

Position: L0000007 *Business Unit: FEDBT *Department: L1100 Job Code: L0038

Other Earnings Find | View All First 1 of 1 Last

*Code	Seq #	Rate Code	Hours	Compensation Rate	Amount
☒ HOL			16.00		

Paysheet Earnings (Short Form) – Paysheet Earnings (Short Form) page



All fields on this page have the same functionality as the fields on the Paysheet page (commercial version).

Reviewing Paysheet Page Balances

You can review any of your paysheet page balances using the Paysheet Page Balances page and the Paysheet Page Bals (Shrt Form) page.

Paysheet – Page Balances Page

Usage	Use the Page Balances page to assist you in auditing paysheets for accuracy.
Object Name	PAY_SHEET_ADD_P
Navigation	- Compensate Employees, Manage Payroll Process (US), Use, Paysheet, Paysheet Page Balances - Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, Paysheet Page Balances - Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, Paysheet Page Balances
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Paysheet		One-Time Deductions		One-Time Garnishment		One-Time Taxes		Page Balances	
Company: DC		Pay Group: LBS		Pay Period End Date: 01/02/1999		Page: 1			
☐ Off Cycle ?									
Page Balances									
Total Lines:		9		Total Lines OK to Pay:		9			
Total Regular Hours:				Total Regular Earnings:		\$11,243.20			
Total Overtime Hours:				Total Other Earnings:		\$650.00			
Total Other Hours:		112.00		Total Hourly Rate:		\$189.410000			

Paysheet – Page Balances page

Company	The company you specified in the entry page displays here.
Pay Group	The pay group you specified in the entry page displays here.
Pay Period End Date	The pay period end date displays here.
Page	The page number displays here.
Off Cycle?	If the paysheet is created as an off-cycle paysheet this check box is selected automatically by the system at the time the paysheet is created.

Page Balances

Use the **Page Balances** group box to edit and view each paysheet page.

Total Lines	The total number of lines on the paysheet page displays here.
Total Lines OK to Pay	The total number of lines OK to pay on the paysheet page displays here.
Total Regular Hours	The total number of regular hours on the paysheet page displays here.
Total Regular Earnings	The total number of regular earnings on the paysheet page displays here.
Total Overtime Hours	The total number of overtime hours on the paysheet page displays here.
Total Other Earnings	The total number of other earnings on the paysheet page displays here.
Total Other Hours	The total number of other hours on the paysheet page displays here.

Total Hourly Rate

The total hourly rate displays here.

Reviewing Paysheet Page Balances (Short Form)

Another way to display the Paysheet Balances page is to navigate to the short form using **Compensate Employees, Manage Payroll Process, Use, Paysheet Earnings (Short Form), Paysheet Page Bals (Shrt Form)**. Why is it in two places on the menu? So that when you're using the Paysheet Earnings (Short Form), you can use **F2** to toggle back and forth between it and the Paysheet Page Balances page. These two pages form a linked page group. So there's really nothing short about the Paysheet Page Bals (Shrt Form)—It's exactly the same as the Page Balances page.

Using Paysheets Effectively

Once you run paysheets, you can either print them just as you would any standard report in the system, or you can access them online using one of the Paysheet or Payline pages for reviewing payroll information. The paysheet reports provide a vehicle for checking paysheet information and making any additions or changes. The Paysheet pages are where you actually enter new data.

Regardless of how you choose to review paysheet data, online or on paper, you'll find them an invaluable reference for ensuring you pay your company's employees correctly.

If you select the Automatic Paysheet Update flag on the Pay Group Table – Paysheets page, any additional paysheets are added to the end of the run each time you rerun paysheets.

For example, on Monday morning, Anthony creates paysheets in preparation for entering payroll data on Thursday. Tuesday, CCB hires 20 new employees, all of whom should be paid in the next payroll cycle. If Anthony reruns paysheets on Wednesday morning, the system adds the new pages at the end of the paysheet report. If the Automatic Paysheet Update flag is turned off, he needs to manually add paysheet pages, using the Action, Add Page. If Automatic Paysheet Update is turned on, Paysheets are updated during Pay Calculation.

Working with Paysheet Reports

In addition to providing you with a turnaround document you can distribute to department supervisors and other managers who need to review payroll information, paysheet reports make excellent worksheets. You can use them to mark up any additional pay, taxes, accounting information, or changes that should be made to various paylines. These annotated reports then serve as entry forms for updating information within your PeopleSoft Payroll system.

Viewing Multiple Pay Earnings on a Paysheet Report

When you're reading hardcopy paysheet reports, it's important to remember that all the information you see on the Paysheet page is reduced to one line on a report.

This Paysheet Page Balance control provides a total based on what the paysheet batch process creates. These totals are not updated by any paysheet entries you make after you create paysheets.



For more information about PeopleSoft Payroll reports, see Overview of Payroll for North America Reports.

Using Paysheet Forms

You can make this report easier to read by developing a form to give it greater visual definition. PeopleSoft provides a paysheet form (created in Microsoft® Word for Windows) that you can modify for your company; or you can design your own. Either way, you'll find that the framework of a form helps you use this information more effectively

You'll find that hardcopy paysheets make excellent data entry forms for entering new or corrected information. As you maintain paysheets, you can add any additional one-time deductions or taxes or override any existing deductions or taxes.

To access the PeopleSoft paysheet form, you need to install Microsoft® Word. Use this form as a template, modify it to suit your needs, print the form, and make copies as needed.

Using Paysheet Reports

The Manage Payroll Process Report 1 and Report 2 menus enable you to run a variety of reports relating to direct deposits and paysheets.



For more information about these reports and menus, see Overview of Payroll for North America Reports.

CHAPTER 16

Administering Interfaces

PeopleSoft Payroll for North America provides a number of interfaces to other PeopleSoft products to allow an easy method of data exchange between them.

Preprocessing Time and Labor Interface



This section addresses the Payroll for North America functionality that updates paysheets with Time and Labor payable time. For more information on how the Time and Labor product handles this process, see Consolidating Payable Time and Creating Paysheets in the Integrating with Payroll Applications section of the *PeopleSoft Time and Labor* PeopleBook.

One of the primary functions of the PeopleSoft Time and Labor product is to generate payable time that can be transmitted to a payroll application. To make the transmission of PeopleSoft Time and Labor data to PeopleSoft Payroll for North America easier and seamless, an integration feature between the two products has been established.

You initially configure the two products to work together. Once the setup is established, your payroll personnel can follow a simple procedure to load Time and Labor payable time into Payroll for North America before each pay run. This is accomplished by transmitting the Time and Labor data to the Payroll for North America paysheets. Paysheets are a series of database tables, pages, and reports that pull together all current payroll information—job, earnings, deductions, and so on—that you’ve specified for employees belonging to a pay group for a specific pay period. After the Time and Labor data have been uploaded to the Payroll for North America paysheets, the payroll process can be launched, as usual, and the Payroll for North America product can then properly pay time reporters for their labor initially reported in the Time and Labor product.



This section provides information on the use of the Time and Labor Interface prior to running a payroll calculation. **For information** on the use of the Time and Labor Interface after payroll calculation has taken place, see Post-Processing Time and Labor Interface.

Overview of the Integration Process

All interactions between Time and Labor and Payroll for North America are initiated from the payroll pages.

The integration between Payroll for North America and Time and Labor is accomplished by a series of steps. Also, due to the specific data needs of each product, Time and Labor data are updated to Payroll for North America utilizing rules and criteria to ensure that the data is usable by both products and the systems operate at maximum efficiency.

The individual stages of the transfer of Time and Labor data to Payroll for North America are detailed below.

Stage 1 – Define Pay Run ID and Pay Calendars

You first define your Pay Run ID and pay calendar in Payroll for North America. Each pay calendar identifies a company, pay group, and the start and end dates of the pay period. This information is used to select employees who have been active at any time during the pay period.

Stage 2 – Initiate Loading of Time and Labor Data

From the Payroll for North America Loading Time and Labor Data, you initiate the loading of the Time and Labor data. This page uses the Pay Run ID as the identifier for which data you wish to load from Time and Labor.

The data load from Time and Labor may be performed on-cycle or off-cycle. For on-cycle processing, the system selects all employees that were active at any time during the pay period. For off-cycle processing, the system selects the employees you specifically indicate on the Load Time and Labor page.

You may run and rerun the update process on an iterative basis. The first time you run the update process, the system updates all Time and Labor earnings for the corresponding pay calendar (Pay Run ID) for all employees to the paysheets. Then, any subsequent load runs under the same Pay Run ID update only data that needs to be updated, such as earnings for employees who have a Job change or whose Time and Labor earnings have changed since the last pay update process was run. Data will also be updated if there are new rows of Time and Labor data eligible to be transferred to paysheets.

If you want to update all Time and Labor earnings data after the first run is processed, you would use Refreshing Data feature.



A Refresh Request is a method of recapturing lost data. It is not generally a normal stage in the regular processing cycle.

Stage 3 – Time and Labor Selects Correct Payable Time

Based on the options you select on the Load Time and Labor page—the Load OffCycle Data page for off-cycle load—the appropriate payable time is selected from Time and Labor records.

Stage 4 – Transfer Data, Consolidate Payable Time, and Create/Update Paysheets

Once selected, the payable time is consolidated, and the appropriate paysheets are created/updated. Time and Labor data are loaded into the paysheets as Other Earnings. The paysheets are marked as Other Earnings. Once processing is complete, the system identifies the

Time and Labor Other Earnings by selecting the TL Records check box on the parent Pay Earnings record.



Other Earnings is a separate table. Time and Labor data are not marked as other earnings. Time and Labor data go into a different table.

Paysheet transactions, unique other earnings lines on the paysheet, are generated for Time and Labor data based on any of the following information in effect for the employee during the pay period:

- Tax Distribution
- Earnings Distribution
- Prior Period Adjustments
- Task Element Overrides to Paysheets
- FLSA Adjustments
- Job Change (Pay Group, Department, Rate Change, and so on)

If a paysheet already exists for the employee, that paysheet is updated. If the paysheet does not exist for the employee, the paysheet creation process creates one for both on-cycle and off-cycle runs.

Time and Labor maintains employee time information at the work day and task levels to meet a variety of requirements such as project costing and various accounting functions. However, this level of detail is not required for payroll processing. Because such detail is not necessary, and because the length of payroll processing time should be minimized to the greatest extent possible, the update process selects and consolidates Time and Labor data to load into paysheets.

The system uses the Time and Labor Date Under Report and Pay Calendar Pay Begin and End Dates to identify which daily time transactions to select for consolidation to the paysheets. Any current period information that has been paid in a previous off-cycle pay run is not included in an on-cycle pay run for the current period. Only daily Time and Labor time records with the following are selected:

- a Payable Status of Estimate, Approved, Sent to Payroll, Rejected by Payroll, Used by Payroll, Paid-Labor Distributed, or Paid-Labor Diluted.
- prior period adjustments that have a Date Under Report less than the Pay Begin Date
- and which have not been updated to Payroll for North America.

Both the corresponding adjustment amounts for Prior Period Adjustments and any offset(s) are updated to the paysheets.

Hourly and exception hourly employees are treated the same by Time and Labor. However, the pay update process treats hourly and exception hourly employees differently from salaried employees. For hourly or exception hourly employees, any regular hours created by the paysheet

process are zeroed out. It is always expected that regular time be reported through Time and Labor. For salaried employees, the situation is different. Because salaried employees are not paid on an hourly basis, it is not appropriate to pay a salaried employee based on the number of regular hours reported in Time and Labor. In these cases, the pay update process does not zero out any regular earnings created by the paysheet process. In addition, the pay update process does not load paysheets with any Time and Labor earnings mapped to the default regular earnings code for the salaried employee's pay group.

Regardless of an employee's type, any holiday hours created by the paysheet process are removed prior to loading Time and Labor earnings through the pay update process. It is expected that all holiday time be either reported through Time and Labor or created by the Time and Labor system processes. Holiday hours are mapped to earnings codes on the Time Reporting Code (TRC) page in Time and Labor.



For more information on Time Reporting Codes (TRC), see Establishing Time Reporting Codes in your *PeopleSoft Time and Labor* PeopleBook.

Once the paysheets are updated and/or created, the process updates the Time and Labor earnings with a unique identifier that indicates which Time and Labor earnings compose a payroll earning. This unique identifier is an audit trail that details how Time and Labor data is consolidated to the paysheet. The unique identifier is also used by the labor distribution process to appropriately allocate payroll expense amounts. The process selects the TL Record check box on the pay earnings for any Time & Labor data loaded to paysheets using a XREF number. The XREF number is linked to each row of payable time from Time and Labor, so that even when paysheets are consolidated from multiple jobs to one paysheet, you never lose the connection and can always distribute the costs back to Time and Labor appropriately.

Stage 5 – Launch Pay Calculation and Finish Payroll Cycle

Once the Payroll for North America paysheets are checked and verified, you launch the payroll run calculation and complete the payroll cycle.

Stage 6 – Extract Time and Labor Costs and Export to Time and Labor



For more information on the details of this process, see Post-Processing Time and Labor Interface.

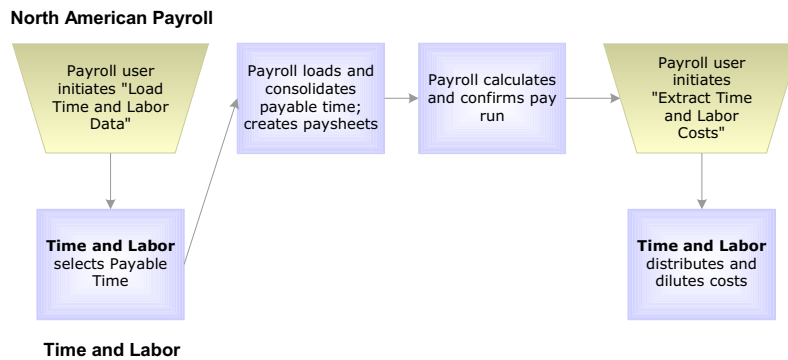
After the entire payroll cycle is confirmed for the specific calendar, you initiate the process of extracting time and labor costs from Payroll for North America and exporting them to the Time and Labor database.

Stage 7 – Time and Labor Distributes and Dilutes the Costs

Time and Labor then distributes and dilutes the costs.



The system excludes non-employee data from being updated in Payroll for North America.



Relationship between Payroll for North America and Time and Labor



For more information on paysheets, see *Working with Paysheets*. For more information on the Time and Labor data consolidation criteria, see *Consolidating Payable Time and Creating Paysheets*.

Running a Payroll With Time and Labor Data

The steps that payroll personnel must perform to compensate employees for time reported in Time and Labor are highlighted below so that you can see the high-level process from start to finish.

To process a payroll in Payroll for North America using Time and Labor data:

1. Define Pay Run ID and calendars in Payroll for North America.
2. Load Time and Labor data into Payroll for North America.
3. Review messages in Payroll for North America. If errors result from payable time, resolve them in Time and Labor and load data again.
4. Launch the pay calculation process and remaining phases of payroll cycle.

Changing Data – Iterative Processing

The update process is iterative. When you update payroll with new Time and Labor information the system only picks up employees who've had a change in Time and Labor since the last time you updated Payroll for North America.

Reviewing Messages and Correcting Errors

Any processing errors or messages related to payable time received from Time and Labor appear on the Payroll for North America system's error pages.

How Payroll for North America Treats Hourly and Salaried Employees

The Payroll system treats Hourly and Exception Hourly employees differently from Salaried employees:

- For Hourly or Exception Hourly employees, any Regular Hours created by the paysheet process, posted in the Reg Hrs In field on the paysheet, are zeroed out during the loading of Time and Labor payable time to paysheets.

You should report the hours, units, or dollars that represent regular time through Time and Labor.

- For Salaried employees, the situation is a bit different.

Because salaried employees are not paid on an hourly basis, it is not appropriate to pay them based on the number of regular hours reported in Time and Labor. In this case, the paysheet update process does not zero out any regular earnings created by the paysheet process, nor does it load paysheets with any Time and Labor earnings mapped to the default Regular earnings code for the salaried employee's pay group. Salaried employees are paid the amount that is posted in the Reg Salary field on the paysheet earnings line.

Holiday Time

Regardless of an employee's type, any holiday hours created by the paysheet process are removed prior to loading Time and Labor Earnings through the paysheet update process. It is expected that all holiday time be reported through Time and Labor or created by Time and Labor system processes.

Pay Group Table Time and Labor Page

Usage	Use the Pay Group Table Time and Labor page to define which Time and Labor elements are loaded into paysheets.
Object Name	PAYGROUP_TABLE9
Navigation	Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Time and Labor
Prerequisites	None
Access Requirements	Enter a Company and Pay Group.

Definition		Process Control		Calc Parameters									
Company: ACC		State of Accord											
Pay Group: PAM													
Pay Group Information Find First 1 of 1 Last													
*Effective Date:	01/01/1990	*Status:	Active										
*SetID:	SHARE	☐ Retiree Pay Group											
*Description:	Accord Monthly	PI Configuration ID:											
Short Description:	Acc Mnth	Deduction Priority:											
*Country:	USA	USA											
Currency:	USD	Dollar											
*Employee Type Default:	Salaried												
<table border="1"> <thead> <tr> <th colspan="2">GL Use</th> </tr> </thead> <tbody> <tr> <td>Rate Type:</td> <td>OFFIC</td> </tr> <tr> <td>Conv Date:</td> <td>C</td> </tr> </tbody> </table>						GL Use		Rate Type:	OFFIC	Conv Date:	C		
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Frequency													
*Pay:	M Monthly												
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*Monthly:	M Monthly												

Pay Group Table - Time and Labor 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: **Company, Pay Group, Effective, Status.**

Task Elements to Paysheets

Insert a row for each Time and Labor element you want to be loaded onto paysheets. The valid values are: **Account Code, Business Unit, Department, Job Code, Locality, Position Number, and State.**

Separate lines are created on the paysheets whenever a new set of Time and Labor elements is encountered. For example, if you were to select **Business Unit** and then put a different Business Unit on the regular hours reported for each day (for five days), five lines would be created on the paysheet. However, if you were to select **Business Unit** and **Department**, then enter the same Business Unit and Department on all hours reported for the pay period, one line would be created on the paysheet.

Certain values also have dependencies. If you select **Department**, you must also select **Business Unit**. If you select, **Job Code**, you must also select **Business Unit**. If you select **Locality**, you must also select **State**.



The Payroll for North America system is delivered with the default values of **State** and **Locality** already inserted on this page. If you designate multiple task elements on this page, it may cause problems with your array size. This should be taken into consideration when defining this page.

Load Time and Labor Page

Usage	Use the Load Time and Labor page to run the process to load payable time from Time and Labor into Payroll for North America paysheets.
Object Name	PY_LDTL_RC
Navigation	Compensate Employees, Manage Payroll Process (US), Process, Load Time and Labor, Load Time Labor
Prerequisites	You must create the Pay Run ID for the payroll process. This is the first of a two-page component.
Access Requirements	Enter the Run Control ID.

Load Time and Labor Off-Cycle Data

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameter(s)

*Pay Run ID: KC1-00-01 WkPy01-00

*Description: 1

*On or Off-Cycle: Off-Cycle

☒ OK to Pay ☒ Refresh Request Request Source: User

Load Time and Labor 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**.

Pay Run ID

Select the **Pay Run ID** that identifies the pay calendars you want to process. Each pay calendar identifies a company, pay group, and the start and end dates of the pay period. This information is used to select employees that have been active any time during the pay period.

Description

This **Description** field is the text box to the right of the **Pay Run ID** field. It is an important field and is required on this page so that you can discriminate between multiple instances of loading Time and Labor data when using the Load TL History – Load Time Labor Page and Load TL History – OffCycle Dat Page pages. Try to be as descriptive as possible when completing this edit box.

On or Off-Cycle

Select **On Cycle**, if you want to process a regularly scheduled payroll for a pay group and pay period.

Select **Off Cycle**, if you want to process a payroll outside the normal pay group's pay period schedule. Typically, off-cycle payroll processing is performed for on-demand or final payments to employees who are leaving the company.

If you select **Off Cycle**, some additional fields appear at the bottom of the page, enabling you to select only those employees you want to process and/or only those earnings codes you want to process.

While you could conceivably select **Off Cycle** here and not use the second Load OffCycle Data Page to narrow the population for which paysheets are created, it is strongly discouraged. This is because not using the Load OffCycle Data page in such a situation results in the system selecting all employees for the Pay Run ID. This could result in paying employees you did not intend to pay.

OK to Pay

Select this option if you want all Time and Labor earnings to be marked as **OK to Pay** on the paysheet. If you do not select this option, you must manually mark every paysheet as **OK to Pay** on the Paysheet Page.

Refresh Request

Selecting this option restarts the selection process for all employees in the pay run and should be used only when you need to start the process over. A more detailed explanation of the **Refresh Request** feature is discussed in Refreshing Data.

Warning! A refresh request allows you to reselect all of the data that was passed in the original request, current and prior period adjustments, plus any new unclaimed payable time entries (where Payable Status is set to Estimate, Closed, Sent to Payroll, or Rejected by Payroll).

Request Source

This is a display only field. It displays the source of the request. Valid values that may display are: **Pay Calc**, **Final Calc**, **Online Check**, and **User**. This lets you know whether you or someone in your organization (a User) generated the loading of Time and Labor data or if the system did it automatically through the pay calculation, final calculation, or online check process.



We advise you to execute the Load Time and Labor process immediately before executing the payroll calculation. This ensures that the payroll system receives the most current information for processing. For payable time that does not map to an earnings code, the system changes the Payable Time Status to Rejected and generates an error message that can be reviewed through Payroll for North America's error message page. If you receive an "Invalid Mapping of TRC to NA Earnings Code" error message during processing, you must correct the TRC to NA Earnings Code mapping and rerun the process. If you receive an "Invalid Currency of TRC for the NA Pay Group" error message during process, you have a conflict between the default currency for the Pay Group and the TRC currency. You must resolve this conflict, then rerun the process. The Load Time and Labor process closes payable time, if you do not want labor distribution, or dilution to run so that costs are sent to Projects, if you have Projects installed.



A refresh request allows you to reselect all of the data that was passed in the original request, current and prior period adjustments, plus any new unclaimed payable time entries (where Payable Status is set to Estimate, Closed, Sent to Payroll, or Rejected by Payroll).



You should use the Load TL History – Load Time Labor Page and Load TL History – OffCycle Dat Page to determine the correct run to refresh prior to running the refresh process.

The selection process for refresh requests is the same as an original request. The only difference is that a process runs prior to the loading of data that performs the following functions:

- Deletes the Payroll Request Number and Pay System value on the Payable Time record.
- Deletes all applicable transactions in Pay Earnings and Pay Other Earnings.
- Resets Payable Status.

Load OffCycle Data Page

Usage	Use the Load OffCycle Data page to run the process to load payable time from Time and Labor into Payroll for North America paysheets on an off-cycle basis.
Object Name	PY_LDTLEMP_RC
Navigation	Compensate Employees, Manage Payroll Process (US), Load Time and Labor, OffCycle Data
Prerequisites	You must create the Pay Run ID for the payroll process. This is the second of a two-page group.

Access Requirements	Enter a Run Control ID.

Load OffCycle Data 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**.

The fields on this page are not available if you selected On-Cycle in the On or Off-Cycle field on the Load Time Labor page.

Employee IDs

You can select just those time reporters you want to process. Enter the employee ID for the employee you want to process. The employee must be in a company and pay group within the selected Pay Run ID. Off-cycle paysheets are created only for employees who have available payable time.

The box to the right of the Employee ID is the Employee Record Number. The value defaults to 0 (zero). If the employee has multiple jobs within your company, and you wish to load off-cycle Time and Labor data for that employee for a particular job, enter the Employee Record Number corresponding to that job.

Earnings Codes

Add earnings codes, if you want to load data for a special payment, such as a bonus run. If no earnings codes are selected, it is assumed you wish to load data for all earnings codes.



For payable time that does not map to an earnings code, the system changes the Payable Time Status to Rejected and generates an error message that can be reviewed through Payroll for North America's error message page. **Note.** If you receive an "Invalid Mapping of TRC to NA Earnings Code" error message during processing, you must correct the TRC to NA Earnings Code mapping and rerun the process. If you receive an "Invalid Currency of TRC for the NA Pay Group" error message during process, you have a conflict between the default currency for the Pay Group and the TRC currency. You must resolve this conflict, then rerun the process.

Processing Information and Guidelines

Here are information and guidelines to ensure an accurate transfer of Time and Labor data to Payroll for North America paysheets.

Payroll Processes That Load Time and Labor Time

The following Payroll for North America processes load payable time from Time and Labor:

- Final check
- Online Check
- Pay Calculation
- Load Time and Labor – On-Cycle and Off-Cycle pay runs

Iterative Processing

Running the paysheet update process iteratively probably makes sense if you administer a salaried group of employees who have a very low exception rate. In this situation, you can run the paysheet update process after you create time at the beginning of a pay period, then run a preliminary pay calculation and do some cleanup. Then, at the end of the pay period, you can run the paysheet update process again to pick up only those employees who have reported exceptions during the period, such as the odd vacation or sick leave. Even with the odd exception time, remember that the paysheet update process performs a complete re-update of the employee's time to ensure that the time is properly summarized.

Reviewing Results and Correcting Errors

After running the paysheet update process, you should review the Check Pay Message page after each paysheet update process is run.

You can check the status of the process with Process Monitor. However, the only error conditions that Process Monitor recognizes are those that affect the successful completion of the programs.



If you encounter errors or discrepancies after you run pay calculation, we recommend that instead of making corrections on the paysheets, you make any Time and Labor corrections in Time and Labor, then rerun the paysheet update process. Your Time and Labor records and Payroll for North America records will then be synchronous.

Prior Period Adjustments

Prior period adjustments in Time and Labor are automatically updated through the Load Time and Labor process. The Load Time and Labor process populates the paysheet with both the negative and positive hours, amounts, or unit in Other Earnings. The process summarizes all negative and positive adjustment entries by date and by Earnings Code.

The paysheet update process creates a new earnings entry for each prior period adjustment and sets the pay Earning's Begin/End Dates equal to the prior period adjustments Date Under Report.

Online Check

When you request an online check, you first see a message box that asks if you want to use the paysheet creation process. If you answer Yes, and the Time and Labor product is installed, you get a second message box that asks if you want the process to retrieve available Time and Labor data.



For more information on the online check process, see Processing Online Checks.

Final Check

You can use an existing on-cycle calendar to run the final check process. The final check process takes any existing paysheets, including Time and Labor, and copies them to an off-cycle paysheet. Then it marks the source paysheets as Not OK to Pay. In effect, the final check process generates an off-cycle request for one employee. It uses the same logic as the final check currently uses to determine the Pay End Date to use for the creation of the Time and Labor paysheets. The system always asks if you want to use existing paysheets or creates new ones.

The Final Check Request page includes a Include T&L Payable Time check box which you select if you want to include Time and Labor Payable Time in the final check paysheet creation process. This option brings a separate Pay Other Earnings Row(s) sourced from Time and Labor.



For more information on the final checks, see Creating Final Check Paysheets or Processing a Final Check Request.

Preprocessing Variable Compensation, Stock, and Expenses Interfaces

When you use PeopleSoft Human Resources, Expenses, or Stock Administration with Payroll for North America, you can load the following types of data directly into your paysheets:

- Monetary and non-monetary awards (with the exception of stock).
- Expense advances and reimbursements.
- Refunds for Stock Purchase contributions.
- Taxes related to stock options.

Both on-cycle and off-cycle processing is fully supported. Payroll performs gross-ups and issue payments in a separate check or consolidated check, according to the instructions entered in the source application. Once a pay cycle is confirmed, you can send processed data back to the originating product, keeping records in all your applications complete and up-to-date.

This section explains how to load paysheets with earnings and expense data generated by PeopleSoft Human Resources, Expenses, and Stock Administration. Once data is successfully loaded, you run the payroll process as usual.



For more information about sending processed data back to the source application after a pay run is confirmed, see Post-Processing Variable Compensation and Expenses Interfaces.

Understanding Enterprise Integration Points

The Payroll for North America/Accounts Payable Interface utilizes two enterprise integration points (EIPs) as part of its functionality to deliver Payroll for North America data to Accounts Payable.

The Variable Compensation/Payroll for North America Integration utilizes two EIPs as part of its functionality to transfer Variable Compensation data between Human Resources and Payroll for North America.

The Expenses/Payroll for North America Interface utilizes four EIPs as part of its functionality to deliver expenses data to Payroll for North America.

Payroll for North America/Accounts Payable Interface

The EIPs used are Vendor and Vouchers.

Vendor

This EIP utilizes Application Messaging integration technology using the following application messages delivered via the VENDOR channel:

- VENDOR_SYNC
- VENDOR_FULLSYNC

The Vendor EIP uses the VENDOR_FULLSYNC publish rule.

The Vendor EIP publishes data to the VNDR_ID table and Accounts Payable subscribes to the data. This publish and subscribe activity takes place every hour.

Vouchers

This EIP utilizes Application Messaging integration technology using the VOUCHER_BUILD message delivered via the VOUCHER channel.

The Voucher EIP publishes data to three tables (VOUCHER, VOUCHER_LINE, and DISTRIB_LINE) and Accounts Payable subscribes to the data. This publish and subscribe activity takes place every hour.



For more information regarding the technical details and data rules for these EIPs, see EIP Series in *Enterprise Integration PeopleBook: EIP Catalog*.

Variable Compensation/Payroll for North America Integration

The EIPs used are Acknowledgement/Verification of Variable Comp Payment and Variable Comp Request for Payment.

Acknowledgement/Verification of Variable Comp Payment

This EIP utilizes Application Messaging integration technology using the VAR_COMP_PAYMENT_ACKNOWLEDGE application message. The data is delivered via the VAR_COMP_PAYROLL_INTERFACE channel.

This EIP uses the VAR_COMP_PAYMENT_ACKNOWLEDGE publish rule.

The Payroll for North America application publishes data to the PS_PYVC_ACK_PUB table. Human Resources then subscribes to the table to retrieve Payroll data. This publish and subscribe activity takes place in near real time.

Variable Comp Request for Payment

This EIP utilizes Application Messaging integration technology using the VAR_COMP_PAYMENT_REQUEST application message. The data is delivered via the VAR_COMP_PAYROLL_INTERFACE channel.

The Human Resources application publishes data to the PS_VCPY_RQT_PUB table for use by the Payroll for North America application.



For more information regarding the technical details and data rules for these EIPs, see Acknowledgement/Verification of Variable Comp Payment and Variable Comp Request for Payment in *Enterprise Integration PeopleBook: EIP Catalog*.

Expenses/Payroll for North America Interface



For more information about the EIPs used by this functionality, see PeopleSoft 8 Expenses PeopleBook.

Understanding the Paysheet Load Process

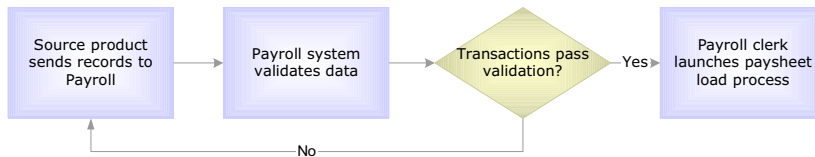
Before you can load earnings and expense data into Payroll for North America, you need to map items in your source application—PeopleSoft Human Resources, Expenses, or Stock Administration—to payroll earnings or deduction codes. For example, if you use the Variable Compensation feature of Human Resources, you map each compensation plan to the appropriate earnings code. Mapping instructions and any other setup requirements that must be met before data can be loaded are covered in the documentation for the source product.



For more information about Variable Compensation, see Variable Compensation/Payroll for North America Integration. For more information about PeopleSoft Expenses, see Expenses/Payroll for North America Interface. For more information about PeopleSoft Stock Administration, see Loading Stock Purchase Refunds and Stock Option Data

Communication between Payroll for North America and PeopleSoft Expenses and Human Resources is accomplished through the use of Application Messaging, which works behind the scenes to quickly transfer data back and forth. Communication with PeopleSoft Stock Administration is accomplished through the use of shared tables.

PeopleSoft Expenses and Human Resources always initiate communication with Payroll by sending data, such as awards or expense advances, to a temporary file that can be accessed by Payroll. Payroll validates the data and returns records that do not pass the validation process so they can be updated and resent. A payroll clerk then uses the Load Paysheet Run Control page to launch a batch process that loads the validated records into existing paysheets or creates new paysheets, as needed.



How data is loaded into the payroll system



For more information about Application Messaging, see the PeopleSoft Application Messaging.

When you run the transaction load process, Payroll for North America selects Job data for each employee in the transaction file, regardless of the employee's status. It processes each employee's earnings and tax distributions and puts FLSA employees into FLSA periods.

Regular pay and hours are not loaded from Job; instead, all amounts are pulled from the transactions created in the source application. The contents of the transaction record determine whether the system creates a Pay Other earnings record or a tax/deduction override record. The system creates a new paysheet for the employee or load data into the current paysheet, if one exists.

Transaction records remain in the system until you choose to delete them. When you run the load process, their status is converted from active to inactive. Only active records are loaded to paysheets.

Resetting Transactions

In the event of a Pay Unsheet, you can use the Reset Transactions feature to reset transactions from inactive to active, then run the load paysheet process again.

Load/Reset Paysheet Trans – Load/Reset Trans Page

Usage	Use the Load/Reset Paysheet Transactions page after you receive data from PeopleSoft Variable Compensation, Expenses, Stock Administration, or third-party applications. Use the page to load data into paysheets or reset previously sent transactions from inactive to active status.
Object Name	RUNCTL_PSHUP
Navigation	Compensate Employees, Manage Payroll Process (US), Process, Load/Reset Paysheet Trans, Load/Reset Trans Compensate Employees, Manage Payroll Process CAN, Process, Load/Reset Paysheet Trans, Load/Reset Trans
Prerequisites	You must receive the data you are going to load from the source application.
Access Requirements	Enter the Run Control ID

Load/Reset Transaction 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**.

On-Cycle or Off-Cycle Run

Use the **On-Cycle or Off-Cycle Run** group box or the **Off-Cycle Run** group box to the right to specify which transactions you want to load into paysheets. For on-cycle runs, you must use the **On-Cycle or Off-Cycle Run** group box; for off-cycle runs, you can use either group box.

Pay Run ID

Select the **Pay Run ID** that identifies the pay calendars for which you want to load data. The system loads data for all employees in the companies and pay groups represented by the **Pay Run ID**.

On or Off-Cycle

Specify whether this is an on-cycle or off-cycle run.

Off-Cycle Run

For off-cycle runs, use this group box if you want to load data for a single employee. If you complete the fields in this group box, you cannot use the **On-Cycle or Off-Cycle Run** group box to the left.

Company

Select the employee's company.

Pay Group

Select the **Pay Group** the employee is associated with.

Pay End Date

Select the **Pay End Date** through which you want to retrieve data for the employee. The date you select in this field appears as the pay end date on the paysheet.

Process Emplid (Employee ID)

Enter the employee's Emplid. (You must complete the **Company** field before you can enter the Emplid.)

Empl Rcd# (Employee Record Number)

Enter the employee's Emplid. (You must complete the **Process Emplid** field before you can enter the Empl Rcd#.)

Calculation Options

Enter processing instructions in the **Calculation Options** group box.

Paysheet Update Source

Select the source of the data from which you want to create paysheets or leave this field blank to load data from all sources. These are the valid entries:

ESPP (Employee Stock Purchase Plan): Select this option to load data for issuing refunds of ESPP contributions from PeopleSoft Stock Administration.

Exp Intf (Expense Interface): Select this option to load expense data from PeopleSoft Expenses. When you select **Exp Intf**, the **Separate Pay Run** check box becomes available.

Oth Source. (Other Source): Select this option to load data from third-party applications.

Stock Intf (Stock Interface): Select this option to load tax data for stock options exercised through PeopleSoft Stock Administration.

Var Comp (Variable Compensation): Select this option to load data from the Variable Compensation module of PeopleSoft Human Resources.

Process Option

Enter instructions for creating, loading, or resetting transactions, as applicable. These are the valid entries:

Process Transactions: Select this option if you wish to load data and create paysheets.

Reset Transactions: Select this option to reset transactions from inactive to active so that you can create paysheets again, if necessary.

Separate Pay Run

If you select **Exp Intf** or **Var Comp** as the **Paysheet Update Source**, and you're running an off-cycle process, you can select **Separate Pay Run** to create a separate pay run for expense or variable compensation payments.

OK to Pay

Select the **OK to Pay** option if you want the load process to automatically mark the paysheets as **OK to Pay**. Pay Calculation processes only those transactions **marked OK to Pay**.

Leave this field blank if you want to review the paysheets and manually mark them **OK to Pay**.

Run

Click **Run** to run this request. Process Scheduler runs the load/reset paysheet transactions process at user-defined intervals.

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

Paysheet Load Report

If you wish to see the contents of the file that holds the transactions that are loaded into the paysheets, you can print the Payroll Load Transaction File Report. The report lists all transactions received from PeopleSoft Expenses, Stock Administration, and Variable Compensation that are in active status.

Loading Variable Compensation Data

If you're using the Variable Compensation feature of PeopleSoft Human Resources, you can easily load data for monetary awards and non-monetary/non-stock awards into Payroll for North America before a pay run. Payment is always made in the currency associated with the employee's pay group. The earnings Begin and End Dates on the paysheet are set to the award date.

The process begins when the variable compensation awards are sent to payroll. This process is initiated through Variable Compensation. The following procedure explains what to do once the records are sent.

To load award data into paysheets:

1. Check PS Application Message Monitor to confirm receipt of the award records.

When the records have arrived from the source application, a message appears on the PS Application Message Monitor.



For more information about using PS Application Message Monitor, see the PeopleSoft Application Messaging.

2. Launch the validation process from the Process VC Awards Page.

Payroll for North America validates the records according to the criteria listed below, rejecting records that are not acceptable. Once an award passes the validation process, it cannot be changed or canceled, with one exception: If the Variable Compensation Administrator sent the wrong set of award records, you have the option of rejecting all records for the selected Plan ID and Payout Period.



For more information, see Rejecting All Award Records.

You can view any errors messages that are produced during the validation process through PS Application Message Monitor, though these messages are intended for the Variable Compensation Administrator. The Variable Compensation Administrator will also receive an email notice of any errors.

Invalid Earning Code

Invalid Employee ID & Record#

Invalid Currency Code

Transaction already exists

Amount Exceeds Payroll Maximum (If the converted value of the amount is longer than 8.2 digits, it should be split into smaller amounts.)

Reject All – Requested by User

The Variable Compensation Administrator should make any corrections that are necessary and resubmit the revised records to Payroll.

3. Use the Load/Reset Paysheet Trans – Load/Reset Trans Page to load data into the paysheets.

Once you load data into the paysheets, you can run the rest of the payroll process, as usual.

Rejecting All Award Records

In the event the Variable Compensation Administrator submits the wrong set of awards records to Payroll, you can use the Reject All option on the Process VC Awards Page to reject all records for a selected Plan ID and Payout Period before the paysheet load process. This feature prevents further processing of the data and should be used only at the request of the Variable Compensation Administrator.

Process VC Awards Page

Usage	Use the Process VC Awards page to validate award data submitted by Variable Compensation. You can also use this page to reject an entire transmission of awards data.
Object Name	RUNCTL_VCAWARD
Navigation	Compensate Employees, Manage Payroll Process, Process, Process VC Awards, Process VC Awards

Prerequisites	Awards data must have already been submitted to Payroll by Variable Compensation.
Access Requirements	Enter the Run Control ID.

Process VC Awards

Run Control ID: test [Report List](#) [Process Monitor](#) **Process Request**

Report Request Parameter(s)

☒ Reject All

VC Plan ID:

Payout Period ID:

Process VC Awards page

Operator ID

This field displays your **Operator ID**.

Run Control ID

The run control ID you entered to access this page appears here.

Reject All

Select this option only if you want to reject all award data for a selected plan ID and payout period that has been sent by the Variable Compensation Administrator since you last ran the paysheet load process.

You will not be able to save this page if any awards for the plan ID and payout period that you select in the next two fields have already been processed through payroll, regardless of the stage of payroll processing.

Warning! The Reject All option should be selected only at the request of the Variable Compensation Administrator.

VC Plan ID

This field appears only if you select the Reject All check box. Select the variable compensation plan for which you want to reject awards.

Payout Period ID

This field appears only if you select the Reject All check box. Select the payout period for which you want to reject awards.

Process Request

Click **Process Request** to run this request. Process Scheduler runs the process VC awards process at user-defined intervals.

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

Loading Expense Data

When you interface PeopleSoft Expenses with Payroll for North America, you can pay approved expense advances and reimbursements in on-cycle or off-cycle pay runs. Payroll for North America handles the unique taxation and reporting requirements of each type of reimbursement based on the instructions received from Expenses. (The earnings code indicates the tax status of each payment.)

Processing rules for expenses are as follows:

- If gross up instructions have been entered in PeopleSoft Expenses, Payroll creates a separate check for the expense. Gross up items cannot be combined with other earnings, or with other grossed-up amounts.
- Negative adjustments to expenses previously sent to Payroll must be processed in an on-cycle pay run with other items that offset the negative amount.

The process of loading expense data begins when someone enters a request in PeopleSoft Expenses to send expense data to Payroll. The following procedure explains what to do once the records are sent.

To load expense data into paysheets:

1. Check PS Application Message Monitor to confirm receipt of records.

The Payroll system receives the expense records, validates them, and posts a message on PS Application Message Monitor to inform you that the records have arrived.

Records that do not pass the validation for any of the following reasons are returned to Expenses automatically so they can be corrected and resent:

Invalid Earning Code

Invalid Employee ID & Record#

Invalid Currency Code

Problem in loading to file (If the converted value of the award is longer than 8.2 digits, it should be split into smaller amounts.)

Transaction already exists

The Expense Administrator checks PS Application Message Monitor for error messages, makes the necessary corrections, and resubmits the revised records to Payroll.

2. Use the Load Paysheet Run Control page to load data into the paysheets.

Once you load data into the paysheets, you can run the rest of the payroll process, as usual.



For information about sending the payroll results back to PeopleSoft Expenses after the pay run is complete, see Post-Processing Expenses Interface.

Loading Stock Purchase Refunds and Stock Option Data

When you interface PeopleSoft Stock Administration with Payroll for North America, you can use the payroll system to perform the following functions:

- Refund contributions to Stock Purchase plans.
- Calculate taxes on exercises of stock options.
- Update an employee's payroll records with taxes that result from the exercise of stock options.

Procedures for each of these processes vary. Each process is initiated in Stock Administration.

To load data for refunds to Stock Purchase Contributions:

1. Confirm that your Stock Administrator has prepared the refund data.

Before you initiate the load process, check with your Stock Administrator to ensure the refund data has been generated.

2. Use the Load Paysheet Run Control page to load data into the paysheets.

Once you load data into the paysheets, you can run the rest of the payroll process, as usual.

To calculate taxes for stock options:

Stock Administration includes a feature that enables users to calculate the taxes that result from the exercise of stock options. The Stock Administrator simply clicks the Calculate Taxes button on the Exercise Taxes page and the employee's tax liability is calculated by Payroll and displayed on the Exercise Taxes page.

To send tax data for exercised stock options to Payroll:

1. Confirm that your Stock Administrator has sent the tax data to Payroll for North America.

Once the Stock Administrator is satisfied with the tax amounts that appear in the Stock Administration system's Exercise Taxes page, he clicks the Update Payroll button to send the tax data to Payroll for North America. Before you initiate the load process, check with your Stock Administrator to ensure the tax data has been sent.

2. Use the Load Paysheet Run Control page to load tax data into the paysheets.

After you load the tax data into the paysheets, you can run the rest of the payroll process, as usual. The Payroll system updates the employee's balances, but does not issue a check.

Post-Processing Time and Labor Interface

After the entire payroll cycle is confirmed for the specific calendar, you initiate the process of extracting time and labor costs from Payroll for North America and exporting them to the Time and Labor database.



This section provides information on the use of the Time and Labor Interface after running and confirming a payroll calculation. **For information** on the use of the Time and Labor Interface prior to running and confirming a payroll calculation, see Preprocessing Time and Labor Interface .

Extracting Time and Labor Costs Back to Time and Labor

After you have loaded Time and Labor payable time into Payroll for North America and then run and confirmed the payroll calculation process, you can extract the Time and Labor costs from Payroll for North America into Time and Labor. This process updates the Payable Time record in Time and Labor and flags the data with an indicator that the data originated from Payroll for North America. The extracting of Time and Labor costs is also referred to as labor distribution.



You define that you want labor distribution and labor dilution to be processed on the Time and Labor Pay System page.



For more information about labor distribution, labor dilution, and the Time and Labor Pay System page, see the *PeopleSoft Time and Labor* PeopleBook.

Costs are returned to Time and Labor during the Extract Time and Labor Costs process from the following processes:

- On-Cycle and Off-Cycle pay calculation
- Check Reversal/Adjustment (Time and Labor would get a zero cost for reversal and would get a new value for an adjustment to Time and Labor sourced time.)
- Online check
- Final check



For more information on how to publish payable time prior to a payroll run being confirmed, see Publishing Estimated and Actual Payable Time. For more information on how Time and Labor would get a zero cost for reversal and would get a new value for an adjustment to Time and Labor sourced time, see Adjusting Time.

Extract Time and Labor Costs Page

Usage	Use the Extract Time and Labor Costs page to extract Time and Labor Costs from Payroll for North America to Time and Labor.
Object Name	PY_XTRCT_TLCOST_RC
Navigation	Compensate Employees, Manage Payroll Process (US), Process, Extract TL Costs
Prerequisites	You must have already loaded Time and Labor data and finalized the payroll calculation before you can use this page to extract the costs.
Access Requirements	Enter a Run Control ID.

Extract Time and Labor Costs 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**.

You have the option of using the group box on the left for on-cycle or off-cycle earnings or the group box on the right just for off-cycle earnings.

On-Cycle / Off-Cycle Run

If you use this group box, the process references the **Pay Run ID** and not all of the associated pay calendars attached to the **Pay Run ID**. The **Pay Run ID** can be attached to on-cycle and off-cycle pay calendars. The process extracts all of the pay calendars related to the **Pay Run ID** and looks at the earnings attached.

The Extract Time and Labor Costs process can be run for on-cycle earnings, off-cycle earnings, or both.

Pay Run ID

Select the **Pay Run ID** that identifies the pay calendars from which you want to extract Time and Labor costs.

On-Cycle

If you choose the **On-Cycle** option, on-cycle earnings are distributed only once.

Off-Cycle

If you choose the **Off-Cycle** option, off-cycle pay earnings attached to an on-cycle pay calendar are rerun again, as there might be additional off-cycle pay earnings that have been added. If the off-cycle pay earnings are associated to an off-cycle pay calendar, the TL Distribution Flag on the Pay Calendar Table page is set to 'Y' when it is first run, and those costs aren't rerun through labor distribution.

Both

If you choose the **Both** option for an on-cycle pay calendar, any associated off-cycle earnings to that calendar are resent, but on-cycle earnings aren't resent.

Off-Cycle Run

You can use this group box to specify the selection criteria for the extraction of Time and Labor costs for an off-cycle run. With this group box you can control the extraction of Time and Labor costs for multiple off-cycle runs that are attached to a single on-cycle run.

Company

Select the **Company** for the off-cycle run from which you wish to extract Time and Labor costs.

Pay Group

Select the **Pay Group** for the off-cycle run from which you wish to extract Time and Labor costs.

Pay End Date

Select the **Pay End Date** for the off-cycle run from which you wish to extract Time and Labor costs.

Process Page

Enter the page numbers that correspond to the paysheets from which you want to extract Time and Labor costs.



If you receive a “Multiple currencies cannot be distributed” error message during processing, you have a conflict between currencies. You must correct the conflict, then rerun the process.

Load TL History – Load Time Labor Page

Usage	Use the Load Time Labor (History) page to query the system for what on-cycle Time and Labor data has been loaded.
Object Name	PY_LDTL_TBL
Navigation	Compensate Employees, Manage Payroll Process (US), Inquire, Load TL History, Load Time Labor
Prerequisites	You must have already loaded the Time and Labor using the Load Time and Labor Page.
Access Requirements	Enter the appropriate Last Payroll Req (Request) Number. When the page appears and you click OK , a list of already processed Payroll Request Number appears with a description and/or a request source. Only Time and Labor data loads that are user generated display a description. For those Time and Labor data loads that are system generated, you use the displayed Request Source to help determine which Payroll Request Number to select.

Load Time Labor		OffCycle Dat	
Pay Req Num:	4	Load Process Date & Time:	07/04/2000 6:24PM
Pay Run ID:	KU1-00-03	US Wk03-00	
On or Off-Cycle:	On-Cycle	Description:	US Weekly Pay 03 Jan 00
☒ OK to Pay	☐ Refresh Request	Request Source:	User

Load TL History – Load Time Labor page

This page is a display-only version of the Load Time and Labor page. For an explanation of the data represented by each field, see the documentation for the Load Time and Labor Page.

Load TL History – OffCycle Dat Page

Usage	Use the Load Off Cycle Data (History) page to query the system for what off-cycle Time and Labor data has been loaded.

Object Name	PY_LDTLEMP_TBL
Navigation	Compensate Employees, Manage Payroll Process (US), Inquire, Load TL History, OffCycle Dat
Prerequisites	You must have already loaded the Time and Labor using the Load OffCycle Data Page.
Access Requirements	Enter the appropriate Last Payroll Req (Request) Number. When the page appears and you click OK , a list of already processed Payroll Request Number appears with a description and/or a request source. Only Time and Labor data loads that are user generated display a description. For those Time and Labor data loads that are system generated, you use the displayed Request Source to help determine which Payroll Request Number to select.

Load TL History – OffCycle Data page

This page is a display-only version of the Load OffCycle Data page. For an explanation of the data represented by each field, see the documentation for the Load OffCycle Data Page.

Understanding Consolidation

After Time and Labor selects the appropriate payable time and transfers the data to Payroll for North America, Payroll for North America consolidates the data. Data entries are consolidated when the following criteria are met:

- The Date Under Report, the date for which time was reported, is the same.
- The employee's Job information has not changed during the pay period.
- The earnings codes are the same.

- The payment types for the earnings code match (Either Hours or Amount OK; and Hourly Only.)
- The State, Locality, Override Rate, and Compensation Rate Code, if entered for the payable time, match.
- The Account Code, Business Unit, Department, Job Code, and Position Number, if entered for the payable time, match.

Payroll for North America only looks at these five task-related elements if they have been defined on the Pay Group Table – Time and Labor Page in the Payroll for North America system. For example, if Entry 1 has an account code of 123, and Entry 2 has an account code of 456, the system combines these entries if all of the other consolidation requirements are met, unless Account Code has been defined on the Pay Group Table – Time and Labor Page.

Prior period adjustments are consolidated separately from current period earnings. In addition, positive and negative prior period adjustments are consolidated separately.

Prior period adjustments are always consolidated one day at a time, so the Earnings Begin and End dates in Payroll for North America are always equal to the adjustment's Date Under Report in Time and Labor. This is done to provide Payroll for North America with enough information to recalculate FLSA rates, as necessary.

Linking Consolidated Entries to Original Entries

The Payroll for North America system keeps track of how it consolidates payable time and lets Time and Labor know which entries are combined by passing back a set of sequence and cross-reference numbers for each time entry. This information is important to the distribution process.

Other Pages With Related Time and Labor Fields

There are other pages in the system that are not used exclusively in the Time and Labor data load process, but that do have impact on the process. While those pages are not fully documented in these sections, there are links below to the relevant sections.

Installation Table Time and Labor Fields

There are five check box fields in the T&L/NA Payroll Paysheet Opt group box on the second (Product Specific) page of the Installation Table page group. These five fields relate specifically to how the Time and Labor to Payroll for North America integration functions.

On the Product Specific page (in the Installation Table page group), select the T&L/NA Payroll Paysheet options you wish to use. We recommend the following suggestions:

- Do not select the Change Final Check, Change Online Check, or Change Reversal Adjustments options. These options let you control whether users can make paysheet changes to data retrieved from Time and Labor. Any changes made directly to the paysheets aren't transmitted back to Time and Labor.

- Select the Refresh on Job Change option and Load in Preliminary Calc options. These options enable the automatic loading of payable time into Payroll for North America. If you select Refresh on Job Change and the Job Pay flag on the paysheet is set to Yes, a job change (such as a change in department, pay group, or employee status) causes payable time to be reloaded into the payroll system when the paysheet is rebuilt.

If you select the Load in Preliminary Calc option, Payroll for North America automatically loads Time and Labor data each time a user initiates the preliminary Pay Calculation process. It only loads payable time not previously sent to payroll.



For more information on how this page is used in relation to the Time and Labor data load feature, see Setting Up an Installation.

Pay Calendar Table Time and Labor Field

There is a display only TL Distribution check box on the Pay Calendar Table page that indicates whether labor distribution has been run for this pay calendar. If the check box is selected, the labor distribution process has been run.



For more information on how the TL Distribution check box on the Pay Calendar Table page is used, see Pay Calendar Table – Pay Calendar Table Page.

Final Check Program Table Time and Labor Field

There is an Include T&L Payable Time check box on the Final Check Program Table page that should be checked if you wish to include Time and Labor payable time during a final check process.



For more information on how the Include T&L Payable Time check box on the Final Check Program Table page is used, see Final Check Program Table – Program Definition Page.

Final Check Request Time and Labor Field

There is an Include T&L Payable Time check box on the Final Check Request page that should be checked if you wish to include Time and Labor payable time during a final check process.



For more information on how the Include T&L Payable Time check box on the Final Check Request page is used, see Processing a Final Check Request.

Post-Processing Variable Compensation and Expenses Interfaces

This section explains how to send payroll results back to PeopleSoft Expenses and the Variable Compensation component of Human Resources after you complete a pay run.



For more information about loading data from Variable Compensation and PeopleSoft Expenses into Payroll for North America before a pay run, see Preprocessing Variable Compensation, Stock, and Expenses Interfaces.

Post-Processing Variable Compensation Interface

Use the Notify VC page to notify the Variable Compensation Administrator that the payroll results are loaded into Human Resources. Payroll sends the following information to Human Resources with a status of paid:

Empl ID and Empl Rcd Nbr
 VC Plan ID
 VC Payout Period
 GB Group ID
 VC Award Date

If necessary, you can launch this process more than once for the same Pay Run ID.

Notify Variable Compensation Page

Usage	Use the Notify Variable Comp page after you confirm a pay run that processed paysheets loaded with variable compensation data. This process sends a verification of payment to HRMS.
Object Name	RUNCTL_PAYSHEET
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Notify Variable Compensation, Notify Variable Compensation • Compensate Employees, Manage Payroll Process CAN, Process, Notify Variable Compensation, Notify Variable Compensation
Prerequisites	You must confirm the pay run.
Access Requirements	Enter the run control ID

Process Request Parameter(s)	
*Pay Run ID:	KC1-00-03 Cdn KC1 Weekly Pay 03 Jan 00

Notify Variable Compensation page

- Run Control ID** The run control ID you entered to access this page appears here.
- Pay Run ID** Select the **Pay Run ID** associated with awards data you wish to send to Human Resources.
- Process Request** Click **Run** to run this request. Process Scheduler runs the notify variable compensation process at user-defined intervals.

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

Post-Processing Expenses Interface

To send payroll data back to PeopleSoft Expenses:

1. If you use PeopleSoft General Ledger Interface, run the GL Interface after pay run is confirmed.

Running GL interface before sending payroll data to PeopleSoft Expenses enables you to send the GL account number along with the expense data sent to Expenses.

2. Send results back to PeopleSoft Expenses.

Use the Expenses Payment Notification Page to send payment data back to PeopleSoft Expenses. Payroll returns the following data to Expenses:

Employee ID and Employee Record Number
 Reimbursement Amount
 Reimbursement Currency
 Document ID (Sheet ID or Advance ID)
 Document Type (Sheet or Advance)
 Sequence Number
 Status (Paid)

It also sends additional information about the payment:

Check Type (Normal, Reversal, Rev/Adj)
 Check Number
 Check Date
 Check/Advice Stock
 GL Account (if using PeopleSoft GL Interface)

Expenses Payment Notification Page

Usage	Use the Expenses Payment Notification page after you confirm a pay run. This process sends a verification of payment to PeopleSoft Expenses.
Object Name	PRCSRUNCNTL
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Expenses Payment Notification • Compensate Employees, Manage Payroll Process CAN, Process, Expenses Payment Notification
Prerequisites	You must have confirmed the pay run.
Access Requirements	Enter the Run Control ID.

Expenses Payment Notification page

Run Control ID

The run control ID you entered to access this page appears here.

Run Process

Click **Run** to run this request. Process Scheduler runs the expenses payment notification process at user-defined intervals.

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

Interfacing with Accounts Payable

Payroll for North America offers you the convenience of sending taxes, benefits, garnishments, and voluntary deductions withheld from employee paychecks directly to PeopleSoft Accounts Payable for payment. Accounts Payable issues payments in the form of checks or electronic funds transfers, as required by the third party, and makes the appropriate General Ledger entries.

This section describes the prerequisites for sending deductions to Accounts Payable and explains how to extract and send deduction records to Accounts Payable after you confirm a pay run.

Understanding the Accounts Payable Interface

Deductions withheld from employees' paychecks are sent to Accounts Payable only when linked to a Vendor ID. You set up vendor profiles in the Accounts Payable application, send the profiles to Payroll for North America, and then link each deduction to the appropriate vendor.

For both general and benefit deductions, you must also define when each deduction is to be paid. For example, you might want Accounts Payable to pay some deductions every time they are calculated and pay other deductions only when the goal balance has been met. These preparatory steps are described under Set Up Requirements for Accounts Payable.

Now you're ready to go. After a pay run is confirmed, you run an extract process that selects the deductions you want to pay. The process generates the employee-level details that are used to create the voucher and also sums the detail records. You can review the details and totals before vouchers are created. (The vouchers include only the sum of the detail records.)

Most deductions taken for the same vendor are grouped into a single voucher, though you have the option of specifying that a separate voucher be created for particular deductions when you define the deductions. When you're ready to pass the vouchers to Accounts Payable, you launch the Send process. PeopleSoft uses Application Messaging to send the vouchers from Payroll to Accounts.



For more information about Application Messaging, see PeopleSoft Application Messaging.

Set Up Requirements for Accounts Payable

This section explains the prerequisites for posting deductions to PeopleSoft Accounts Payable. Perform the following steps when implementing Payroll for North America, and on an ongoing basis, as needed, to maintain the accuracy of your deduction records.

Follow the steps below after you define your deductions.



For more information about defining deductions, see Defining Deductions.

To prepare Payroll for North America for use with Accounts Payable:

1. Define vendors in Accounts Payable.

Each benefit provider, garnishment collector, tax authority, or other entity that receives employee deductions must have a valid Vendor ID. Vendor IDs created in the Accounts Payable system can be displayed from Payroll for North America pages. In addition to assigning a unique Vendor ID, you need to enter basic information for the vendor, including the address, bank information, telephone numbers, and so forth.

You can use the Vendor Information pages to set up all types of vendors. The following table lists other pages you can use for set-up, depending on the vendor type. The pages are listed on different menus for ease of access.

<i>Pages</i>	<i>Type of Vendor You Can Set Up</i>
▪ Vendor Information Page	▪ All types
▪ Provider Table	▪ Benefit providers only
▪ Garnishment Payee Table - Vendor Information Page	▪ Garnishment collectors only
▪ Tax Collector Table	▪ Tax collection authorities only



For more information about vendors, see Accessing Vendor Data.

2. Link deduction definitions to vendors and define when deductions are to be paid.

All deductions to be paid by Accounts Payable must be linked to a vendor.

- To link non-tax deductions (benefits, general deductions, garnishments, bonds) to vendors, complete the SetID and Vendor ID fields on the appropriate page, listed below.

On the same page, select the Pay Mode, AP Payment Date Type, and the Separate AP Payment check box, if desired. (When you run the extract process, the system refers to the Pay Mode and AP Payment Date Type to determine which deductions to retrieve for Accounts Payable.)

Benefit Plan Table
Garnishment Spec Table
General Deduction Table

- To link U.S. tax deductions to vendors, use the Tax Type Table to create names for the tax types paid to a vendor. (A tax type represents a set of tax classes, such as withholding, OASDI, Medicare, or UI.) Link each vendor to the appropriate tax type from one of the following pages:

Fed/State Tax Types/Classes
Local Tax Types/Classes

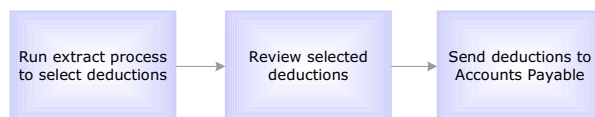
- To link Canadian tax deductions to vendors, use the Canadian Company Tax Table Page.



For more information about linking tax deductions to vendors, see *Establishing Tax Types for Accounts Payable Integration*.

Processing Overview for Accounts Payable Interface

After you confirm a pay run, you're ready to select the deductions you wish to send to Accounts Payable for payment. Your first run an extract process that puts information for the selected deductions into a temporary table that you can review. If necessary, you can prevent any or all vouchers from going to Accounts Payable at this point. When you're satisfied that the deductions are ready for payment, you launch a separate process that creates and sends the vouchers to Accounts Payable. Step-by-step procedures follow.



Selecting and sending deductions to Accounts Payable

To send deduction vouchers to Accounts Payable:

1. Extract deductions from Payroll.

Run the extract process to move selected deductions into a temporary table for viewing. You can extract non-tax deductions; U.S. federal, state, or local taxes; or Canadian taxes.



For more information about the extract process, see *Extracting Deductions for Accounts Payable*.

2. Review/Update proposed payments.

You can review all or selected deductions grouped by vendor before vouchers are created and sent to Accounts Payable. Two views are available. You can list all vendor records that were created (the header records) or see the detailed list of deductions associated with a particular vendor (the line records). If you decide not to send a particular deduction or vendor to Accounts Payable, you simply select a check box next to the item you wish to stop.



For more information about viewing and stopping proposed payments, see Viewing Extracted Deductions.

3. Send vouchers to Accounts Payable.

When you're satisfied that the vendors are ready for payment, you launch a process that creates and sends the vouchers to Accounts Payable.

The system creates three records for each voucher: a header, line, and distribution record. To see a listing of the most significant fields in each record, refer to What the Voucher Records Include.

4. Review the Application Message Monitor to confirm that the records were successfully sent.



For more information about the Application Message Monitor, see PeopleSoft Application Messaging.

What the Voucher Records Include

The vouchers sent to Account Payable contain three records: **VOUCHER**, **VOUCHER_LINE**, and **DISTRIB_LINE**. Fields of interest in each of these records are listed in the following table. The table lists only a subset of the fields in each record.

VOUCHER	VOUCHER_LINE	DISTRIB_LINE
BUSINESS_UNIT	BUSINESS_UNIT	BUSINESS_UNIT
VOUCHER_ID	VOUCHER_ID	VOUCHER_ID
INVOICE_ID	VOUCHER_LINE_NUM	VOUCHER_LINE_NUM
INVOICE_DT	TOTAL_DISTRIBS	DISTRIB_LINE_NUM
VENDOR_SETID	MERCHANDISE_AMT	BUSINESS_UNIT_GL
VENDOR_ID		ACCOUNT
VNDR_LOC		MERCHANDISE_AMT
ADDRESS_SEQ_NUM		
ORIGIN		
VCHR_TTL_LINES		
GROSS_AMT		
DUE_DT		
REMIT_ADDR_SEQ_NUM		

VOUCHER	VOUCHER_LINE	DISTRIB_LINE
EIN_FEDERAL		
EIN_STATE_LOCAL		

Extracting Deductions for Accounts Payable

After a pay run is confirmed, you run one or more extract processes to select the deductions you want to pass to Accounts Payable. The selected deductions are placed in a temporary table until they are sent to Accounts Payable. This section describes how to use the various extract pages to enter your selection criteria and initiate the extract process.

Extract Non-Tax Deductions
 Extract U.S. Federal Taxes
 Extract U.S. State Taxes
 Extract U.S. Local Taxes
 Extract Canadian Taxes

When deductions are extracted, the system updates the AP Stat (Status) flag that appears on the paycheck pages with an X to indicate that the deduction has been extracted for payment through Accounts Payable.

Extract Non-Tax Deductions – Parameters Page

You can extract non-tax deductions for the pay run ID that you specify or extract just those deductions with a Pay Mode set to the date that you choose. You can limit your selection further by specifying particular vendors you wish to pay.

Usage	Use the Extract Non-Tax Deductions page to select the non-tax deductions you wish to send to Accounts Payable for payment and to launch the extract process (PY_AP Extraction – Deductions).
Object Name	RC_X_DEDS
Navigation	Compensate Employees, Administer AP Interface, Process, Extract Non-Tax Deductions
Prerequisites	The pay run from which you want to extract deductions must be confirmed.
Access Requirements	Enter the Run Control ID.

Extract Non-Tax Deductions - Parameters 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 The **Run Control ID** you entered to access this page is displayed here.

Pay Mode Selection



For more information about pay modes, see the Deduction Table – Setup Page, Benefit Plan Table Page, or Setting Up Deduction Table Information for Garnishments.

Deducted/Collect Comp./Bond Met
(Deducted/Collection Completed/Bond Price Met)

This option is applicable if you selected *Pay as Deducted*, *Pay when Collection Completed*, or *Pay When Bond Price Met* as the Pay Mode on the General Deduction Table, Benefit Plan Table, or Garnishment Spec Table and you selected either *Check Date* or *Pay Period End Date* as the AP Payment Date Type.

During the extract process, the system will refer to the date associated with the AP Payment Date Type you enter in the **Pay Run ID** field to the right to determine which deductions to extract.

Pay Run ID

This field works in conjunction with the **Deducted/Collect Comp./Bond Met** option. It enables you to limit the extract process to a single pay run associated with this run control ID. Select the pay run from the prompt table. If the pay mode is Collection Completed or Bond Price Met, deductions that meet the criteria by the end date of the pay period represented by the pay run ID are extracted.

Specified Date

Select **Specified Date**, if you want to send only those non-tax deductions with a check date that's before or the same as the date you enter in the field that appears to the right.

This option is appropriate when deductions for more than one pay period need to be extracted (for example, benefit deductions that are withheld every pay period and sent to the vendor at the end of the month).

Payment Due Date

This field appears only when you select the **Specified Date** option. Enter the due date that you want to appear on the voucher. This is the date on which the Accounts Payable system pays the vendor.

Vendor Selection**Pay All Vendors**

By default, the system selects deductions for all vendors. To pay selected vendors only, clear the check box. The **SetID**, **Vendor ID**, and **Name** fields then become available.

Vendor Info

Vendor Info appears only if you clear the **Pay All Vendors** check box. Select the vendors you want to pay.

SetID

Enter the **SetID** associated with the vendor.

Vendor ID

Select the vendor in this field.

Name

The system automatically displays the name of the vendor you selected in the **Vendor ID** field.

AP Federal Tax Extract Page

Usage	Use the AP Federal Tax Extract page to select the tax deductions you wish to send to Accounts Payable for payment and to launch the U.S. Tax Extract process (PYAP_XTAX).
Object Name	RC_X_TAX_FEDERAL
Navigation	Compensate Employees, Administer AP Interface, Process, Extract U.S. Federal Taxes
Prerequisites	The pay run from which you want to extract deductions must be confirmed.
Access Requirements	Enter the Run Control ID.

AP Federal Tax Extract

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s)

*Company: AG Department of Agriculture

*Tax Period End Date: 10/25/2000

*Payment Due Date: 09/25/2000

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

Tax Type	Description
KUVWHTAX	Income VWH Taxes

AP Federal Tax Extract 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.**

To extract federal taxes, you can specify which tax types to include in the extract. Only those tax deductions with a tax class that belongs to a tax type that you specify are selected for payment through Accounts Payable.

Run Control ID

The **Run Control ID** you entered to access this page is displayed here.

Process Request Parameter(s)**Company**

Select the company for which you would like to extract taxes. This is a required field.

Tax Period End Date

Enter the end date for the tax period. To be selected for payment, the paycheck date for tax deductions must be equal to or before the Tax Period End Date. (The paycheck date populates the Pay Tax records after a pay run is confirmed.)

Payment Due Date

Enter the date to appear on the voucher in Accounts Payable. This is the date when AP actually pays the taxes.

Tax Type Information

Complete the **Tax Type Information** fields only if you want to limit the extract process to those deductions associated with particular tax types.



For more information about tax types, see Establishing Tax Types for Accounts Payable Integration.

Tax Type	Select the tax type from the prompt table. The prompt table includes only those tax types you set up on the Tax Type Table Page. You can add as many tax types as you like.
Description	The description of the tax type is displayed in this field.

AP State Tax Extract Page

Usage	Use the AP State Tax Extract page to select the tax deductions you wish to send to Accounts Payable for payment and to launch the U.S. Tax Extract process (PYAP_XTAX).
Object Name	RC_X_TAX_STATE
Navigation	Compensate Employees, Administer AP Interface, Process, Extract U.S. State Taxes
Prerequisites	The pay runs from which you want to extract deductions must be confirmed.
Access Requirements	Enter the Run Control ID.

AP State Tax Extract

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s)

*Company: BD Merit Systems Protection Board

*Tax Period End Date: 11/27/2000

*Payment Due Date: 12/28/2000

State Selection

☐ All States ☒ Specific States

States Find | View All First 1 of 1 Last

State: MA Massachusetts

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

Tax Type	Description
KUUUTAX	Unemployment Taxes

AP State Tax Extract page

For state tax processing, you can extract deductions for all or specific states. If you choose to extract deductions for a particular state, you can also limit the selection to certain tax types.

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 The **Run Control ID** you entered to access this page is displayed here.

Process Request Parameter(s)

Company Select the company for which you would like to extract taxes. This is a required field.

Tax Period End Date Enter the end date for the tax period. To be selected for payment, the paycheck date for tax deductions must be equal to or before the Tax Period End Date. (The paycheck date populates the Pay Tax records after a pay run is confirmed.)

Payment Due Date Enter the date to appear on the voucher in Accounts Payable. This is the date when AP actually pays the taxes.

State Selection

All States To extract state tax deductions for all states, select the **All States** option.

Specific States To extract state tax deductions for a particular state, select the **Specific States** option. When you select this option, a **States** group box appears.

States

The **States** fields appear only when you select the **Specific States** option.

State Choose the state for which you want to extract tax deductions.

Tax Type Information

Tax Type Select the tax type from the prompt table. The prompt table includes only those tax types you entered for the state on the Fed/State Tax Types/Classes table.

Description The description of the tax type is displayed in this field.

AP Local Tax Extract Page

Usage	Use the AP Local Tax Extract page to select the tax deductions you wish to send to Accounts Payable for payment and to launch the U.S. Tax Extract process (PYAP_XTAX).
Object Name	RC_X_TAX_LOCALITY
Navigation	Compensate Employees, Administer AP Interface, Process, Extract U.S. Local Taxes

Prerequisites	The pay runs from which you want to extract deductions must be confirmed.
Access Requirements	Enter the Run Control ID.

The screenshot displays the 'AP Local Tax Extract' page. At the top, the title 'Process Request Parameter(s)' is shown. Below it, there are three input fields: '*Company:' with a dropdown menu showing 'AH' and a search icon, '*Tax Period End Date:' with a date picker showing '10/17/2000', and '*Payment Due Date:' with a date picker showing '11/20/2000'. Below these is a 'Locality Selection' section with two radio buttons: 'All Localities' and 'Specific Localities'. The 'Specific Localities' option is selected. Below this is a 'States/Localities' table with a search bar and navigation buttons. The table has two columns: 'State' and 'Locality'. The 'State' column shows 'MI' and 'Michigan'. The 'Locality' column shows '22000' and 'DETROIT'. Below the table is a 'Tax Type Information' section with a search bar and navigation buttons. The table has two columns: 'Tax Type' and 'Description'. The 'Tax Type' column shows 'KUWHTAX' and the 'Description' column shows 'Income W/H Taxes'.

AP Local Tax Extract 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.**

For local tax processing, you can extract tax deductions for all localities or a subset of localities. Like state tax processing, processing a subset requires that you specify one or more states, one or more localities within each state, and the specific tax types to process.

Run Control ID The **Run Control ID** you entered to access this page is displayed here.

Process Request Parameter(s)

Company Select the company for which you would like to extract taxes. This is a required field.

Tax Period End Date Enter the end date for the tax period. To be selected for payment, the paycheck date for tax deductions must be equal to or before the Tax Period End Date. (The paycheck date populates the Pay Tax records after a pay run is confirmed.)

Payment Due Date Enter the date to appear on the voucher in Accounts Payable. This is the date when AP actually pays the taxes.

Locality Selection

All Localities

To extract local tax deductions for all localities in all states, select the **All Localities** option.

Specific Localities

To extract tax deductions for specific localities within particular states, select the **Specific Localities** option. When you select this option, the **State/Localities** fields appear.

State/Localities

The following fields appear only when you select the **Specific Localities** option. Choose the localities and tax types for which you want to extract tax deductions. You define one state and locality combination at a time.

State

Select the state.

Locality

Select the locality.

Tax Type Information

Tax Type

Select the tax type from the prompt table. The prompt table includes only those tax types you entered for the state on the Local Tax Types/Classes table.

Description

The description of the tax type is displayed in this field.

AP Canadian Taxes Extract Page

Usage	Use the Extract Canadian Taxes page to select the tax deductions you wish to send to Accounts Payable for payment and to launch the Canadian Tax Extract process (PYAP_CXTAX).
Object Name	RC_XTAX_CAN
Navigation	Compensate Employees, Administer AP Interface, Process, Extract Canadian Taxes
Prerequisites	The pay runs from which you extract deductions must be confirmed.
Access Requirements	Enter the Run Control ID.

AP Canadian Taxes Extract

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s)

Company: ACC State of Accord

Tax Type Information		
*Tax Type Description	Tax Period End Date	*Payment Date
CHTX Health Taxes	10/25/2000	11/27/2000

AP Canadian Taxes Extract 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.**

For Canadian taxes, you can extract tax deductions for a single company or all tax deductions for all companies. You indicate the tax types to extract and enter a tax period end date and a period end date for each tax type specified.

Run Control ID The **Run Control ID** you entered to access this page is displayed here.

Process Request Parameter(s)

Company To extract taxes for a single company, select the company in this field. To extract tax deductions for all companies, leave this field blank.

Tax Type Information

In the following fields, choose the tax types for which you want to extract tax deductions and the associated dates. For example, if you select CTAX as the **Tax Type** and enter a **Tax Period End Date** of **01/01/2000**, the system extracts all tax deductions with a tax class or sales tax class belonging to the CTAX tax type and with a pay check date of 01/01/2000 or earlier.

Tax Type Select the tax type from the prompt table. The prompt table includes only those tax types you set up on the Tax Type Table Page page. You can add as many tax types as you like.

Description This field displays a description of the tax type selected in the **Tax Type** field to the left.

Tax Period End Date

Enter the end date for the tax period. To be selected for payment, the paycheck date for tax deductions must be equal to or before the Tax Period End Date. (The paycheck date populates the Pay Tax records after a pay run is confirmed.)

Payment Date

Enter the date to appear on the voucher in Accounts Payable. This is the date when AP actually pays the taxes.

Viewing Extracted Deductions

After you extract the deductions you want to send to Accounts Payable, you can review the data that you extracted for each vendor.

The AP Extract Review –Headers Page lists the total amount that Accounts Payable will pay a given vendor.

The AP Extract Review – Lines Page page lists the deduction records that make up the total amount to be paid to the vendor.

To view a report that lists the extracted records for non-tax deductions, see Running Payroll Reports.

AP Extract Review –Headers Page

Usage	Use the AP Extract Review – Header page to review the deductions extracted for a particular vendor. This page displays the header record for each voucher that will be created.
Object Name	AP_EXTRACT_RUW_H
Navigation	Compensate Employees, Administer AP Interface, Inquire, AP Extract Review – Headers
Prerequisites	You must run the Extract process before you can view deductions on this page.
Access Requirements	Enter the SetID and Vendor.

AP Extract Review									
Header Records Find View All First 1 of 1 Last									
Invoice Information Tax/Accounting									
Send	SetID	Vendor ID	Invoice Number	Invoice Date	Payment Date	Long Description	Invoicing Extract Location Type	Remitting Location	Remit to Location
☒	SHARE	CANKC00002	H0000041	12/03/1999	01/31/20		1 Tax		1 OTTAWA

AP Extract Review - Headers page

With the exception of the **Long Description** field, all information on this page comes from the Pay Deductions table and the Pay Tax table. The **Long Description** field displays information entered on the AP Extract Review - Lines page.

Send

The **Send** option is selected automatically to indicate the deduction will be sent to Accounts Payable when you launch the Send Vouchers to AP process. To prevent the transaction from being sent, clear the checkmark.

Search button

Select this button to take you to the AP Extract Review - Lines page where you can see detailed information for this header record and remove proposed payment records associated with this header record. Any records removed will be captured the next time the extract process runs

AP Extract Review – Lines Page

Usage	Use the AP Extract Review – Lines page to view the deductions to be posted to Accounts Payable. This page displays the extracted information that will be used to create the Line & Distribution records of a voucher.
Object Name	AP_EXTRACT_RUW_L
Navigation	Compensate Employees, Administer AP Interface, Inquire, AP Extract Review - Lines
Prerequisites	You must run the Extract process before you can view deductions on this page.
Access Requirements	Enter the SetID and Vendor.

AP Extract Review

SetID: SHARE **Vendor ID:** CANKC00003 Ministere du Revenu du Quebec
Invoice Number: H0000069
Payment Date: 01/31/2000 **Invoice Date:** 01/21/2000 **AP Business Unit:**
Federal EIN: **State and Local EIN:** 123456789RP0001
Long Description:

Line Records Find | View All First 1-2 of 2 Last

Send	EmplID	Empl Rcd#	Name	Extract Type	Amount	Account	Department	Pay mode
☒	KC0024	0	Maissoneuve,Louise	Tax	242.790	P220018		
☒	KC0024	0	Maissoneuve,Louise	Tax	50.770	P220019		

Total Amount: 293.560

AP Extract Review - Lines page

With the exception of the **Long Description** field, all information on this page comes from the Pay Deductions table and the Pay Tax table.

Long Description

Use this field to enter comments that you want to appear on the voucher.

Send

The **Send** option is selected automatically to indicate the transaction is sent to Accounts Payable when you launch the Send to AP process. To stop a transaction from being sent, clear the check box. Any records you remove will be captured the next time the extract process runs.

Sending Deduction Vouchers to Accounts Payable

When you're ready to send deduction records to Accounts Payable for payment, you launch the Send Vouchers to AP process (PYAP_VCHPOST). Tax deductions and non-tax deductions must be sent separately.

When deductions are sent, the system changes the AP Stat (Status) flag that appears on the paycheck pages from X (extracted) to S (Sent) to indicate that the deduction has been sent to Accounts Payable. Deductions are cleared from the temporary table at this point.

Send Vouchers to AP Page

Usage	Use the Send Vouchers to AP page to post the extracted deductions to Accounts Payable.
Object Name	RC_AP_POST
Navigation	Compensate Employees, Administer AP Interface, Process, Send Vouchers to AP, Send Vouchers to AP
Prerequisites	You must run the Extract process before you can post deductions to Accounts Payable.
Access Requirements	Enter the Run Control ID.

Send Vouchers to AP 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 The **Run Control ID** you entered to access this page is displayed here.

Transaction Type Selection

Non-Tax Deduction Payments Select this option if you want to send non-tax deductions to Accounts Payable.

Tax Deduction Payments Select this option if you want to send tax deductions to Accounts Payable.

Payment Date Enter the date to appear on the voucher in Accounts Payable. The system will send only those deductions where the payment due date you entered on the extract page matches the date you enter in this field.

Understanding Enterprise Integration Points

The Payroll for North America/Accounts Payable Interface utilizes two enterprise integration points (EIPs) as part of its functionality to deliver Payroll for North America data to Accounts Payable. The EIPs used are Vendor and Vouchers.

Vendor

This EIP utilizes Application Messaging integration technology using the following application messages delivered via the VENDOR channel:

- VENDOR_SYNC
- VENDOR_FULLSYNC

The Vendor EIP uses the VENDOR_FULLSYNC publish rule.

The Vendor EIP publishes data to the VNDR_ID table and Accounts Payable subscribes to the data. This publish and subscribe activity takes place every hour.

Vouchers

This EIP utilizes Application Messaging integration technology using the VOUCHER_BUILD message delivered via the VOUCHER channel.

The Voucher EIP publishes data to three tables (VOUCHER, VOUCHER_LINE, and DISTRIB_LINE) and Accounts Payable subscribes to the data. This publish and subscribe activity takes place every hour.



For more information regarding the technical details and data rules for these EIPs, see EIP Series in *Enterprise Integration PeopleBook: EIP Catalog*.

General Ledger Interface

The PeopleSoft GL Interface is designed to provide you with flexible integration between PeopleSoft Payroll and PeopleSoft General Ledger.

When you learn about and use the interface, your payroll department will most likely be working in conjunction with your general ledger staff. This section provides an overview of the interface from a payroll perspective.



For detailed explanations of such key General Ledger concepts as business units, journals, and ledgers, your payroll personnel should consult the General Ledger staff in your organization or refer to PeopleSoft Financials documentation, such as the *PeopleSoft General Ledger* PeopleBook. This section does not discuss in detail items that are thoroughly explained in the *PeopleSoft General Ledger* PeopleBook.

Setting Up Your General Ledger Interface

This section discusses the tables you need to set up for your General Ledger Interface to operate effectively.

Enterprise Integration Points



For more information regarding the technical details and data rules for the EIPs used by the General Ledger Interface, see your *Enterprise Integration PeopleBook: EIP Catalog*.

Installation Table – Products Page

Usage	In order to use the General Ledger interface, you must select the PS/GL Product check box on the Products page.
Object Name	INSTALLATION_TBL1
Navigation	Define Business Rules, Define General Options, Setup, Installation Table, Products
Prerequisites	None
Access Requirements	None

Installation Table – Products page

Page Control

PS/GL Product Select this check box to use the Payroll GL Interface.



Whenever you save changes to the Installation Table, the system displays a message to inform you that all clients and application servers must be logged off and back on to protect the integrity of your database.

GL BusUnit/HR BusUnit Mapping – Business Units Link Details Page

Usage	You use the Business Units Links Details page to connect your HR Business Units to specific GL Business Units. You'll specify the

	Payroll Journal Template for the GL Business Unit to which your HR Business Units are mapped.
Object Name	BU_GL_HR_LNK
Navigation	Compensate Employees, Administer GL Interface, Setup, GL BusUnit/HR BusUnit Mapping, Business Units Link Details
Prerequisites	None
Access Requirements	Enter a General Ledger Unit.

Business Units Link Details

Business Unit - GL: CAN01 CANADA OPERATIONS **Journal Template:** PAYROLL **Calendar ID:** FY

HR Business Units Find | View All First 1 of 1 Last

Business Unit	Description
CAN01	GBI BU for Canada

GL BusUnit/HR BusUnit Mapping – Business Units Link Details page

Page Controls

Business Unit GL	This is the Business Unit GL to which your HR Business Units are mapped.
Journal Template	Select the Payroll Journal Template for your Payroll GL Interface.
Calendar ID	Select a Calendar ID.
HR Business Units	These are the HR Business Units that are mapped to the GL Business Unit .

Adding an HR ChartField Distribution

To add an HR ChartField Distribution, select **Compensate Employees, Administer GL Interface, Setup, HR ChartField Distribution, Add**.

HR ChartField Distribution

SetID: CAN

Payroll Activity: CIT Canadian Income Tax

Account Type: X Expense

*Record (Table) Name	*Field Name	Prompt Rec	*Seq #	Begin Pos	Length
ABSENCE_CAL	COMPANY	ABSV_PERIOD	1		

HR ChartField Distribution page

Enter a **SetID**, **Payroll Activity**, and **Account Type** in the page. You can also use the arrows to display a drop down list of valid values for each field. When you click **OK**, the system displays the HR ChartField Distribution page.

Using the HR ChartField Distribution Page

For example, let's say you want to define the Deduction/Liability HR ChartField Distribution.

HR ChartField Distribution

SetID: CAN

Payroll Activity: CPP Canada Pension Plan

Account Type: L Liability

*Record (Table) Name	*Field Name	Prompt Rec	*Seq #	Begin Pos	Length
WGLS_LIA_GL_ACC	GL_NBR	GL_CPP_EE_VW	1		

HR ChartField Distribution - Deduction/Liability page

The settings on this page indicate that for the **Payroll Activity** *DED* (Deduction), of **Account Type** *L* (Liability), the **Field Name** *GL#_LIABILITY* is specified for the Deduction Class Table.

Click a value in **Record (Table) Name** to display a list of the records that are valid for the **Payroll Activity** and **Account Type** you've specified. For each **Record (Table) Name** row, click **Field Name** for a list of the valid fields for that record. You can insert a row for each Record/Field you want to add.

If for any reason you don't want to use the whole value of the field, but want to start at a certain displacement into the field and continue for a certain length, use **Begin Pos** and **Length** fields to specify these parameters.

If you have more than one row in the scroll, enter numbers in **Seq #** to tell the system the order of the **Field Names** as they should appear in the key you are defining.

Payroll Activities Delivered With U.S. Installation

We deliver the following Payroll Activities and Fields with GL Interface for U.S.:

Activity	Activity Description	Account Type	Field Name
DED	Deduction	L	GL#_LIABILITY
DED	Deduction	X	GL#_EXPENSE
DIR	Net Pay (DD)	L	GL#_DIR_DEPOSITS
DIR	Net Pay (DD)	X	GL#_DIR_DEPOSITS
EIC	Earned Income Credit	L	GL#_EIC
ERN	Earnings	X	ACCT_CD
ERN	Earnings	X	DEPTID
FME	FICA Medical Employee	L	GL#_FICA_EE_MED
FMR	FICA Medical Employer	L	GL#_FICA_ER_MED
FMR	FICA Medical Employer	X	GL#_FICA_EXP_MED
FOE	OASDI Employee	L	GL#_FICA_EE_OASDI
FOR	OASDI Employer	L	GL#_FICA_ER_OASDI
FOR	OASDI Employer	X	GL#_FICA_EXP_OASDI
FUT	Federal Unemployment	L	GL#_FUT
FUT	Federal Unemployment	X	GL#_FUT_EXPENSE
FWT	Federal Withholding	L	GL#_FWT
LWE	Local Withholding Employee	L	GL#_LWT
LWR	Local Withholding Employer	L	GL#_LWT
LWR	Local Withholding Employer	X	GL#_LCL_EXPENSE
OTH	Other Earnings	X	DEPTID
OTH	Other Earnings	X	GL#_EXPENSE
PAY	Net Pay	L	GL#_NET_PAY
PAY	Net Pay	X	GL#_NET_PAY
SDE	State Disability Employee	L	GL#_SDI
SDR	State Disability Employer	L	GL#_SDI_ER
SDR	State Disability Employer	X	GL#_SDI_EXPENSE

<i>SUR</i>	<i>State Unemployment Employer</i>	<i>L</i>	<i>GL#_SUT_ER</i>
<i>SUT</i>	<i>State Unemployment Employee</i>	<i>L</i>	<i>GL#_SUT</i>
<i>SUT</i>	<i>State Unemployment Employer</i>	<i>X</i>	<i>GL#_SUT_EXPENSE</i>
<i>SWT</i>	<i>State Withholding</i>	<i>L</i>	<i>GL#_SWT</i>
<i>VDE</i>	<i>Voluntary Deduction Employee</i>	<i>L</i>	<i>GL#_VDI_EE</i>
<i>VDR</i>	<i>Voluntary Deduction Employer</i>	<i>L</i>	<i>GL#_VDI_ER</i>
<i>VDR</i>	<i>Voluntary Deduction Employer</i>	<i>X</i>	<i>GL#_VDI_EXPENSE</i>



These Payroll activities are preloaded. If you change any of the entries, you might need to create views to support any new tables added.

Payroll Activities Delivered With Canadian Installation

As part of the Payroll GL Interface implementation process for Canadian installations, PeopleSoft provides the following translate values associated with the **Payroll Activity** field on the HR ChartField Distribution Table.

Activity	Activity Description	Account Type	Field Name
<i>CIT</i>	<i>Canadian Income Tax</i>	<i>L</i>	<i>GL#_CIT</i>
<i>CIT</i>	<i>Canadian Income Tax</i>	<i>X</i>	<i>GL#_CIT_EXP</i>
<i>CPP</i>	<i>Canada Pension Plan</i>	<i>L</i>	<i>GL#_CPP_EE</i>
<i>CPP</i>	<i>Canada Pension Plan</i>	<i>X</i>	<i>GL#_CPP_EE_EXP</i>
<i>CPR</i>	<i>Canada Pension Plan – Employer</i>	<i>L</i>	<i>GL#_CPP_ER</i>
<i>CPR</i>	<i>Canada Pension Plan – Employer</i>	<i>X</i>	<i>GL#_CPP_ER_EXP</i>
<i>HTX</i>	<i>Health Tax</i>	<i>L</i>	<i>GL#-HTX</i>

<i>HTX</i>	<i>Health Tax</i>	<i>X</i>	<i>GL#_HTX_EXP</i>
<i>PYT</i>	<i>Payroll Tax Canada</i>	<i>L</i>	<i>GL#_PAYROLL_TAX</i>
<i>PYT</i>	<i>Payroll Tax Canada</i>	<i>X</i>	<i>GL#_PAYROLL_TAX</i>
<i>QIT</i>	<i>Quebec Income Tax</i>	<i>L</i>	<i>GL#_QIT</i>
<i>QIT</i>	<i>Quebec Income Tax</i>	<i>X</i>	<i>GL#_QIT_EXP</i>
<i>QPP</i>	<i>Quebec Pension Plan</i>	<i>L</i>	<i>GL#_QPP_EE</i>
<i>QPP</i>	<i>Quebec Pension Plan</i>	<i>X</i>	<i>GL#_QPP_EE_EXP</i>
<i>QPR</i>	<i>Quebec Pension Plan – Employer</i>	<i>L</i>	<i>GL#_QPP_ER</i>
<i>QPR</i>	<i>Quebec Pension Plan – Employer</i>	<i>X</i>	<i>GL#_QPP_ER_EXP</i>
<i>RV2</i>	<i>Quebec Income Tax RL-2</i>	<i>L</i>	<i>GL#_RV2_TAX</i>
<i>RV2</i>	<i>Quebec Income Tax RL-2</i>	<i>X</i>	<i>GL#_RV2_TAX_EXP</i>
<i>T4A</i>	<i>Canadian Income Tax – T4A</i>	<i>L</i>	<i>GL#_T4A_TAX</i>
<i>T4A</i>	<i>Canadian Income Tax – T4A</i>	<i>X</i>	<i>GL#_T4A_TAX_EXP</i>
<i>UIE</i>	<i>Employment Insurance</i>	<i>L</i>	<i>GL#_CUI_EE</i>
<i>UIE</i>	<i>Employment Insurance</i>	<i>X</i>	<i>GL#_CUI_EE_EXP</i>
<i>UIR</i>	<i>Employment Insurance – ER</i>	<i>L</i>	<i>GL#_CUI_ER</i>
<i>UIR</i>	<i>Employment Insurance - ER</i>	<i>X</i>	<i>GL#_CUI_ER_EXP</i>

Activity	Long Name	Short Name
<i>CIT</i>	<i>Canadian Income Tax</i>	<i>Can Inc Tx</i>
<i>CPP</i>	<i>Canada Pension Plan</i>	<i>CPP - EE</i>
<i>CPR</i>	<i>Canada Pension Plan - Employer</i>	<i>CPP - ER</i>
<i>HTX</i>	<i>Health Tax</i>	<i>Health Tax</i>
<i>PYT</i>	<i>Payroll Tax Canada</i>	<i>Payroll Tx</i>
<i>QIT</i>	<i>Quebec Income Tax</i>	<i>QC Inc Tax</i>

QPP	Quebec Pension Plan	QPP - EE
QPR	Quebec Pension Plan - Employer	QPP - ER
RV2	Quebec Income Tax RL-2	RL-2 Tax
T4A	Canadian Income Tax - T4A	T4A Tax
UIE	Employment Insurance	EI - EE
UIR	Employment Insurance – ER	EI – ER



These Payroll activities are preloaded. If you change any of the entries, you may need to create views to support any new tables added.

For Canada, be sure to add the Canadian HR ChartField Distribution items for each **SetID** you create. The **Field Name** and **Field Seq** information must be entered into the HR ChartField Distribution Table exactly as shown in this example:

Activity	Account Type	Field Name	Field Seq
CIT	L	GL#_CIT	1
CIT	X	GL#_CIT_EXP	1
CPP	L	GL#_CPP_EE	1
CPP	X	GL#_CPP_EE_EXP	1
CPR	L	GL#_CPP_ER	1
CPR	X	GL#_CPP_ER_EXP	1
HTX	L	GL#_HTX	1
HTX	X	GL#_HTX_EXP	1
PYT	L	GL#_PAYROLL_TA X	1
PYT	X	GL#_PAYROLL_TA X	1
QIT	L	GL#_QIT	1
QIT	X	GL#_QIT_EXP	1
QPP	L	GL#_QPP_EE	1
QPP	X	GL#_QPP_EE_EXP	1
QPR	L	GL#_QPP_ER	1
QPR	X	GL#_QPP_ER_EXP	1

<i>RV2</i>	<i>L</i>	<i>GL#_RV2_TAX</i>	<i>1</i>
<i>RV2</i>	<i>X</i>	<i>GL#_RV2_TAX_EX P</i>	<i>1</i>
<i>T4A</i>	<i>L</i>	<i>GL#_T4A_TAX</i>	<i>1</i>
<i>T4A</i>	<i>X</i>	<i>GL#_T4A_TAX_EX P</i>	<i>1</i>
<i>UIE</i>	<i>L</i>	<i>GL#_CUI_EE</i>	<i>1</i>
<i>UIE</i>	<i>X</i>	<i>GL#_CUI_EE_EXP</i>	<i>1</i>
<i>UIR</i>	<i>L</i>	<i>GL#_CUI_ER</i>	<i>1</i>
<i>UIR</i>	<i>X</i>	<i>GL#_CUI_ER_EXP</i>	<i>1</i>

HR Chartfield Distribution Page

Usage	Each row in the HR ChartField Keys page represents the value of a key defined in the HR ChartField Key Distribution page. It is on this page and on the Build Chart Key page that you map your PeopleSoft Payroll ChartField keys to your General Ledger accounts and departments.
Object Name	CHARTFLD_DIST_HR
Navigation	Compensate Employees, Administer GL Interface, Setup, HR Chartfield Distribution
Prerequisites	None
Access Requirements	Enter a Set ID, a Payroll Activity, GL Unit, and an Account Type.

HR Chartfield Distribution

SetID: BEL
Payroll Activity: SWT State WithHolding Tax
Account Type: C Checking

Record Info
Find | View All
First 1 of 1 Last

*Record (Table) Name	*Field Name	Prompt Rec	*Seq #	Begin Pos	Length
ABSENCE_CAL	ABS_MONTH_START_D	ABSENCE_HIST			

+
-

HR ChartField Distribution page

SetID	The Set ID displays here.
Payroll Activity	The payroll activity for the Deduction Class Table displays here.
Account Type	The type of account for the Deduction Class Table displays here.

Record Info

Record (Table) Name	Enter a record name. This will then display a list of the records that are valid for the Payroll Activity and Account Type you specified. For each Record (Table) Name row, click Field Name for a list of the valid fields for that record. You can insert a row for each Record you want to add.
Field Name	Enter a for the Deduction Class Table field name. You can insert a row for each Field you want to add.
Prompt Rec	Enter a prompt record.
Seq	If you have more than one row in the scroll, enter numbers in Seq # to tell the system the order of the Field Names as they should appear in the key you are defining.
Begin Pos	If for any reason you don't want to use the whole value of the field, but want to start at a certain displacement into the field and continue for a certain length, use Begin Pos and Length fields to specify these parameters.
Length	If for any reason you don't want to use the whole value of the field, but want to start at a certain displacement into the field and continue for a certain length, use Begin Pos and Length fields to specify these parameters.

HR Chartfield Keys Page

Usage	Use the HR Chartfield Keys page to associate HR chart keys to GL accounts.
Object Name	CHARTFLD_KEYS_HR
Navigation	Compensate Employees, Administer GL Interface, Setup, HR Chartfield Keys
Prerequisites	You must have completed the HR Chartfield Distribution page first.
Access	Enter a SetID, GL Unit, Payroll Activity, and Account Type.

Requirements	

HR Chartfield Keys

SetID: SHARE GL Unit: CAN01

Payroll Activity: CIT Can Inc Tx Account Type: L Liability

HR Chart Info

Find | View All First 1 of 1 Last

HR Chart Key: P220009 Build Chart Key + -

GL Account: P220009 GL Department: KC001 Fund:

Line Description: Canadian Income Tax

HR Chartfield Keys 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: **SetID**.

GL Unit	The GL Business Unit.
Payroll Activity	The activity for which you are setting up the accounts.
Account Type	The type of GL account.
HR Chart Key	This field is populated automatically when you press the OK button on the Chartfield Value Selection page.
GL Account	Select the correct GL Account .
GL Department	Select the correct GL Department .
Fund	(E&G only) Select the correct Fund .
Line Description	Enter a description. This is the description will appear on the HR accounting line report.
Build Chart Key (button)	Click this link to access the Chartfield Value Selection page.

ChartField Value Selection Page

Usage	Use the ChartField Value Selection page to identify the tables to be used to create a HR Chart Key.
Object Name	CHARTFLD_VALS_SEC

Navigation	Click the Build Chart Key link on the HR Chartfield Keys page.

Chartfield Value Selection

Record (Table) Name:  ChartField 

ChartField Value 

Chartfield Generated:

☐ Clear after transferring value

ChartField Values Selection page

Record (Table) Name	Enter the name of the record (table) you defined for the Payroll Activity and Account Type on the HR Chartfield Distribution page.
ChartField	Enter the field name you defined for the Payroll Activity and Account Type on the HR Chartfield Distribution page.
ChartField Value	Select the HR GL Account for the Payroll Activity and Account Type.
ChartField Generated	Automatically populated when a ChartField Value is selected.
Clear after transferring value	Select this checkbox if you want the Chartfield Generated field to be cleared when exiting this page.



Canadian companies use the Wage Loss Plan Table to enter corresponding GL Accounts and tax information. For each account number in the Wage Loss Plan Table, you must enter a corresponding ChartField Key in the HR ChartFields Keys Table. Where there are multiple wage loss plans, you must enter ChartField Keys for each account number in each of the wage loss plans.



For more information about setting up Canadian Wage Loss Plans, see Setting Up the Canadian Wage Loss Plan Table in Preparing Your Payroll Process.

Generate Chartkey Page

Usage	You can populate the ChartField Keys of an HR Business Unit automatically for pay earnings only.
Object Name	GEN_CHART_KEYS

Navigation	Compensate Employees, Administer GL Interface, Process, Populate ChartKey Values, Generate Chartkey
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Generate Chartkey page

Business Unit

Select the HR **Business Unit** for which you're generating pay earnings ChartField Key values.

Generate Options

Displays a page where you can define options for generating ChartField Key values.

Generate ChartKey - Earning Map Option page

Generating Payroll Accounting Lines

The system is designed to produce accounting lines that can then be used by the Journal Ledger. In order to do so, you must run the General Ledger – Non-Commitment Accounting process.

GL Intfc – Non Comm Acctg – Run Parameters Page

Usage	Use the Run Parameters page to run the PAYGL01.SQR process and produce output in the form of accounting lines to be recognized by the Journal Generator.
Object Name	RUNCTL_PAYGL01
Navigation	Compensate Employees, Administer GL Interface, Process, GL Intfc – Non Comm Acctg, Run Parameters
Prerequisites	None
Access Requirements	Enter a Run Control ID.

GL Intfc – Non Comm Acctg – Run Parameters page

Enter the **Pay Run ID** you want to process. Alternatively, if you have more than one **Pay Calendar** for a **Pay Run ID** and want to process an individual **Pay Calendar**, enter the **Company**, **Pay Group**, and **Pay End Date** for that **Pay Calendar**. The system processes both on-cycle and off-cycle information.

Click the **Run** button to run the SQR. This will display the Process Scheduler page.

GL Intfc – Non Comm Acctg – Process Scheduler page

Select the GL Interface check box and click the **OK** button to complete the process.

(E&G Only) If you wish to interface E&G 7.5 to General Ledger 8, then select the GL Interface – EG 7.5 check box.



The system allows you to process only confirmed payrolls that have not yet had the General Ledger process run on them. When you run SQR PAYGL01, the system selects the General Ledger Interface Run flag on the Pay Calendar Table. You can reset the Pay Calendar General Ledger Interface Run flag for payrolls you haven't exported to GL.



For more information about resetting the GL Interface Run Flag, see Resetting the GL Interface Run Flag in this section. For more information about the Pay Calendar Table, see Preparing Your Payroll Process.

Transferring Payroll Information to General Ledger

After running the PAYGL01 program on the HRMS database to create the Accounting Line Table, you can transfer your Payroll data to PeopleSoft General Ledger. You do this using Application Messaging. Navigate to **Define Business Rules, Manage Integration Rules, Process, Batch Publish**.

The screenshot shows the 'Batch Publish' window. At the top, there is a 'Run Control ID' field with the value '1'. To the right are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. Below this is a 'Process Request' section with a blue header. It includes a 'Request ID' field with the value '1', a 'Description' field, and a 'Process Frequency' section with three radio buttons: 'Once', 'Always', and 'Don't Run' (which is selected). Below the frequency section is a 'Parameters' section with a 'Process Name' field containing 'GP_GL_PREP' and a magnifying glass icon, followed by the text 'Post Global Payroll to GL'. Navigation controls like 'View All', 'First', '1 of 1', and 'Last' are visible in the top right of the 'Process Request' section.

Using Batch Publish to transfer Payroll information to General Ledger

Enter a **Request ID** and a **Description**. Select the **Process Frequency**. You will generally choose *Always* as your **Process Frequency**. In the **Process Name** field, select *PAYGL01*.

Click the **Run** button to run the transfer process.



Verify with your IT staff that Application Messaging nodes, channels, and messages have been activated before trying to send any transactions to General Ledger.

Resetting the GL Interface Run Flag

Now you need to reset the GL Interface Run Flag.

GL Reset Run Flag – Run Parameters Page

Usage	The system allows you to process only confirmed payrolls that have not yet had the General Ledger process run on them. When you run SQR PAYGL01, the system selects the General Ledger Interface Run flag on the Pay Calendar Table. The GL Reset Run Process enables you to reset the Pay Calendar General Ledger Interface Run flag for any payrolls you haven't exported to GL.
Object Name	PRCSRUNCNTL_NLC
Navigation	Compensate Employees, Administer GL Interface, Process, GL Reset Run Flag
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Parameters

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

GL Interface Run Details

Pay Run ID: PAB-99-14 or Company:

Pay Group: ENC

Pay Period End Date: 09/19/2001

GL Reset Run Flag – Run Parameters page

Enter the **Pay Run ID** you want to process. Alternatively, if you have more than one **Pay Calendar** for a **Pay Run ID** and want to process an individual **Pay Calendar**, enter the **Company**, **Pay Group**, and **Pay End Date** for that **Pay Calendar**. The system processes both on-cycle and off-cycle information.

Click the **Run** toolbar button to run the SQR.



For more information about GL Interface reports and other Payroll reports, see Running Payroll Reports in this PeopleBook.

CHAPTER 17

Converting Employee Balances

Unless you plan on going live at the beginning of the year, you need to convert the balance records from your old system to PeopleSoft. Overall, this does not present a problem. However, due to differences in system designs, your system might not have exact equivalents in PeopleSoft. This chapter discusses each PeopleSoft record to which you may convert data from your old system, going over general requirements and offering hints to make the process smoother. We've arranged record descriptions according to U.S. records and Canadian records.



There is one general principle that you should follow if at all possible: Go live at the beginning of a quarter. This way you only need to concern yourself with YTD balances.

Getting Started With U.S. Conversions

This section discusses how to get started with the U.S. conversion process

Identifying Records to Populate

For the U.S. version of PeopleSoft Payroll, the following records must be populated:

- PS_TAX_BALANCE
- PS_DEDUCTION_BAL
- PS_EARNINGS_BAL

In addition, the following records might need to be considered:

- PS_DED_ARREARS
- PS_GARN_BALANCE
- PS_CHECK_YTD
- PS_GENL_DED_CD
- PS_GENL_DEDUCTION
- PS_ADDL_PAY_EFFDT

- PS_ADDL_PAY_ERNCD
- PS_ADDL_PAY_DATA
- PS_BOND_LOG
- PS_LEAVE_ACCRUAL

In the sections that follow, we look at each of these records in detail.

Generating Control Totals

To ensure the most accurate conversion, you should generate control totals from your previous system and accounting records before you begin converting data. The following totals are usually sufficient to detect any problems encountered during the conversion process:

- Gross wages (all payroll-processed earnings).
- Federal W-2, FICA and FUTA wages.
- Withheld tax totals by each tax type (FWT, SWT by state, FICA, SDI, and so on).

Using SQRs

The Tax Summary report SQR TAX010 reports total federal W-2, OASDI, and UI wages from the tax balance tables.

The Quarterly Federal Tax Summary - Employee Detail report SQR TAX007 provides detailed quarterly employee data that can be helpful during a mid-quarter conversion.



For more information on these reports, see your PeopleTools PeopleBook and Overview of Payroll for North America Reports.

Using Year-End Processing

PeopleSoft year-end functionality is designed to be available at any time of the year. To verify a successful conversion, you might wish to run through a mock year-end process, generating the various year-end audit reports.



For more information, see Accessing Year-End Processing Instructions included in this PeopleBook.

PS_TAX_BALANCE

Your tax balances are the most critical set of records to convert. Without these balances, you'll probably get incorrect tax data, and your tax reports will not be correct. You should concern yourself with YTD data foremost. If you convert at the beginning of a quarter, you won't need QTD or MTD data.

Fields	Remarks
EMPLID	
COMPANY	
BALANCE_ID	
BALANCE_YEAR	
BALANCE_QTR	
BALANCE_PERIOD	
STATE	For federal taxes, use \$U. For state and local taxes, use the 2-character state code.
LOCALITY	For federal and state taxes, leave blank, otherwise, use applicable PS local tax code.
TAX_CLASS	Use the following values for each tax: B Local Employer and Employee. C Earned Income Credit. D OASDI/Disability. E Disability - Employer. F OASDI - Medicare. H Withholding. K Excise. M New Jersey WFDP. N New Jersey HCSF. P Occupational Privilege tax. R Local Employer.
	S Unemployment - Special. U Unemployment ER. Used for employer-paid federal and state unemployment taxes. V Unemployment EE. Used for employee-paid state unemployment.
NLGRS_YTD*	YTD No limit gross wages.

NLGRS_QTD*	Not required if going live at quarter start.
NLGRS_MTD*	Not required if going live at quarter start.
TXGRS_YTD	Enter the amount up to the taxable limit.
TXGRS_QTD	Not required if going live at quarter start.
TXGRS_MTD	Not required if going live at quarter start.
TAX_YTD	Enter the tax amount taken.
TAX_QTD	Not required if going live at quarter start.
TAX_MTD	Not required if going live at quarter start.

* These three fields are only required for those taxes that impose a limit, for example, FICA, FUT, SUT, and SDI. All other taxes should leave these fields blank. The No Limit Gross is the dollar amount of the taxable gross as if there were no limits. For example, Mark Larsen received one payment this year on January 15th for \$50,000, fully taxable. The Taxable Gross for FUT is \$7,000, whereas the No Limit Gross is \$50,000.

PeopleSoft state quarterly tax reports typically use the No Limit Gross field for reporting wages, so this field is very important.

PS_DEDUCTION_BAL

The Deduction Balance record is required for any deduction on which you impose a YTD limit, for example, a 401(k) deduction. Any other deduction that needs to be reported on the W-2 also needs to be loaded, such as the taxable benefit portion of Group Term Life Insurance (imputed income). Additionally, if your check design incorporates YTD as well as current balance information, you need to consider importing YTD data for all deductions.

Fields	Remarks
EMPLID	
COMPANY	
BALANCE_ID	
BALANCE_YEAR	
BALANCE_QTR	
BALANCE_PERIOD	

PLAN_TYPE	00	General Deductions.
	01	Benefit Program.
	10	Medical.
	11	Dental.
	12	Medical/Dental.
	13	Major Medical.
	14	Vision/Hearing.
	15	NQ Medical.
	16	NQ Dental.
	17	NQ Vision.
	20	Life.
	21	Supplemental Life.
	22	AD/D.
	23	Life and AD/D.
	24	Dependent AD/D.
	25	Dependent Life.
	26	Survivor Income.
PLAN_TYPE	27	Supplemental AD/D.
	30	Short-Term Disability.

	31 Long-Term Disability. 40 401(k). 41 Profit Sharing. 42 Thrift. 43 IRA. 44 Capital Accumulation. 45 U.S. Savings Bonds (not currently used). 4A Employed Stock Purchase Plan. 50 Sick (no loading required on this record). 51 Vacation (no loading required on this record). 52 Personal (no loading required on this record). 53 Family and Medical Leave (no loading required on this record). 5A Company Car. 60 Health Care. 61 Dependent Care. 65 Health Care Can. 66 Retirement Counseling Can. 70 PERS. 80 Standard Pension. 81 Supplementary Pension. 82 USDB Pension Plan 1. 83 USDB Pension Plan 2. 84 USDB Pension Plan 3. 85 USDB Pension Plan 4. 86 USDB Pension Plan 5. 87 USDB Pension Plan 6. 90 Vacation Buy. 91 Vacation Sell.
BENEFIT_PLAN	Enter the appropriate benefit plan for your benefit deductions only. Leave blank for General Deductions (Plan Type = 00).
DEDCD	Enter the applicable deduction code.

DED_CLASS	A After Tax. B Before Tax. L QC (Quebec) Taxable Benefit. N Non-taxable Benefit. P Non-Taxable Benefit for before-tax match. T Taxable Benefit.
DED_YTD	The year-to-date deduction amount.
DED_QTD	The quarter-to-date deduction amount (not required).
DED_MTD	The month-to-date deduction amount (not required).

PS_EARNINGS_BAL

The Earnings Balance record, like the Deduction Balance record, is required for earnings types that are necessary to W-2 processing, and for any earnings on which you impose a YTD limit. You should also take into consideration any check printing YTD data requirements.

The Earnings Balance record is also where you load any special accumulator data. For example, special accumulators might be required if you need to keep track of the earnings that go into the pension calculations or retirement wages.

If full detail of earnings is not required, you might wish to substitute a summary earnings type to record the employee's total YTD earnings.

Fields	Remarks
EMPLID	
COMPANY	
BALANCE_ID	
BALANCE_YEAR	
BALANCE_QTR	
BALANCE_PERIOD	
SPCL_BALANCE	Set to Y if you are loading a Special Accumulator. Otherwise set to N.

ERNCD	Enter the applicable earnings code. When loading Special Accumulators, enter the Special Accumulator Code.
HRS_YTD	The year-to-date hours, if applicable.
HRS_QTD	The quarter-to-date hours, if applicable.
HRS_MTD	The month-to-date hours, if applicable.
GRS_YTD	The year-to-date amount, if applicable.
GRS_QTD	The quarter-to-date amount, if applicable.
GRS_MTD	The month-to-date amount, if applicable.

PS_DED_ARREARS

The Deduction Arrears record is used to record any employee deduction that is in an arrears situation in your current system.

If the number of employees with arrears balances is very small, you might want to consider manually converting this information, once you've gone live. Use the Paysheet One-Time Deduction page to input the arrears amount as a one-time additional amount.

Should you decide to load these records, the system attempts to take the amount in arrears on the first PeopleSoft payroll run.

These deductions should be valid for the Benefit/Deduction Program in which the employee is currently enrolled.

Fields	Remarks
EMPLID	
COMPANY	
PLAN_TYPE	Same values as PS_DEDUCTION_BAL.
BENEFIT_PLAN	Enter the appropriate benefit plan for your benefit deductions only. Leave blank for General Deductions (Plan Type = 00).
DEDCD	
DED_CLASS	Same values as PS_DEDUCTION_BAL.
ARREARS_BAL	The amount the employee owes for each deduction.

PS_GARN_BALANCE

The Garnishment Balance record is used to record balance data for each Garnishment ID. Loading garnishment balance data is accomplished in two places:

PS_DEDUCTION_BAL This is the first record that should be loaded. It should contain YTD, QTD, and MTD data for the combined total of all garnishments an employee might have. Remember that PeopleSoft defines garnishments as Tax Levies, Wage Assignments, Child/Spouse Support, and Bankruptcies. Each Garnishment is identified in PeopleSoft by a Garnishment ID.

PS_GARN_BALANCE This is the second record that should be loaded.

<i>Fields</i>	<i>Remarks</i>
EMPLID	
COMPANY	
BALANCE_ID	
BALANCE_YEAR	
BALANCE_QTR	
BALANCE_PERIOD	
CALENDAR_YEAR	
QTRCD	
MONTHCD	
PLAN_TYPE	Same values as PS_DEDUCTION_BAL.
BENEFIT_PLAN	Enter the appropriate benefit plan for your benefit deductions only. Leave blank for General Deductions (Plan Type = 00).
DEDCD	
DED_CLASS	Same values as PS_DEDUCTION_BAL.
GARNID	The unique identifier for each garnishment. It must match the ID on the employee's GARN_SPEC record.
DED_YTD	The total year-to-date deduction amount, which includes the deduction and any processing fees collected.

DED_QTD	The total quarter-to-date deduction amount, which includes the deduction and any processing fees collected.
DED_MTD	The total month-to-date deduction amount, which includes the deduction and any processing fees collected.
DED_GARN_YTD	The year-to-date amount collected for the garnishment itself, minus any processing fees.
DED_GARN_QTD	The quarter-to-date amount collected for the garnishment itself, minus any processing fees.
DED_GARN_MTD	The month-to-date amount collected for the garnishment itself, minus any processing fees.
DED_CFEE_YTD	The year-to-date processing fees paid to the Company.
DED_CFEE_QTD	The quarter-to-date processing fees paid to the Company.
DED_CFEE_MTD	The month-to-date processing fees paid to the Company.
DED_PFEE_YTD	The year-to-date processing fees paid to the Payee.
DED_PFEE_QTD	The quarter-to-date processing fees paid to the Payee.
DED_PFEE_MTD	The month-to-date processing fees paid to the Payee.

PS_CHECK_YTD

The Check YTD record contains fields that are currently used only in the following standard PeopleSoft reports:

- Payroll Check Print (PAY003)
- Employee Earnings Snapshot (PAY013)
- Employee Earnings Record (PAY014)
- Direct Deposit Advice Print (DDP003)

PS_CHECK_YTD contains year-to-date information on Total Gross, Total Taxes, Total Deductions, and Net Pay. You need to make sure that these totals crossfoot from gross to net.

If you don't require this data on your paychecks, you don't need to convert this data.

Fields	Remarks
EMPLID	
COMPANY	
BALANCE_ID	
BALANCE_YEAR	
BALANCE_QTR	
BALANCE_PERIOD	
CALENDAR_YEAR	
QTRCD	
MONTHCD	
TOTAL_GROSS_YTD	The total of all earnings that Add to Gross (Earnings Table).
TOTAL_TAXES_YTD	The total of all employee-paid taxes.
TOTAL_DEDNS_YTD	All Before- and After-Tax deductions.
NET_PAY_YTD	This amount should be what's left, hopefully!

Getting Started with Canadian Conversions

This section discusses how to get started with the Canadian conversion process.

Identifying Records to Populate

For the Canadian version of PeopleSoft Payroll, the following records must be populated:

- PS_CAN_TAX_BALANCE
- PS_CAN_DED_BALANCE
- PS_CAN_ERN_BALANCE

In addition, the following records might need to be considered:

- PS_DED_ARREARS
- PS_GARN_BALANCE
- PS_CAN_CHECK_YTD
- PS_GENL_DED_CD

- PS_GENL_DEDUCTION
- PS_ADDL_PAY_EFFDT
- PS_ADDL_PAY_ERNCD
- PS_ADDL_PAY_DATA
- PS_LEAVE_ACCRUAL
- PS_INS_EARNS_BAL
- PS_ROE

In the sections that follow, we look at each of these records in detail.

Generating Control Totals

To ensure the most accurate conversion, you should generate control totals from your previous system and accounting records before you begin converting data. The following totals are usually sufficient to detect any problems encountered during the conversion process:

- Gross wages (all payroll-processed earnings).
- Taxable wages.
- Withheld tax totals by each tax type (CIT, QIT, CPP, QPP, and EI).

Using Year-End Processing

PeopleSoft year-end functionality is designed to be available at any time of the year. To verify a successful conversion, you might wish to run through a mock year-end process, generating the various year-end audit reports.

PS_CAN_TAX_BALANCE

Your tax balances are the most critical set of records to convert. Without these balances, you'll probably get incorrect tax data, and your year-end documents will not be correct. You should concern yourself with YTD data foremost.

<i>Fields</i>	<i>Remarks</i>
EMPLID	
COMPANY	

BALANCE_ID	
BALANCE_YEAR	
WAGE_LOSS_PLAN	
PROVINCE	
BALANCE_QTR	
BALANCE_PERIOD	
TAX_CLASS_CAN	Use the following values for each tax class type:
	ALL Total Gross.
	CBT Canadian Bonus Tax.
	CIT Canadian Income Tax (T4).
	CPA Pension Adjustment.
	CPP Canada Pension Plan Employee.
	CPR Canada Pension Plan Employer.
	EIE Employment Insurance Employee.
	EIR Employment Insurance Employer.
	HTX Provincial Health Tax.
	PYT Payroll Tax.
	QBT Quebec Bonus Tax.
	QIT Quebec Income Tax (RL-1).
	QPP Quebec Pension Plan Employee.
	QPR Quebec Pension Plan Employer.
	RV2 Quebec Income Tax (RL-2).
	T4A Canadian Income Tax (T4A).
	TRV True RL.
	TT4 True T4.
NILGRS_YTD*	YTD no limit gross wages.
NILGRS_QTD*	Not required if going live at quarter start.
NILGRS_MTD*	Not required if going live at quarter start.
TXGRS_YTD	Enter the amount up to the taxable limit.
TXGRS_QTD	Not required if going live at quarter start.
TXGRS_MTD	Not required if going live at quarter start.
TAX_YTD	Enter the amount of tax taken.

TAX_QTD	Not required if going live at quarter start.
TAX_MTD	Not required if going live at quarter start.

The three fields in the prior table marked with asterisks (*) are required because each imposes a limit, for example, CPP and QPP. The No Limit Gross is the dollar amount of the taxable gross as if there were no limits. For example, Mark Larsen receives one fully taxable payment this year on January 15th for \$50,000. The Taxable Gross for CPP is \$33,400, whereas, the No Limit Gross is \$50,000.

You must populate the No Limit Gross for tax types TRL and TT4 with Employment Income (that is, all income, including taxable benefits). To convert your total gross amounts, you need to populate the No Limit Gross for tax type All. However, with all other taxes, these fields should be left blank.

Converting taxable grosses for CPP, QPP, and EI is an important requirement of PeopleSoft payroll processing. These taxes are self-adjusting and the system keeps the contributions synchronized with the earnings during the payroll calculation throughout the year. If you load the balances incorrectly, a refund can occur.

PS_CAN_DED_BALANCE

The Deduction Balance record is required for any deduction on which you impose a YTD limit, most frequently your pension deduction. Any other deduction that needs to be reported at year-end, such as the taxable benefit for company-paid life insurance, also needs to be loaded. Additionally, if your check design incorporates YTD as well as current balance information, you need to consider importing YTD data for all deductions.

Fields	Remarks
EMPLID	
COMPANY	
BALANCE_ID	
BALANCE_YEAR	
WAGE_LOSS_PLAN	
PROVINCE	
BALANCE_QTR	
BALANCE_PERIOD	
BENEFIT_RCD_NO	

PLAN_TYPE	00	General Deductions.
	01	Benefit Program.
	10	Medical.
	11	Dental.
	12	Medical/Dental.
	13	Major Medical.
	14	Vision/Hearing.
	20	Life.
	21	Supplemental Life.
	22	AD/D.
	23	Life and AD/D.
	24	Dependent AD/D.
	25	Dependent Life.
	26	Survivor Income.
	27	Supplemental AD/D.
	30	Short-Term Disability.
	31	Long-Term Disability.
	40	U.S. use
	41	Profit Sharing.
	42	Thrift.
	43	IRA.
	44	Capital Accumulation.
	45	U.S. Savings Bonds (U.S. only--not currently used).
	50	Sick (no loading required on this record).
	51	Vacation (no loading required on this record).
	52	Personal (no loading required on this record).
	53	Family and Medical Leave (no loading required on this record).

	5A Company Car 60 Health Care. 61 Dependent Care. 65 Health Care Can 66 Retirement Counseling Can. 70 PERS 80 Standard Pension. 81 Supplementary Pension. 82 USDB Pension Plan 1. 83 USDB Pension Plan 2. 84 USDB Pension Plan 3. 85 USDB Pension Plan 4. 86 USDB Pension Plan 5. 87 USDB Pension Plan 6 90 Vacation Buy. 91 Vacation Sell.
BENEFIT_PLAN	Enter the appropriate benefit plan for your benefit deductions only. Leave blank for General Deductions (Plan Type = 00).
DEDCD	Enter the applicable deduction code.
DED_CLASS	A After-Tax. B Before-Tax.
	L QC (Quebec) Taxable Benefit. N Nontaxable Benefit. P Nontaxable Before-Tax Benefit for before-tax match. T Taxable Benefit.

DED_SLSTX_CLASS	B None. G Goods and Services Tax. H Harmonized Sales Tax. I Provincial Sales Tax on Insurance. P Provincial Sales Tax. Q QC Provincial Sales Tax on Insurance. S QC Provincial Sales Tax. T Provincial Premium Tax. U QC Provincial Premium Tax.
DED_YTD	The year-to-date deduction amount.
DED_QTD	The quarter-to-date deduction amount (not required).
DED_MTD	The month-to-date deduction amount (not required).

When converting deduction balances, you must generate a CAN_DED_BALANCE row with a DED_SLSTX_CLASS set to None for the base deduction amount. If you have sales tax amounts types, you can then generate those additional rows for the applicable sales tax.



For more information on setting up deductions, see Classifying Deductions in this PeopleBook.

PS_CAN_ERN_BALANCE

The Earnings Balance record, like the Deduction Balance record, is required for earnings types necessary for year-end processing, and for any earnings on which you impose a YTD limit. You should also take into consideration any cheque print YTD data requirements.

The Earnings Balance record is where you load any special accumulator data. For example, special accumulators might be required if you need to keep track of the earnings that go into the pension calculations or retirement wages.

If full detail of earnings is not required, you might wish to substitute a summary earnings type to record the employee's total YTD earnings.

<i>Fields</i>	<i>Remarks</i>
EMPLID	

COMPANY	
BALANCE_ID	
BALANCE_YEAR	
WAGE_LOSS_PLAN	
PROVINCE	
BALANCE_QTR	
BALANCE_PERIOD	
EMPL_RCD	
SPCL_BALANCE	Set to Y if you are loading a Special Accumulator. Otherwise set to N.
ERNCD	Enter the applicable earnings code. When loading Special Accumulators, enter the Special Accumulator Code.
HRS_YTD	The year-to-date hours, if applicable.
HRS_QTD	The quarter-to-date hours, if applicable.
HRS_MTD	The month-to-date hours, if applicable.
GRS_YTD	The year-to-date amount, if applicable.
GRS_QTD	The quarter-to-date amount, if applicable.
GRS_MTD	The month-to-date amount, if applicable.

PS_INS_EARNS_BAL

This record is created during payroll processing and tracks Canadian Employment Insurance insurable earnings balances and related information for employees by company, wage loss plan, EI period, and earnings end date.

Fields	Remarks
EMPLID	
COMPANY	
WAGE_LOSS_PLAN	
UI_PERIOD_DT	EI Period Date (Pay period end date).
EARNS_END_DT	Earnings End Date (Saturday of each week in the pay period).
UI_PERIODS_PER_YR	EI Pay Periods Per Year.
UI_CALC_SEQ	EI Calculation Sequence.

UI_USE_WKLY	EI Use Weekly Values? Set to N if entire pay period is insured. Set to Y to revert to weekly rules of insurability. For EI Period Dates of 01-01-1997 or later, set the EI Use Weekly Values field to N.
UI_EARNS_CUR	Total Insurable Earnings in this EI Period.
UI_EQUIV_WEEKS_CUR	Total Number of Weeks in this Insured EI Period. If all weeks in a bi-weekly cycle are insured, this is 2. If all weeks in a monthly cycle are insured, it's 4.33. For EI Period Dates of 01-01-1997 or later, leave this field blank.
UI_EE_PREMIUM_CUR	Current Employee Premium.
UI_ER_RT	EI Employer Rate.
UI_WKLY_EARNS	EI Earnings this Week (No Limit). All earnings that fall between the Sunday and Saturday.
UI_WKLY_HOURS	EI Hours this week.
ROE#	Record of Employment Number (normally blank).
INS_EARNS_AMENDED	Insurable Earnings Amended. A Amended. Next run of PAY124CN will change to R. N Not Applicable (normal status). R Amended and Reported.

PS_DED_ARREARS

The Deduction Arrears record is used to record any employee with an arrears balance in your current system.

If the number of employees with arrears balances is very small, you might want to consider manually converting this information once you go live. Use the Paysheet One-Time Deduction page to input the arrears amount as a one-time additional amount.

Should you decide to load these records, the system attempts to take the amount in arrears on the first PeopleSoft payroll run.

These deductions should also be valid for the Benefit/Deduction Program in which the employee is currently enrolled.

Fields	Remarks
EMPLID	
COMPANY	
PLAN_TYPE	Same values as PS_CAN_DED_BALANCE.
BENEFIT_PLAN	Enter the appropriate benefit plan for your benefit deductions only. Leave blank for General Deductions (Plan Type = 00).
DEDCD	
DED_CLASS	Same values as PS_CAN_DED_BALANCE.
ARREARS_BAL	The amount the employee owes for each deduction.

PS_GARN_BALANCE

The Garnishment Balance record is used to record balance data for each Garnishment ID. Loading garnishment balance data is accomplished in two places:

PS_CAN_DED_BALANCE This is the first record that should be loaded. It should contain YTD, QTD, and MTD data for the combined total of all garnishments an employee might have. Remember that PeopleSoft defines garnishments as Tax Levies, Wage Assignments, Child/Spouse Support, and Bankruptcies. Each Garnishment is identified in PeopleSoft by a Garnishment ID.

PS_GARN_BALANCE This is the second record that should be loaded.

Fields	Remarks
EMPLID	
COMPANY	
BALANCE_ID	
BALANCE_YEAR	
BALANCE_QTR	
BALANCE_PERIOD	
PLAN_TYPE	Same values as PS_CAN_DED_BALANCE.

BENEFIT_PLAN	Enter the appropriate benefit plan for your benefit deductions only. Leave blank for General Deductions (Plan Type = 00).
DEDCD	
DED_CLASS	Same values as PS_CAN_DED_BALANCE.
GARNID	The unique identifier for each garnishment. It must match the ID on the employee's GARN_SPEC record.
DED_YTD	The total year-to-date deduction amount, which includes the deduction and any processing fees collected.
DED_QTD	The total quarter-to-date deduction amount, which includes the deduction and any processing fees collected.
DED_MTD	The total month-to-date deduction amount, which includes the deduction and any processing fees collected.
DED_GARN_YTD	The year-to-date amount collected for the garnishment itself, minus any processing fees.
DED_GARN_QTD	The quarter-to-date amount collected for the garnishment itself, minus any processing fees.
DED_GARN_MTD	The month-to-date amount collected for the garnishment itself, minus any processing fees.
DED_CFEE_YTD	The year-to-date processing fees paid to the Company.
DED_CFEE_QTD	The quarter-to-date processing fees paid to the Company.
DED_CFEE_MTD	The month-to-date processing fees paid to the Company.
DED_PFEE_YTD	The year-to-date processing fees paid to the Payee.
DED_PFEE_QTD	The quarter-to-date processing fees paid to the Payee.
DED_PFEE_MTD	The month-to-date processing fees paid to the Payee.

PS_CAN_CHECK_YTD

The Canadian Check YTD record contains fields that are currently used only in the following standard PeopleSoft reports:

- Payroll Check Print - Canada (PAY003CN)
- Survey of Employment - Education (PAY110CN—Statistics Canada report)
- Direct Deposit Advice - Canada (DDP003CN)

PS_CAN_CHECK_YTD contains year-to-date information on Total Gross, Total Taxes, Total Deductions, and Net Pay. You need to make sure that these totals crossfoot from gross to net.

If you don't require this data on your paycheques, you don't need to convert this data.

Fields	Remarks
EMPLID	
COMPANY	
BALANCE_ID	
BALANCE_YEAR	
WAGE_LOSS_PLAN	
PROVINCE	
BALANCE_QTR	
BALANCE_PERIOD	
TOTAL_GROSS_YTD	The total of all earnings that Add to Gross (Earnings Table).
TOTAL_TAXES_YTD	The total of all employee-paid taxes.
TOTAL_DEDNS_YTD	All Before- and After-Tax deductions, including employee-paid sales tax.
NET_PAY_YTD	This amount should be what's left, hopefully!

Converting ROE Data

PeopleSoft Payroll generates ROEs for your employees, if the data is available. The necessary records are:

- PS_INS_EARNS_BAL
- PS_ROE

- **PS_ROE_FUTURE_PAY**

PS_INS_EARNS_BAL is updated during Pay Confirmation, so once you've been in production long enough, the ROE creation process uses data generated by PeopleSoft Payroll. Until then, you have two options:

1. Convert all the necessary data.
2. Manually combine the PeopleSoft ROE with your old system data.



For more information, see Generating a Canadian Record of Employment (ROE).

SQR PAY124CN

The Create Record of Employment program (SQR PAY124CN) uses the following records:

- PS_INS_EARNS_BAL
- PS_JOB
- PS_ROE
- PS_PAYGROUP_TBL
- PS_EMPLOYMENT
- PS_PERSONAL_DATA

Consequently, all of these records need to be accurately converted for your PeopleSoft system to produce an accurate ROE.

PS_INS_EARNS_BAL

PS_INS_EARNS_BAL is unlike any other balance in the system. In this record, balances are kept by EI week within the pay period and used in the ROE creation process. You need to convert your weekly EI earnings to insurable earnings records.

A list of fields and remarks for the PS_INS_EARNS_BAL record appears earlier in this chapter.

PS_ROE

PS_ROE is not a balance record. It is a data record used to print the ROE sent to the government upon termination of an employee. If you wish to use the PeopleSoft ROE automated create process, you must input your submitted ROEs for the past reportable periods. This enables the system to generate amended ROEs. (You only have to input data for old ROEs; the system generates new ones.)

You may input this data online through the ROE Data 1 page. We recommend this procedure only if the amount of data is relatively small; alternatively, you may use a conversion program to build the records.

Fields	Remarks
EMPLID	
COMPANY	
WAGE_LOSS_PLAN	
UI_PAYABLE_DT	EI Premium Payable Up To Date.
ROE_SEQ	ROE Sequence Number.
ROE_PROCESS	C Complete. G Generate. H Hold.
ROE#	Record of Employment Number.
ROE#_REPL	ROE Number Amended/Replaced.
ROE_DT	ROE Date Created/Completed.
MULTIPLE_JOBS	Employee Has Multiple Jobs? (Y/N).
PAYGROUP	
JOBCODE	

ACTION	ADL	Additional Job.
	ASC	Assignment Completion.
	ASG	Assignment.
	DEM	Demotion.
	DTA	Data Change.
	FSC	Family Status Change.
	HIR	Hire.
	INT	Completion of Introductory Per.
	JED	Earnings Distribution Change.
	JRC	Job Reclassification.
	LOA	Leave of Absence.
	LOF	Layoff.
	LTD	Long Term Disability With Pay.
	LTO	Long Term Disability.
	PAY	Pay Rate Change.
	PLA	Paid Leave of Absence.
	POS	Position Change.
	PRB	Probation.
	PRC	Completion of Probation.
	PRO	Promotion.
	REC	Recall from Suspension/Layoff.
	REH	Rehire.
	RET	Retirement.
	RFD	Return From Disability.
	RFL	Return from Leave.
	RWP	Retirement With Pay.
	STD	Short Term Disability With Pay.
	STO	Short Term Disability.
	SUS	Suspension.
	TER	Termination.
	TWB	Terminated With Benefits.
	TWP	Termination With Pay.
	XFR	Transfer.
ACTION_REASON	Reason Code.	

ROE_ISSUER_ID	EMPLID of Issuer.
ROE_CONTACT_ID	EMPLID of Contact.
FIRST_DATE_WORKED	
LAST_DATE_WORKED	
PD_LEAVE_START_DT	
PD_LEAVE_DURATION	
PD_LEAVE_INTERVAL	What interval is duration? D Days. W Weeks.
PD_LEAVE_AMT	
EXPECTED_RETURN_DT	
NOT_RETURNING	Not Returning? (Y/N).
OVRD_HRS	To override the system calculated hours for this ROE.
COMMENTS	
BUSINESS_UNIT	

PS_ROE_FUTURE_PAY

PS_ROE_FUTURE_PAY contains information regarding ROE-reportable payments (other than regular pay) to be included in the final or future pay for an employee.



This record is used only for online input of expected future pay data at the time an ROE is being produced. You should not put any conversion data into this record.

Other Records to Consider for U.S. and Canadian Conversions

The following records also affect employee data conversions.

PS_GENL_DEDUCTION

This record contains employee-specific deduction limits. One field, GOAL_BAL, contains the to date amount that has been deducted toward a specific Goal Limit.

PS_GENL_DEDUCTION

This record contains employee-specific deduction limits. One field, GOAL_BAL, contains the to date amount that has been deducted towards a specific Goal Limit. This might already have been loaded by a previous conversion.

PS_ADDL_PAY_DATA

This record operates identically to the GENL_DEDUCTION record, except that it's for earnings instead of deductions. The field GOAL_BAL contains the to date amount that has been paid to the employee.

PS_BOND_LOG

This record applies only to U.S. conversions and is required if you're using the Bond Processing feature in PeopleSoft Payroll. The record contains detail information on each bond that the employee is purchasing. The only records that you should be concerned about are those that are still in process—that is, when the employee is making contributions toward a bond, but has not yet accumulated enough to actually have purchased it. The system populates this record after each paycheck is produced for an employee.

Fields	Remarks
EMPLID	
BOND_ID	Required. The value of the bond, such as \$100, \$500, and so on.
BOND_OWNER_ID	Required. The ID of the owner of the bond. If your current system does not contain this information, default the field to EE for employee. Otherwise, this field should represent the ID assigned to one of the dependent/beneficiary records.
BOND_OTH_REG_TYPE	Required. Indicates whether there are any co-owners or beneficiaries. If you do not have this information, you should default this field to N for none.
BOND_OTHER_REG_ID	Required. Indicates the co-owner or beneficiary. If data is not kept for this, default the value to EE for employee.
BOND_LOG_SEQ	Required. Used to indicate a sequential number for each bond. Populate with a 1.

BOND_LOG_STATUS	Required. Indicates the status of each record: D Funds Disbursed. N Funds Not Ready to Disburse. R Funds Ready to Disburse. The only records you should be loading are funds with a status of N.
REVERSED	Required. Indicates if the entry has been reversed due to a check reversal. Set field value to N.
FORM_ID	Required. The Form ID from the Pay Group Table.
CHECK#	Required. Indicates the PS_PAYCHECK where the amount was deducted. Input a dummy check number, such as 999999.
CHECK_DT	Required. The check date of the paycheck when the amount was deducted. You may use the conversion date.
BOND_COLLECT_AMT	Required. The amount that was deducted for each specific bond. If this data is not readily available, you may enter a zero amount.
BOND_DISPURSE_AMT	The amount that was used to purchase a bond. Leave blank.
BOND_PURCH_UNITS	Indicates how many bonds were purchased for each paycheck. Leave blank.
BOND_ACCUM_AMT	The balance remaining since the last bond was purchased. This is the field into which you need to load data.
COMPANY	Company.
PAYGROUP	Pay Group.
PAY_END-DT	Pay Period End Date.
OFF_CYCLE	Off-Cycle.
PAY UP (USF)	Pay Group.
PAYMENTS (USF)	Pay Period End Date.
OF CHOICE (USF)	Of Choice.

PS_LEAVE_ACCRUAL

This record contains your employee balances for vacation and sick leave.

Fields	Remarks
EMPLID	
EMPL_RCD#	
COMPANY	
PLAN_TYPE	50 Sick. 51 Vacation. 52 Personal. 53 Family and Medical Leave.
ACCRUAL_PROC_DT	This date represents the last time you ran the Accrual process. You may leave this field blank.
SERVICE_HRS	The accumulated service hours used to calculate an employee's accrual. If your accrual is based on length of service, you may leave this field blank.
HRS_CARRYOVER	The accrual hours carried over from the previous year.
HRS_EARNED_YTD	The number of hours accrued this year.
HRS_TAKEN_YTD	The number of hours taken for each plan.
HRS_ADJUST_YTD	The number of hours used to adjust an employee's plan balance. May be left blank.
HRS_BOUGHT_YTD	The number of hours bought by an employee during the year.
HRS_SOLD_YTD	The number of hours sold by an employee during the year.
SERVICE_HRS_UNPROC	Service hours that have accumulated in payroll, but have not yet been updated by the Accrual process. Leave blank.
HRS_TAKEN_UNPROC	Taken hours that have accumulated in payroll but have not yet been updated by the Accrual process. Leave blank.
HRS_ADJUST_UNPROC	Adjusted hours that have accumulated in payroll, but have not yet been updated by the Accrual process. Leave blank.

HRS_BOUGHT_UNPROC	Bought hours that have accumulated in payroll, but have not yet been updated by the Accrual process. Leave blank.
HRS_SOLD_UNPROC	Sold hours that have accumulated in payroll, but have not yet been updated by the Accrual process. Leave blank.

E&G PS_LEAVE_ACCRUAL

This record contains your employee balances for vacation and sick leave.

Fields	Remarks
GVT_ERN_ACCR_CLASS (key)	Class Code.
EFFDT (key)	Effective Date.
EFF_STATUS	Active/Inactive.
DESCR	Long Description.
DESCRSHORT	Short Description.
GVT_ACCR_TYPE	Earnings Accrual Type. A = Annual. C = Credit Time. G = Religious Comp. L = LWOP. N = Non-pay. P = Compensatory Time. R = Restored. S = Sick. T = Time Off Award.
GVT_ADJ_ALLOWED	Adjustments Allowed. (Y/N)
ACCRUAL_FREQUENCY	Accrual Frequency. H = Hours per Hour. M = Hours per Month. P = Hours per Pay Period. Y = Hours per Year.

SERVICE_INTERVAL	Service Units. H = Hours. M = Months. Y = Years.
HRS_GO_NEGATIVE	Accrued Balance Go Negative. (Y/N)
SPECIAL_CALCULATN	Special Calculation Routine. (Y/N)
YEAR_BEGIN_CALC	Service Calculation at Year Begin. (Y/N)
GVT_EFF_RATE_PAY	Effective Rate Disposition. E = Use Rate When Earned. C = Use Current Rate. P = Use Percentage of Current Rate.
GVT_ERNCD_EXPIRE	Expiration Earnings Code.
GVT_EXP_INTERVAL	Expiration Interval. H = Hours. M = Months. Y = Years.
GVT_EXP_INTERVALS	Expiration Intervals.
GVT_EXP_DISP	Expiration Disposition. P = Convert to Pay. F = Forfeit. C = Convert to Other.
GVT_EXP_ERNCD	Termination Earnings Code.
GVT_EOY_FLAG	End of Year Indicator. (Y/N)
GVT_CEILING_SET	Ceiling Indicator. (Y/N)
GVT_MAX_CEILING	Maximum Compensation Hours.
GVT_CEIL_INTERVAL	Ceiling Interval. H = Hours. M = Months. Y = Years.
GVT_CEIL_INTERVALS	Ceiling Intervals.

GVT_CEILING_DISP	Ceiling Disposition. A = Allow to Exceed. U = Use of Lose. P = Convert to Pay. F = Forfeit. O = Convert to Other.
GVT_CEILING_ERNCD	Ceiling Earnings Code.
GVT_MAX_CARRYOVER	Maximum Carryover Indicator. (Y/N)
MAXIMUM_CARRYOVER	Maximum Leave Carryover.
GVT_COORD_WITH_GF	Coordinate With Grandfather. (Y/N)
GVT_COVR_DISP	Carryover Disposition. A = Allow to Exceed. U = Use of Lose. P = Convert to Pay. F = Forfeit. O = Convert to Other.
GVT_COVR_INTERVAL	Carryover Interval. H = Hours. M = Months. Y = Years.
GVT_COVR_INTERVALS	Carryover Intervals.
GVT_MAX_COVR_ERNCD	Carryover Earnings Code.
PAY_TERM_PCT	Pay Percentage of Hours at Term.
GVT_PAY_TERM_DISP	Termination Disposition. P = Convert to Pay. F = Forfeit.
GVT_PAY_TERM_ERNCD	Termination Earnings Code.
GVT_USE_OLD_FIRST	Use Oldest Hours First Indicator. (Y/N)
EMPLID (key)	Employee ID.
EMPL_RCD# (key)	Employee Record Number.
GVT_ERN_ACCR_CLASS (key)	Earnings Code Class.
EFFDT (key)	Effective Date.

COVERAGE_ELECT	Coverage Election. E = Elect. T =Term. W = Waive.
COVERAGE_ELECT_DT	Leave Plan Coverage Date.
GVT_ALT_WORK_SCHED	Work Schedule.
GVT_GFATH_CYOVER	Grandfather Carryover.
GVT_ERN_ACCR_CLASS (key)	Earnings Code Class.
EFFDT (key)	Effective Date.
ERNCD (key)	Earnings Code.
GVT_R_ADJ_HRS_ADD	Add to restored hours adjusted. (Y/N)
GVT_R_TAK_HRS_ADD	Add to restored hours taken. (Y/N)
HRS_TAKEN_ADD	Add to Hours Taken.
SERVICE_HRS_ADD	Add to Service Hours.
ADJUST_HRS_ADD	Add to Adjust Hours.
BOUGHT_HRS_ADD	Add to Hours Bought.
SOLD_HRS_ADD	Add to Hours Sold.
GVT_ERN_ACCR_CLASS (key)	Earnings Code Class.
EFFDT (key)	Effective Date.
SERVICE_INTERVALS (key)	Service Intervals.
HOURS_EARNED	Hours Earned.
GVT_SUPPL_HRS	Hours in Last Pay Period.
GVT_ERN_ACCR_CLASS (key)	Earnings Code Class.
EFFDT (key)	Effective Date.
SERVICE_INTERVALS (key)	Service Intervals.
HOURS_EARNED	Hours Earned.
EMPLID (key)	Employee Id.
EMPL_RCD# (key)	Employee Record Number.
GVT_ERN_ACCR_CLASS (key)	Earnings Code Class.

EFFDT (key)	Effective Date.
ERNCD (key)	Earnings Code.
SERVICE_HRS	Hours of Service.
HOURS_EARNED	Hours Earned.
HRS_TAKEN	Hours Taken.
HRS_ADJ	Hours Adjustment.
GVT_HRS_BOUGHT	Hours Bought.
GVT_HRS_SOLD	Hours Sold.
GVT_NONPAY_HRS	Nonpay Hours.
GVT_CR_REduc_HR	Credit Reduction Hours.
GVT_FORFEIT_HRS	Forfeited Hours.
GVT_MUSTUSE_USE	Must-Use Hours.
EXPIRATN_DT	Expiration Date.
RATE_AMOUNT	Rate Amount.
EMPLID (key)	Employee Id.
EMPL_RCD# (key)	Employee Record Number.
GVT_ERN_ACCR_CLASS (key)	Earnings Code Class.
EFFDT (key)	Effective Date.
ERNCD (key)	Earnings Code.
SEQUENCE_NBR (key)	Sequence Number.
GVT_ADJ_DT	Adjustment Date.
ADJ_REASON	Adjustment Reason.
GVT_ADJ_APPLIED	Adjustment Applied. (Y/N)
SERVICE_HRS	Hours of Service.
HOURS_EARNED	Hours Earned.
HRS_TAKEN	Hours Taken.
HRS_ADJ	Hours Adjustment.
GVT_HRS_BOUGHT	Hours Bought.
GVT_HRS_SOLD	Hours Sold.
GVT_NONPAY_HRS	Nonpay Hours.
GVT_CR_REduc_HRS	Credit Reduction Hours.
GVT_FORFEIT_HRS	Forfeited Hours.

GVT_MUSTUSE_HRS	Must-Use Hours.
EXPIRATN_DT	Expiration Date.
RATE_AMOUNT	Rate Amount.
EMPLID (key)	Employee Id.
EMPL_RCD# (key)	Employee Record Number.
GVT_ERN_ACCR_CLASS (key)	Earnings Code Class.
EFFDT (key)	Effective Date.
HRS_CARRYOVER	Hours Carried Over - Previous Year.
HRS_EARNED_YTD	Hours Earned Year-to-Date.
HRS_TAKEN_YTD	Hours Taken Year-to-Date.
HRS_ADJUST_YTD	Hours Adjusted Year-to-Date.
HRS_BOUGHT_YTD	Hours Bought Year-to-Date.
HRS_SOLD_YTD	Hours Sold Year-to-Date.
GVT_NONPAY_YTD	Hours Non Pay Year-to-Date.
MAXIMUM_CARRYOVER	Maximum Leave Carryover.
GVT_GFATH_CYOVER	Grandfather Carryover.
GVT_R_HRS_1	Restored Hours Balance.
GVT_R_HRS_TAK_1	Restored Hours Taken.
GVT_R_EXPIRE_DT_1	Expiration Date.
GVT_R_HRS_2	Restored Hours Balance 2.
GVT_R_HRS_TAK_2	Restored Hours Taken 2.
GVT_R_EXPIRE_DT_2	Expiration Date 2.
GVT_R_HRS_3	Restored Hours Balance 3.
GVT_R_HRS_TAK_3	Restored Hours Taken 3.
GVT_R_EXPIRE_DT_3	Expiration Date 3.
GVT_ADJ_APPLIED	Adjustment Made.
ADJ_ENTRY_DT	Adjustment Entry Date.
GVT_AUDITED	Audited Indicator. (Y/N)
GVT_YEAR	Year.
GVT_YEAR_FY	Fiscal Year begin Indicator. (Y/N)
GVT_YEAR_CY	Calendar Year Begin Indicator. (Y/N)
GVT_PP_NBR	Pay Period Sequence Number.

GVT_ACCR_RUN	Accrual Year Begin Indicator. (Y/N)
GVT_YEAR_PY	Pay Year Begin Indicator. (Y/N)

CHAPTER 18

Reviewing the Parallel Test Checklist

This section lists the processes and procedures you should complete during parallel testing of your PeopleSoft system prior to going live. You should use this checklist to ensure that the parallel phase of your payroll implementation is complete.

Key members of your implementation team must have attended PeopleSoft Payroll training before attempting to perform parallel testing. Our ability to support your system will be limited if your team members have not been trained in PeopleSoft Payroll procedures.

Some Additional Guidelines

- Apply the most recent tax updates before proceeding with parallel testing.
- Rerun each audit procedure after each test run.
- Reconcile the results of each procedure run during parallel testing to your current payroll system.
- Test the direct deposit transmittal process thoroughly. Create the transmittal file or report and test receipt by processing agency.
- If your organization requires multijob or single check processing, set up your test conditions during parallel testing to reflect this.

Checklist



Canadian SQRs contain the ending *CN* (for example, *PAY001CN*).

<i>Process</i>	<i>Task</i>	<i>Program</i>	<i>Expected Result</i>		<i>Target Date</i>	<i>Initials</i>
Preproduction Clean Up				☐	_____ ____	_____
Load Data	Time Input	Runtime Input Process	Job completed	☐	_____ ____	_____

			Data reconciled to current system	☐	_____	_____
		TAX011 (only if entire quarter is done in PeopleSoft)	Tax balances reconcile top current quarterly tax balance records	☐	_____	_____
Verify Data	Run Audit Programs	PreSheet PAY034	Confirms data complete for creating paysheets	☐	_____	_____
			Paysheets created	☐	_____	_____
On-Cycle Testing	Run Paysheets		Job completes	☐	_____	_____
Verify Data	Run Audit Programs	PreCalc PAY035	Confirms payroll key data correct for running calculations	☐	_____	_____
	Run Preliminary Payroll Calculation	PAY001 Deductions Register PAY001C N		☐	_____	_____
	Run Reports for Payroll Calculation	PAY002 Payroll Register		☐	_____	_____
		PAY006 Other Earnings Register		☐	_____	_____

		PAY008 Deductions Not Taken		☐	_____	_____
		PAY011 Payroll Error Messages		☐	_____	_____
		PAY021 Benefits Register PAY021C N		☐	_____	_____
		An iterative series of steps: run until each report is error-free.	Data reconciles to current system on subsequent report runs	☐	_____	_____
	Correct invalid data shown by reports		Job completes	☐	_____	_____
	Re-run preliminar y payroll calculatio n			☐	_____	_____
	Re-run reports for payroll calculatio n		Job completes error free	☐	_____	_____
	Run final payroll calculatio n		Job completes error free	☐	_____	_____
	Run payroll confirmati on	PAY001 Deduction Register PAY001C N	Each report completes	☐	_____	_____

	Run final payroll confirmation reports	PAY002 Payroll Register	Each report reconciles to current system	☐	_____	_____
Verify Data	Run Audit Programs	PAY036 Pre Confirm	Confirms that Pay Data is Correct Before Confirming Payroll	☐	_____	_____
		PAY003 Payroll Check Print PAY003C N	In the required format	☐	_____	_____
		PAY004 Payroll Check Register		☐	_____	_____
		DDP005 Direct Deposit Prenotification		☐	_____	_____
		DDP006 Direct Deposit Prenote Memo		☐	_____	_____
		DDP001 Create Direct Deposit Transmittal file DDP001C N	Transmittal file produced in the correct format	☐	_____	_____
		DDP002 Direct Deposit Register		☐	_____	_____

		DDP003 Direct Deposit Advice Print DDP003C N		☐		
		DDP004 Payroll Advice Register		☐		
	(CL) Process Payroll Savings – Canada	PAY132C N Create Payroll Savings Transmittal File	Transmittal file produced in the correct format			
		PAY005 Cost Center		☐		
		PAY006 Other Earnings Register		☐		
		PAY007 Deductions in Arrears		☐		
		PAY008 Deductions Not Taken		☐		
		PAY010 Employees Not Processed		☐		
		PAY015A Check Reconciliat ion Process		☐		
		PAY015B Check Reconciliat ion Report		☐		

		PAY016 Bond Purchase		☐	_____	_____
		PAY018 Payroll Summary Report PAY018C N		☐	_____	_____
		PAY021 Benefits Register PAY021C N		☐	_____	_____
		TAX001 Tax Deposit Summary TAX003C N		☐	_____	_____
			Check numbers are re- assigned	☐	_____	_____
	Perform paycheck reprint process		Balance records are removed from the balance tables	☐	_____	_____
	Delete balances		All payroll records updated with manually derived data	☐	_____	_____
Off-Cycle Processes	Perform manual payroll check print			☐	_____	_____

	Create Online Check			☐	_____	_____
	Disable direct deposit			☐	_____	_____
	Perform gross up process	Override	Jobs complete	☐	_____	_____
	Calculate one-time deductions	Addition		☐	_____	_____
		Refund		☐	_____	_____
		Arrears Payback		☐	_____	_____
		Override	Jobs complete	☐	_____	_____
	Calculate one-time garnishment	Suspend		☐	_____	_____
		Override	Jobs complete	☐	_____	_____
	Calculate one-time tax data	Refund		☐	_____	_____
		Addition		☐	_____	_____
			Balance records show negative entries for reversal	☐	_____	_____
	Perform paycheck reversal			☐	_____	_____
	Perform paycheck adjustment			☐	_____	_____

	Run preliminary payroll calculation for off-cycle	PAY001 Deductions Register PAY001CN		☐	_____	_____
	Run reports for preliminary payroll calculation for off-cycle	PAY002 Payroll Register		☐	_____	_____
		PAY006 Other Earnings Register		☐	_____	_____
		PAY008 Deductions Not Taken		☐	_____	_____
		PAY010 Employees Not Processed in Current Payroll		☐	_____	_____
		PAY011 Payroll Error Messages		☐	_____	_____
	Run final payroll calculation for off-cycle			☐	_____	_____
	Run off-cycle confirmation	DDP005 Direct Deposit Prenotification		☐	_____	_____
	Run reports for off-cycle confirmation	DDP006 Direct Deposit Prenote Memo		☐	_____	_____

		DDP001 Create Direct Deposit Transmittal file DDP001C N		☐	_____	_____
		DDP002 Direct Deposit Register		☐	_____	_____
		DDP003 Direct Deposit Advice Print DDP003C N		☐	_____	_____
		DDP004 Payroll Advice Register		☐	_____	_____
		PAY001 Deduction PAY001C N		☐	_____	_____
		PAY002 Payroll register		☐	_____	_____
		PAY003 Payroll Check Print PAY003C N		☐	_____	_____
		PAY004 Payroll Check Register		☐	_____	_____

		PAY005 Cost Center Report		☐	_____	_____
		PAY006 Other Earnings Register		☐	_____	_____
		PAY007 Deductions in Arrears		☐	_____	_____
		PAY008 Deductions Not Taken		☐	_____	_____
		PAY015A Check Reconciliat ion Process		☐	_____	_____
		PAY015B Check Reconciliat ion Report		☐	_____	_____
		PAY016 Bond Purchase Report		☐	_____	_____
		PAY018 Payroll Summary PAY018C N		☐	_____	_____
		TAX001 Tax Deposit Summary TAX003C N		☐	_____	_____
	Run interface programs	PAYEDIT, PAYUPDT		☐	_____	_____

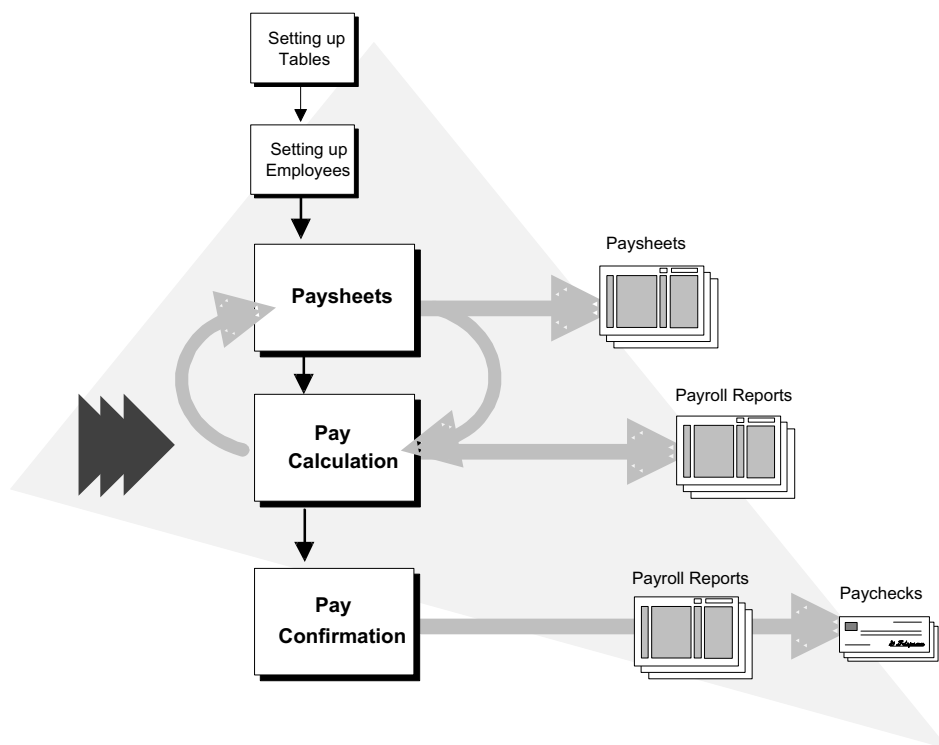
	Compare PeopleSoft and current system data to verify earnings			☐	_____	_____
	Run quarterly reports			☐	_____	_____
	Run GL interface			☐	_____	_____
	Run payroll check print			☐	_____	_____
Special Processes	Leave accrual process	Vacation		☐	_____	_____
		Personal		☐	_____	_____
		Process Adjustments		☐	_____	_____
	Set up prior year calendar			☐	_____	_____
	Run year-end processes			☐	_____	_____
	Test other processes (as applicable)			☐	_____	_____

CHAPTER 19

Calculating Pay

Once you enter all your employee payroll information, create your paysheets, and make any necessary updates and adjustments, you're ready to perform Pay Calculation (CALCPAY). In PeopleSoft Payroll, Pay Calculation is an iterative process. It's easy and efficient to run and rerun calculations repeatedly, until you're confident the payroll data is correct.

Sometimes, you need to run an off-cycle pay calculation. For example, you might need to process paylines in which the system finds errors. The Continue with Errors feature moves paylines containing certain errors to an off-cycle pay calendar for separate processing. The information in this section addresses both on-cycle and off-cycle pay calculations.



Pay Calculation in the Payroll Process

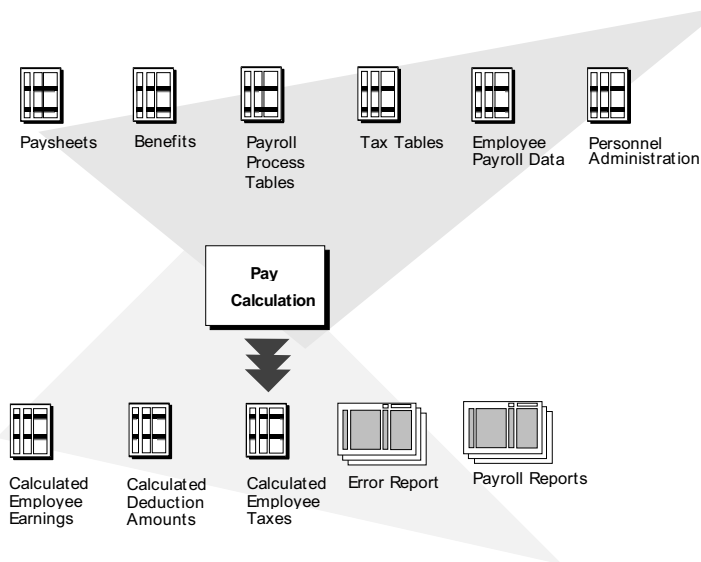
How Pay Calculation Works

You run Payroll Calculation after the Paysheets have been created and updated with the required changes for the pay period. At this point we use the Pay Calculation program to process all the

information you've set up on the PeopleSoft HRMS and PeopleSoft Payroll tables and at the employee level, combined with the additional information provided on paysheets, to calculate your payroll.

After you run Pay Calculation, you can view the results of paycheck Earnings, Deductions, and Taxes using the Paycheck pages in Manage Payroll Process. PeopleSoft Payroll includes several standard reports that you can print and modify to help you verify the results of Pay Calculation.

The system also produces an error report to make you aware of any information that might be entered or set up incorrectly. You can make any necessary adjustments on the paysheets.



Performing Pay Calculation

PeopleSoft Payroll Pay Calculation is driven by the Pay Run IDs you use to group pay groups together for payroll processing. Generally, all pay calendar entries that share a Pay Run ID have the same pay end date, but not necessarily the same pay frequency. You should generally set up different Pay Run IDs each pay period end date on the Pay Calendar Table in the Define Payroll Process window.



For more information about Pay Run IDs and Pay Calendars, see the Understanding Pay Calendars and Pay Run ID.

Running Pre-Calculation Audit

The Pre-Calculation Audit (PAY035.SQR) is an optional report that you should run before the Pay Calculation Process to identify any records that could cause errors during Pay Calculation. The Pre-Calculation Audit verifies the integrity of your paysheet entries. It checks employee data for valid Company, Tax Location Code, state/provincial tax data, UI jurisdiction, and so on.

You can run the Pre-Calculation Audit report by selecting Home, Compensate Employees, Manage Payroll Process, Report 2, Precalc Audit. The Run Parameters page prompts you for a Pay Run ID to identify the pay run you want to audit.



For more information about Payroll reports, see the Overview of Payroll for North America Reports.

Options for Calculating Pay

To help make the Pay Calculation process as efficient as possible, we've built in a few safeguards and options. For example, the system enables you to specify how you want to calculate pay:

- In preliminary or final mode.
- For all employees or only for employees with changes to their payroll data.

You can select any combination of options, and you can run payroll calculation as many times as you need in any mode. The only restriction is that all payroll calculation errors not included in your Continue With Errors definition must be corrected before you can begin payroll confirmation.

Understanding FLSA Rate Calculations

The Fair Labor Standards Act of 1937 requires that overtime be paid to any non-exempt employee who works more than 40 hours in a week.

Government regulations require employers to pay overtime at a rate at least equal to the rate calculated according to FLSA regulations. Additionally, non-discretionary bonuses must be prorated over all applicable FLSA periods and used in the calculation of the FLSA Regular Rate. When an employee has multiple non-exempt jobs within the same organization, Payroll applies the overtime rule to the total hours for all jobs.



For more general information about multiple jobs functionality, see Working with Multiple Jobs in the *PeopleSoft Application Fundamentals* PeopleBook.

The PeopleSoft Human Resources Company table enables you to choose between using the FLSA premium rate or the higher of either the FLSA premium rate or the contractual premium rate. A premium rate is the extra amount of the contractual rate paid for overtime and is stated by percentage. The contractual rate is the hourly rate of pay that an employer promises an employee in exchange for performing a specific job.

For example, if overtime is computed at 1.5 times the contractual rate, then the overtime premium rate is 50%. A contractual rate of \$10 an hour yields overtime earnings of \$15 an hour, with \$5 as the overtime contractual rate. Hence, at the Company Table, you can either pay overtime (1)

always at the FLSA premium, or (2) at the greater of the FLSA or contractual premium rates. The employee always receives at least the FLSA premium.

Overtime pay can be calculated according to FLSA rules or according to a calculation of the overtime hours times the percentage of the contractual rate that you have agreed to pay for overtime work. The way you calculate overtime, prorate bonuses, and handle other earnings, such as shift differentials and tips, depends on whether your employees are subject to FLSA standards or exempt from them.

PeopleSoft Payroll for North America enables you to calculate almost all FLSA overtime rates automatically:

- Rates for hourly employees
- Rates for salaried non-exempt employees
- Rates for public safety employees
- Rates for hospital employees
- Calculation with mid-period rate changes
- FLSA calculation and double-time pay
- FLSA overtime rates when a single payment crosses multiple pay periods.



FLSA calculations now use the new Frequency Table in PeopleSoft Human Resources. For more information about frequency, see PeopleSoft Application Fundamentals.

Setting Up FLSA

FLSA calculations apply only to the U.S. To enable PeopleSoft Payroll for North America to calculate FLSA rates, you must specify FLSA information on PeopleSoft HR tables and Payroll for North America Tables.

To set up FLSA:

1. Select the NA Payroll check box on the Installation Table Setup Page.

On the Installation Table - Products Page, select the Payroll for North America check box to enable U.S.-specific payroll functionality, such as FLSA.

2. Select the FLSA Required check box on the Company Table Setup Page.

On the Company Table Page, select the FLSA Required check box if any pay groups in your company require FLSA compliance. If you don't select this check box, FLSA functionality isn't available anywhere in the PeopleSoft Payroll for North America. Once FLSA Required is checked, the FLSA Rule Group Box displays.

3. Select an option in the FLSA Rule group box on the Company Table Setup Page.

Designate whether the system should always use the FLSA Premium rate (even when the FLSA rate is less than the contractual rate) or the higher of the FLSA and Contractual rates. The system defaults to the latter option.

4. Set up the FLSA Calendar on the FLSA Calendar Table Page.

You define the FLSA Period Days and FLSA Period Start Dates on the FLSA Calendar Table page. This step is not required when you use Basic Formula for Fixed Salaried Hours within a Fixed FLSA Period.

5. Select the FLSA Required check box on the Pay Group Table Page, Calc Parameters tab.

If FLSA functionality applies to this Pay Group, select this check box to enable the display of the FLSA Period Definition push button. You must consider whether FLSA applies when creating pay groups.

6. Click the FLSA Period Definition push button on the Pay Group Table Page, Calc Parameters tab.

This button brings up the Period Definition page.

7. Define the FLSA period and other parameters for your pay group's FLSA calculation on the Period Definition page.

The following three steps are required, but not necessarily in this order.

8. Complete the Earnings 1 Table.

Use the Earnings Table 1 Page and the Earnings Table 3 Page to specify the earnings codes in your company that are affected by FLSA regulations and to assign the earnings codes to FLSA categories. Only the Earnings Table 1 page and the Earnings Table 3 page in this component affect FLSA payment.

Use the Effect on FLSA group box to specify whether the hours and/or amount affect FLSA regular rate calculations. For regular pay, both earnings and amount are included in the calculation. For shift pay only, earnings are included, because the hours are already recorded in the regular pay.

9. Complete the Earnings 3 Table.

You must assign each earnings code to a specific FLSA Category of Regular, Overtime, or Excluded on the Earnings Table 3 Page. If the category for FLSA is Overtime, then the check box Regular Pay Included displays.

If you select Overtime in the Category for FLSA group box on the Earnings Table 3 Page, a Regular Pay Included? check box appears. Select Regular Pay Included? if you want to include your regular pay in the overtime calculation. This depends on your company's business rules. Some companies choose to include all regular pay with the overtime calculation, while other companies choose to separate regular pay earned during standard

hours from regular pay earned as part of overtime. For example, let's say that you have an employee whose regular earnings is \$10 an hour. He worked 40 regular hours in the last pay period. His regular earnings are calculated at \$400. He also worked two hours of overtime. Overtime is calculated at 1.5 times the regular rate, so his overtime pay is calculated at \$30. If you select the Regular Pay Included ? check box, the system calculates two earnings for that pay period, one for regular hours of 40 for \$400 and one for overtime hours of 2 for \$30. If you don't select Regular Pay Included?, you have to enter three separate earnings: one for regular earnings for \$400, one for regular earnings earned during overtime for \$20, and one for overtime earnings for \$10.

10. This step is employee-specific. Complete the Job Data page when you hire an employee.

Job Data Page, Job Information tab, expanded USA flag section

FLSA Status

Select the appropriate FLSA Status for this employee. Only non-exempt employees are entitled to FLSA calculation.

Work Day Hours

This field shows the number of hours an employee is scheduled to work on a normal day, which is used in the calculation of the Basic Rate Formula.



Unless you enable FLSA functionality at every level in the steps above, you don't see FLSA functionality at the next lower level. In other words, you must select the NA Payroll check box on the Installation Table before you can access U.S.-specific functionality on the Company Table. If you do not select the FLSA Required check box in the Company Table, you don't see FLSA functionality in the Pay Group Calculation Parameters page. Once you select the FLSA Required check box in Pay Group Table, then the push button for the FLSA Period Definition is available. The Country for the Pay Group also has to be USA for FLSA processing. In order to be included in FLSA calculation, an employee must have non-exempt status in Job and belong to an FLSA pay group.

Calculating Rates for Hourly Employees

The examples in this section compare premium amounts rather than rates. The premium is the amount over the regular rate that an employee earns by working overtime. It is added to the contractual rate for the hours an employee works overtime.

If an hourly employee has only regular earnings, the FLSA regular rate is the same as the contractual hourly rate; that is, the rate at which you have contracted to pay the employee for a specific job. If the employee has other included earnings, such as bonuses, shift differentials, multiple pay rates in the same FLSA period, or overtime, the FLSA regular rate is calculated as shown in the examples in this section, with the exception of overtime pay for workweeks under 40 hours.



FLSA calculations depend on constant values for standard hours and workday hours for an entire period. Any changes to standard hours or changes to workday hours made in the middle of an FLSA period will result in inaccurate calculations. Make these changes at the end of, or beginning of the FLSA period.

To calculate overtime pay for a salaried employee, whose workweek is fewer than 40 hours, use the following example.

Example of Calculating Overtime Pay for a Workweek Fewer Than 40 Hours:

John Burke is paid \$325.00 for a workweek of 35 hours. His FLSA regular rate is \$9.2857 (\$325.00/35 hours). According to FLSA requirements, John is entitled to \$9.2857/hour for any overtime worked in the 36th through 40th hour of the week and to \$13.9285 ($\$9.2857 \times 1.5$) for any overtime worked after 40 hours. John's employer might pay him time and a half for hours worked over 35 in a workweek, but that doesn't affect his FLSA regular rate.

Examples of FLSA Calculations When the Workweek is 40 Hours:



The information on these tables is summarized on the employee pay sheet by earnings codes. The FLSA function does not determine overtime rules.

In all of the following examples, the FLSA field on the Company Table Page is set to Higher of FLSA/Contractual.

Employee: Samuel Jameson	
Contractual hourly rate	\$6.00
Workday	8 hours
FLSA Period	7 days
Pay Period	Weekly

Sam also earned a bonus of \$12.00 for meeting his production quota.

Earnings	Hours	Rate	Wages
Regular	40	\$6.00	\$240.00
Overtime at 1.5	6	\$9.00 ($\$6.00 \times 1.5$)	\$54.00
Production bonus		\$12.00	\$12.00

Sam's contractual premium pay is \$18.00	$(\$6.00 \times .5) \times 6 \text{ overtime hours} = \$18.00$

If Sam's regular rate is less than the minimum wage, then his overtime must be calculated using the higher of the state or federal minimum wage, stored on the Federal/State Tax Table.



Sam's bonus might cover a work period that exceeds the current pay period. For more information about single payments covering multiple pay periods, see Calculating Single Payments Over Multiple Pay Periods.

FLSA Calculation

<i>FLSA Earnings</i>	<i>Hours worked</i>	<i>Straight-Time Rate</i>	<i>Straight-Time Earnings</i>
Regular	40	\$6.00	\$240.00
Overtime at 1.0	6	\$6.00	\$36.00
Production bonus			\$12.00
Totals	46		\$288.00

FLSA Amounts

FLSA rate	\$6.26 (\$288.00 / 46 total weekly hours)
Premium pay	\$18.78 [(\$6.26 * .5) * 6 overtime hours]

The FLSA overtime premium of \$18.78 is greater than the contractual premium, so you use the FLSA rate to calculate Sam's overtime.

Overtime With Multiplication Factor of .5

When using a multiplication factor of .5 for overtime, you must set up a companion earnings with a multiplication factor of 1.0 to record the straight time hours or include the straight time hours with the regular hours.

In this example, the straight time hours are included in a companion earnings.

<i>Employee: David Sherman</i>	
Contractual hourly rate	\$12.00
Workday	8 hours
FLSA Period	7 days
Pay Period	Weekly

Contractual Calculation

<i>Earnings</i>	<i>Hours</i>	<i>Rate</i>	<i>Wages</i>
Regular	40	\$12.00	\$480.00

Overtime at .5	6.5	\$6.00 (\$12.00 * .5)	\$39.00
Overtime at 1.0	6.5	12.00	\$78.00
Shift 2 Differential	12	\$3.25	\$39.00
Shift 2 Overtime at .5	2	\$7.625 (\$12.00 + \$3.25 *.5)	\$15.25
Shift 2 Overtime at 1	2	\$15.25 (\$12.00 + \$3.25)	\$30.50

David's contractual premium pay is \$54.25	$(\$12.00 * .5) * 6.5 \text{ overtime hours} = \$39.00$ $(\$15.25 * .5) * 2.0 \text{ shift overtime hours} = \$15.25$

FLSA Calculation

FLSA Earnings	Hours worked	Straight-time rate	Straight-time earnings
Regular	40	\$12.00	\$480.00
Overtime at 1.0	6.5	\$12.00	\$78.00
Shift 2 Differential		\$3.25	\$39.00
Shift 2 Overtime at 1.0	2	\$15.25	\$30.50
Totals	48.5		\$627.50

FLSA Amounts

Regular rate	12.9381 (\$627.50 / 48.5 total weekly hours)
Premium pay	\$54.98 [(\$12.9381 * .5) * 8.5 overtime hours]

The FLSA overtime premium of \$54.98 is greater than the contractual premium, so you use the FLSA rate to calculate David's overtime for the week.

Contractual Overtime With Factor of 1.5

Employee: Laura Miller	
Contractual hourly rate	\$12.00
Pay Period	Weekly
Workday	8 hours
FLSA Period	7 days

Contractual Calculation

Earnings	Hours	Rate	Wages
Regular	40	\$12.00	\$480.00
Overtime at 1.5	6.5	\$18.00 ($\$12.00 * 1.5$)	\$117.00
Shift 2 Differential	12	\$3.25	\$39.00
Shift 2 Overtime at 1.5	2	\$22.875 ($\$12.00 + \$3.25 * 1.5$)	\$45.75

Laura's contractual premium pay is \$54.25	$(\$12.00 * .5) * 6.5$ overtime hours = \$39.00 $(\$15.25 * .5) * 2.0$ shift overtime hours = \$15.25

FLSA Calculation

FLSA Earnings	Hours worked	Straight-time rate	Straight-time earnings
Regular	40	\$12.00	\$480.00
Overtime at 1.0	6.5	\$12.00	\$78.00
Shift 2 Differential		\$3.25	\$39.00
Shift 2 Overtime at 1.0	2	\$15.25	\$30.50
Totals	48.5		\$627.50

FLSA Amounts

Regular rate	\$12.9381 ($\$627.50 / 48.5$ total weekly hours)
Premium pay	\$54.98 [$(\$12.9381 * .5) * 8.5$ overtime hours]

The FLSA overtime premium of \$54.98 is greater than the contractual premium, so you use the FLSA rate to calculate Laura's overtime for the week.

Contractual Overtime With Factor Greater Than 1.5

Employee: Jane Sampson	
Contractual hourly rate	\$12.00
Pay Period	Weekly
Workday	8 hours
FLSA Period	7 days

Contractual Calculation

<i>Earnings</i>	<i>Hours</i>	<i>Rate</i>	<i>Wages</i>
Regular	40	\$12.00	\$480.00
Overtime at 1.5	3.5	\$18.00 (\$12.00 * 1.5)	\$63.00
Overtime at 2.0	4.5	\$24.00 (\$12.00 * 2)	\$108.00
Shift 2 Differential	16	\$3.25	\$52.00
Shift 2 Overtime at 1.5	2	\$22.875 (\$12.00 + \$3.25 * 1.5)	\$45.75

Jane's contractual premium pay is \$90.25, which is the summation of (\$12.00 *.5 * 3.5 OT) = \$21.00, \$12.00 * 1 * 4.5 OT = \$54.00, and \$15.25 * 5 * 2.0 shift overtime hours = \$15.25.

FLSA Calculation

<i>FLSA Earnings</i>	<i>Hours worked</i>	<i>Straight-time rate</i>	<i>Straight-time earnings</i>
Regular	40	\$12.00	\$480.00
Overtime at 1.0	3.5	\$12.00	\$42.00
Overtime at 1.0	4.5	\$12.00	\$54.00
Shift 2 Differential	0	\$3.25	\$39.00
Shift 2 Overtime at 1.0	2	\$15.25	\$30.50
Totals	50		\$645.50

FLSA Amounts

Regular rate	\$12.91 (\$645.50 / 50 total weekly hours)
Premium pay	(\$12.91*.5) * 10 overtime hours = \$64.55

The contractual overtime premium of \$90.25 is greater than the FLSA premium, so you use the contractual rates to calculate Jane's overtime.

Calculating Rates for Salaried, Non-Exempt Employees

There are three ways to calculate the FLSA regular rate of pay for salaried non-exempt employees:

- Fixed hours
- Unspecified hours
- Fixed hours using the Basic Rate Formula

Salaried Employee - Fixed Hours

For this option, the system converts Mary Stewart's salary to a weekly wage equivalent, in order to calculate the FLSA regular rate. This calculation is made by multiplying the monthly salary by the monthly frequency defined on the Frequency Table, and dividing by the weekly frequency defined on the Frequency Table. The number of hours a week is assumed to be 40, and the number of actual working days in the month does not matter, because for FLSA premium purposes, Mary's salary is calculated as a weekly wage.

<i>Employee</i>	<i>Salary</i>	<i>Weekly Wage</i>	<i>Hours /Week</i>	<i>FLSA Regular Rate</i>
Mary Stewart	\$1200.00	\$276.92	40	\$6.92 (276.92 / 40)

Mary works 2 hours of overtime the first week and 4 hours of overtime the third week. She is entitled to overtime pay of \$62.28 ($\$6.92 * 1.5 * 6$ hours). Her total check for the month is \$1262.28.

If Mary receives a production bonus of \$50 for the first week, her hourly rate of pay for that week is \$8.17 ($\$276.92 + \$50 / 40$). She receives overtime pay of \$24.51 ($\$8.17 * 1.5 * 2$) for the first week and \$41.52 ($\$6.92 * 1.5 * 4$) for the third week. Her total check for the month is \$1316.03.

Note that the multiplication factor used to calculate the overtime is 1.5, rather than .5, because the straight-time portion of the overtime is not used to determine the FLSA rate.

The system uses the value entered for Standard Hours on the employee's Job Data record as the number of hours normally worked in a week when calculating the FLSA regular rate for a salaried non-exempt employee.

Salaried Employee - Unspecified Hours

For employees paid for Unspecified Hours, the employee's monthly or semi-monthly salary is converted to a weekly wage equivalent. This is done by multiplying the monthly salary by the monthly frequency defined on the Frequency Table.



For more information about frequency, see PeopleSoft Application Fundamentals.

In the example below, Mary Stewart is paid \$1200/month for however many hours her job requires, but she is entitled to overtime if she works more than 40 hours in a week. Her weekly wage equivalent is \$276.92 ($\$1200 * 12 / 52$). She works 3 hours of overtime in the first week and 5 hours of overtime in the third week.

FLSA Rate

Mary Stewart	Week 1	Week 2	Week 3	Week 4
Contractual Rate (\$1200.00 * 12 / 52)	\$276.92	\$276.92	\$276.92	\$276.92
FLSA Regular Hourly Rate	\$6.44 ((\$276.92 / 43) (40 hrs reg + 3 OT)	\$6.92 (\$276.92 / 40) (40 hrs reg)	\$6.15 (\$276.92 / 45) (40 hrs reg + 5 OT)	\$6.92 (\$276.92 / 40) (40 hrs reg)
Hours worked	43	40	45	40
FLSA Overtime Premium	\$9.66 (\$6.44 * .5) * 3 overtime hrs	0	\$15.38 (\$6.15 * .5) * 5 overtime hrs	0
Overtime pay	\$30.42 (((\$6.92 * 3) + \$9.66))	0	\$50.00 (\$6.92 * 5) + \$15.38) rounded up	0
Weekly amount	\$307.35 (\$276.92 + \$30.43)	\$276.92	\$326.92 (\$276.92 + 50.00)	\$276.92

If Mary receives a production bonus of \$50 for the first week, her FLSA hourly rate of pay for that week is \$7.60 ($\$276.92 + \$50 / 43$). The FLSA overtime premium is \$11.40 ($\$7.60 \times .5 \times 3$). She receives overtime pay of \$32.16 ($(\$6.92 \times 3) + 11.40$).

Salaried Employee - Fixed Salaried Hours (Basic Rate Formula)

The Department of Labor allows the use of a Basic Rate Formula to calculate the regular rate of pay for semi-monthly or monthly salaried employees, if the employee agrees. With the Basic Rate Formula, a salaried employee's regular rate is calculated by dividing the pay period salary by the number of days in the pay period, and then dividing the result by the number of hours in a normal workday. (The value for Work Day Hours is entered on the employee's Job Data record.)

Employee	Salary	Days in Month	Workday	FLSA Regular Rate
Mary Stewart	\$1200.00	23	8 hours	\$6.52 (\$1200/23/8)

Mary works 2 hours of overtime the first week and 4 hours of overtime the third week. She is entitled to overtime pay of \$58.68 ($\$6.52 \times 1.5 \times 6$ hours). Her total check for the month is \$1258.68. In a month with only 20 workdays, Mary's hourly pay is \$7.50 ($\$1200/20/8$), and if she works 6 hours of overtime ($\$7.50 \times 1.5 \times 6$ hours = \$67.50), her total check for the 20-day month is \$1267.50.

If a production bonus of \$50 is paid in a month with 20 workdays, Mary's hourly rate of pay is \$7.81 ($\$1250/20/8$). If she works 6 hours of overtime ($\$7.81 \times 1.5 \times 6$ hours = \$70.29), her total check for the month is \$1320.29.

Calculating FLSA Requirements for Public Safety Employees

The FLSA overtime requirements for public safety employees are different from those of other employees, in that you must use the number of hours they work before the FLSA rate to calculate overtime pay variations. Their work periods vary from 7 to 28 days, depending on the work period chosen. Some police officers and fire protection employees have 28-day work periods; some have 14-day work periods. These employees are usually paid biweekly and have 28-day FLSA pay periods. They can report overtime hours throughout the FLSA period, but FLSA overtime regulations are not invoked until the employee works more than the maximum FLSA hours for the period. Once the employee has works the maximum FLSA hours for the period, you must pay all overtime over the maximum using the FLSA regular rate.

Overtime must be paid to fire protection employees for any hours worked over 212 in a 28-day period. Overtime must be paid to law enforcement employees for any hours worked over 171 in a 28-day period. If the work period is fewer than 28 days, the hours are prorated. This enables you to balance work hours over an entire FLSA work period.

For those with work periods of 7 to 28 days, the system calculates overtime hours reported after an employee's FLSA hours equal the number shown in this chart, published by the Wage and Hour Division, U.S. Department of Labor.

Maximum Non-Overtime Hours Under 7K Exemption (Public Safety)

<i>Days in work period</i>	<i>Fire Protection</i>	<i>Law Enforcement</i>
28	212	171
27	204	165
26	197	159
25	189	153
24	182	147
23	174	141
22	167	134
21	159	128
20	151	122
19	144	116
18	136	110
17	129	104
16	121	98
15	114	92
14	106	86
13	98	79
12	91	73

<i>Days in work period</i>	<i>Fire Protection</i>	<i>Law Enforcement</i>
11	83	67
10	76	61
9	68	55
8	61	49
7	53	43

Example

If a firefighter's work period is 28 consecutive days, and he works 80 hours in each of the first two weeks, but only 52 hours in the third week, and none in the fourth week, no overtime pay is required. His total hours worked do not exceed 212 for the 28 day work period.

$$80 + 80 = 160.$$

$$160 + 52 = 212. \text{ No overtime pay is due.}$$

But if the same firefighter has a work period of only 14 days, overtime pay is due for 54 hours (160 minus 106 hours, the amount in the chart) for the weeks in which he works 80 hours a week.

$$80 + 80 = \$160.$$

Days in work period = 14. Overtime pay is due after 106 hours. Therefore, 54 hours of overtime pay is due.

Example: 28 Day / 212 Hour FLSA Period

Firefighter Jon Davis has a 28-day work period and earns an annual salary of \$24,000 for all hours worked. For each FLSA period, Jon receives \$1,846.15 (\$24,000.00 / 13).

During the last FLSA period, Jon works 224 hours (12 more than the maximum of 212). His regular rate is \$8.24 (\$1,846.15 / 224). Jon's overtime premium is \$49.44 [12 * (\$8.24 * .5)].

Example: 14 Day / 86 Hour FLSA Period

This police department has adopted a work period of 86 hours in 14 days. Under present city regulations, police officers can be paid in several earnings codes for hours worked over 81 in a 14-day period. Presently, they can be paid Mandatory Overtime (MOT), Special Event Overtime (SOT), and/or Comp Time (CTO) for these hours. If the city pays them MOT and/or SOT under the present payment system, this overtime premium for hours worked up to the FLSA limit of 86 hours can be taken as a credit against any FLSA liability. Here's an example:

<i>Employee</i>	<i>Joe Gannon</i>
Monthly Salary	\$2,631.00
Contractual Hourly Rate	\$15.179
Scholastic Bonus (Biweekly)	\$18.47
Special Assignment Pay	\$30.36

Employee	Joe Gannon
FLSA Period	14 day/86 hours

For a two-week (14-day pay period), Officer Joe Gannon records the following information:

Earnings Code	Description	Hours Worked	Effect on FLSA
REG	Regular	78	Hours and Amount
MUP	Move-up	3	Hours and Amount
MOT	Mandatory Overtime	2	Hours and Amount
SOT	Special Event Overtime	4	Hours and Amount
CTO	Comp Time	2	None
SCK	Sick Leave	2	None
Total		91	

Because all of the above earnings except “SCK” and “CTO” are eligible, the total of eligible FLSA hours is 87. Because this is one hour more than the police officer’s limit of 86 hours for a 14-day period, Joe has one hour of FLSA liability.

To determine the FLSA regular rate, the system divides the FLSA eligible earnings by the FLSA eligible hours.

FLSA Earnings	Hours	Rate	Wages
REG	78	\$15.179	\$1,183.96
MUP	3	\$15.938 (\$15.179 * 1.05)	\$47.81
MOT	2	\$15.179 (straight time only)	\$30.36
SOT	4	\$15.179 (straight time only)	\$60.72
Scholastic Bonus			\$18.47
Special Assignment Pay			\$30.36
Total	87		\$1,371.68

FLSA Regular Rate = $\$1371.68 / 87 = \$15.766436$.

You calculate the overtime premium under FLSA and under the city’s method as follows:

- FLSA overtime premium: $1 * \$15.766436 * .5 = \$7.88$.
- City overtime premium: $1 * \$15.179 * .5 = \$7.59$.

The FLSA premium is greater than the city's premium, so the employee should be paid at the FLSA rate for the one hour over the 86 hour limit, if the city has chosen to pay the higher of FLSA/contractual overtime. If MOT is the main pay group's OT earnings code (as defined in Pay Group Table), then it should reverse the one hour of MOT paid at contractual and pay it at FLSA instead.

Earnings	Hours	Rate	Wages
SCK	2	\$15.179	\$30.36
REG	78	\$15.179	\$1,183.96
MUP	3	\$15.938 (\$15.179 * 1.05)	\$47.81
MOT at contractual	2	\$22.7685 (\$15.179 * 1.5)	\$45.54
MOT contractual reversal	-1	\$7.59 (\$15.179 * .5)	\$-22.77 (15.179 + 7.59)
MOT at FLSA rate	1	\$7.88 (15.766 * .5)	\$23.06 (15.179 + 7.88)
SOT	4	\$22.7685 (\$15.179 * 1.5)	\$91.07
Scholastic Bonus			\$18.47
Special Assignment Pay			\$30.36
Total Wages			\$1,447.86



The original Overtime entered by the user in pay sheet will not be changed during pay calculation. If part of the Overtime needs to be paid at a different rate, then instead of reducing the original Overtime hours you see two new pay sheet entries: 1) a reversal for those hours at the original rate and 2) an adjustment entry for the same number of hours at the new rate. These two new entries generated by pay calculation process are unavailable for selection and cannot be modified by the user. The original Overtime hours can be updated only by the user, not the pay calculation process. The user can run a recalculation several times and be assured that the original Overtime entry remains the same.

If there are multiple Overtime Earnings (for example, MUP, MOT and SOP above), the Overtime hours must be reversed in sequence, as listed below, until the Overtime hours eligible at the new FLSA rate is zero.

1. The main Overtime Earnings Code defined in Pay Group Table Panel for Overtime Hours. If we process Multiple Jobs from Multiple Pay Groups on a single check, we use the one from the Primary Pay Group's Table for Overtime Hours. If there is a rate change, then we process

the one with the least contractual rate first.

2. For processing Multiple Jobs from Multiple Pay Groups on a single check, Overtime defined in the Non-Primary Pay Group's Table for Overtime Hours is processed next. If there are multiple Overtime Earnings Code, then we process the one with the least contractual rate first in this group.
3. All other Overtime Hours are processed last. The one with the least contractual rate is processed first in this group.

Calculating Rates for Hospital Employees Only

Hospitals and nursing homes can enter into agreements with their employees under which a 14-consecutive-day period, rather than a 7-day period, is the basis for calculating overtime.



You need to select the FLSA calendar with 14 FLSA Period in Days on the Pay Group page FLSA Period Definition. For the FLSA feature to work, you must pay your 8/80 employees biweekly. When you allow some employees to be paid 8/80 and some to be paid on a 7-day period, you are required to assign employees to separate pay groups, based on the FLSA method of calculating premium pay.

Employee: Billie Reed	
Contractual hourly rate	\$12.00
Workday	8 hours
FLSA Period	14 days

Contractual Calculation

Earnings	Hours	Rate	Wages
Regular	76	\$12.00	\$912.00
Overtime at 1.5	6.5	\$18.00 (\$12.00 * 1.5)	\$117.00
Shift 2 Differential	40	\$3.25	\$130.00
Shift 2 Overtime at 1.5	4	\$22.875 (\$12.00 + \$3.25 * 1.5)	\$91.50
Sick pay, shift 2	4	15.25	\$61.00
Total Wages			\$1311.50

Billie's contractual premium pay is \$69.50.	$(\$12.00 * .5) * 6.5 \text{ overtime hours} = \$39.00$ $(\$15.25 * .5) * 4.0 \text{ shift overtime hours} = 30.50$

FLSA Calculation

<i>FLSA Earnings</i>	<i>Hours worked</i>	<i>Straight Time Rate</i>	<i>Straight Time Earnings</i>
Regular	76	\$12.00	\$912.00
Overtime at 1.0	6.5	\$12.00	\$78.00
Shift 2 Differential	0	\$3.25	\$130.00
Shift 2 Overtime at 1.0	4	\$15.25	\$61.00
Sick pay, shift 2	0		\$0.00 (not used to calculate FLSA regular rate)
Totals	86.50		\$1181.00

FLSA Amounts

Only use total hours of 86.50 worked for FLSA regular rate. Shift hours are already included in regular, and sick hours are not used.

Regular rate	\$13.653 (\$1181.00/86.50 total pay period hours)
Premium pay	\$71.67 (\$13.653 *.5) * 10.5 total pay period overtime hours

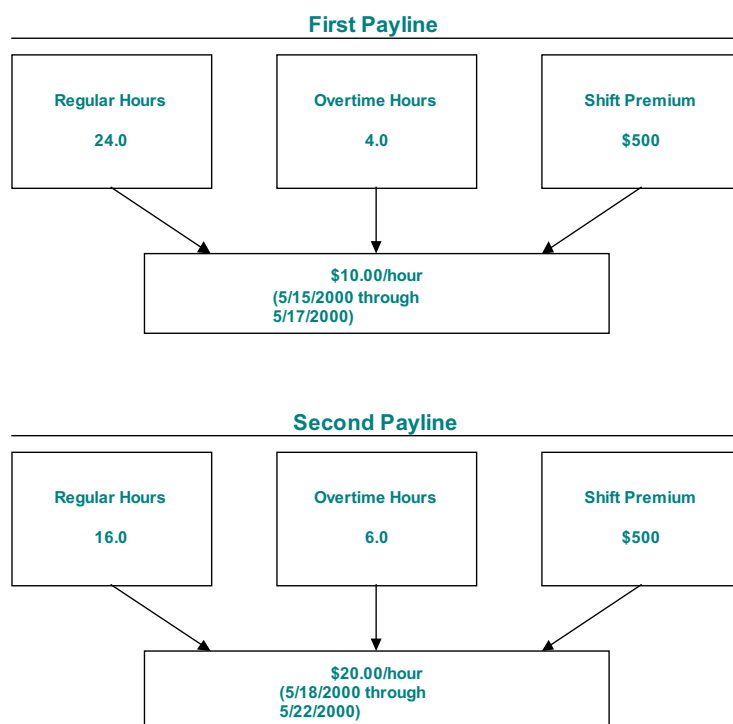
The FLSA overtime premium of \$71.67 is greater than the contractual premium, so you should use the FLSA rate to calculate Billie's overtime.

FLSA Rate Calculation With Mid-Period Rate Changes

This example illustrates how the system calculates the FLSA rate when a rate change occurs in mid-period.

An employee is paid weekly. The pay period begin date is 5/15/2000 (Monday) and the end date is 5/21/2000 (Sunday). The employee works a Monday-through-Friday schedule. Her rate is \$10 an hour, but she gets a pay rate increase effective 5/18/2000 to \$20 an hour.

The Paysheet is Created With Two Paylines



Two Paylines for a Mid-Period Rate Change



Note. The system's FLSA rate calculation incorporates the entire period. This means that only one FLSA rate exists for the entire period.

FLSA Calculation		
Regular Hours	24 at \$10.00 an Hour	= \$240.00
Overtime Hours	4 at \$10.00 an Hour	= \$40.00
Shift Premium		= \$500.00
Regular Hours	16 at \$20.00 an Hour	= \$320.00
Overtime Hours	6 at \$20.00 an Hour	= \$120.00
Shift Premium		= \$500.00
Total	50 hours	= \$1700.00

The FLSA rate equals \$34.00 an hour, or \$1,700/50 hours.

Paycheck Results		
Regular Hours	24.0	\$240.00 (24 hrs * \$10/hr)
Overtime Hours	6.0	\$162.00 (6 hrs * \$10/hr + 6 hrs * .5 * \$34/hr)
Shift		\$500.00
Regular Hours	16.0	\$320.00(16 hrs * \$20/hr)
Overtime Hours	4.0	\$148.00(4 hrs * \$20/hr + 4 hrs * .5 * \$34/hr)
Shift		\$500.00



Note. The FLSA rate is calculated on the entire period, and the overtime premium (the .5 part of the overtime) uses the FLSA rate for both.

Calculating Single Payments Over Multiple Pay Periods

The FLSA requires that a special payment, such as a bonus or commission, that applies to more than one FLSA period be prorated across all the affected FLSA periods. If the bonus is FLSA-eligible, any portion of it that is attributable to a specific FLSA period must be used in calculating the FLSA rate for that period. For the system to prorate a bonus over multiple FLSA periods, you simply add a new entry in the pay sheet with the Earnings Begin and Earnings End dates for the period covered by the special payment. (Pay calendars and FLSA calendars for the period covered must be created.) The system then prorates the amount for every FLSA period and recalculates any overtime affected by the special payment. This can include future payments.

When the user enters an FLSA eligible payment amount for a period that covers multiple FLSA periods in a pay sheet, then each FLSA period affected is assigned a prorated payment amount. The original Payment entered in the pay sheet is reversed and replaced by multiple FLSA periods that cover the payment periods. Each prorated payment is equal to payment amount times the percent of the number of workdays in the FLSA period over the total number of workdays in the payment period. Thus, proration is calculated by workday, as defined in the employee's Job Record.

Example

Jackie Taylor exceeds her production quota and earns a bonus of \$2640 for a six-month period July 1st to December 31st. The FLSA period of seven days runs Sunday to Saturday, and the number of workdays each FLSA period is five days from Monday to Friday. The total number of workdays for the six-month bonus period is 132. July first falls on a Thursday, which gives the first FLSA period two workdays. For the first FLSA period June 27 to July 3, the prorated bonus are \$40 ($\$2640 * 2/132$). The prorated bonus for the rest of the 26 FLSA workweek period is \$100 ($\$2640 * 5/132$). The system not only adds the \$40 or \$100 to each workweek accordingly, but recalculates any overtime pay by including the prorated bonus in the FLSA earnings used to determine the FLSA rate in the workweeks in which Jackie works overtime.

FLSA Calculation and Double-time Pay

The FLSA process compares the premium overtime amount (the .5 in 1.5), as calculated under the FLSA regulations, and the premium overtime amount calculated with the contractual hourly rate. The system then uses whichever rate pays the greater premium amount.

In the case of double-time, the FLSA premium amount for overtime is

$$\text{overtime hours} * \text{FLSA regular rate} * .5$$

The contractual premium amount is:

$$\text{overtime hours} * \text{contractual rate} * 1.0$$

In most cases, the contractual premium is more than the FLSA premium.

Example: (10 hours overtime, \$15.00 an hour)

Contractual premium:

$$\$15.00 * 1 * 10 = \$150.00$$

FLSA premium:

$$\$795.00 / 50 \text{ hours} = \$15.90 \text{ (FLSA regular rate)}$$

$$\$15.90 * .5 * 10 = \$79.50 \text{ (overtime premium)}$$

Defining Pay Calculation Parameters

You manage the Pay Calculation process with a pay run control, just as you do for Paysheets and for Pay Confirmation. The Pay Run ID used in the Pay Confirmation process should be identical to the Pay Run ID you use during both Paysheet Creation and Pay Calculation.



The system deletes run control data after each run. Therefore, you must re-create control data before each run.

Pay Calculation - Run Control Page

Usage	Use the Pay Calculation page to specify Pay Calculation parameters.
Object Name	RUNCTL_PAY_CALC
Navigation	Compensate Employees, Manage Payroll Process (US), Process, Pay Calculation Compensate Employees, Manage Payroll Process (CAN), Process, Pay Calculation

	Compensate Employees, Manage Payroll Process (USF), Process, Pay Calculation
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Pay Calculation - Run Control page

To run Pay Calculation for the Pay Calendars associated with a specific **Pay Run ID**, select that **Pay Run ID**. This enables you to run Pay Calculation for either the on-cycle or off-cycle checks of the Pay Calendars associated with the **Pay Run ID** that you specify.



For more information about establishing **Pay Run IDs**, see Establishing a Pay Run ID.

Select either an **On** or **Off-Cycle** calculation in the **On-Cycle or Off-Cycle** group box.

You must have already defined the **Pay Run ID** on the Pay Run Table located in Define Payroll Process. Look at the Pay Run ID Table to verify the accuracy of the groups you've selected for processing. This table displays every Company/Pay Group Calendar entry tied to each **Pay Run ID**.

For On-Cycle Pay Calculation

If you're running an on-cycle calculation, tell the system whether this is an **On-Cycle Preliminary Calc Run**. You can run on-cycle Pay Calculation in preliminary mode as many times as you want to correct errors and adjust payroll information. You should clear this checkbox only after you have corrected all errors from the preliminary runs and are ready to process your final Pay Calculation run. Both preliminary and final modes perform identical calculations. However, final mode signals to PeopleSoft Payroll that you are ready to progress to Pay Confirmation, and it also sets a flag so that the automatic update to the paysheet is not done. This allows access for self-service.

For Off-Cycle Pay Calculation

An off-cycle payroll is one that is run outside the normal pay processing cycle, typically used for terminations, manual checks, reversals, and bonuses. You can enter a **Pay Run ID** and select **Off-Cycle** in **On or Off-Cycle** to run Pay Calculation for the off-cycle checks of the Pay Calendars you've associated with that **Pay Run ID**.

Alternatively, you can leave **Pay Run ID** blank, select **Off-Cycle**, and use the **Off-Cycle Run** group box to specify parameters for your calculation: **Company**, **Pay Group**, **Pay End Date**, and the **From** and **Thru Page #s**.



Warning to customers who use the Single Check for Multiple Jobs feature! If you pay an employee two or more off-cycle checks in the same pay period, tied to the same calendar (either on-cycle or off-cycle), you must run the pay calculation and confirmation processes using the **right** side of the run control panel (Off-Cycle Run). If you use the **left** side of the run control panel (On-Cycle or Off-Cycle Run), you can delete the previously confirmed off-cycle paycheck. Additionally, using the **left** side of the run control panel can cause the processes to combine the previously confirmed earnings with the current earnings, resulting in overpayment. Off-cycles are defined as off-cycle checks, online checks, or reversals.



For more information about calculating an off-cycle payroll, see the Working with Checks section of this PeopleBook.

Calculation Options

Each time you process Payroll Calculation, you can use the **Calculation Options** group box to tell the system whether you want to process the calculation for all employees or only for employees for whom payroll needs to be recalculated.

Only Calculate Where Needed tells the system to process Pay Calculation only for those employees for whom payroll needs to be recalculated. In most cases, to minimize processing time, you should select this option. The system calculates pay for employees who have not yet been calculated, employees with errors, or employees who have had changes since the last Pay Calculation.

Transfer Calc Errors applies to the Continue With Errors feature. If you select this check box when running Final Calc, the Pay Calculation process transfers the paylines containing errors to an off-cycle pay calendar according to specifications you establish on the Pay Calendar and Pay Group tables. You can then correct the errors and process these paylines.



Once you run Pay Calculation with Transfer Calc Errors selected, you cannot rerun Pay Calculation.



For more information about setting up Continue With Errors functionality, see the Organizing the Payroll Process section of Defining Your Organizational Framework in this PeopleBook.

When is Pay Recalculated?

When you tell the system to **Only Calculate Where Needed**, it recalculates all employees for whom changes have been made since the last Pay Calculation run, in the following records:

- Paysheet
- Additional pay
- Personal data
- Employment data
- Job record (if Job pay is selected)
- Job earnings distribution
- Federal, state, or local tax data
- Garnishment rule, schedule, or specification
- General deductions
- Health benefit
- Disability benefit
- FSA benefit
- Life benefit
- Pension benefit
- Retirement benefit
- Savings benefit
- Vacation benefit
- Beneficiaries

If Final Calc has been previously run, a flag is set up to stop automatic updates to paysheets. Only changes to the paysheet are processed, and most of the changes listed above are not made. Therefore, if you have already run Final Calc, but need to make changes in the areas listed above, chose **Re(Calculate) All Checks**.

You should also use the **(Re)Calculate All Checks** option when there has been a change to one of the non-employee-level tables affecting payroll processing or the first time you calculate pay for that payroll run. When recalculating checks, the system does not look for table changes.

If you select **(Re)Calculate All Checks**, the payroll is calculated or recalculated for all eligible employees. Select this option if you have made table changes that affect Pay Calculations, such as insurance rate adjustments.

PeopleSoft Payroll uses an internal status flag on each pay earnings record to determine which employees to recalculate when the **Only Calculate Where Needed** option is selected. When you select **(Re)Calculate All Checks**, the system ignores the status flag and recalculates all pay earnings, which can be done for the first calculation of the payroll run.



When an employee has worked less than a full pay period, Pay Calculation prorates Federal Employee Health Benefits (FEHB) and Federal Employee Group Life Insurance (FEGLI) deductions, according to OPM (Office of Personnel Management) rules.



For more information about the rules for proration of FEHB and FEGLI deductions, see the documentation provided by the OPM. **For information** about setting up FEHB and FEGLI benefits, see Organizing Payroll Information for Base Benefits.

Running Pay Calculations

During Pay Calculation, the system determines earnings, deductions, taxes, and net pay for all employees with pay earnings within a payline marked OK to Pay.

The order in which deductions are taken in a pay calculation is determined using the deduction priority number and the deduction classification. You define deduction priority numbers and deduction classifications on the Deduction Table – Setup page and the Deduction Table – Tax Class page, respectively.

Let's examine how deduction priority and deduction classification function in a pay calculation:

1. The system begins by building a temporary table.

The system builds a temporary table that enables it to run calculations and store information. The system stores the deduction code, classification (before-tax, after-tax, taxable benefit), priority number, and deduction amount in the table.

For example, "Employee A" receives 401(k), Medical, Dental, and Life Insurance benefits. He also contributes a portion of his earnings to Union Dues and a Charity. The system interprets the information and stores it in a temporary table:

Type	Deduction Amount	Deduction Classification	Deduction Priority Number
401(k)	7%	Before-Tax	5
Medical	\$100 (flat amount)	Before-Tax	7
Dental	\$50 (flat amount)	Before-Tax	8
Life Insurance	\$100 (flat amount)	Before-Tax	6
Union Dues	2%	After-Tax	9
Charity	\$25 (flat amount)	After-Tax	10

- The system first locates all deductions (not including taxes) and calculates their value.

The system calculates the value of the deduction based on gross earnings or a special accumulator.



Taxes are not included with deductions. Although taxes reduce gross pay, they are distinct in their categorization.

Employee A receives \$2000 in gross earnings. The system calculates the deductions based on the \$2000 gross earnings:

Type	Deduction Amount	Classification	Priority Number
401(k)	7% x \$2000 = \$140	Before-Tax	5
Medical	\$100	Before-Tax	7
Dental	\$50	Before-Tax	8
Life Insurance	\$100	Before-Tax	6
Union Dues	2% x \$2000 = \$40	After-Tax	9
Charity	\$25	After-Tax	10

- The system calculates the employee's taxable gross income.

To calculate an employee's taxable gross income, the system locates only those deductions with before-tax classifications and subtracts them from the gross income.



The system doesn't actually deduct anything from the employee's gross income; it simply runs a calculation.

<i>Type</i>	<i>Deduction Amount</i>	<i>Classification</i>	<i>Priority Number</i>
401(k)	Subtract \$140	Before-Tax	5
Medical	Subtract \$100	Before-Tax	7
Dental	Subtract \$50	Before-Tax	8
Life Insurance	Subtract \$100	Before-Tax	6
	Total Deduction: \$390		

$\$2000(\text{gross income}) - \$390(\text{total of all before-tax deductions}) = \$1610$ (taxable gross income).



You should give serious consideration to the deduction priority of before-tax deductions, because it affects the tax calculation.

- The system then calculates taxes, based on the taxable gross income:

<i>Type</i>	<i>Priority Number</i>	<i>Deduction Amount</i>
Federal Tax	1	$31\% \times \$1610 = \$499.10$
State Tax	2	$12\% \times \$1610 = \$193.20$
Local Tax	3	$3\% \times \$1610 = 48.30$



As you're assigning deduction priorities, don't forget that PeopleSoft has assigned priorities for Federal, State/Provincial, and Local taxes on the Defining Your Payroll Taxes page. These taxes are assigned higher priority to ensure that taxes take precedence over other deductions.

- The system actually withholds taxes, before-tax deductions, and after-tax deductions from gross pay.

Remember that the system is only calculating the deductions. Once the system completes these calculations, it actually withholds all of the deductions and taxes from an employee's

gross pay in sequential order, using deduction priority numbers.

The system withholds all of Employee A's pre-calculated deductions and taxes from his \$2000 gross pay, in sequential order, using deduction priority numbers:

Type	Classification	Priority Number	Deduction Sequence	Withholding Amount
Federal Tax	N/A	1	First	\$499.10
State Tax	N/A	2	Second	\$193.20
Local Tax	N/A	3	Third	\$48.30
401(K)	Before-Tax	4	Fourth	\$140
Life Insurance	Before-Tax	5	Fifth	\$100
Medical	Before-Tax	6	Sixth	\$100
Dental	Before-Tax	7	Seventh	\$50
Union Dues	After-Tax	8	Eighth	\$40
Charity	After-Tax	9	Ninth	\$25
				Total Withholdings: \$1195.60

$\$2000(\text{gross income}) - \$1195.60(\text{total of all withholdings}) = \$804.40(\text{net pay})$.



At this point, any deduction that might have both a before-tax and after-tax classification assigned to it is taken in the following order: before-tax deduction (first) and after-tax deduction (second).

6. Final result is the employee's net pay.

The system processes one Company at a time, and within each Company, every pay group assigned to that Pay Run ID. As it processes each pay group, the system indicates the number of checks to be calculated and how many have already been calculated.

The system commits the calculations after processing the number of employees specified in the Installation Table. In other words, it updates the physical database with the results of the calculations.

Insufficient Net Pay and Pay Calculation

At times, there may be insufficient net pay to cover all withholdings during pay calculation. If the system should encounter such a deficiency during pay calculation, the first deduction that cannot be completely withheld is flagged and the system recalculates new tax values in an effort to compensate for the lack of net pay.

Using the previous example, let's examine what happens to "Employee A" when he has insufficient net pay to cover all withholdings during pay calculation. Remember that the system withholds all of the deductions and taxes from an employee's gross pay, in sequential order, using deduction priority numbers. In this example, Employee A has insufficient net pay to withhold all deductions starting with his 401(k):

<i>Type</i>	<i>Classification</i>	<i>Priority Number</i>	<i>Deduction Sequence</i>	<i>Amount To Be Withheld</i>	<i>Actual Amount Withheld</i>
Federal Tax	N/A	1	First	\$241.50	\$499.10
State Tax	N/A	2	Second	\$161	\$193.20
Local Tax	N/A	3	Third	\$48.30	-\$48.30
401(K)	Before-Tax	4	Fourth	\$140	-\$70
Life Insurance	Before-Tax	5	Fifth	\$100	-\$0
Medical	Before-Tax	6	Sixth	\$100	-\$0
Dental	Before-Tax	7	Seventh	\$50	-\$0
Union Dues	After-Tax	8	Eighth	\$40	-\$0
Charity	After-Tax	9	Ninth	\$25	-\$0
				Total Withholdings: \$810.60	

Using our example, here are the steps the system takes when encountering insufficient pay during pay calculation.

1. The system encounters a deduction that cannot be completely withheld and flags it so that it knows to re-calculate taxes.

In our example, 401(k) is the first deduction to have insufficient funds for complete withholding. The system flags this deduction so that it knows to re-calculate taxes. Assuming you have selected the partial deductions allowed check box on the Deduction Table – Process Page, the system takes as much of the deduction as it can—in this case \$70—and moves the remaining unpaid balance to arrears. Therefore \$70 goes into arrears, and the system notes that \$70 has been paid by Employee A to the 401(k) deduction.

2. All deductions subsequent to the partial deduction are also flagged and the unpaid balances go into arrears.

In this case, the Life Insurance, Medical, and Dental deductions are also flagged. A total of \$250 (in before-tax deductions) is sent to arrears, and the system notes that \$0 has been paid by Employee A for each of these deductions.

3. The system re-calculates taxable gross income.

Remember that the system calculates taxable gross income by locating all before-tax deductions and subtracting them from Employee A's gross income. Furthermore, all before-tax deductions are calculated by a percentage of Employee A's gross income or a flat amount.

This time, however, instead of using the original percentage or flat amount to calculate before-tax deductions, the system uses the amount it noted in the previous steps (the actual amount Employee A paid towards those deductions):

<i>Type</i>	<i>Deduction Amount (Amount Noted By The System)</i>	<i>Classification</i>	<i>Priority Number</i>
401(K)	\$70	Before-Tax	4
Life Insurance	\$0	Before-Tax	5
Medical	\$0	Before-Tax	6
Dental	\$0	Before-Tax	7
	Total Deduction: \$70		

Originally, the system subtracted \$390 (the original total of all before-tax deductions) from Employee A's gross income to arrive at his taxable gross income. However, using the amounts noted from previous steps (amount Employee A actually paid towards the deductions), it only subtracts \$70 from his gross income. Therefore, the system arrives at a new taxable gross income that is larger than the original.

4. The system then calculates taxes based on the new taxable gross income.

Please note that the taxes calculated from the new, larger taxable gross income are higher than the first time.



The remaining steps are documented above in Running Pay Calculations.

CAN Insufficient Net Pay and Pay Calculation

Please note that for Canadian processing, insufficient net pay does not cause the system to recalculate all the deductions. The system continues until net funds are not sufficient, then

generates deduction arrears and/or deductions not taken, based on the Deduction Code. If the system finds that net pay is insufficient while processing before-tax deductions, the entire before-tax deduction is dropped. Partial deductions are not processed. If the deduction priority for this before-tax deduction is the same as several other before-tax deductions already taken, they are dropped as well.

Reviewing Pay Calculation Results

After running Pay Calculation, you can view the results of paycheck earnings, deductions, and taxes using the Inquire Paycheck pages located in Manage Payroll Process. To access these pages, select Home, Manage Payroll Process, Inquire. These are display-only pages.

Paycheck data is spread over several pages. Each page displays different information for a given check. For example, one page displays earnings data, while another displays deduction data. You also find some paysheet data on the check pages. It's there so you can access Paycheck pages by pay group, pay period end date, page number, and line number. You can also access paycheck pages by employee ID or check number.



Paycheck numbers are not assigned until you complete the confirmation process. The pages also display a status, which is a combination of the calculation status and the type of check being calculated.

To review paycheck information online, select Home, Manage Payroll Process, Inquire, Paycheck Data and look at your options.

You can't view the Paycheck pages for a check that's been changed in Paysheets since the last time Pay Calculation was run. If you try, you receive a message stating that no records match your specified keys.

In other words, when you change an employee's pay data in Paysheets, the system doesn't immediately update the corresponding Paycheck page. This information is updated when you run Pay Calculation. Until then, the Paycheck page cannot be viewed. This is to avoid the confusion that might arise if an employee's Paysheet contains updated information and the Paycheck page contains non-updated information.

Paycheck Earnings Page

Usage	Use the Paycheck Earnings page to view detailed earnings information and totals for calculated taxes, deductions, and net pay.
Object Name	PAY_CHECK_E
Navigation	Compensate Employees, Manage Payroll Process (US), Inquire, Paycheck Data, Paycheck Earnings Compensate Employees, Manage Payroll Process (CAN), Inquire, Paycheck Data, Paycheck Earnings

	Compensate Employees, Manage Payroll Process (USF), Inquire, Paycheck Data, Paycheck Earnings
Prerequisites	None
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Off Cycle Status, Page #, Line #, Separate Check #, Paycheck Number, EmplID, and a Name.

Paycheck Earnings

Summary Information First 1 of 1 Last

Global Business Unit	ID:	024		
Company:	GBI	Earnings	34,500.00	Empl Rcd#: 4547
Pay Group:	KC1	Taxes:	-4,500.00	Form Id: SD45
Pay Period End:	10/01/1999	Deductions	-1,000.00	Check #: 114
Sep Chk #:	3	Net Pay:	29,000.00	Off Cycle? ☒

Earnings Find | View All First 1 of 4 Last

Begin Date:	09/01/98	End Date:	10/01/99		
Rate Code	Hours	Rate	Earnings	Hourly Rate:	RGL
Regular:	RGL 400.00	40.00	16,000.00	FLSA Rate	OVT
Overtime:	OVT 0.00	60.00	0.00	Shift/Rate	1 / 8.00
Reg Earns:	ABC 3,500.00		0.00	Locality	GR4
Rate Used	GR4				

Details

Job Code	Description	Rate Code	Hours	Comp Rate Used	Amount

Paycheck Data - Paycheck Earnings page (U.S.)

Press the **Addl Data** link to display a page with more information related to the Paycheck Earnings.

Additional Data Page

Usage	Use the Additional Data page to view information related to the paycheck earnings that is not shown on the Paycheck Earnings page.
Object Name	PAY_CHECK_E1
Navigation	Click the Addl Data link on the Paycheck Earnings page.

Additional Data

Business Unit:	GBI	Tax Period:	1
Department	HR	Pay frequency:	12
Job Code	MNG	Tax Method:	YER
Position:	Manager	FICA Status:	
GL Pay Type:	PRO		
Account Code:	Executive_A1		

Paycheck Earnings - Additional Data page

Paycheck Taxes Page

Usage	Use the Paycheck Taxes page to view detailed tax information and totals for calculated earnings, deductions, and net pay.
Object Name	PAY_CHECK_T
Navigation	Compensate Employees, Manage Payroll Process (US), Inquire, Paycheck Data, Paycheck Taxes
Prerequisites	Paycheck Taxes is the second page in the Paycheck Data component. You must first enter data on the Paycheck Earnings page.
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Off Cycle Status, Page #, Line #, Separate Check #, Paycheck Number, EmplID, and a Name.

Paycheque Earnings		Paycheque Taxes		Paycheque Deductions	
Company:	GBI	Pay Group:	KC1	Pay Period End:	01/16/2000
EmplID:	KC0024	Name:	Maissoneuve, Louise	Page:	2
Confirmed	Advice	☐ Off Cycle ?	☐ Reprint	☐ Adjustment	Sep Chk #:
Cheque#	Issue Date	Earnings	Taxes	Deductions	Net Pay
85	01/14/2000	1,369.23	530.43	129.62	709.18
Province:	QC	Wage Loss Replacement Plan:	KRG	EI Employer Rate:	1.4000
Taxes Find View All First 1-8 of 8 Last					
Tax Class	Current Tax	Taxable Gross	No Limit Gross	Tax Not Taken	AP Status
CIT (T4)	204.00	1241.93			Extracted
EI - EE	32.86	1369.23			Extracted
EI - ER	46.00				Extracted
Health Tax	58.33	1369.23			
QIT (RL-1)	242.79	1241.93			Extracted
QPP - EE	50.78	1301.93	1369.23		Extracted
True RL		1369.23			
True T4		1369.23			

▼ Employment Insurance								Find View All	First 1 of 1	Last
EI Period End Date	Earnings End Date	Insurable Earnings	Employee Premium	Employer Rate	Weekly Earnings	Weekly Hours	EI Period Correction			
01/16/2000	01/16/2000	1369.23	32.86	1.4000	1369.23	40.00				
▼ 1042 Taxes								View All	First 1 of 1	Last
State	Tax Entity	Country	Tax Rate (after form)	Curr Tax	Cd	Curr Allow	Curr TxGr	Income Code (1042-S Tax)		
			0.000000	0.00						

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[Paycheque Earnings](#) |
 [Paycheque Taxes](#) |
 [Paycheque Deductions](#)

Paycheck Data - Paycheck Taxes page (U.S.)

CAN Paycheque Taxes Page

Usage	Use the Paycheque Taxes page to view detailed tax information and

	totals for calculated earnings, deductions, and net pay.
Object Name	PAY_CHECK_T
Navigation	Compensate Employees, Manage Payroll Process (CAN), Inquire, Paycheque Data, Paycheque Taxes
Prerequisites	Paycheque Taxes is the second page in the Paycheque Data component. You must first enter data on the Paycheque Earnings page.
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Off Cycle Status, Page #, Line #, Separate Cheque #, Paycheque Number, EmplID, and a Name.

Paycheque Earnings		Paycheque Taxes		Paycheque Deductions																																																																
Company:	GBI	Pay Group:	KC1	Pay Period End:	01/16/2000																																																															
EmplID:	KC0024	Name:	Maissoneuve,Louise	Page:	2																																																															
Confirmed	Advice	☐ Off Cycle ?	☐ Reprint	☐ Adjustment	Line: 1																																																															
Cheque#	Issue Date	Earnings	Taxes	Deductions	Net Pay																																																															
85	01/14/2000	1,369.23	530.43	129.62	709.18																																																															
Province:	QC	Wage Loss Replacement Plan:	KRG	EI Employer Rate:	1.4000																																																															
<table border="1"> <thead> <tr> <th colspan="5">Taxes</th> <th>Find View All</th> <th>First</th> <th>1-8 of 8</th> <th>Last</th> </tr> <tr> <th>Tax Class</th> <th>Current Tax</th> <th>Taxable Gross</th> <th>No Limit Gross</th> <th>Tax Not Taken</th> <th>AP Status</th> </tr> </thead> <tbody> <tr> <td>CIT (T4)</td> <td>204.00</td> <td>1241.93</td> <td></td> <td></td> <td>Extracted</td> </tr> <tr> <td>EI - EE</td> <td>32.86</td> <td>1369.23</td> <td></td> <td></td> <td>Extracted</td> </tr> <tr> <td>EI - ER</td> <td>46.00</td> <td></td> <td></td> <td></td> <td>Extracted</td> </tr> <tr> <td>Health Tax</td> <td>58.33</td> <td>1369.23</td> <td></td> <td></td> <td></td> </tr> <tr> <td>QIT (RL-1)</td> <td>242.79</td> <td>1241.93</td> <td></td> <td></td> <td>Extracted</td> </tr> <tr> <td>QPP - EE</td> <td>50.78</td> <td>1301.93</td> <td>1369.23</td> <td></td> <td>Extracted</td> </tr> <tr> <td>True RL</td> <td></td> <td>1369.23</td> <td></td> <td></td> <td></td> </tr> <tr> <td>True T4</td> <td></td> <td>1369.23</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Taxes					Find View All	First	1-8 of 8	Last	Tax Class	Current Tax	Taxable Gross	No Limit Gross	Tax Not Taken	AP Status	CIT (T4)	204.00	1241.93			Extracted	EI - EE	32.86	1369.23			Extracted	EI - ER	46.00				Extracted	Health Tax	58.33	1369.23				QIT (RL-1)	242.79	1241.93			Extracted	QPP - EE	50.78	1301.93	1369.23		Extracted	True RL		1369.23				True T4		1369.23			
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▼ Employment Insurance								Find View All	First	1 of 1	Last
EI Period End Date	Earnings End Date	Insurable Earnings	Employee Premium	Employer Rate	Weekly Earnings	Weekly Hours	EI Period Correction				
01/16/2000	01/16/2000	1369.23	32.86	1.4000	1369.23	40.00					

▼ 1042 Taxes								View All	First	1 of 1	Last
State	Tax Entity	Country	Tax Rate (after form)	Curr Tax	Cd	Curr Allow	Curr TxGr	Income Code (1042-S Tax)			
			0.000000	0.00							

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[Paycheque Earnings](#) | [Paycheque Taxes](#) | [Paycheque Deductions](#)

Paycheque Data - Paycheque Taxes page (CAN)

Paycheck Deductions Page

Usage	Use the Paycheck Deductions page to view detailed deduction information and totals for calculated earnings, taxes, and net pay.

Object Name	PAY_CHECK_D
Navigation	Compensate Employees, Manage Payroll Process (US), Inquire, Paycheck Data, Paycheck Deductions Compensate Employees, Manage Payroll Process (CAN), Inquire, Paycheck Data, Paycheck Deductions
Prerequisites	Paycheck Deductions is the third page in the Paycheck Data component. You must first enter data on the Paycheck Earnings and Paycheck Taxes pages.
Access Requirements	Enter a Company, a Pay Group, and a Pay Period End Date.

Paycheck Deductions

Company: GBI Pay Group: KC1 Pay Period End: 10/01/1999 Page: 187
 Empl ID: 024 Name: Kelinger A. Michelle Line: 10
☐ Off Cycle? ☐ Reprint ☐ Adjustment Sep Chk#: 5

Check #: 165 Issue Date: 05/30/99 Earnings: 35,000.00 Taxes: -4,500.00 Deductions: -500.00 Net Pay: 30,000.00

Deductions							
Benefit Plan	Code	Class	Ben Rod# Plan Type	Amount	Amt Not taken/ Calculated Base	Payback Amt/ Refund Amt	AP Status

Garnishments Find | View All First 1 of 1 Last

Priority	ID	Type	Vendor	AP Status
DE For Rule:				
Less Exemption:		General Calculation		
Less Other Garnishments:				
Maximum Deduction:				
Limited Amount:		Deduct Not Limited		
☐ Adjusted Due To Included Fee		Garnishment proration rule ID:		
Garnishment	Company Fee	Payee Fee	Total Deducted	

Net Pay Distribution Find | View All First 1 of 1 Last

Check/Advice#	Account Type	Bank ID	Account#	Amount

Return to Search Next in List Previous in List

[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#)

Paycheck Data - Paycheck Deductions panel (U.S.)



The Canadian Paycheque Deductions page is identical to that shown above, with the addition of sales tax amounts, where applicable.



For more information about garnishments, see the Defining Garnishments section of this PeopleBook.

Paycheck Summary Page

Usage	Use the Paycheck Summary page to research problems and respond to employee questions regarding a check without viewing multiple pages. Use this page to view information such as earnings, taxes, and deductions for a single paycheck.
Object Name	PAY_CHECK_SUMM
Navigation	Compensate Employees, Manage Payroll Process, Inquire, Paycheck Summary
Prerequisites	None
Access Requirements	Enter a Company, a Pay Group, and a Pay Period End Date.

Paycheck Earnings

Summary Information First 1 of 1 Last

Global Business Unit	ID:	024		
Company:	GBI	Earnings	34,500.00	Empl Red#: 4547
Pay Group:	KC1	Taxes:	-4,500.00	Form Id: SD45
Pay Period End:	10/01/1999	Deductions	-1,000.00	Check #: 114
Sep Chk #:	3	Net Pay:	29,000.00	Off Cycle? ☒

Earnings Find | View All First 1 of 4 Last

Begin Date:	09/01/98	End Date:	10/01/99		
Regular:	Rate Code RGL	Hours 400.00	Rate: 40.00	Earnings 16,000.00	Hourly Rate: RGL
Overtime:	OVT	0.00	60.00	0.00	FLSA Rate OVT
Reg Earnings:	ABC	3,500.00		0.00	Shift/Rate 1 / 8.00
Rate Used	GR4				Locality GR4

Details

Job Code	Description	Rate Code	Hours	Comp Rate Used	Amount

Paycheck Summary page (US)

CAN Paycheque Summary Page

Usage	Use the Paycheque Summary page to research problems and respond to employee questions regarding a cheque without viewing multiple. Use this page to view information such as earnings, taxes, and deductions for a single paycheque.
Object Name	PAY_CHECK_SUMM_CN
Navigation	Compensate Employees, Manage Payroll Process (CAN), Inquire, Paycheque Summary
Prerequisites	None
Access Requirements	Enter a Company, a Pay Group, and a Pay Period End Date.

Paycheque Summary

Summary Information
Find | View All
First 1 of 1 Last

Maissoneuve,Louise
ID: KC0024
Empl Rcd#: 0

Company: GBI
Earnings: 1,373.23
Form ID: KCADV

Pay Group: KC1
Taxes: 538.68
Cheque#: 14

Pay Period End: 12/05/1999
Deductions: 176.82
Off Cycle ? ☐

Sep Chk #:
Net Pay: 657.73

Earnings
Find | View All
First 1 of 2 Last

Begin Date: 11/29/1999
End Date: 12/05/1999

Rate Code Hours Earnings

Regular:
Hourly Rate: 32.692308

Overtime:
Shift/Rate: N /

Reg Earns: 40.00 1,307.69
Province: QC

Rate Used:

Other Earnings
Find First 1 of 1 Last

Code Description Rate Code Hours Comp Rate Used Amount

0.00

▼ Deductions					
Find First 1-28 of 28 Last					
Ben Rcd#	Code	Description	Class	Sales Tax	Amount
0	KCDEN9	Dental Plan	After-Tax		18.00
0	KCDEN9	Dental Plan	After-Tax	PSTI	1.66
0	KCDEN9	Dental Plan	After-Tax	PPT	0.42
0	KCDEN9	Dental Plan	Tx Ben QC		8.00
0	KCDEN9	Dental Plan	Tx Ben QC	QSTI	0.74
0	KCDEN9	Dental Plan	Tx Ben QC	QPT	0.19
0	KCDEN9	Dental Plan	Nontaxable		8.00
0	KCDEN9	Dental Plan	Nontaxable	PSTI	0.74
0	KCDEN9	Dental Plan	Nontaxable	PPT	0.19
0	KCVIS9	Vision Plan	After-Tax		16.25
0	KCVIS9	Vision Plan	After-Tax	PSTI	1.50
0	KCVIS9	Vision Plan	After-Tax	PPT	0.38
0	KCVIS9	Vision Plan	Tx Ben QC		6.50
0	KCVIS9	Vision Plan	Tx Ben QC	QSTI	0.60
0	KCVIS9	Vision Plan	Tx Ben QC	QPT	0.15
0	KCVIS9	Vision Plan	Nontaxable		6.50
0	KCVIS9	Vision Plan	Nontaxable	PSTI	0.60
0	KCVIS9	Vision Plan	Nontaxable	PPT	0.15
0	KCBLIF	Basic Life Premiums	After-Tax		4.71
0	KCBLIF	Basic Life Premiums	After-Tax	PSTI	0.43
0	KCBLIF	Basic Life Premiums	After-Tax	PPT	0.11
0	KCAD99	Accidental Death & Dismmbrmnt	After-Tax		0.92
0	KCAD99	Accidental Death & Dismmbrmnt	After-Tax	PSTI	0.08

▼ Taxes					
Find First 1-8 of 8 Last					
Province	Wage Loss Plan	Tax Class	Current Tax	Taxable Gross	No Limit Gross
QC	KRG	CIT (T4)	209.46	1241.32	
QC	KRG	EI - EE	35.02	1373.23	
QC	KRG	EI - ER	49.03		
QC	KRG	Health Tax	59.19	1389.41	
QC	KRG	QIT (RL-1)	247.93	1257.50	
QC	KRG	QPP - EE	46.27	1322.11	1389.41
QC	KRG	True RL		1389.41	
QC	KRG	True T4		1373.23	

Return to Search Next in List Previous in List

Paycheque Summary page (CAN)

FLSA Pay Data Page

Usage	Use the FLSA Pay Data inquiry page to view an employee's earnings by FLSA Period. Only paycheck data eligible for FLSA calculation appears on this page.
Object Name	FLSA_PAY
Navigation	Compensate Employees, Manage Payroll Process (US), Inquire, FLSA Pay Data
Prerequisites	Run Pay Calculation.
Access Requirements	None.

Flsa Pay Data						
Employee ID:	KU0011		Seto,Patrick			
Company:	GBI		FLSA End Date:	01/01/2000		
Earnings Find View All First 1 of 3 Last						
Pay Group:	KU2		Pay Period End:	12/31/1999		Page
Empl Rcd#:	0		Addl #	☐ Off Cycle ?		Line #
Check #	543		Regular	Issue Date:	12/31/1999	
Confirmed	Check		Reason:	Not Specified		
Earnings Begin-End:	12/26/1999		12/31/1999		Unspecified Salaried Hours	
Rate Code	Hours	Rate	Earnings	Hourly Rate:	12.500000	
Regular:	32.00	12.500000	400.00	FLSA Rate:	12.500000	
Overtime:				Shift/Rate:	N/	
Reg Earns:				State:	HI	
Overtime Rate Used:	Hrly Rt.			Locality:		
Other Earnings Find View All First 1 of 1 Last						
Code	Description	Rate Used	Hours	Rate	Earnings	Effect on FLSA
HOL	Holiday	Hrly Rt.	8.00	12.500000	100.00	None

Additional Information						
	FLSA Hours	Rate	FLSA Earns	Days in Period	Work Day Hours	Pay Period Earn

FLSA Pay Data page



With the exception of the **Additional Information** group box, all fields on this page are the same as those found on the Paysheet Page. For more information about these fields, see Understanding Paysheets.



For employees in multiple jobs, earnings from those jobs that belong to Pay Groups where FLSA is *not* required and jobs *not* having FLSA status of non-exempt will not be visible on the page.

Understanding FLSA Calculations and the Additional Information Group Box

This section describes FLSA calculations for:

- Monthly/Semi-Monthly *Exception Hourly* Employees
- Monthly/Semi-Monthly *Salaried* Employees

Monthly/Semi-Monthly Exception Hourly Employees

The annualized allocation of standard hours and rate for Regular Earnings on the pay sheet doesn't reflect the actual hours and rate worked for a monthly or semi-monthly pay period.

For example: 'Employee A' is allocate 173.33 hours per month ((40 standard hours/week x 52 weeks per year) / 12 months per pay period) and \$2,291.67 Regular Earnings per month providing an hourly rate of \$13.221153. However, for FLSA calculation we need the actual hours worked per month which varies by number of work days per month. We need to compute the pay period average rate which is equal to Pay Period Regular Earnings divided by total hours worked for the pay period.

Using the Additional Information from Pay Period Average Reg Earns, we compute as follows:

Total Hours Worked in Period = Days in Pay Period x Work Day Hours = 23 x 8 = 184 hrs

Pay Period Ave. Rate = Pay Period Earn / Total Hours Worked = 2,291.67 / 184 = 12.454728

The following example illustrates how the annualized allocation of hours doesn't match the actual hours worked. From 6/28 to 6/30, Employee A worked two, eight-hour days, bringing the total FLSA Hours worked to 16. From 7/1 to 7/4, Employee A worked three, eight-hour days, bringing the total FLSA Hours worked to 24, instead of the 13.33 hours posted for Regular.

Actual FLSA Hours Worked x PPA Rate = FLSA Earns, \$208.33 and \$298.91 for Earns End Dates 6/30 and 7/4, respectively. These FLSA Regular Earnings amounts will be used to calculate the FLSA Rate as illustrated in the following table:

<u>FLSA Period ending 7/4/98</u>		<u>Straight-Time Rate</u>	<u>Straight-Time Earnings</u>
<i>Earnings</i>	<i>Hours Worked</i>		
TRG 6/28-6/30	16.00	13.020739	\$208.33
TRG 7/1-7/4	24.00	12.454565	\$298.91
TOV	9.00	13.221153	\$118.99
TOH	0.00		\$0.00
TOC			\$0.00
TOS			\$0.00
UNT	0.00		\$0.00
TPB		100.00	\$100.00
Total:	49.00	14.821020	\$726.23

After calculating the PPA Regular Earnings, the rest of the FLSA processing remains the same. In this case at Earns End Date 7/4, total FLSA hours is over 40 hours a new FLSA rate is calculated \$14.821020 which will be applied to the current OT of 4 hours and a previous period OT of 5 hours.



For Weekly and Biweekly, the annualized rate and the PPA rate would be the same. Therefore, we don't need to compute the PPA rate. The FLSA calculation will use the existing Regular Earnings in the pay sheet.

The basic formula for the FLSA Rate is:

$$\text{Pay Period Earns} + \text{Other FLSA Earns like Bonus} / \text{Days in Period} / \text{Work Day Hours} \\ = 1800 / 12 / 8 = 18.75$$

Monthly/Semi-Monthly Salaried Employees

Weekly or Bi-Weekly FLSA periods don't match Monthly or Semi-Monthly pay periods. Monthly and Semi-Monthly pay periods must be calculated using the Weekly Wage Equivalent of Regular Earnings to compute the FLSA Rate.

For example: The annual rate is \$22,500 giving a weekly equivalent of \$432.69. There are two working days in Earnings Date 7/16 to 7/18 out of five work days per week. The weekly equivalent would be $\$432.69 \times 2/5 = \$173.07$ for Earns End Date 7/18.



This example is for Fixed Salaried Hours Used and we display the Standard Hours in FLSA Hours. If Unspecified Hours is used then the FLSA Hours will be blank since we get the actual Hours from Reg Earns in level 1. For both Fixed and Unspecified Salaried Hours for Monthly and Semi-Monthly employees the Weekly Wage Equivalent FLSA Earns will be displayed.

Online Results Page

Usage	Use the Online Results page to view the calculation results of your Online Check Process. This page displays automatically each time you submit an online check for calculation.
Object Name	PAY_OL_CHECK_S
Navigation	Compensate Employees, Manage Payroll Process (US), Inquire, Online Results
Prerequisites	None

Access Requirements	Enter a Company, a Pay Group, and a Pay Period End Date.

Online Results

Hayes,Don ID: TZ619 Page: 1
Company: TC1 Earnings: 3,000.00 Empl Rcd#: 0 Line: 1
Pay Group: T1B Taxes: 1,104.30 Check #: 574
Pay Period End Date: 09/12/1995 Deductions: 300.00 Form ID: TCHECK
Net Pay: 1,595.70 On-line

☐ Re-assign no

▼ Earnings Find | View All | < 1 of 1 > |

Begin Date: 09/12/1995 End Date: 09/12/1995
Rate Code Hours Earnings Hourly Rate: 26.875000
Regular: FLSA Rate:
Overtime: Shift Rate: N /
Reg Earnings: State: MI
Rate Used: Hourly Rate Locality:

Other Earnings Find | View All | < 1 of 1 > |

Code	Description	Rate Code	Hours	Comp Rate Used	Amount
TBN	ST - Bonus				3000.00

► Deductions

► Taxes

Online Results page



For more information about paychecks, including manual checks, on-demand checks, final checks, and online interactive checks, see the Working with Checks section of this PeopleBook.

Reviewing Payroll Messages

If the system encounters any errors during the payroll process, it creates payroll error messages. To print these messages or view them online, select Home, Compensate Employees, Manage Payroll Process, Inquire, Payroll Error Messages.

You must correct Pay Calculation errors before you can begin Pay Confirmation. In the event you cannot correct the error for a particular employee, or lack information to process the employee, you can clear the OK to Pay check box for the employee on the Paysheet. The Confirm Process ignores the employee and deletes the paysheet, so you can continue processing the payroll on schedule. You can then issue a manual or off-cycle check to the employee with the problem pay earnings.

The Payroll Error Messages for Employees report, PAY011, lists only errors for individual employees. If an error does not relate to an employee, it is visible online but doesn't appear on the printed report. Here is one such non-employee-related error that you might encounter:

Calculation Run Control Missing.

Correcting Errors in Pay Calculation

There are many reasons why you might need to correct information on Paysheets, Maintain Payroll Data, or Payroll Process Tables: Pay Calculation errors, late paperwork, data entry errors, and so on.

The system always, automatically recalculates paylines with errors when you rerun Pay Calculation. It also automatically recalculates the pay for employees with the following changes:

- Changes made to paylines when you rerun Pay Calculation.
- Changes made to employee data (see “When is Pay Recalculated,” in this section), unless final the calculation has been run.

Depending on the results of the preliminary calculation run, you might take one or more corrective actions.

Basically, there are two types of errors that can result from Pay Calculation: errors detected by the payroll calculation process and those that are not detected.

If the calculation process detects an error, you receive a "Check Messages" message on your screen after Pay Calculation. You can view such messages online or print the Payroll Error Messages For Employees report, PAY011. After you review the messages, go ahead and take the appropriate action, and then rerun Pay Calculation.

The second type of error is one not detected by the calculation process, but which you discover while reviewing the results of the calculation. For example, the system doesn't detect that you forgot to pay an employee for 10 hours of overtime, or that the Health Plan Table is not updated with new rates. On the other hand, the system flags such errors as when an employee is scheduled to have a deduction taken, but no corresponding Benefit or General Deduction Table entry exists.

You can usually correct these types of errors by making changes to one or more of the following records:

- Pay Earnings
- Benefits
- One-Time Deductions (General Deductions, Garnishments)
- One-Time Taxes
- Employment, Job
- Employee Tax
- Personal Data

Other errors—errors at the pay group, company, or higher levels—require a recalculation using the (Re) Calculate All option.

Let's look at a few examples of common error messages and how you can correct them.

Correcting Errors That Pay Calculation Flags

If you receive a system-generated error message, the system has flagged the payline record as containing an error. Check the payline listed in the error message.

Correcting Errors That Pay Calculation Doesn't Flag

You can usually identify and correct those errors that Pay Calculation doesn't flag as follows:

Error	Action
The deduction code displayed below is not found in the Deduction Table.	Add the corresponding deduction code to the appropriate Benefit or General Deduction table.
There is no birth date provided for this employee. The employee participates in the life plan identified below. That plan uses an age-graded rate table to determine costs and requires a birth date.	Correct the employee's personal data by adding a date of birth.

Once you address a set of errors, you can rerun Pay Calculation as many times as you need. Just remember always to set up the Run Control each time before running the CALCPAY program. After running Pay Calculation, you should again run and review any reports necessary to ensure the accuracy of the payroll. And then just keep processing Pay Calculation until you are satisfied with the results.

Running Final Pay Calculation

When you are satisfied with the results of your preliminary Pay Calculation runs, and you have corrected all errors, you are ready to run the final Pay Calculation and proceed to Pay Confirmation. Simply run the Pay Calculation one more time, but this time clear the Preliminary Calculation Run check box in the Pay Calculation page.

If you do not address all the errors found during Pay Calculation, you receive the following error message during confirmation:

All of the checks for a pay calendar have not been calculated and therefore cannot be confirmed.

If you forget to run Pay Calculation in final mode and try to run Pay Confirmation, you receive this error message:

Pay Calculation Is Not Final.

Final Calculation Enhancement

PeopleSoft's final calculation enhancement enables user access to the database 7 days a week, 24 hours a day, without interrupting payroll processing. The final calculation process has a flag to the paysheet to indicate that the paysheet is locked from further updates once the final calculation has begun. When the user changes employee pay data, such as job, additional pay, direct deposit, deductions, benefits, or tax information, the system reads the paysheet to see if the new flag is set. If it is, then the system doesn't recalculate the employee's earnings. Instead, the following warning message appears:



A payroll is currently in process for this employee. This data will not be processed until the next payroll.

Through this enhancement you can confirm a payroll while users continue to modify employee data, even though a final calculation or confirmation is underway.

The PeopleCode on the employee data pages reads the paysheet to see if the new flag is set. If it is, the payroll can be confirmed without recalculation. If it is not, the system updates the flag, indicating that the paysheet must be recalculated. If you select Recalculate All Checks on the Pay Calculation Page, the system applies all changes to the paysheets.

Impacted Application Processes

The Locked for Confirm flag on the paysheet Pay Line record defaults as unselected during all paysheet creation processes, which means that a recalculation is triggered if any changes are made while processing. Locked for Confirm is selected at the beginning of the Final Calculation process for On-Cycle payroll runs, so that recalc is not triggered. The flag is reset as unselected at the beginning of the Preliminary Calculation process for an On-Cycle run.

You never set the Locked for Confirm flag for Off-Cycle paysheets, so that changes to employee records show that these paysheets require recalculation.

Payroll Interface doesn't lock the Deduction Calculation records used by payroll interface, so that any changes to employee records show that the Deduction Calculation records require recalculation.

Impacted Reports

PAYUPDT.SQR: Set the "Locked for Confirm" flag to "N".

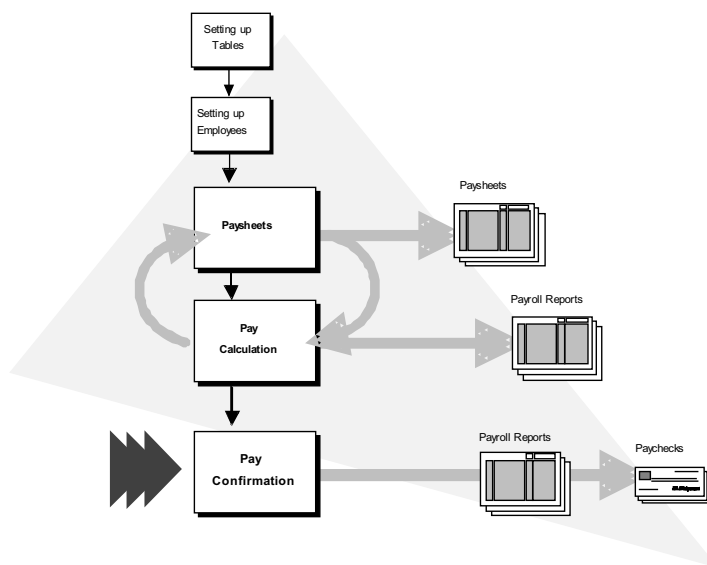
CHAPTER 20

Confirming Pay

The last step in running your payroll is Pay Confirmation. Going through the Pay Confirmation process tells the system that you've reviewed and approved all payroll information for this pay run, and that you're ready to start producing paychecks.

When to Run Pay Confirmation

After you verify that the payroll calculation is correct and you run the Pay Calculation in final mode, you're ready to perform Payroll Confirmation.



Pay Confirmation in the Payroll Process



You should never run Payroll Confirmation unless you are confident that the amounts have been calculated properly. Once Pay Confirmation is complete, you cannot update Paysheet information unless you first run the Pay Unconfirm Process.



For more information about the Pay Unconfirm Process, see Running Pay Unconfirm in this section.

During the confirmation process, the system updates all balances for earnings, deductions, Check Year-to-Date, taxes, garnishments, arrears, and leave accruals; the system also assigns check and advice numbers.

Once a payroll has been confirmed, you can generate checks, advices, and any other payroll reports you may require. You can also generate the direct deposit, general ledger, or any other interface. You can even review an employee's check totals and payroll balances online.

Running Pay Confirmation

You manage the Pay Confirmation process with a Pay Run ID, just as you do for Pay Calculation and Paysheets. The Pay Run ID used in the Pay Confirmation process should be identical to the Pay Run ID used during both Paysheets and Pay Calculation.

Pay Confirmation Page

Usage	Use the Pay Confirmation page to define pay confirmation process parameters.
Object Name	RUNCTL_PAY_CONF
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Pay Confirmation • Compensate Employees, Manage Payroll Process (CAN), Process, Pay Confirmation • Compensate Employees, Manage Payroll Process (USF), Process, Pay Confirmation
Prerequisites	None
Access Requirements	Enter a Run Control ID

Run Control - Pay Confirmation page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Operator ID**, **Run Control ID**, **Company**.

On-Cycle or Off-Cycle Run

Pay Run ID

For on-cycle confirmation, enter the **Pay Run ID**. You must have already defined the **Pay Run ID** on the Pay Run Table in Define Payroll Process.

On or Off-Cycle

To confirm all off-cycle checks associated with a particular period, you can enter a **Pay Run ID** and select **Off-Cycle** in **On or Off-Cycle**.

To confirm off-cycle checks by page range, you can leave **Pay Run ID** blank, select **Off-Cycle**, and use the **Off-Cycle Run** box to specify parameters for your calculation: **Company**, **Pay Group**, **Pay End Date**, and the **Page #s**.

Off-Cycle Run

Pay Group

Select a pay group.

Pay End Date

Select a pay period end date.

Process Page # Thru

Enter the first and last pages you want to process.

All Reversals/Adjustments

Select this option if you want to process all reversals and adjustments.



For more information about establishing **Pay Run IDs**, see the Preparing Your Payroll Process section of this PeopleBook.



For more information, see the Working with Checks section of this PeopleBook.

When you run the Pay Confirmation program, the system processes one company at a time and, within each company, every pay group assigned to that **Pay Run ID**. As it processes each pay group, the system indicates how many checks are being confirmed and how many have already been confirmed.

Click **Run** to run this request. Process Scheduler runs the Pay Confirmation Process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

When you run Pay Confirmation, the system assigns check and/or advice numbers. The system looks at the value of Last Form Number Used on the Form Table (in Define Payroll Process), increments that by one, and assigns this number to the first person in the check sequence order. The remaining check or advice numbers are assigned sequentially according to the check print sequence options you've set up on the Pay Group Table (also in Define Payroll Process).



The online check process can not be run while other confirmations are running. The processes may not finish in sequential order, and may not update the Last Form Number Used field accordingly. Thus, processes run simultaneously may use duplicate check numbers.

Confirming Pay Calendars in Order by Check Date Month

When a check is processed for an employee, the system updates the various balance records (earnings, deductions, taxes, and so on). Balance records are stored by year, quarter, and balance period or month. For Canada, balance records are stored by year, Wage Loss Plan, Province, quarter, and balance period or month.

Once you have posted to a month, you cannot post to a previous month. For example, once you have posted an April balance, the system won't allow you to update a March balance of the same type. If you try to post to a previous month, the Pay Confirmation process abends with an error. This may occur for semi-monthly and monthly pay groups.

Semi-Monthly Pay Group

An employee is in a semi-monthly pay group for the first three weeks of the month. He is then transferred to a monthly pay group. He has a paysheet for the semi-monthly pay group for the third week of the month and a monthly paysheet for the fourth week of the month. The semi-monthly pay group has a pay end date of 3/31 and a check date of 4/5, and therefore a MONTHCD of 4 on the pay calendar. The monthly pay group has a pay end date of 3/31 and a check date of 3/31, and therefore a MONTHCD of 3 on the pay calendar.

If the semi-monthly pay group is confirmed before the monthly pay group, the April balance record is created before the March balance is updated. As a result, when you try to confirm the monthly pay group, Pay Confirmation abends.

To prevent the problem, you need to confirm the monthly pay group first, because the check date is in March.

Monthly Pay Group

An employee is in the monthly pay group for the month of March. This payroll has a pay end date and check date of 3/31. Effective April 1, the employee is transferred to the semi-monthly pay group. Before you confirm the 3/31 monthly payroll, you confirm an off-cycle check that is attached to the April semi-monthly payroll for this employee. This off-cycle check creates an April balance record; when you try to confirm the March monthly payroll, Pay Confirmation abends.



To avoid this error, confirm pay calendars in order, by month of the check date.

Reviewing Pay Confirmation Results

You can review Pay Confirmation results using hard copy reports or the available online Paycheck pages in the Manage Payroll Process window, Inquire menu.



For an overview of your viewing options, see Reviewing Pay Calculation Results in the Calculating Pay section. For more information, see the Adjusting Employee Balances section of this PeopleBook.

Running Pay Unconfirm

Usage	Use the Run Unconfirm Parameters page to update paysheet information or to make data or table changes that require recalculation after you've run Pay Confirmation.
Object Name	RUNCTL_PAY_UNCONF
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Pay UnConfirm • Compensate Employees, Manage Payroll Process, Process (CAN), Pay UnConfirm • Compensate Employees, Manage Payroll Process, Process (USF), Pay UnConfirm
Prerequisites	None
Access Requirements	Enter a Run Control ID

Pay Unconfirm

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

Process Request Parameter(s)

On-Cycle or Off-Cycle Run Pay Run ID: KC1-00-37 WkPy37-00 On or Off-Cycle: On-Cycle	or	Off-Cycle Run Company: AC Adv Com IR Pay Group: Pay End Date: Process: Page #: Thru: ☒ All Reversals/Adjustments

Run Unconfirm Parameters page

This page works in the same way as the Pay Confirmation page.



When pay unconfirm is run, the row is deleted, so the client doesn't need to manually delete the future dated rows from SQL.



For more information about Running Pay Unconfirmation, see Running Pay Confirmation. For more information about Payroll batch processes, see the Configuring Batch Processes section of this PeopleBook.

USF Processing Leave Accruals

Usage	Use the Run Leave Accruals page to process employee leave accruals.
Object Name	RUN_FGPACCRL
Navigation	Compensate Employees, Manage Payroll Process (USF), Process, Leave Accruals
Prerequisites	None
Access Requirements	Enter a Pay Run ID on the Run Control page.

Run Leave Accruals

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

*Pay Run ID: KC1-00-35 Cdn KC1 Weekly Pay 35 Sep 00

Run Leave Accruals page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Operator ID and Run Control ID**.

Pay Run ID

You must have already defined the **Pay Run ID** on the Pay Run Table in Define Payroll Process.



For more information about Leave Accrual Processing, see *Designing Your Payroll System: Defining Your Payroll Process*, USF Defining the Leave Accrual Process. For more information about running PeopleSoft Processes, see Process Scheduler.

CHAPTER 21

USF Setting Up and Processing Agency Interfaces

Setting Up Electronic Certification System Controls

The PeopleSoft Electronic Certification System (ECS) Interface process uses the control information you define to generate a transmittable file that you can load into your U.S. Department of Treasury-provided ECS System. The process consists of four parts:

1. Create the ECS control.
2. Run the Treasury/Bond interface using the ECS control information.
3. The Treasury/Bond interface updates the ECS control with DOS file and extension names.
4. Run the ECS interface using the DOS file and extension names from the ECS control.

ECS Controls Page

Usage	Use the ECS Control Table page to establish your ECS control information for your payroll schedules.
Object Name	GVT_ECS_CONTRO_TBL
Navigation	Compensate Employees, Manage Payroll Process (USF), Use, ECS Control
Prerequisites	None.
Access Requirements	Enter a Company.

ECS Controls page

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

Company	The company is displayed here.
Schedule #	Establish the Schedule Number. This field accepts up to 14 characters, but the ECS will accept only the first 10. If you enter more than 10, you will receive a warning message.
Schedule Type	Select one of the four Schedule Types: <i>Salary ACH Schedule</i> <i>Summary Schedule (for on cycle payments)</i> <i>Misc. Check Payment Schedule (for off cycle)</i> <i>Misc. ACH Payment Schedule</i>
Description / Short Desc.	These fields are for your information only. They are not required.
Regional Finance Center	Select the U.S. Financial Management Service (FMS) Regional Finance Center that's appropriate for your company.

Process Controls

The buttons in this group box activate a series of pages where you can define your **ECS Process Controls**. The options available to you depend on your **Schedule Type**.

ECS Transmission Data/Summary Page

Usage	Use the USF ECS Transmission Data/Summary page to enter or review schedule control information for your ECS Transmission.
Object Name	GVT_ECS_TRAN_SEC

Navigation	Click the ECS Transmission Data/Summary link on the ECS Control page.

ECS Transmission Data/Summary

Schedule Control Information	
Requested Payment Date:	
Number of Payments in Schedule:	
Schedule Total Amount:	

ECS Transmission Data/Summary page

Requested Payment Date	For on-cycle (summary) schedules, the system provides this date. For off-cycle schedules, you have the option of entering this information.
Number of Payments In Schedule	For summary schedules, the Treasury Interface provides this information. For off-cycle schedules, the ECS Interface provides this information.
Schedule Total Amount	For summary schedules, the Treasury Interface provides this information. For off-cycle schedules, the ECS Interface provides this information.

ECS Extract Controls Page

Usage	Use the ECS Extract Controls page to extract control in formation for your ECS Transmittal.
Object Name	GVT_ECS_CNTL_SEC
Navigation	Click the ECS Extract Controls link on the ECS Control page.

ECS Extract Controls

ECS Extract Control Info.	
DOS File Name:	
DOS File Extension:	
ECS Transmission Extract Dt:	
ECS Transmission Generation Dt:	

ECS Extract Controls page

DOS File Name	For summary schedules, the Treasury Interface updates the DOS File Name of the extract file to be transmitted to the treasury. The file name is required on the ECS interface run control.

DOS File Extension	For summary schedules, the Treasury Interface updates the DOS File Extension of the extract file to be transmitted to the treasury. The DOS extension is required on the ECS interface run control.
ECS Transmission Extract Date	This is the date on which the ECS Interface generated the ECS transmittable file.
ECS Transmission Generation Date	This is the date on which the ECS schedule had all required information. This depends on the Schedule Type .

ECS Schedule Account Information Page

Usage	Use the ECS Schedule Account Information page to enter an account symbol and a total account amount for each of your ECS transmittals. You can enter a maximum of ten rows per schedule.
Object Name	GVT_ECS_ACCT_SEC
Navigation	Click the ECS Schedule Account Information link on the ECS Control page.

ECS Schedule Account Information page

Account Symbol	Enter the account symbol here.
Total Symbol Account	Enter the total symbol account here.

ECS Summary Detail Page

Usage	Use the USF ECS Summary Detail page to define the schedule and formats needed for the Treasury Interface for summary payments such as check, EFT, VENMIS, or bonds.

Object Name	GVT_ECS_SUMM_SEC
Navigation	Click the ECS Summary Detail link on the ECS Control page.

ECS Summary Detail

ECS Summary Control Info.

Prenotification Schedule ? : ☐

Summary Payment Type 1: ☐ 

Summary Payment Type 2: ☐ 

MAC Payment Data:

ECS Summary Detail page

Prenotification Schedule	Not currently used.
Summary Payment Type 1	Select the type of payments this schedule is for: <i>Bonds</i> , <i>Salary</i> , or <i>Vendor</i> (VENMIS).
Summary Payment Type 2	Select the method of payment for this schedule: <i>Check</i> or <i>EFT</i> .
MAC Payment Data	Optional, for information only.

ECS Summary Remarks Page

Usage	Use the ECS Summary remarks page to add up to seven lines of remarks to your ECS Transmittal.
Object Name	GVT_ECS_REMARK_SEC
Navigation	Click the ECS Summary Remarks link on the ECS Control page.

ECS Summary Remarks

Summary Schedule Remarks View All First  1 of 1  Last

1  

ECS Summary Remarks page

Summary Remarks	Enter your text here. You may use up to 7 lines of 72 characters each.

ECS Summary Reel Numbers Page

Usage	Use the ECS Summary Reel Numbers page to enter reel numbers provided to you by the treasury to identify the location of your summary payment transactions. This is for your information only.
Object Name	GVT_ECS_REEL_SEC
Navigation	Click the ECS Summary Reel Numbers link on the ECS Control page.

ECS Summary Reel Numbers page

Reel Numbers

This field is information only. These numbers are provided by the Treasury Department.

ECS Off Cycle Processing Page

Usage	Use the ECS Off Cycle Processing page to define the controls for your ECS Transmittal.
Object Name	GVT_ECS_OFF_CYCLE
Navigation	Compensate Employees, Manage Payroll Process (USF), Use, ECS Off Cycle
Prerequisites	None.
Access Requirements	Enter a Company.

ECS Off Cycle Processing

Company: AN African Development Foundation

Payment Method: Check **Off Cycle Schedule Count:** 0 **Tot Amt:** 0.00

Schedule Number:

Payments Included with Schedule View Specific Schedule Remove Selected Remove All

Select	EmplID	Name	Net Pay	Detail	Line ID Data
☐					

ECS Off Cycle page

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

Company	The company is displayed here.
Payment Method	The payment method for off-cycle schedules can be either Check or EFT .
Off Cycle Schedule Count	The system maintains the count of off-cycle schedules and displays the current count here.
Eligible Payment cnt	The system tracks the total amount of off-cycle schedules and displays the current total here.
Schedule Number	Select the schedule for which you want to display payments.
View Eligible Payments	When the page is in View Schedule mode, the View Eligible Payments button is active. The page displays all the off-cycle payments attached to the selected Schedule Number, and the Remove Selected and Remove All buttons are also active. This enables you to remove either all or specific payments from the schedule. Remove selected payments by selecting their Select check boxes then the Remove Selected button. Remove all payments by simply clicking the Remove All button.
View Specific Schedule	When the page is in View Eligible Payments mode, the View Specific Schedule button is active. The page displays all the off-cycle payments available to be attached to the selected Schedule Number, and the Remove Selected and Remove All buttons are also active.

This enables you to add either all or specific payments from the schedule. Add selected payments by selecting their **Select** check boxes then clicking the **Add Selected** button. Add all payments by simply clicking the **Add All** button.

Remove Selected

When the page is in View Schedule mode, this button enables you to remove specific payments from the selected schedule. Select the **Select** check box for each payment you're removing then click the **Remove Selected** button.

Remove All

When the page is in View Schedule mode, this button enables you to remove all payments from the selected schedule.

Add Selected

When the page is in View Eligible Payments mode, this button enables you to add specific payments to the selected schedule. Select the **Select** check box for each eligible payment you're adding then click the **Add Selected** button.

Add All

When the page is in View Eligible Payments mode, this button enables you to add all eligible payments to the selected schedule.

Payments Included with Schedule (Payments Eligible for Inclusion)

When you first access the ECS Off Cycle Processing page, this group box is titled **Payments Included with Schedule**. When you click the **View Eligible Payments** button, this group box displays the payments *eligible* to be included for the **Schedule Number** you select.

At the same time, the title of this group box changes to **Payments Eligible for Inclusion**, and it lists eligible payments by employee ID. When you've listed the eligible payments, the **View Eligible Payments** button becomes **View Specific Schedule**; the **Add Selected** button becomes **Remove Selected**; and the **Add All** button becomes **Remove All**.

Select

To select an eligible payment to be added or removed, select this check box for that payment. This check box

EmplID

This column displays the employee ID for each payment eligible for the selected **Schedule Number**.

Employee Name

This column displays the name of the employee for each payment eligible for the selected **Schedule Number**.

Net Pay

This column displays the net pay amount for each payment eligible for the selected **Schedule Number**.

Detail

Click this button to display the Off Cycle Net Check Summary Information on a page.

Line ID Data

Click this button to display the Off Cycle Payment ID Information on a page.

Off Cycle Net Check Summary Information Page

Usage	Use the Off Cycle Net Check Summary Information page to view Off Cycle Net Check Summary information.
Object Name	GVT_PAY_SUMM_SEC
Navigation	To access the Off Cycle Net Check Summary Information page, click the Detail information link on the ECS Off Cycle page.

Off Cycle Net Check Summary Information				
Company:	AN	Page #:		
Pay Group:		Line #:		
Sep Chk #:	0			
Check Dt	Total Gross	Total Deductions	Total Taxes	Net Pay
	0.00	0.00	0.00	0.00

Off Cycle Net Check Summary Information page

Company	The company is displayed here.
Page #	The page number is displayed here.
Pay Group	The pay group is displayed here.
Line #	The line number is displayed here.
Sep Chk #	The separate check number is displayed here.
Paycheck Date	The paycheck date is displayed here.
Total Gross	The total gross is displayed here.
Total Deduction	The total deduction is displayed here.
Total Taxes	The total taxes withdrawn is displayed here.
Net Pay	The net pay is displayed here.

Off Cycle Payment ID Information Page

Usage	Use the Off Cycle Payment ID Information page to view Off Cycle Payment ID Information for the eligible payment for which you click the Line ID Data button.
Object Name	GVT_ECS_OFF_SEC

Navigation	To access the Off Cycle Payment ID Information page, click the Line ID Data link on the ECS Off Cycle page.

Off Cycle Payment ID Information

Payment ID Line 1:

Payment ID Line 2:

Account Symbol:

LTD Pay Indicator: ☐

Off Cycle Payment ID Information page

Payment ID Line 1	The payment ID is displayed here.
Payment ID Line 2	The payment ID is displayed here, if necessary.
Account Symbol	The account symbol is displayed here.
LTD Pay Indicator	The LTD pay indicator is displayed here.

ECS Interface Page

Usage	Use the ECS Interface page to select all the ECS Schedules currently available to be formatted for ECS transmission. Eligible schedules are those with a payment date, more than zero records, and an amount greater than zero. Once you've run this process, the ECS Control information for the selected schedules can no longer be modified.
Object Name	RUN_FGPY004
Navigation	Compensate Employees, Manage Payroll Process (USF), Process, ECS Interface
Prerequisites	None.
Access Requirements	Enter a Run Control ID.

ECS Interface page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **User ID**, **Run Control ID**.

Electronic Certification System Interface Control

Schedule Number	Select the schedule number for each row you add.
File Name	Enter the exact DOS file name of the schedule from the ECS Controls page on the ECS Extract Controls page.
Extension	Enter the DOS extension of the schedule. Use the extension name found on the ECS Controls page on the ECS Extract Controls page.

Treasury/FRB Bond Interface Page

Usage	Agencies must process all payments through the Treasury Department/Financial Management Services (FMS). There are four basic payroll transactions to be transmitted to the treasury: check, electronic funds transfer, bonds, and taxes. Use the Treasury Interface Run Control page to select the control information that identifies the schedules to include in the Treasury Interface process.
Object Name	RUN_FGPY003
Navigation	Compensate Employees, Manage Payroll Process (USF), Process, Treasury/FRB Bond Interface
Prerequisites	None.
Access	Enter a Run Control ID.

Requirements	

Treasury/FRB Bond Interface page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **User ID**, **Run Control ID**.

Treasury Interface Control Inf

- Pay Run ID** Select the **Pay Run ID** that identifies the pay run to be processed.
- Include Off Cycle Net** Select this check box if you want to include unprocessed off-cycle schedules in Treasury Interface processing.
- Check Schedule** Select the specific schedule of the checks in the payroll run. You will then be prompted to enter the file name and extension.
- EFT Schedule** Select the specific schedule of the EFT transactions of the payroll run. You will then be prompted to enter the file name and extension.
- VENMIS Schedule** Select the specific schedule of the EFT tax payment of the payroll run. You will then be prompted to enter the file name and extension.

Fed Reserve Bond Processing

- Process Bonds** To process Federal Reserve Bonds with the run, select the **Process Bonds** check box. The other controls in this group box appear only when **Process Bonds** is turned on.

Setting Up a Thrift Savings Voucher

Thrift Savings Voucher Page

Usage	Use the TSP Vouchers page to define the header information for a TSP voucher file or to print a cancelled TSP voucher.
Object Name	GVT_TSP_VCH_TBL
Navigation	Compensate Employees, Manage Payroll Process (USF), Use, Thrift Savings Voucher, TSP Vouchers
Prerequisites	None.
Access Requirements	Enter a Company.

The screenshot displays the 'TSP Voucher Detail' page. At the top, there are tabs for 'TSP Vouchers' and 'TSP Voucher Detail'. Below the tabs, the 'Company' is set to 'AH' and the 'Agency Location Code' is empty. The 'TSP Voucher' section shows a voucher number of '00 0001' and a submission version of 'Pre 5/1/2000 System Submission'. The 'Pay Period' is from '09/26/2000' to '09/27/2000', and the 'Paycheck Issue Date' is '09/27/2000'. The 'Type of Media' is 'Mag Tape', and the 'Backup Date' is '08/29/2000'. There are also fields for 'Reel Number', 'Date Reel Created', and 'Total Records'. A section titled 'Records on Magnetic Tape/Diskette/Forms' contains four fields: 'Employee Data Records', 'Current Payment Records', 'LATE Payment Records', and 'Negative Adjustment Records'.

Thrift Savings Voucher page

Company

The company is displayed here.

Agency Location Code

The agency location code is displayed here.

TSP Voucher Number

The system issues and tracks **TSP Voucher Numbers** and shows the number of the displayed voucher here. The first two digits indicate the year, which is taken from the Agency table. The remaining four digits are the voucher sequence number within that year. The system automatically increments the voucher sequence for each row you add.

Note. You need to update the Agency table each year to restart the **TSP Voucher Number** sequence anew.

Routine Pay Submission	This check box is for system use only. When you process a voucher, the TSP Interface process will select this check box if the voucher was processed for a regular on-cycle payroll.
EFT Deposit	This is for information only.
TSP Submission Version	Select the TSP submission version.
Pay Period Begin Date	For on-cycle TSP Voucher runs, the system will fill in this information. For all other TSP Voucher runs, you need to enter this required information.
Pay Period End Date	For on-cycle TSP Voucher runs, the system will fill in this information. For all other TSP Voucher runs, you need to enter this required information.
Paycheck Issue Date	For on-cycle TSP Voucher runs, the system will fill in this information. For all other TSP Voucher runs, you need to enter this required information.
Type of Media	Select the media type from the drop-down list.
Reel Number	Enter the reel number provided by the Thrift Savings Board.
Date Reel Created	Enter the date the reel was created. The Thrift Savings Board provides this information.
Backup (if Applicable)	The Thrift Savings Board provides this information.
Date Backup Created	The Thrift Savings Board provides this information.
Total Number of Records	The TSP Interface process provides this number.

Records on Magnetic Tape/Diskette/Forms

Employee Data Records	For on-cycle TSP Vouchers, the system generates the count for each of the categories in this group box. For all other TSP Vouchers, you'll need to enter each amount.
LATE Payment Records	For on-cycle TSP Vouchers, the system generates the count for each of the categories in this group box. For all other TSP Vouchers, you'll need to enter each amount.
Current Payments Records	For on-cycle TSP Vouchers, the system generates the count for each of the categories in this group box. For all other TSP Vouchers, you'll need to enter each amount.
Negative Adjustment Records	For on-cycle TSP Vouchers, the system generates the count for each of the categories in this group box. For all other TSP Vouchers, you'll need to enter each amount.

Thrift Savings Voucher Detail Page

Usage	Use the TSP Voucher Detail page to view a high-level breakdown of a TSP Voucher file and to enter information for off-cycle vouchers. For on-cycle vouchers, the TSP Interface process populates this page.
Object Name	GVT_TSP_V_DET_TBL
Navigation	Compensate Employees, Manage Payroll Process (USF), Use, Thrift Savings Voucher, TSP Voucher Detail
Prerequisites	TSP Voucher Detail is the second page on the Thrift Savings Voucher component. You must first enter data on the TSP Vouchers page.
Access Requirements	Enter a Company.

TSP Voucher Detail

Company: AM Agency Location Code:

TSP Voucher View All First 1 of 1 Last

Number: 00 0001

Adjustment Records View All First 1 of 1 Last

	Empl Contribution	Agency Basic	Agency Matching	Total
Current and Late Payments				0.00
Fund				
Total:	0.00	0.00	0.00	0.00
Negative Adjustments				0.00
Fund				
Total:	0.00	0.00	0.00	0.00
Control Total with Adjustments:				0.00

Thrift Savings Voucher Detail page

Agency	The agency is displayed here.
Agency Location Code	The agency location code is displayed here.
TSP Voucher Number	The TSP voucher number is displayed here.

Current and Late Payment Records

Thrift Savings Plan	Click the drop down list to select a valid Thrift Savings Plan for your voucher.
Empl Contrib	The total employee contributions.
Agency Basic	The total agency basic contributions.
Agency Matching	The total agency matching contributions.

Negative Adjustment Records

This group box contains negative adjustment amounts and totals for the same categories as in the **Current and Late Payment Records** group box.

Thrift Savings Plan Interface Page

Usage	The Thrift Savings Plan (TSP) Interface Run Control page transfers employee information, TSP deductions and investment elections to the National Finance Center (NFC)—the record keeper for the Thrift Board.
Object Name	RUN_FGPY002
Navigation	Compensate Employees, Manage Payroll Process (USF), Process, TSP Interface
Prerequisites	None.
Access Requirements	Enter a Run Control ID.

TSP Interface page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **User ID**, **Run Control ID**.

Reprint Thrift Savings Voucher Only

Select this option to reprint the thrift savings voucher only.

Pay Run ID

Select the **Pay Run ID** that corresponds to the TSP voucher created.

TSP Voucher Year / Seq

The system displays the voucher year and sequence number of the corresponding pay period voucher created.

TSP Interface File

Enter the file name of the TSP interface destination.

RITS Interface Page

Usage	Use the RITS Interface Run Control page to run the RITS Interface process. The output file to the Office of Personnel Management (OPM) will record deduction distributions for retirement CSRS, FERS, FEHB, health insurance and FEGLI life insurance.
Object Name	RUN_FGPY001
Navigation	Compensate Employees, Manage Payroll Process (USF), Process, RITS Interface
Prerequisites	None.
Access Requirements	Enter a Run Control ID.

RITS Interface page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **User ID**, **Run Control ID**.

Pay Run ID Select the **Pay Run ID** that identifies the on-cycle payroll for which the RITS Interface is to be processed.

Pay Period Code Enter the Pay Period (1 to 26) for which the RITS Interface is to be processed.

Original or Supplemental Indicate whether this is the original or a supplemental submission of this RITS process.

2812 File Name Enter the name of the output file to which the RITS 2812 transmission will be written.

Configuring Batch Processes

Before you modify PeopleSoft Payroll batch processes, we hope you make a thorough analysis of the business requirements you're trying to address through configuration and seriously consider the possibility of addressing those requirements through re-engineering your payroll department procedures rather than through tinkering with our COBOL source code. For reasons we discuss in this section, it is almost always more cost-effective to reduce your list of required changes to an absolute minimum. There's nothing magical about configuring PeopleSoft Payroll, at least, nothing more magical than the mysteries of COBOL itself; but once you configure, you incur a variety of ongoing maintenance expenses and possible conflicts as the effects of your changes ripple through the system.

Once you've decided you must configure, you need a firm grasp on the technical architecture of the system; this section provides the basics of what you need to get started.

One very important configuration consideration is how the system processes the various dates in PeopleSoft Payroll: effective dates, begin and end dates, dates on the job record, dates on the General Deduction table, and dates on the Pay Calendar table.



In providing information on this topic, we assume that you have a basic understanding of PeopleSoft online processing flow, PeopleTools, relational databases, and COBOL programming.



For more information on date processing, see Understanding Date Processing in this Peoplebook.

Before You Configure

Why do you want to configure PeopleSoft Payroll in the first place?

We hope you'll take a long, hard look at this question and we explain why.

Configuration is not to be performed lightly. Before you start to think about going in and adding, deleting, or modifying code, every involved member in every involved department of your organization should understand what configuration really entails. We encourage you to look at it this way: Your real goal should be to modify the system as little as possible, and preferably not at all.

It pays to keep in mind that among the top reasons companies decide to acquire a software package such as PeopleSoft Payroll is the fact that it is a package. It's a coherent and self-contained system, which someone else has designed intelligently and delivered expediently to you. It runs, it works, it satisfies the demands made upon it, and it does this best—and with the least hassle and expense—when users learn to work with the package as it exists.

Prior to formulating a list of required modifications to PeopleSoft Payroll, you should systematically and patiently go through the prerequisite activities described here:

- Understand what configuration might really cost—and this includes hidden maintenance expenses that might not be immediately obvious.
- Understand PeopleSoft Payroll system capabilities and design from a functional point of view. What is PeopleSoft Payroll really all about, and for what tasks are you trying to use it?
- Use the vanilla PeopleSoft Payroll system extensively; both with the PeopleSoft-supplied DEMO data and with your own realistic test data.
- Revisit your configuration requirements thoroughly.
- Produce a list of your required modifications.
- Review your proposed modifications with PeopleSoft.
- Contact other PeopleSoft customers to discuss configuration issues you might have in common.

Understanding True Configuration Costs

In this section we discuss the cost of configuring your batch processes such as upgrading, further documentation, and support limitations.

Future Ongoing Liability: Upgrades

Once you configure your PeopleSoft system, upgrades inevitably become more difficult, with the degree of difficulty directly proportional to the extent of the modifications you make.

Obviously, you have to retrofit all your configured code to the new PeopleSoft release. Here's the scenario: We supply you with a new, upgraded system, and you've modified the old one. You're going to have to make a careful analysis of the old and new systems, relying to some extent on the documentation you've (hopefully) produced to go along with your configured code. Additionally, you will need to decide which modifications to keep (and how to keep them), which to jettison, which to re-code from scratch, and so forth.

PeopleSoft maintains our product features from release to release. We might choose to alter the manner in which we provide certain functions. When we do, we deliver the upgraded feature as part of the new system release. When the change requires a new structure for data, we provide you with specific, rigorously tested procedures to change your data or programs to conform to the new release's style of doing things. This, in itself, is a powerful argument against configuration

and its associated maintenance costs, because when you put in modifications for yourself, you might be faced with re-implementing your modifications whenever a new release comes out.

Dealing with some of your modifications at upgrade time might be fairly straightforward: You just plug your old modified code into the new system and go. On the other hand, PeopleSoft might have changed the way we do things from release to release, so you have to look at each modification and technically assess whether it works the way it used to or not.

And, sad to say, that process goes on forever. Once you make the decision to configure, you have to continue to modify the package each time you implement a new release.

Future Ongoing Liability: Documentation

For every configured feature you implement, you need to produce your own documentation. This involves decisions as to whether to merge your documentation with PeopleSoft's or to keep them separate. And documentation must be maintained. Which means that each time a new release comes out, you have to go through the same process all over again, merging or adapting your documentation as necessary.

So it's expensive. And it's expensive forever. Documentation isn't just a part of your initial configuration project. It's part of your upgrade process with every new release.

Possible Support Limitations

Once you've modified the system, you're faced with another dilemma: If something in the system doesn't seem to work properly, is the problem due to PeopleSoft or to your configurations? Is the alleged bug in PeopleSoft code or yours?

Can PeopleSoft duplicate the problem you're having? Once you've modified the system, we might not be able to do so. And this is a crucial point, because in the world of program troubleshooting, it's axiomatic that you have to be able to duplicate a given problem, first of all to satisfy yourself that there is a problem, and secondly to know whether you've fixed it.

Not all of these problems are really obvious, and for PeopleSoft to help you solve the problem, we need to be able to duplicate the problem, fix the source code, and rerun the process. This is sometimes very difficult to do, even if you haven't modified the system in any way. We might not be able to do this at all, once you configure the system.

You might report a problem that you're absolutely convinced derives from the PeopleSoft base code; but if PeopleSoft can't reproduce the problem, and you've modified the system, then we're probably going to suspect that the problem is really caused by your modifications. Result: Nobody is happy.

We don't want to leave you with the impression that once you touch a single part of the code, PeopleSoft is going to abandon you. We're simply saying that it might be difficult, depending on what you modify, to help you. Such inherent support limitations constitute just one more reason to stay with the core product as much as possible, and if you're going to modify it, to modify only the fringes.

Understanding PeopleSoft Payroll System Capabilities

You can't sensibly talk about configuring PeopleSoft Payroll without a rigorous understanding of what the system is really all about. How is the system put together? What is its component tables, programs, and pages? What is its system architecture and what is it really designed to do? And, a question of equal importance: How is your organization using it or planning to use it?

Following are some tips for acquainting the appropriate people in your organization intimately with PeopleSoft Payroll, although tips is perhaps too weak a word. We strongly advise you to follow through on these activities, as a mandatory prelude to any serious consideration of configuration.

Combine Functional and Technical Personnel into One Team

When you're learning about PeopleSoft Payroll and grappling with configuration issues in the early stages, your functional and technical personnel should be in close communication with each other, to the point of becoming a single team. This means that they'll be talking to each other about the system, learning about it together, and understanding or not understanding the same kinds of things.

Make no mistake: Functional and technical staff can do it together, and do it together they must, if your configuration project plans are going to have a happy ending. Your functional people know how your business runs; your technical people know how your current system is put together. And between the two sets of personnel, they can come up with quite an effective team, as long as they're together. If they're not together, working with one mind toward one goal, you can expect misunderstandings, mutual disappointments, and potentially costly mishaps.

Ensure That Team Receives Training

Make sure that the whole team gets trained in the PeopleSoft system, as a team, everybody together.

Run PeopleSoft Vanilla Payrolls at Your Site

Before rushing to configure, or even to formulate a list of configuration requirements, we urge you to install the standard PeopleSoft Payroll demonstration software without changes. Just let your team start exercising through the demonstration companies, employees, pay groups, pay calendars, deductions, and so on; have everyone read PeopleSoft Payroll Business Processes; run PeopleSoft Payroll. In this way, everyone becomes familiar with such critical concepts as what paysheets are and what the Paysheet Creation process is all about; what Pay Calculation does, and what checks are all about in PeopleSoft Payroll; what Pay Confirmation does, what balances are, and so on.

Using the Vanilla PeopleSoft System

Everyone in and around the team should be familiar with how PeopleSoft Payroll works, because the next thing we want you to do is to try to duplicate your company's payroll with the vanilla PeopleSoft Payroll system.

Build Real Earnings/Benefit/Deduction Table Entries

Start configuring your Earnings Table, Benefits tables, and Deduction Table by creating entries tailored exactly to support your company's payroll operations. As you do this, you will, of necessity, start making some real decisions on how to define the actual earnings, deductions, and benefits you need, according to the PeopleSoft vanilla style.

Set Up Realistic Test Cases

Go ahead and set up some realistic employee test data; then put the system through its paces. Hire employees through the normal PeopleSoft Human Resources paths; get them set up with realistic earnings, general deductions, and benefits; enable them to be paid; then go ahead and pay them, all while using the PeopleSoft vanilla system.

Try Harder

PeopleSoft Payroll might be able to handle your requirement in a way not immediately clear to you. Remember that your goal at this stage is to duplicate your company's payroll without modifying anything in the PeopleSoft system.

Keep the Demonstration System Available

Be sure to keep the original PeopleSoft Payroll demonstration system data available, so that as you're going through and modifying earnings, deductions, employees, and other data, you can always refer back to some of our test cases to see how they were set up. Many of the demonstration employees are paid, for example, with fairly complex benefit setups. And if you purge all the PeopleSoft demonstration data, it's easy to lose sight of how they were originally set up. By keeping the demonstration system available, you always have a reference point as you continue to build tables for your own company's real-life needs. This might come in handy as you strive to duplicate your company's payroll with the vanilla PeopleSoft system.

Revisiting Your Modification Requirements

After you've gone through these exercises, and everyone on the team has a thorough understanding of PeopleSoft system capabilities, we encourage you to go back to your original list of requirements, whether this is in the form of a request for proposal or something else. Based on your new knowledge of the PeopleSoft system, you might find you are able to significantly refine your requirements, and that some might actually disappear. Following are some key questions to ask when revisiting your requirements.

Where Did We Get This Requirement? Is It Real?

Is it really a company requirement that we do payroll in this particular manner? Do we want to do it that way just because we've always done it that way? And, if so, is that sufficient reason to continue with this practice? Or is there another way that's just as easy, just as good, and doesn't require modification of PeopleSoft Payroll?

How Much Have Operational Characteristics of the Existing System Influenced Requirements?

When companies revisit and analyze their payroll requirements, it sometimes turns out that particular requirements were actually formulated in response to operational characteristics or restrictions in their current (or old) system. In other words, at some point in time the payroll department might have wanted to do something, but the technical people said, “Well, you can’t do it that way on our existing system; you’ll have to do it this way instead.” And so a particular procedure came about that was really a compromise or a work-around. Human nature and institutional inertia being what they are, that work-around procedure has now attained the enshrined status of dogma: “That’s just the way we do things.”

A surprising number of payroll department procedures have no basis in any real payroll requirements; they might simply reflect some operational characteristic of the current or old system. So, to take an extreme case, if you find yourself going to the trouble and expense of configuring PeopleSoft Payroll to accommodate a procedure that was originally implemented as a workaround to a system deficiency that no longer exists, you are working hard to achieve little gain.

If you find yourself in this situation, it’s a reasonably good argument for re-engineering some of your business procedures and practices and leaving PeopleSoft Payroll alone.

Whose Standards Should We Use, Ours or PeopleSoft’s?

You might also want to look at standards. Because of your company’s in-house standards and conventions, you might discover a discrepancy between the way you ordinarily do things and the way PeopleSoft has delivered the system.

One of the top reasons your company decided to use the PeopleSoft system is the high degree of fit between your requirements and our features. Your selection team determined that PeopleSoft Payroll was well designed and had many desirable attributes that your company could use.

This being the case, you might well decide that it makes the most sense to relax (or even change) your company’s standards to reflect the fact that you’re installing a package with its own well-considered standards. In other words, any system your company builds in-house will in all likelihood conform to your company’s standards; but if you bring in a package, it might be more reasonable to adopt the standards set by the vendor of the package.

Decisions having to do with standards start right at the beginning, when you install the PeopleSoft package. We require a database to be set up, and the tables all have to be named. A database administrator might say, “Our Company does not name tables this way,” and suggest renaming all 8000 and some odd PeopleSoft tables and views. When such a clash over standards occurs, PeopleSoft has to sit down and talk to the company about the ramifications of renaming all 8000 tables and just how extensive a change that really is. The unfortunate thing is that it is indeed doable.

Another example of company versus PeopleSoft standards might be the visual appearance of the online pages. After PeopleSoft Payroll is up and running, someone might say, “It’s no good, our company doesn’t design pages this way; we need to go through all the pages and change them around.” Needless to say, there’s a lot of work and expense involved with such a proposition, which, functionally, might have little effect.

Producing a List of Required Modifications

Now that you've assessed the costs of configuration, acquired a deep understanding of PeopleSoft Payroll system capabilities, used the vanilla system extensively both with the DEMO data and your own test cases and thoroughly examined your requirements—you are in a position to come up with a list of required modifications. At this point, we can call them educated modifications, because you've worked hard to pare the list down to zero. What remains should consist of changes you absolutely have to make to the PeopleSoft Payroll system to make it acceptable for production.

Once you've come up with such a list, separate it into two parts:

1. Changes that can be addressed through business re-engineering (you've already explored this option once; here's one more).
2. Changes that require configuration of the PeopleSoft system.

Examine your list very carefully with an eye to ending up with an absolute minimum second part.

Reviewing Proposed Modifications with PeopleSoft

When you've drawn up your list of modifications, work with your PeopleSoft Account Executive on your proposed changes.

Remember that there might be another way, short of re-writing code, to do what you want to do. It's always useful to take another trip through the functional and technical issues, with the help of an experienced expert in the system. Often, they can steer you to another way of achieving the functionality you want, ideally, through the standard system.

And it's always possible that PeopleSoft is planning and designing, for a future release, a feature similar or identical to what you have in mind. Particularly if your requirement doesn't represent something unique to your company's individual way of doing things, but is rather a genuine functional requirement typical of many payroll departments, we might have other customers who've requested we add such a feature to our standard system.

Maybe we've already actually designed the feature you seek. If this is the case, you can work with PeopleSoft, through your Account executive, so that we can jointly get that feature into your system.

It's always to your advantage to remain in close contact with PeopleSoft on configuration issues. For example, even if you do all the work on designing and implementing a modification, if PeopleSoft subsequently takes it over and makes it part of our standard product, then you'll be free from the ongoing maintenance liability.

Contacting Other Customers

Chances are your company has payroll requirements that overlap to a considerable extent with those of other PeopleSoft customers. And so it might happen that another PeopleSoft customer has requested the same modification you are contemplating; they might have gone ahead and

designed the feature on their own. This might happen even if you think the requirement is absolutely pure or unique to your circumstances; it might happen even if PeopleSoft is telling you that your requirement is really rare, and that we have no intention of ever putting it in the standard product.

Other customers might have had your idea, found it irresistibly attractive, and gone ahead and built it into their systems. By trading design ideas back and forth with other customers, you might be able to come up with a great solution more effectively and efficiently than either of you could on your own. Whenever you can lean on the experience of those who have gone before you into the same territory, you stand to gain. For example, a customer might tell you they thought of doing something the way you're planning to do it, but they tried it and it didn't work, so they came up with a better way, and in the process realized how to implement a number of useful short cuts.

Use Customer Connection to Communicate

Customer Connection, PeopleSoft's web-based communications service consisting of updates and fixes, discussions and SIGs, and news and information about PeopleSoft products and development plans, is an ideal tool for communicating with other customers about configuration issues. No longer must you go through the hassle of trying to synchronize your office schedules with those of the people you're trying to reach. With Customer Connection, the days of playing phone tag are over. If you want to pose a question regarding a particular configuration issue, simply post a note in Customer Connection. You'll be amazed at how quickly you receive replies.

If you're wrestling with a difficult configuration problem, it only makes sense to reach out to the community of PeopleSoft users who might have faced similar concerns. You'll find the PeopleSoft Customer Connection on the Web.

PeopleSoft Technical Architecture

If, after reading the foregoing topics, and after having considered the matter carefully, you've determined that you're unable to re-engineer your business to comply with the vanilla PeopleSoft Payroll package, then continue reading. The topics that follow introduce the technical architecture of the PeopleSoft system and provide a few examples of relatively safe and minor modifications that customers have found useful.

We'll approach PeopleSoft technical architecture as follows:

- Payroll-related database tables.
- Payroll processes:
 - Process details.
 - COBOL program types.

We've done our best to dissuade you—now let's talk about what you have to know before getting down to writing some code.

Payroll-Related Tables

You can think of PeopleSoft Payroll as a set of input tables, processes, and output tables. You set up your input tables, run a process, and the process—in turn—writes new data to the output tables. Here's a schematized example:

<i>Input Tables</i>	<i>Processes</i>	<i>Output Tables</i>
Employee Data	Payroll	Paycheck
Job	Paysheet Creation	Checks
Benefits	Pay Calculation	Deductions
Deductions	Pay Confirmation	Taxes
	Paycheck Reversal	Balances
Pay Process	Pay Calendar Creation	Messages
Earnings	Delete Balances	
Deductions	Paycheck Reprint	
Taxes	Pay Unconfirm	
	Payunsheet	
	Benefits	
	Deduction Calculation	
	Deduction Confirmation	
	Leave Accrual Processing	

<i>Input Tables</i>	<i>Processes</i>	<i>Output Tables</i>
Employee Data	Payroll	Paycheck
Job	Paysheet Creation	Checks
Benefits	Pay Calculation	Deductions
Deductions	Pay Confirmation	Taxes
	PayCheck Distribution	Balances
Pay Process	Paycheck Reversal	Messages
Earnings	Pay Calendar Creation	
Deductions	Delete Balances	
Taxes	Paycheck Reprint	
	Pay Unconfirm	

	Payunsheet	
	Benefits	
	Deduction Calculation	
	Deduction Confirmation	
	403(b) Balances/Projections	
	Leave Accrual Processing	
	Human Resources	
	Fiscal Yr Encumbrances	
	Nightly Encumbrances	
	Tenure/Flexible Service Calculation	



This chart doesn't list actual table names, but simply generic classifications for the various tables in the system.

Running PeopleSoft Payroll processes is what programmers might call a quiet task. The processes simply start, run, and stop, rarely putting out more than five or ten lines of output, which typically consist of messages to the effect that the process began at a certain time, a certain pay group is being processed, and finally, that the run has finished.

The system writes all results of the PeopleSoft Payroll processes back into the database. Any tangible outputs from these processes, such as paychecks, are all simply reports based on database tables. To get the physical paychecks, for example, you run an SQR against the database.

So what does a typical PeopleSoft Payroll process do? It reads some input from various tables, writes new data back into the database, and goes away. A process might send an onscreen message that says "Check Messages!!!"; that just means it wrote at least one message into the message table. In that case, you need to go back and run a report against the message table to get out the messages, or view the messages online on the Paysheets page, Payroll Messages page.

Employee Data Input Tables

As shown in the preceding chart, the employee data input tables can be classified as having to do with employee jobs, benefits, and deductions. Online, some of these tables are found in the Administer Workforce menu, others in the Maintain Payroll Data menu, and some in the Administer Base Benefits menu.

You hire employees and set up their job data; enroll them in benefits programs and set up their benefits data; set them up for general deductions and enter this information on the database. Quite simply, you are inserting rows into their various job, benefits, and deduction tables.



For more information on payroll data, see Maintaining Payroll Data in this PeopleBook.

Table Name	Online Page Name
ADDL_PAY_DATA ADDL_PAY_EFFDT ADDL_PAY_ERNCD	Additional Pay
BOND_SPEC_DATA BOND_SPEC	U.S. Savings Bond Specification Data
CSB_EMPL_SERIES CSB_REGISTRANT CSB_REG_DENOM	Canada Savings Bond Specification Data
DIRECT_DEPOSIT DIR_DEP_DISTRIB	Direct Deposit
EMPL_DED_PROC	General Deduction Override
GENL_DEDUCTION GENL_DED_CD	General Deduction Data
GARN_SPEC GARN_SCHED GARN_RULE	Garnishment Specification Data
TAX_DIST_EFFDT TAX_DISTRIB	Employee Tax Distribution
JOB	Job
EMPLOYMENT	Payroll Data
PERSONAL_DATA	Personal Data
BEN_PROG_PARTIC	Benefits Program Participation
DEPENDENT_BENEF	Dependent/Beneficiary Data
DISABILITY_BEN BENEFIT_PARTIC	Disability Benefits
FSA_BENEFIT BENEFIT_PARTIC	FSA Benefits
HEALTH_BENEFIT BENEFIT_PARTIC	Health Benefits

LEAVE_ACCRUAL	Leave Accruals
LEAVE_PLAN BENEFIT_PARTIC	Leave Plans
LIFE_ADD_BEN BENEFIT_PARTIC	Life and AD/D Benefits
RTRMNT_PLAN BENEFIT_PARTIC	Retirement Plans
SAVINGS_PLAN SAVINGS_BENEFIC SAVINGS_INVEST BENEFIT_PARTIC	Savings Plans
VACATION_BEN BENEFIT_PARTIC	Vacation Benefit
PENSION_BENEFC PENSION_PLAN	Pension Plans
CAN_TAX_DATA EMPL_WAGELS_CAN	Canadian Income Tax Data
FED_TAX_DATA STATE_TAX_DATA LOCAL_TAX_DATA TAX_DIST_EFFDT TAX_DISTRIB	Federal Tax Data State Tax Data Local Tax Data Employee Tax Distribution
CONTRACT SAVINGS_403B_EE	Contract Pay Data Employee 403B Data
EG_FLX_SVC_DT EG_PRIOR_CREDIT EG_SVC_HIST EG_SVC_HIST_FLX EG_TENURE_DATA	Flexible Service Data Prior Credit Data Service History Data Flexible Service History Data Tenure Data

Employee data tables all have EMPLID as a key, so if you ever need to find them all, a good way to start is to look at those tables containing EMPLID. To do this, use the Records and Fields PeopleTools Cross Reference Report (XRFFLRC).

Effect of Database Changes

Obviously, one of the advantages of PeopleSoft Payroll is the fact that you can use PeopleTools to easily configure your payroll tables. However, you should keep in mind how any changes you make might ripple through your database, particularly considering the interdependency not only of tables, but also of the batch processes that call them.

Let's say you decide you have to add a column (a field) to PERSONAL_DATA. PeopleSoft batch processes never issue a SQL SELECT statement against a table. What that means is that the system always selects only the columns that it wants from the table. If it wants to retrieve or update rows of the employee names, for example, it specifically asks for the NAME. It never makes an assumption about what columns are on that table.

Consequently, if you add a column to PERSONAL_DATA, it doesn't affect batch Payroll processes, because if a batch process wants something from PERSONAL_DATA, such as the employee's address, it asks for the address by column name. So, in effect, you can add columns to your heart's content, and if you don't need or want your new columns to affect batch processing, that's fine, because the processes just ignore the fact that they're there. Any tables you modify, of course, are maintained by the online system, so you need to modify and store the appropriate records (and possibly pages).

You have to be more careful when modifying existing columns used by the batch processes. For example, you might decide to alter the HOURLY_RT column on the JOB table. You need seven decimal places instead of the six provided in PeopleSoft. Now, the batch Payroll system is set up to read the HOURLY_RT column from the JOB table; and when it does so, it makes the assumption that it's reading the HOURLY_RT as defined in the standard product. In this case, modifying an existing column affects payroll processing, because the COBOL programs need to know the format of the data they're mapping. Since the HOURLY_RT column is used by Payroll, you also have to modify some of the batch processes.

Remember, too, that if you change the name of the HOURLY_RT column, the batch processes won't even be able to find it unless you modify the batch processes accordingly.

Some of the tables—particularly the output tables—are maintained by batch processes (DEDUCTION_BAL, the Deduction Balance Table, for example). During normal processing, the system inserts, updates, and possibly even deletes individual rows. When you add new or modify existing columns on these tables, you have to make the corresponding COBOL changes.



For more information on tables used by batch processing, see the descriptions of TBL.XRF and TBLUSED.XRF in the Using Cross-Reference (.XRF) Files topic of this section.

Payroll Process Input Tables

On payroll process input tables, you set up much of the controlling information for running payrolls, information having to do with the specifics of particular earnings, deductions, or taxes. You can find these tables online in the Define Payroll Process menu, unless otherwise indicated.

The fact that an employee works in the state of New York is employee-level data stored in the employee data input tables. But to calculate that employee's taxes, the system looks for the appropriate pay process input table that defines tax rates for employees who work in New York.

<i>Table Name</i>	<i>Online Page Name</i>
ACCT_CD_TBL	Account Code Table

BALANCE_ID_TABLE	Balance ID Table
BANK_TBL	Bank Table
BOND_TBL	U.S. Savings Bond Table
COMP_RATECD_TBL	Comp Rate Code Table
CSB_SERIES_TBL CSB_FREQ_TBL	Canada Savings Bonds Table
DEDUCTION_TBL DEDUCTION_CLASS DEDUCTION_FREQ	Deduction Table
DEPT_BUDGET DEPT_BUDGET_DT DEPT_BUDGET_ERN DEPT_BUDGET_DED DEPT_BUDGET_TAX DEPT_BUDGET_CTX	Department Budget Table (found online in the Define Budget/Encumbrnce (U.S.) or (CAN) menu)
DED_SUBSET_TBL	Deduction Subset Table
EARNINGS_TBL EARNINGS_ACCRL EARNINGS_SPCL	Earnings Table
ENCUMB_DEFN_TBL ENCUMB_DEFN_DED ENCUMB_DEFN_TAX	Encumbrance Definition Table (found online in the Define Budget/Encumbrnce (U.S.) or (CAN) menu)
ERN_PROGRAM_TBL ERN_PROGRAM_DEF	Earnings Program Table
GARN_PAYEE_TBL	Garnishment Payee Table
GARN_RULE_TBL GARN_EXEMPT_TBL	Garnishment Rules Table (U.S.)
GARN_RULE_TBL GARN_DE_EARN GARN_EXEMPT_TBL GARN_OPERANDS	Garnishment Rules Table (CAN)
GARN_DE_DEFN GARN_DE_DED GARN_DE_DEF_LNG	Garnishment DEDefinition Garnishment DE Definition Related Language Table
GARN_DE_DED	Garnishment Disposable Earnings Deduction Table
GARN_DE_EARN	Garnishment DE Earnings Table

GARN_EXEMPT_TBL	Garnishment Exemption Table
GARN_OPERANDS	Garnishment Operands Table
GARN_PRORATE_DF	Garn Prorate Defn
GARN_PRORATE_RL	Garnishment Proration Rules
GENL_DED_TBL	General Deduction Table
HOLIDAY_TBL HOLIDAY_DATE	Holiday Schedule Table
LIMIT_TBL LIMIT_EXCLD_TBL LIMIT_INCLD_TBL LIMIT_IMPIN_TBL	Limit Table (found online in the Define Base Benefits menu)
PAY_FORM_TBL	Form Table
PAYGROUP_TBL PAYGRP_EMPLTYPE	Pay Group Table
PAY_CALENDAR	Pay Calendar Table
PAY_MESSAGE_TBL	Pay Message Table
PAY_OL_PRINT	Configure Online Printing
PAY_RUN_TBL	Pay Run Table
RATE_CODE_GROUPS	Rate Code Groups
SAVINGS_PLN_TBL SAVINGS_INV_TBL	Savings Table (found online in the Define Base Benefits menu)
SHIFT_TBL	Shift Table
SPCL_EARNS_TBL	Special Accumulator Table
SAVINGS_PLN_TBL SAVINGS_INV_LANG SAVINGS_INV_TBL	Savings Table
TERM_ACTN_RSN	Final Check Action/Reason
TERM_PGM_TBL	Final Check Program Table
EG_AUDIT	Application Trace (found online in the Maintain Service Parameters menu)
EG_CAL_DEFN_TBL EG_CAL_DETP_TBL	Calendar (found online in the Maintain Faculty Events menu)

EG_DAATE_CNV_OPT	Date Conversion Table (found online in the Maintain Service Parameters menu)
EG_DURATION_OPT	Duration Option Table (found online in the Maintain Service Parameters menu)
EG_DATE_RND_OPT	Date Round Option Table (found online in the Maintain Service Parameters menu)
EG_DFN_SCAT_CAT EG_DFN_SVC	Service Rules Table (found online in the Maintain Faculty Events menu)
EG_HR_ACTION	HR Action/Reason Category Table (found online in the Maintain Faculty Events menu)

<i>Tax Tables</i>	<i>Online Page Name</i>
EG_CALC_GRP_TBL EG_FNC_RSLT_DFN EG_FUNCNTN_RESLT	Calculation Group Table (found online in the Maintain Faculty Events menu)
CO_LOCALTAX_TBL	Company Local Tax Table
CO_STATETAX_TBL	Company State Tax Table
LOCTX_RECIP_TBL	Local Tax Reciprocity Table
LCLWK_TXRCP_TBL	Local Work-Work Reciprocity Table
LOCAL_TAX_TBL	Local Tax Table
LOCAL_TAX_TBL2	Local Tax Table - User defined fields
US_SOC_TBL	U.S. SOC Table
STATE_TAX_TBL STATE_TAXRT_TBL ST_OTH_TAX_TBL	Federal/State Tax Table
STTAX_RECIP_TBL	State Tax Reciprocity Table
SWT_MARSTAT_TBL	SWT Marital Status Table

TAXFORM_TBL TAXFORM_BOX TAXFORM_DED TAXFORM_ERN	Tax Form Definition Table (found online in the Manage Annual Tax Rptg U.S. menu)
TAXGR_BASE_TBL	Taxable Gross Definition Table
TREATY_NRA_TBL TREATY_EARN_TBL	Treaty/Non-Resident Alien Table
TAX_LOCATION1 TAX_LOCATION2	Tax Location Table
TAX_CLCTR_TABLE	Tax Collector Table
CO_UI_RPTCD_TBL	UI Report Code Table
VDI_ADMIN_TBL	VDI Administrator Table
CAN_USR_TAX_TBL CAN_USR_TAX_PRV	Canadian Company Tax Table
CAN_TAX_CITLUMP CAN_TAX_CITRATE CAN_TAX_PROV CAN_TAX_PROVNCT CAN_TAX_QITLUMP CAN_TAX_QITRATE CAN_TAX_TBL	Canadian Tax Table
WAGELS_PLAN_TBL WGLS_LIA_GL_ACC WGLS_EXP_GL_ACC	Canadian Wage Loss Plan Table
CAN_WCB_PROV CAN_WCB_RT_GRP CAN_WCB_CU	Canadian WCB Classifications

Paycheck Output Tables

Paycheck output tables are result tables written to and maintained by the batch processes. Some paycheck output tables are, in turn, inputs to other batch processes:

<i>Payroll Input Tables (Paysheets)</i>	<i>Payroll Input Tables (Paysheets)</i>	<i>Payroll Output Tables (Balance Tables)</i>
	PAY_PAGE	PAY_CHECK
	PAY_LINE	PAY_DEDUCTION

		PAY_TAX PAY_TAX_CAN PAY_GARNISH
	PAY_EARNINGS	PAY_EARNINGS
	PAY_OTH_EARNS	PAY_OTH_EARNS
		PAY_INS_EARNS (CAN ONLY)
PAY_ONE_TIME		PAY_SPCL_EARNS
PAY_TAX_OVRD PAY_CTX_OVRD PAY_GARN_OVRD		PAY_MESSAGE

Paycheck Output Tables

<i>Payroll Input Tables (Paysheets)</i>	<i>Payroll Input Tables (Paysheets)</i>	<i>Payroll Output Tables (Balance Tables)</i>
	PAY_PAGE	PAY_CHECK
	PAY_LINE	PAY_DEDUCTION
		PAY_TAX PAY_TAX_CAN PAY_TAX_1042
		PAY_GARNISH
	PAY_EARNINGS	PAY_EARNINGS
	PAY_OTH_EARNS	PAY_OTH_EARNS
		PAY_INS_EARNS (CAN ONLY)
		PAY_DISTRIBUTN
PAY_ONE_TIME		PAY_SPCL_EARNS
PAY_TAX_OVRD PAY_CTX_OVRD PAY_GARN_OVRD		PAY_MESSAGE

The tables on the left are payroll input tables. More often than not, they are populated with data during the Paysheet Creation process, so in that sense they are output tables. But once created, they serve as inputs to the other payroll batch processes, such as Pay Calculation and Pay Confirmation. Paysheet Creation is a process that goes through the database and forms a proposal

to pay someone; it creates the paysheets. When you view paysheets online, you're looking at data from the payroll input tables. When you make one-time tax, deduction, or garnishment changes to an employee's paysheet, you are writing data to these tables, data that the batch processes uses in the next step of converting input to output.

The tables on the right are payroll output tables; most of them also have corresponding balance tables. These tables are the result of running one or another of the payroll batch processes. These tables are maintained by the PeopleSoft Payroll system. That is, these are tables that the system uses to write back to the database during processing.

Now notice that the PAY_EARNINGS table functions both as a payroll input table and as a payroll output table. The Paysheet Creation process initially generates information in PAY_EARNINGS. Your online operators might then update the table. However, the Pay Calculation and Pay Confirmation processes subsequently write results back into PAY_EARNINGS, because PAY_EARNINGS also serves as the history record of the employee's earnings.

PAY_EARNINGS before and after Pay Confirmation is the same table, but there is a difference. The PeopleCode behind the data-entry paysheets pages doesn't read any data that you've already confirmed. That is, the system considers information on a confirmed PAY_EARNINGS row ineligible to display on a paysheet. The information, however, is still there; it exists until you purge it.

PAY_OTH_EARNS is treated in a similar fashion.

Understanding Processes

Having completed this brief inventory of the tables that are either required for online input to Payroll or written to by Payroll, the next step is to discuss the processes by which the system maintains the output tables. The following chart gives you a general view of the upper-level programs that comprise PeopleSoft Payroll:

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Paysheet Creation	PAYSHEET	PSPPYBLD	PSPPYSH	
Pay Calculation	CALCPAY	PSPPYRUN	PSPPYCAL (U.S.)	PSPECALC (Earnings Calculator) PSPDCALC (Deduction Calculator) PSPTCALC (Tax Calculator-U.S.)

		PSPPYRUN	PSPCPCAL (Canada)	PSPECALC (Earnings Calculator) PSPDCALC (Deduction Calculator) PSPDEDTN (Deduction Calculator) PSPXCALC (Tax Calculator- Canada)
Deduction Calculation	DEDCALC	PSPDCRUN	PSPDCCAL	
Pay Confirmation	CONFIRM	PSPCNFRM	PSPPYUPD	
Deduction Confirmation	DEDCONF	PSPDCCNF	PSPDCCNF	
Pay Unconfirm	UNCNFRM	PSPUNCNF	PSPPYUNC	
Pay Calendar Creation	CALENDAR	PSPCLBLD	PSPCLBLD	
Delete Balances	DLTBALUS (U.S.) DLTBALCN (Canada)	PSPDLBAL PSPDLBLC	PSPDLBAL PSPDLBLC	
Paycheck Reprint	REPRINT	PSPRPRNT	PSPRPRNT	
Paycheck Reversal/Adjus tment	REVERSAL	PSPPYREV	PSPCKREV	
Leave Accrual Processing	ACCRUAL	PSPACCRL	PSPACCPR	
Payunsheet (SQR)	PAYUNSHT			
Deduction Unconfirm	DEDUNCF	PSPDCUNC	PSPDCUNC	
Build Final Check/Cheque Paysheets		PSPFCBLD	PSPFCBLD	

Imputed Income Processing		PSPIMRUN	PSPIMRUN	
Delete online check data		PSPOLCDL	PSPOLCDL	
Check number reassignment for online checks		PSPOLCRN	PSPOLCRN	
Update paysheets for a pay run (currently used by Stock Admin)		PSPPSHUP	PSPPSHUP	
Run the retroactive deduction history extraction process		PSPRDEXT	PSPRDEXT	
Mass retroactive deduction selections into the retroactive deduction table		PSPRDMSS	PSPRDMSS	
Run the retroactive deduction paysheet update process		PSPRDPSH	PSPRDPSH	
Run the retroactive pay history extraction process		PSPRPEXT	PSPRPEXT	
Mass retroactive pay selections into the retropay request table		PSPRPMSS	PSPRPMSS	

Run the retroactive pay paysheet update process		PSPRPPSH	PSPRPPSH	
Run a retroactive undo process		PSPRPUND	PSPRPUND	
Run tips allocation		PSPTARUN	PSPTARUN	
Calculate total compensation		PSPTCRUN	PSPTCRUN	
Pay Distribution	DISTPAY	PSPPFUND	PSPPFDST	PSPPFDST (Distribute Earnings) PSPPFDED (Distribute Deductions) PSPPF TAX (Distribute Taxes - U.S.) PSPPFCTX (Distribute Taxes - Canada)
Fiscal Year Encumbrances	ENANN	PSPENANN	PSPENANN	
Nightly Encumbrances	ENNHT	PSPENNHT	PSPENNHT	
Tenure/Flexible Service Cal'n		EGPPRCTL	EGPPRCTL	
403(b) Balances/Projections		PSPSV403	PSPSV403	PSPDCALC (Deduction Calculator) PSPDCOVG (Benefit Coverage Calculator)
				Other Lower-Level COBOL Programs:
				Table Access Programs

				Input Programs
				Utility Programs
				Output Programs
				PTPSQLRT

So, for example, PAYSHEET is a high-level process; its online name is Paysheet Creation. If you run DOS, you use the PAYSHEET.BAT file to initiate the process; if you run MVS/DB2, there's a PAYSHEET JCL PROC.



The run control processes on the preceding chart are the only programs that are initiated at the operating-system level. All other programs—everything to the right of the Run Control Programs column on the chart—are initiated by the high-level process programs through call statements.

Using Cross-Reference (.XRF) Files

The preceding chart shows only the upper levels of the PeopleSoft Payroll call structure. For a more detailed view, PeopleSoft provides a variety of cross-reference (.XRF) files that you can use to better understand the nested relationships of these batch processes. If you're planning to configure, it's well worth your while to familiarize yourself with these useful files, which you can view with your text editor software or as printout.

You'll find our .XRF files helpful as you learn to navigate your way through the system. Each time PeopleSoft cuts a distribution, we generate these cross-reference files directly from the COBOL source code, so they're accurate as of the release with which we send them. Following are examples of some of our .XRF files.

CTREEXPY.XRF

CTREEPY.XRF provides a detailed hierarchy of all payroll program calls. The following excerpt from CTREEPY.XRF shows the programs called when you run the Paysheet Creation process. You can see that the run control program, PSPPYBLD, initiates a series of calls to lower-level programs.

```
PSPY  HR750/XRF750/XRFBLD
```

```
PSPACCRL
```

```
PSPACCPR
```

```
PTPDTWRK
```

PTPSQLRT
PTPSQLRT
PTPUSTAT
PSPCLBLD
PSPPYGRP
PSPPYMSG
PTPSQLRT
PSPSETAR
PSPPYMSG
PTPSQLRT
PTPSQLRT
PTPDTWRK
PTPSQLRT
PSPPYMSG
PTPSQLRT
PTPDTWRK
PTPRUNID
PTPSQLRT
PTPUSTAT
PSPCNFRM
PSPPYWK1
PSPPYWK2
PSPPYWK3
PSPPYWK4
PSPPYWK5
PSPPYWK6
PSPPYWKS
PSPCPCAL
PSPBAXCN

PSPPYMSG

PTPSQLRT

PSPSLSTX

CALLPPY.XRF

This file alphabetically lists programs and shows which programs they call:

Program	Calls
PSPABUPD.CBL	PTPSQLRT.CBL
PSPACCPR.CBL	PTPDTWRK.CBL
	PTPSQLRT.CBL
PSPACCRL.CBL	PSPACCPR.CBL
	PTPSQLRT.CBL
	PTPUSTAT.CBL
PSPAGERT.CBL	PTPDTWRK.CBL
	PTPSQLRT.CBL
PSPBARRY.CBL	PSPPYMSG.CBL
	PTPSQLRT.CBL
PSPBAXCN.CBL	PSPPYMSG.CBL
	PSPSLSTX.CBL
	PTPSQLRT.CBL
PSPBDUPD.CBL	PSPBNDTB.CBL
.	
.	
.	
(etc.)	

PCALLPY.XRF

This file alphabetically lists programs and shows what programs call them:

Program	Called By

PSPABUPD.CBL	PSPPYUNC.CBL
	PSPPYUPD.CBL
PSPACCPR.CBL	PSPACCRL.CBL
PSPAGERT.CBL	PSPDCLIF.CBL
	PSPDEDLA.CBL
PSPANNLZ.CBL	PSPCANSP.CBL
	PSPDCALC.CBL
	PSPDCLIF.CBL
	PSPDCOVG.CBL
	PSPDCPEN.CBL
	PSPDCSAV.CBL
	PSPDCUSD.CBL
	PSPDEDNP.CBL
	PSPDEDTN.CBL
	PSPEARRY.CBL
	PSPGCALC.CBL
	PSPIMEMP.CBL
	PSPPARRY.CBL
	PSPPYGRN.CBL

.

.

.

(etc.)

PCOPYPY.XRF

This file lists copybooks alphabetically and shows what programs copy them:

Program	Copied By
PSCAARRY.CBL	PSPABUPD.CBL

	PSPBUPD.CBL
	PSPFNDAB.CBL
	PSPPYUNC.CBL
	PSPPYUPD.CBL
PSCAGERT.CBL	PSPAGERT.CBL
	PSPCPCAL.CBL
	PSPDCALC.CBL
	PSPDCLIF.CBL
	PSPDEDLA.CBL
	PSPDEDTB.CBL
	PSPDEDTN.CBL
	PSPIMCAL.CBL
	PSPONETM.CBL
	PSPPYCAL.CBL
	PSPPYEND.CBL
	PSPPYNET.CBL
	PSPPYUNC.CBL
	PSPPYUPD.CBL
.	
.	
.	
(etc.)	

COPYPPY.XRF

This file lists programs alphabetically and shows what they copy:

Program	Copies
PSPABUPD.CBL	PSCAARRY.CBL
	PSCCHECK.CBL
	PSCPSLCT.CBL

	PSCPYGRP.CBL
	PTCLIBFX.CBL
	PTCLIBWK.CBL
	PTCSQLRT.CBL
PSPACCPR.CBL	PSCASLCT.CBL
	PTCDTWRK.CBL
	PTCLIBFX.CBL
	PTCLIBWK.CBL
	PTCSQLRT.CBL
PSPACCRL.CBL	PSCASLCT.CBL
	PSCRTNCD.CBL
	PSCVERSN.CBL
	PTCDTWRK.CBL
	PTCLIBFX.CBL
	PTCLIBWK.CBL
	PTCSQLRT.CBL
.	
.	
.	
(etc.)	

MSGIDPY.XRF

This file lists the program and message name of all Message IDs in numerical order:

Program	Messages Referenced	Message ID
PSPCPCAL.CBL	NONE	0
PSPFCEXT.CBL	NONE	0
PSPFCLOD.CBL	NONE	0
PSPGCALC.CBL	NONE	0
PSPIMCAL.CBL	NONE	0

PSPPYCAL.CBL	NONE	0
PSPPYMSG.CBL	NONE	0
PSPPYSHT.CBL	NONE	0
PSPPYUNC.CBL	NONE	0
PSPPYUPD.CBL	NONE	0
PSPRPCAL.CBL	NONE	0
PSPCPCAL.CBL	NONE	000000
PSPFCEXT.CBL	NONE	000000
PSPFCLOD.CBL	NONE	000000
PSPGCALC.CBL	NONE	000000
PSPIMCAL.CBL	NONE	000000
PSPPYCAL.CBL	NONE	000000
PSPPYMSG.CBL	NONE	000000
PSPPYSHT.CBL	NONE	000000
(etc.)		

PTABLPY.XRF

This file lists programs alphabetically, shows which tables the programs use, and how they are used:

Program	Table	Use
PSPABUPD.CBL	PS_LEAVE_ACCRUAL	Insert
	PS_LEAVE_ACCRUAL	Select
	PS_LEAVE_ACCRUAL	Update
	PS_LEAVE_PLAN	Select
	PS_SQLSTMT_TBL	Delete
PSPACCPR.CBL	PS_COMPANY_TBL	Select
	PS_EMPLOYMENT	Select
	PS_JOB	Select
	PS_LEAVE_ACCRUAL	Insert

	PS_LEAVE_ACCRUAL	Select
	PS_LEAVE_ACCRUAL	Update
	PS_LEAVE_PLAN	Select
	PS_SQLSTMT_TBL	Delete
PSPACCRL.CBL	PS_ACCRUAL_RUNCTL	Delete
	PS_ACCRUAL_RUNCTL	Select
	PS_LEAVE_ADDL_TBL	Select
	PS_LEAVE_PLAN_TBL	Select
	PS_LEAVE_PLAN_TBL	Update
.		
.		
.		
(etc.)		

TABLPPY.XRF

This file lists tables alphabetically, showing which programs use them and how:

Table	Use	By Program
PS_ACCRUAL_RUNCTL	Delete	PSPACCRL.CBL
	Select	PSPACCRL.CBL
PS_ADDL_PAY_DATA	Select	PSPEBUPD.CBL
	Select	PSPECALC.CBL
	Select	PSPFCERN.CBL
	Select	PSPPARRY.CBL
	Select	PSPRPERY.CBL
	Select	PSPRPEX1.CBL
	Update	PSPEBUPD.CBL
PS_ADJUST	Select	PSPPYGRP.CBL
PS_AGE_COVG_TBL	Select	PSPAGERT.CBL
PS_AGE_RATE_TBL	Select	PSPDEDLT.CBL

	Select	PSPPYGRP.CBL
PS_ALLOC_METH	Select	PSPTARUN.CBL
PS_APPR_INP	Select	PSPTARUN.CBL
PS_BALANCE_ID_DEF	Select	PSPCLBLD.CBL
	Select	PSPPYGRP.CBL
PS_BALANCE_ID_QTR	Select	PSPPYGRP.CBL
PS_BALANCE_ID_TBL	Select	PSPPYGRP.CBL
PS_BANK_TBL	Select	PSPPYGRP.CBL
.		
.		
.		
(etc.)		

Using Cross-Reference Reports

For further views of the architecture of your application, you can use the PeopleTools cross-reference reports. These are actually pre-defined SQR reports, not unlike the standard reports delivered with your PeopleSoft system. The cross-reference reports scan the PeopleTools tables containing the definitions for application objects, then print them out in a report designed specifically as a PeopleTools configuration reference tool.

Like our other standard reports, you can easily identify cross-reference reports by their three-character prefix: XRF. So, for example, XRFFLPN is the Fields and Pages cross-reference report, which lists all fields in alphabetical order.

Following is a sample printout from XRFFLPN.

PeopleSoft HRMS

Report ID: XRFFLPN CROSS REFERENCE -- FIELDS AND PAGES Page No. 1

Run Date 09/09/92

Run Time 8:49:15

Language Code: ENG

Field Name	Record Name	Page Name	Long Field Name

AAP_RESPONSIBLE_ID AFF_ACTN_PLAN AFF_ACTN_PLAN Person Responsible for
AA Plan

AA_PLAN_GOAL AFF_ACTN_GOALS AFF_ACTN_PLAN Aff Action Plan Goal

AA_PLAN_ID AFF_ACTN_PLAN AFF_ACTN_PLAN Aff Action Plan ID

AFF_ACTN_PL_TBL AFF_ACTN_PLAN_TBL

AA_PLAN_QTRCD AFF_ACTN_PLAN AFF_ACTN_PLAN Aff Action Plan Qtr

AA_PLAN_YR AFF_ACTN_PLAN AFF_ACTN_PLAN Aff Action Plan Year

ABSENCE_TYPE ABSENCE_HIST ABSENCE_HISTORY Absence Type

ACCESS_CD SCRTY_TBL_DEPT SCRTY_TABL_DEPT Access Code

ACCOUNT# DIR_DEP_DISTRIB DIRECT_DEPOSIT Account Number
DIRECT_DEPOSIT_CAN

PAYGROUP_TBL PAYGROUP_TABLE1

PAY_DISTRIBUTN PAY_CHECK_A

ACCOUNT_TYPE DIR_DEP_DISTRIB DIRECT_DEPOSIT Account Type
DIRECT_DEPOSIT_CAN

PAY_DISTRIBUTN PAY_CHECK_A

ACCOUNT_TYPE_SUM DERIVED_PAY DIRECT_DEPOSIT Account Type Sum
DIRECT_DEPOSIT_CAN

ACCRUAL_FREQUENCY LEAVE_PLAN_TBL LEAVE_PLN_TBL1 Accrual Frequency
LEAVE_PLN_TBL2
LEAVE_PLN_TBL3

ACCRUAL_PCT PAY_CALENDAR PAY_CALENDAR_TABLE Accrual Percent

ACCRUAL_PROC_DT ACCRUAL_RUNCTL RUNCTL_ACCRUAL Accrual Process
Date

LEAVE_ACCRUAL LEAVE_ACCRUALS

LEAVE_PLAN_TBL LEAVE_PLN_TBL1
RUNCTL_ACCRUAL

ACCT_CD ACCT_CD_TBL ACCT_CD_TABLE Account Code

ADDITIONAL_PAY ADDITIONAL_PAY2

JOB ADDITIONAL_PAY2
JOB_DATA2
JOB_DATA9
JOB_DATA_EXP3
JOB_DATA_EXPC

JOB_EARNS_DIST JOB_DATA4
JOB_DATA_EXP4

PAY_RT_CHANGE2

PAY_EARNINGS PAY_SHEET_ADD_C

PAY_SHEET_ADD_S

PAY_SHEET_LINE_C

PAY_SHEET_LINE_S

One Set of COBOL Source

PeopleSoft Payroll has only one set of COBOL source for all platforms. We maintain this policy rigorously. Our COBOL source is ANSI-85-compatible, and it is becoming strictly ANSI-85-compatible. So when we port to a different platform, one of our requirements is that there be a COBOL compiler on that platform. We just compile it and let it go.



Each platform does have a few COBOL programs written expressly for that platform, notably a batch API program and a Process Scheduler program.

High-Level Processes

Looking now at the high-level processes in a little more detail, we can divide them into benefits processes and payroll processes, along with Human Resource Processes.

Benefits Processes

DEDCALC*	Deduction Calculation goes through the initial part of the Pay Calculation process, figuring out which employees are enrolled in which benefits. Where it can, Deduction Calculation figures out coverage rates and calculate deductions according to the rules stored in the Benefits Tables.
DEDCONF*	Deduction Confirmation confirms the deductions calculated by Deduction Calculation.
ACCRUAL	Leave Accrual Processing (also used by Payroll).

These constitute PeopleSoft Payroll Interface, an interface application for companies using PeopleSoft HRMS for benefits without PeopleSoft Payroll.

Payroll Processes

We classify PeopleSoft Payroll processes into three types: those you use on a regular basis, those you run occasionally, and those you need only in emergency situations.

Regular Processes

PeopleSoft Payroll includes six processes that you run repeatedly as part of your normal payroll procedures:

PAYSHEET	Paysheet Creation builds the payroll input tables shown in the previous chart. If you don't have those tables, then the next process, Pay Calculation, doesn't have anything to do.
CALCPAY	Pay Calculation can run, once the payroll input tables are populated on the database, and the pay earnings have been marked as OK to Pay (by Paysheet Creation itself, if you've set this up as the default, or by your payroll operators through the online Paysheets pages). Pay Calculation looks at all the earnings for a particular pay calendar (or group of pay calendars) and starts to produce checks. You can run Pay Calculation repeatedly. Typically, you run it initially to calculate most of your employees, and then you run it again to clean up errors or perhaps to pick up some late hours that you've just entered. When you run Pay Calculation again, it doesn't have to recalculate everybody; it can calculate only those employees who need to be recalculated.
CONFIRM	Pay Confirmation is the process you run after your final Pay Calculation, after you've corrected all errors and the checks are exactly as you want them. Among other things, Pay Confirmation completes the preparation of the check distribution information, assigns check numbers, updates the balance tables, and again writes all these results back into the database. If all goes well, Pay

	Confirmation is a very quiet process.
DISTPAY	Paycheck Distribution is run after a payroll has been confirmed. It distributes pay earnings, employer-paid deductions, and employer-paid taxes across funding sources and accounting periods in preparation for the Actuals GL Interface process.
ACCRUAL	Leave Accrual Processing updates leave accrual information for employees. You typically run this process after you run Pay Confirmation.
REVERSAL	Paycheck Reversal/Adjustment is for reversing or adjusting confirmed checks. You use this process as you need it.

Human Resources Processes

PSPENANN	Fiscal Year Encumbrances generally runs once each fiscal year to initially calculate encumbrances for that year.
PSPENNHT	Nightly Encumbrances runs on a regular basis (for example, nightly) to update encumbrance calculates with changes that have occurred since the last encumbrance run.
EGPPRCTL	Tenure/Flexible Services Calculation is a regular process. It calculates service based on the user-defined time period.
PSPSV403	403(b) Balances/Projects calculates balances, service years, Includible Earnings, and the projected limits, then updates the 403(b) Annuity Data pages with this information. This process can be rerun at any time, but to ensure the most accurate results for the Maximum Exclusion Allowance tests during Pay Calculation, the Project to End of This Year should be run prior to each payroll.

Occasional Processes

Four PeopleSoft Payroll processes are for occasional use:

CALENDAR	Pay Calendar Creation builds your pay calendars. For example, if you're planning on running monthly payrolls, you can run Pay Calendar Creation to generate 12 pay calendars for the next year.
DLTBALUS (U.S.)	Delete Balances (U.S.) deletes balances from the balance table, if you don't want them.
DLTBALCN (Canada)	Delete Balances (Canada) deletes balances from the balance table, if you don't want them.
REPRINT	Paycheck Reprint is a check reprint facility that works by reassigning check numbers. If your printer destroys a few checks, you can run Paycheck Reprint, telling the program that you want some replacement checks printed, starting and ending at particular check numbers.

Emergency Processes

We consider these three processes suitable for emergency use only:

UNCNFRM	Pay Unconfirm backs a confirmed payroll out of the database. That is, it backs all of the detail out of the balance tables, so that everything looks as if you had been running Pay Calculation, but not Pay Confirmation. Note that after you run Pay Unconfirm, you must manually reset the Last Form Number Used field in the Form Table to the last number that was used before you ran Pay Confirmation. Pay Unconfirm does not reset this number automatically. We don't recommend that you use Pay Unconfirm in production. It is available, and it does work, but in production, once you've made your final decision to confirm a payroll, update balances, and distribute checks, you normally don't want to go back and unconfirm. It just doesn't make any sense, if you're abiding by standard payroll principles and procedures. Pay Unconfirm reverses out the entire pay run; use Paycheck Reversal/Adjustment for individual checks. Note. You must recalc all after running UNCNFRM

	and before confirming again. Otherwise, the location field isn't repopulated when you confirm again.
DEDUNCF	Deduction Unconfirm is for use with Deduction Calculation in the PeopleSoft Payroll Interface product. Deduction Unconfirm resets the calendar.
PAYUNSHT	Payunsheet effectively erases all records belonging to a specified set of paysheets, including the results of any Pay Calculations run on those paysheets. When you run Payunsheet, the program prompts you for the Pay Run ID you want to unsheet. The source code for Payunsheet consists essentially of a series of deletes; all the tables from which it deletes are PS_PAY_ tables, and the program simply goes through and erases them all, leaving things looking as though paysheets were never created. You typically use Payunsheet during testing. For example, some PeopleSoft people, when testing the system, get used to paying people in a particular month, and it upsets them if they have to move to September, for example, if they're running August monthly payrolls. With Payunsheet, they can test an August pay run all the way through Pay Confirmation, unsheet the pay run to bring everything back to zero, and then rerun Paysheet Creation for August in order to test some other option. PeopleSoft customers with automated time-entry systems sometimes use Payunsheet when an error is made that results in, for example, doubling the input to paysheets. Rather than attempting to fix the error manually online, they can just unsheet to get rid of everything and start over. Note. Payunsheet deletes all paysheets associated with a particular Pay Run ID, off-cycle as well as on-cycle. It's important to be aware of this when deciding to unsheet a pay run, because you might have off-cycle paysheet pages you want to save attached to the pay run you want to unsheet. For more information on the PAYUNSHT process, see the PeopleSoft 8 Payroll for North America, "Troubleshooting Tips".

Process Detail

How are these processes—Paysheet Creation, Pay Calculation, and so on—actually implemented in PeopleSoft Payroll? At the user level, the operator simply defines process parameters, clicks on the **Run** button, and then tells the system when and where to run the process in the Process Scheduler page.



For more information on running payroll processes, see Process Scheduler.

For each process, no matter what your environment, the PeopleSoft system uses operating system-stored commands. We use whatever method your operating system uses to store operating system commands.

If you run PeopleSoft Payroll under environments other than Microsoft Windows (NT):

OS/2	PeopleSoft uses .CMD (command) files.
MVS	PeopleSoft uses JCL.
VMS	PeopleSoft uses a combination of command files and logicals.
UNIX	PeopleSoft uses script files to initiate PS batch processes in a shell environment (BOURNE, KORN, OR C). Our script files are compatible with all three shells.

One Common Command (PSRUN) Referenced by All Processes

These stored commands have one thing in common: They start another stored procedure called PSRUN. PSRUN, in turn, is the procedure that actually starts the process, initiating a run control COBOL program. (PAYUNSHT, being an SQR, is an exception.)

Process Example for MVS/DB2

The following example, delivered in the JCL Library, shows how we implement the Pay Calculation process under MVS:

```
//*
//*****
//* RUN PS PAYROLL CALCULATION
//*****
```

```

/*

//PROCLIB DD DISP=SHR,DSN=PROCLIB

//CALCPAY EXEC PSRUN,PSLOAD = 'PSLIB'

//SYSTSIN DD *

DSN SYSTEM (DDD) RETRY (0) TEST (0)

RUN PROGRAM (PSPPYRUN) -

    PLAN (PLANRT)

END

/*

//

```

You can see that the program is executing a PROC called PSRUN. In this startup routine, the procedure passes the SYSTSIN input file to the PSRUN procedure, and it indicates that the program to start is PSPPYRUN. PSPPYRUN is the run control program, the driving program for Pay Calculation.

PeopleSoft Payroll COBOL Program Types

We can classify PeopleSoft Payroll COBOL programs into a number of types:

- Run Control Programs
- Main Programs
- Processing Programs
- Table Access Programs
- Input Programs
- Utility Programs
- Output Programs
- PTPSQLRT

You'll find a complete listing of PeopleSoft Payroll COBOL programs in this topic.

COBOL Program Naming Conventions

All PeopleSoft Payroll COBOL programs have eight-character names beginning with PS (for PeopleSoft):

PSP	COBOL source (P stands for <u>P</u> rogram).
PSC	Regular COBOL <u>C</u> opy code.

In general, the five letters following the prefix are an abbreviated form of the program's functional name. These abbreviations are typically formed by removing the vowels.

Table Access Program Names

After PSP or PSC come three letters identifying the table, and then TB (for table):

PSP ERN TB = Earnings table manager (looks up and loads earnings types)

Input Program Names

After PSP or PSC comes one letter identifying the program, and then ARRY (for array):

PSC E ARRY = Earnings Array Input Program (loads the earnings array)

Utility Program Names

After PSP or PSC comes five letters that abbreviate the function of the program:

PSP DTWRK = Date manipulation routine

PSP ANNLZ = Annualizes/deannualizes amounts

Processing Program Names

Processing programs typically end in -CALC, with one letter identifying the type of calculation:

PSP E CALC = Earnings Calculator

PSP D CALC = Deduction Calculator

PSP T CALC = U.S. Tax Calculator (PeopleSoft-maintained)

PSP X CALC = Canadian Tax Calculator (PeopleSoft-maintained)

Output Program Names

Output programs have descriptive names such as the following:

PSP CB UPD = Maintains check balance table (UPDates Check Balances)

PSP DB UPD = Maintains deduction balance table (UPDates Deduction Balances)

PSP C UPDT = Maintains current pay result table (UPDaTes earnings data)

PSP T UPDT = Maintains current pay result table (UPDaTes Tax data)

PSP X UPDT = Maintains current pay result table (UPDaTes Canadian TaX data)

Run Control Programs

Run control programs are the top-level programs launched from the stored operating system command files. In other words, these are the programs that PSRUN starts. The run control programs fetch parameters from the run control table, which you set up online through the pages in the Paysheets page, Process menu (or, for benefits processes, the Benefits Tables pages, Process menu). In the example of process detail in the previous topic, the job of the run control program PSPPYRUN is to read the run control for Pay Calculation that you enter into the database.

Run control programs usually call a main program to initiate the process for the pay calendar or calendars associated with a particular Pay Run ID. The main program then loops through all of the pay calendars in a run.

Here's a list of the run control programs, each with its associated online process name:

Run Control Programs

PSPPYBLD	Paysheet Creation
PSPPYRUN	Pay Calculation
PSPDCRUN	Deduction Calculation
PSPCNFRM	Pay Confirmation
PSPDCCNF	Deduction Confirmation
PSPUNCNF	Pay Unconfirm
PSPDCUNC	Deduction Unconfirm
PSPCLBLD	Pay Calendar Creation
PSPDLBAL	Delete Balances
PSPDLBLC	Delete Balances (Canada)
PSRPRNT	Paycheck Reprint
PSPPYREV	Paycheck Reversal/Adjustment

PSPACCRL	Leave Accrual Processing
PSPPFUND	Pay Distribution
PSPENANN	Fiscal Year Encumbrances
PSPENNHT	Nightly Encumbrances
EGPPRCTL	Tenure/Flexible Service Calc'n
PSPSV403	403(b) Balances/Projections

In most cases, these run control programs call a main program, but there are some exceptions. For example, the Deduction Confirmation process is so simple that everything is handled within the run control program, PSPDCCNF, itself. so There's no need for a main program, and PSPDCCNF doesn't call anything else. PSPCLBLD (Pay Calendar Creation), PSPDLBAL (Delete Balances), PSPDLBLC (Delete Balances—Canada), and PSRPRNT (Paycheck Reprint) are handled in the same way. Other than these exceptions, the run control programs call main programs to do the actual work, or at least to control it.

PSPPYWKS

Three of the run control programs—PSPPYRUN, PSCNFRM, and PUNCNF—call a special controlling program, PSPPYWKS. The purpose of PSPPYWKS is to hold working storage. In the compiler we use, any given section can be a maximum of 64K. In order to pass more than 64K of data between our programs, PSPPYWKS owns working storage for the programs and passes it to them through linkage.

The arrays owned by PSPPYWKS are EARRY (the Earnings Array), DARRY (the Deduction Array), and DEDT1-6 (the Deduction Table Arrays).

Main Programs

The main COBOL programs are called by most run control programs to process one pay calendar:

Main Cobol Programs

PSPPYSHT	Paysheet Creation
PSPPYCAL	Pay Calculation (U.S.)
PSPCPCAL	Pay Calculation (Canada)
PSPDCCAL	Deduction Calculation
PSPPYUPD	Pay Confirmation
PSPPYUNC	Pay Unconfirm

PSPCKREV	Check Reversal/Adjustment
PSPACCPR	Leave Accrual Processing (U.S.)
FGPACCRL	Leave Accrual Processing (USF)
PSPPFDST	Pay Distribution
No main program	Tenure/Flexible Service Calc'n
No main program	403(b) Balances/Projections
No main program	Fiscal Year Encumbrances
No main program	Nightly Encumbrances
No main program	Deduction Confirmation
No main program	Pay Calendar Creation
No main program	Delete Balances, Delete Balances (Canada)
No main program	Paycheck Reprint

The run control program for Pay Calculation, PSPPYRUN, must call one of the main Pay Calculation modules to do the actual work. If PSPPYRUN finds that the pay groups to be calculated is a U.S. pay group, then it calls PSPPYCAL, which is the Pay Calculation module for U.S. pay groups. If the pay group to be calculated is Canadian, PSPPYRUN calls PSCPCAL, the Pay Calculation module for Canadian pay groups.

The main programs are thus “second-level down in the call tree.

Table Access Programs

PeopleSoft table access programs are designed to keep all pay process table information for each pay calendar in memory for the whole run. All the table access programs are identically configured; they're all clones of each other.

Selected Table Access Programs

PSPERNTB	Earnings Table Manager
PSCERNTB	Earnings Table Copy Section Manager
PSPDEDTB	Deduction Table Manager
PSCDEDT1 through PSCDEDT6	Deduction Table Copy Section Manager

Understanding Table Access Programs

To understand the function of the table access programs, let's look at how a process like Pay Calculation actually works. As Pay Calculation is calculating a pay group, it needs certain information. Among other things, it needs to know who needs to be paid. Pay Calculation bases the answer to the question of who needs to be paid on what earnings and deductions it finds on the database. At the employee level, it takes in all the earnings and all the deductions for a particular employee.

In addition, Pay Calculation needs to know the details about those deductions and earnings. It gets this information from the Earnings Table and the Deduction Table. These are pay-process-level tables, not employee-level tables, and when you run a process, they're managed by subroutines in the Payroll system, the table access programs.

When Pay Calculation sees an earnings come in for an employee, it reads the employee-level data, and sees, for example, that this employee is going to be paid some regular pay. It then goes to the Earnings Table to find out the details of regular pay, reads the information about regular pay once, and stores it in a table array in memory. When the next employee comes along and also has regular pay, it doesn't have to read the Earnings Table again.

After the first few checks are calculated, the table access programs typically have all the details about all the earnings and deductions for that particular pay run. Ideally, Pay Calculation reads the Earnings Table only once for each earnings type during a given run.

The key to running a process like Pay Calculation quickly is to reduce the number of hits on the database tables. This is why, if you have an Earnings Table on the database containing 300 earnings types, we don't want Pay Calculation to read the Earnings Table 300 times. For a particular pay group, you might use only 20 earnings types, so the table access programs reads them into the table array once, as they're first encountered.

Increasing the Occurs Count on Table Access Programs

If your company requires it, one fairly safe and easy modification you can make is to increase the occurs count on your table access programs.

The table access programs allocate a specified, limited amount of memory space to store in a table array all the details of particular pay process tables typical for one of your pay runs.

The table access program that manages the Earnings Table is called PSERNTB. What happens if the array it stores earnings data in is allocated to 50 earnings types, and your typical pay run requires more than 50? PSERNTB says, "Well, now they've asked me to go find some information about this new earnings code, and I go out to the database and get it, but there's no more room in the array."

In this situation, PSERNTB just pitches something else out of the array and replaces it with the information for the new earnings code. It does this without comment. It simply and quietly replaces one of the entries with a new one. Whenever PSERNTB needs more space in the array, it says, "I don't have room for this anymore, pitch one out, bring another one in."

In this manner, you can really damage the Earnings Table, or other tables, on the database, if the amount of storage isn't enough. There are two ways to determine whether you're doing this:

The easy way

Make a performance analysis of your payroll process and look at the table accesses on particular tables. If the Earnings Table, for example, is being hit more than you would expect—and more than you would expect is basically more than the number of entries in your Earnings Table—then you know that you’re starting to stress it.

The more difficult way

Insert a display into PSPERNTB into the particular piece of code that actually does pitch one of the earnings codes out and send a message to yourself, saying something to the effect of, “I’m starting to replace entries in the Earnings Table, you might want to look at this.”



It’s important to recognize that this kind of table destruction is very quiet, but might be costing you a lot of processing time.

If you determine you’re destroying a table, you can increase the occurs count in the appropriate table access program. For example, let’s look at a piece of the unmodified code in PSCDEDTB, the Deduction Table Manager

```

02  DEDUCTION-COUNT          PIC 99  VALUE ZERO  COMP.

      88  DEDUCTION-COUNT-MAX          VALUE 25.

02  DED-CLASS-TABLE-MAX      PIC 99  VALUE 4      COMP.

02  DEDUCTION-TABLE          OCCURS 25

                                INDEXED BY

                                DEDTB-IDX

                                DEDTB-NEXT-IDX.

03  PLAN-TYPE                PIC XX.

      88  PLAN-TYPE-DEDUCTION          VALUE '00'.

      88  PLAN-TYPE-HEALTH              VALUE '10' THRU '19'

...

03  DEDCD                    PIC X(10) .

```

This is saying that you can have 25 deductions total for a pay run for any pay calendar. And if you exceed the 25, PSCDEDTB is going to start quietly replacing them. If you require a larger number of deductions, you want to replace the DEDUCTION-COUNT-MAX VALUE and DEDUCTION-TABLE OCCURS values of 25 with larger values.

PeopleSoft has built the Payroll system so that it runs under DOS; and with DOS there are severe memory constraints. Under MVS/DB2, OS/2, or UNIX, the memory constraints effectively go away. Increasing these two 25s to 99s, for example, isn't going to cost you anything other than storage, and on non-DOS platforms, storage is usually readily available.

This type of modification is not particularly difficult to deal with when you upgrade to a new PeopleSoft Payroll release. When you upgrade, PeopleSoft delivers a whole new set of source. At that point, you use your installation Compare utility to compare the new source we send you with the old source.

The code in the example above is a piece of the copy section called PSCDEDTB, and when you run the Compare utility, you'll see that the new incoming source for PSCDEDTB contains different values. You'll probably just decide to retain your change to the code.

Input Programs

PeopleSoft input programs are styled in a fashion similar to the table access programs. The input programs access employee-level payroll data and store it in arrays. For example, during Pay Calculation, an input program called PSPEARRY fetches all pay earnings records for an employee and stores them in an array called EARRY.

Understanding Input Programs

The situation is a little different than with the table access programs, because here, to take earnings as an example, before the system can process a given pay run for an employee, it needs to store all the employee's earnings for that payroll in memory. These earnings are taken from the PAY_EARNINGS table and the PAY_OTH_EARNS table.

It's similar with deductions and with a number of other types of employee-level data. All the relevant employee data must be stored in memory for processing to take place.

Such data is stored in what we call Employee Storage Arrays. As delivered in vanilla PeopleSoft Payroll, these arrays, like the ones for pay process data, might not be sufficiently large to run your processes. But if they're too small and you overflow the array, the system creates a message for that check, to the effect of, "We haven't got enough space to store the earnings for this employee." And the system bypasses processing of that check.

Increasing the Occurs Count

If you need more memory space in your Employee Storage Arrays, you can perform a modification similar to the modification of the table access programs we've already discussed.

For example, we deliver the Earnings Array with an EARNINGS-COUNT-MAX of 150. That is, you can have up to 150 pay earnings and other earnings for an employee on a check; if you need more, you've got to increase the number.

Here's the relevant code from PSCEARRY:

```

02  EARNINGS-COUNT      PIC 99              COMP .

      EARNINGS-COUNT-MAX  VALUE 50 .

02  EARNINGS-DATA      OCCURS 50

                        INDEXED BY

                        EARRY-IDX

                        EARRY-PREV-IDX

                        EARRY-NEXT-IDX

03  ERNTB-PTR          PIC 99              COMP .

03  ERNCD              PIC X(10) .

03  ADDL-NO           PIC 99              COMP .

```

In the current release of PeopleSoft Payroll, you can increase the values of 150 up to 999.

Utility Programs

PeopleSoft Payroll includes a series of utility programs that are called by the COBOL modules that make up the payroll processes.

Selected Utility Programs

PTPDTWRK	Date manipulation routine
PSPANNLZ	Annualizes/deannualizes amounts

PTPDTWRK is used for various date functions:

D	Date difference. How many days between?
A	Add days to a date.
G	Age. How old is this employee? Used for deduction calculations.
W	Days of week. Used for Canadian weeks/calendar build.

K	Work days.
M	Month difference. Used for deduction calculations.
C	Converts microseconds to hours, minutes, seconds, and microseconds.
L	Calculates leap days.
T	Calculates the difference between two date/time entries in seconds.
I	For future use.

PSPANNLZ is used to calculate an amount. The input consists of:

- Amount. What amount is for (for example, weekly, or monthly).
- Format for output amount (for example, weekly, or annual).
- Number of pay periods per year to use in calculation. (Weekly can be 52 or 53 pay periods per year; biweekly can be 26 or 27.)

The output is the amount relating to the output format.

Processing Programs

Processing programs do the real work. We strongly recommend that you limit your modifications of processing programs to the following types:

- Inserting special earnings and deduction calculation routines in the specific places we've allotted for them.
- Cloning standard PeopleSoft code and using it as the basis for any modifications you have to make.

Selected Processing Programs

PSPECALC	Earnings Calculator
PSPDCALC	Deduction Calculator
PSPTCALC	U.S. Tax Calculator (PeopleSoft-maintained)
PSPXCALC	Canadian Tax Calculator (PeopleSoft-maintained)

Special Deduction and Earnings Calculation Routines

If you want to write your own code to calculate a deduction, on the General Deduction Table, select ***Special Deduction Calculation*** for the **Deduction Calculation Routine** field. Insert the code in the SPECIAL-DEDUCTION-CALC section of PSPDCALC.

Using Your Own Code for the General Deduction Table Page

General Deduction Table

Deduction Code: KCAGRN Garnishment

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

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

Flat/Additional Amount:

*Pay Frequency: D Daily

☐ Loan Processing (Canada)

☐ Ben Admin Taxable Ben (Canada)

☐ Allow update via Emp Self Serv

☐ Separate AP Payment

General Deduction Table page



For more information on the General Deduction Table page, see Defining Deductions.

Using Your Own Code for the Earnings Table – Calculation Page

Likewise, on the Earnings Table – Calculation page, select the **Special Calculation Routine** check box if you want to write your own code to calculate an earnings type. Insert the code in the SPECIAL-EARNINGS-CALC section of PSPECALC.

General		Taxes		Calculation		Special Process	
Earnings Code: BNS Bonus							
Earnings Information Find First 1 of 1 Last							
Effective Date: 01/01/1980				Status: Active + -			
Expense Accounts - Non Commitment Accounting :							
Earnings Calc Sequence: 500				Based on Other Earnings/Hours			
Rate Adjustment Factor:				Type			
Hours Adjustment Factor:				☐ Single Earnings			
Multiplication Factor: 1.0000				☐ Special Accumulator			
Earnings Adjustment Factor:				☒ None			
Maximum Hourly Rate: \$50.000000				Based On Amount or Hours: None			
Maximum Yearly Earnings:				Category for FLSA			
Budget Effect: Nonproductive				☒ Regular ☐ Overtime ☐ Excluded			
Tips Category: Not Tips							
☐ Special Calculation Routine							

Earnings Table - Calculation page



For more information on the Earnings Table – Calculation page, see Defining Earnings and Using Earnings Codes.

The following example shows the SPECIAL-DEDUCTION-CALC section from the Deduction Calculator, PSPDCALC:

```

IF CALC-DED-YES OF W-SW

    EVALUATE TRUE

        WHEN DED-CALC-AMOUNT

            ...

        WHEN DED-CALC-PCT-TTL

            ...

        WHEN OTHER

            ...

    PERFORM DG200-SPECIAL-DEDUCTION-CALC

END-EVALUATE

...

/*****
DG200-SPECIAL-DEDUCTION-CALC SECTION.

*SPECIAL CALCULATION ROUTINES IDENTIFIED BY DEDUCTION CODE*

```

```

/*****

```

```

      MOVE ZERO   TO   WK-AMT OF W-WORK.

```

```

      SPECIAL-DEDUCTION-CALC-EXIT.

```

Notice that we've taken out a number of pieces of code for this example (indicated by the ellipses, "..."). Essentially, the first part consists of a series of WHEN statements that typically take care of all the PeopleSoft radio buttons on the General Deduction Table page. Then, if none of the radio buttons are true, PSPDCALC goes ahead and performs the special deduction calculation routine DG200.

Further on in the program, the example shows the DG200 special deduction calc routine supplied with vanilla PeopleSoft Payroll: MOVE ZERO TO WK-AMT OF W-WORK. (If, before modifying PSPDCALC, you've ever clicked on Special Deduction Calculation and run a Pay Calculation just to see what happens, you know that it always comes out with a zero. Now you know why.)

So this is where you put all your special deduction calculation routines.

Cloning Code for Your Modifications

If you're thinking of inserting special calculations for deductions or earnings, we recommend that you first make a thorough study of DCALC and ECALC, so that you get a feel for how these programs make their calculations, read flags, get their amounts, and so on.

The easiest way of implementing a special routine is to clone some piece of PeopleSoft code. For example, take out the health insurance calculation, play with it all you want, then plug it back into the Special Deduction Calc section. Ideally, when the time comes to do an upgrade, all your modifications are isolated in this section. Then, assuming that the way we did the new DCALC is the same as the way we did the old DCALC (and this is usually a safe assumption, because we want to minimize the amount of work we do too), you can simply take your special calculation routine and plug it into the Special Deduction Calc section in the new release.

Alternatively, of course, instead of cloning some of our code, modifying it, and inserting it into the Special Deduction Calc section, you can modify the appropriate section of our code that actually performs a given calculation. Just be sure to document your modifications carefully and clearly, with plenty of comments that document your reasoning behind the modification. As long as you ensure that the modified code stands out clearly when you do an upgrade, you're usually able to post the same change into our new module.

Output Programs

PeopleSoft output programs typically maintain balance tables, including year-to-date balance tables; they also maintain current pay result tables.

Selected Output Programs

PSPCBUPD	Maintains balance table
PSPDBUPD	Maintains balance table
PSPCUPDT	Maintains current pay result table
PSPTUPDT	Maintains current pay result table (PSPXUPDT for Canada)

Do You Really Want to Modify the Output Programs?

If you're looking at modifying some of the output programs, we recommend you take another look at that requirement. Changing deduction and earnings calculation rules is one thing. It is reasonable to expect that you might have business requirements necessitating such modifications. But changing the balances the system maintains is another thing. If you're seriously contemplating that type of change, then you and your PeopleSoft Account executive should talk.

PeopleSoft SQL API for Batch COBOL

The purpose of PeopleSoft SQL API is to allow PeopleSoft batch COBOL programs to execute SQL commands and control the SQL environment.

Overview

This topic provides an overview of PeopleSoft SQL API features, functions, interface, parameters, setup and data lists, and limitations.

Features

- Pre-defined SQL statements are stored outside of the COBOL program and are identified by name.
- SQL statements are executed dynamically.
- Multiple (up to 254) SQL cursors are available.
- The SQL interface is invoked from the application COBOL program from CALL with parameters.
- Support is provided for SQL statements built dynamically by COBOL programs.

Functions

- Process Select Statement

- Fetch Row
- Process Update Statement: DELETE, INSERT, and UPDATE
- Commit Run Unit
- Clear Common Statement (after program CANCEL)
- Disconnect Cursor
- Disconnect All Cursors
- Process Fatal Application Error

Interface

SQL API services are provided through CALLs to program PTPSQLRT, which provides a consistent application interface for COBOL programs running on a variety of database platforms. The call has this general form:

```
CALL 'PTPSQLRT' USING action,
                        sqlrt,
                        cursor,
                        statement,
                        bind-setup,
                        bind-data,
                        select-setup,
                        select-data
```

The actual list of parameters needed depends on the action requested. For example, a SELECT statement requires all of the above parameters, while a FETCH action requires only the first three. Only the first two parameters are required in every case. The following table identifies the parameters, the order coded, and the functions for which they are required.

<i>Parm #</i>	<i>CALL Parameter</i>	<i>Required for Actions</i>
1.	Action	All
2.	SQLRT	All
3.	Cursor	Select, Fetch, Update, Commit, & Disconnect

4.	Statement	Select & Update
5.	Bind-setup	Select & Update
6.	Bind-data	Select & Update
7.	Select-setup	Select
8.	Select-data	Select



Parameter descriptions are provided in the next topic in this section.

Communication Area

To use the SQL interface, COPY PTCSQLRT into the WORKING-STORAGE topic of the main program and pass this 01-level data to all sub-programs using the SQL interface. This member defines data needed by the SQL interface and supports communication between the SQL interface and the application program.

Parameter Descriptions

The following is a list of parameter descriptions.

1. Action

This is a one-character code representing one of the eight functions supported. Use one of the data names with pattern "ACTION-" from copy member PTCSQLRT.

Example

```
ACTION-SELECT OF SQLRT
```

These are the actions provided:

Action Name	Service Provided
ACTION-SELECT	Process a SELECT statement.
ACTION-FETCH	Fetch from a previous SELECT answer set.
ACTION-UPDATE	Process an UPDATE, INSERT, or DELETE statement.
ACTION-COMMIT	Commit a unit of work.
ACTION-ROLLBACK	Roll back the changes since the last COMMIT.
ACTION-DISCONNECT	Disconnect a cursor.

ACTION-DISCONNECT-ALL	Disconnect all cursors.
ACTION-CONNECT	Create a database connection and establish a cursor.
ACTION-ERROR	Process an error condition.
ACTION-CLEAR-STMT	Clear common statement (when program CANCELED).

2. SQLRT

This is the 01-level of data division copy member PTCSQLRT and is used to send and return several sub-parameters as well as to provide work space.

The individual elements in PTCSQLRT are described in the topic “Interface Data” below.

3. Cursor

This is a four-digit computational number representing a resource connection unit. Copy data division SQLRT contains a common cursor for use when resources do not have to be saved for reuse.

Examples

SQL-CURSOR-COMMON OF SQLRT

SQL-CURSOR OF S-CHECK

4. Statement

The 18-character name of a stored SQL statement must conform to the following pattern:

Char 1-8	Program Name
Char 9	Constant “_” (underscore)
Char 10	Constant specifying SQL statement type:
	S for select
	D for delete
	I for insert
	U for update
Char 11	Constant “_” (underscore)
Char 12-17	Unique Statement Name within program

Example

```

01  S-CHECK.
02  STMT-NAME      PIC X(18)    VALUE 'PSPRPRNT_S_CHECK' .

CALL 'PTPSQLRT' USING ACTION-SELECT OF SQLRT
                      SQLRT
                      SQL-CURSOR-COMMON OF SQLRT
                      STMT-NAME OF S-CHECK
. . . .

```

5. Bind-Setup

This is a list of descriptors for the data used by the SQL statement in the WHERE, HAVING, SET, and VALUES clauses. These descriptors tell the API the sizes and types of the corresponding bind variables. The descriptors exactly match the memory layout of the bind variables themselves. Setup strings are the same for both bind and select setup lists.

For details, see the topic Setup List.

Example

```

BIND-SETUP OF S-CHECK

```

6. Bind-Data

This is a list of data elements defined by BIND-SETUP and is described subsequently for both bind and select data lists.

Example

```

BIND-DATA OF S-CHECK

```

7. Select-Setup

This is a list of specifications for the data returned by the SQL statement - SELECT.

For details on both bind and select setup lists, see the topic Setup List.

Example

```

SELECT-SETUP OF S-CHECK

```

8. Select-Data

This is a list of data elements defined by SELECT-SETUP. Setup lists are described below for both bind and select data. Select-Data is the buffer area into which data is returned by the Fetch action. Be sure to initialize this area before each Fetch, because character fields are not blank-

filled on all platforms. If you don't clear the buffer, a short character value might only partially replace a longer value from a previous fetch.

Example

```
SELECT-DATA OF S-CHECK
```

Setup List

A setup list is a string of codes, terminated with a "Z," fully specifying both the logical and physical characteristics of the data elements in a Data List. Specifications include data type, physical data storage bytes, and decimal places for decimal numbers. Each data element is specified with a character string whose length represents the actual bytes of storage the data element occupies and whose value includes data type codes and decimal positions. All data types except decimal numbers use alphabetic characters preceded a number or special character. Consecutive data elements of the same type alternate one of the two characters representing the data type.

The following table summarizes information for the data types supported:

Data Type	Codes	Length (bytes)	Data List Picture
Character	C, H	1 to 255	X through X(255)
Date	D, A	10	X(10)
Time	T, E	26	X(26)
Small Integer	S, M	2	[S]999 or [S]9999 COMP
Large Integer	I, N	4	[S]9(8) or [S]9(9) COMP
Decimal Number	d[P...]	1 to 8	[S]9(w)[V9(d)], where d is the number of decimal places, and w is the remaining number of whole number digits, deduced from the total length of the field and the number of decimals. See Examples.

			d = 0-9 for 0-9 decimal places, 0- 5 for 10-15 decimal places. (The vertical bar character represents the tens digit.) Note: Packed decimal numbers are stored two digits (including the sign) per byte. For example, the number PIC S9(9)V9(2) occupies 6 bytes.

Examples:

<i>SETUP List</i>	<i>DATA List</i>
PIC X(5) VALUE ALL 'C'	PIC X(5)
PIC X(10) VALUE ALL 'D'	PIC X(10)
PIC XX VALUE ALL 'S'	PIC S9999 COMP
PIC XXXX VALUE ALL 'T'	PIC S9(8) COMP
PIC XX VALUE '0P'	PIC S999 COMP-3
PIC X(5) VALUE '3PPPP'	PIC S9(6)V999 COMP-3
PIC X(8) VALUE ' 3PPPPPP'	PIC S99V9(13) COMP-3

Data List

This is a list of data elements with COBOL name and pictures. The list must be concluded with a one-character filler containing the value “Z.” The Setup List and the Data List must be equal in length.

SQL Restrictions/Limitations

SQL statements must conform to a subset of ISO/ANSI Standards common to all vendors. The basic standard used is DB2:

- Use only statements SELECT, DELETE, INSERT, and UPDATE.
- Always use the Fetch Function following a Select Statement, even when only one row is

expected.

- No SELECT INTO.
- No SELECT FOR FETCH ONLY.
- LONG VARCHAR columns are not supported.
- Program (Host) variables must be preceded by a colon (":") and represented by numbers ascending from 1 (one) without gaps in the order of specification within the statement and without repetition of any number.
- Code the stored SQL name for the select as the cursor name when using DELETE or UPDATE with positioning.

Example

```
WHERE CURRENT OF CURSOR PSPRPRNT_S_CHECK
```



A separate SQL select with FOR UPDATE OF must be coded for DELETE and UPDATE with positioning in DB2.

- The internal (COBOL) select list might be shorter than the external (SQL) select list. Only those columns identified internally are retrieved. An example where this is useful is the requirement that ORDER BY columns be included in the select list. Simply add the columns to the end of the SQL select list, but do not include in the COBOL source.

Interface Data

COPY member PTCSQLRT contains the following sub-parameters:

RTNCD	A four (4) digit computational number returned with each call indicating results of processing. A zero value means no errors were detected.
ERR-SECTION	A thirty (30) character field used to send the name of the COBOL SECTION issuing a call to process a fatal application error.
OPERID	An eight (8) character field that contains the operator ID used to initiate this run.
BATCH-RUN-ID	A thirty (30) character field that contains the batch run ID used to initiate this run or a value of "N" if no batch run ID was required.
SQL-CURSOR-COMMON	A four (4) digit computational number representing a shared resource connection unit.

CURSOR-CNT	Work field—not used by application program.
SQL-CURSOR-SAVES	Work field—not used by application program.
ACTION	Constants described above in ACTION parameter.
OPTION-SW	A one (1) character code used with the process select statement function to indicate that positioning is required for subsequent UPDATE and DELETE statements.
ERROR-DISC-SW	This field is used for ROLLBACK processing and is not used by application program.
DBTYPE-SW	An eight (8) digit computational number used to define the current database type being accessed.
	00 Not set
	01 SQLBase
	02 DB2
	04 Oracle
	08 SQL Server
	10 ALLBASE
	11 RDB
DB2-WORK-AREA	Work field—not used by application program.
SQLRT-CHECK	Work field—not used by application program.

Dynamic SQL Interface

If it is necessary for the application program to construct SQL statements on the fly at run time, the BIND-SETUP and SELECT-SETUP methods of describing bind and select data are not appropriate. For this case, the SQL API provides an alternative interface in which the bind and select data items are passed in arrays of descriptors, with a data type, length, and pointer for each item. When using this interface, the CALL interface is different:

```
CALL 'PTPSQLRT' USING action,

                        sqlrt,

                        cursor,

                        statement,

                        bind-table,

                        bind-table[place-keeper],
```

select-table

The parameters correspond to the CALL used for executing pre-defined statements, but different values and formats for the following parameters indicate that this is a dynamic statement.

1. Action

This is a one (1) character code that indicates the type of statement. Use one of the data names with pattern “ACTION-” from copy member PTCSQLRT.

Example

ACTION-SELECT OF SQLRT

These are the dynamic actions provided:

Action Name	Service Provided
ACTION-SELECT	Process a SELECT statement.
ACTION-UPDATE	Process an UPDATE, INSERT, or DELETE statement.

Other actions, such as ACTION-FETCH, use the same calls as for pre-defined SQL, as documented above.

2. SQLRT

This is the 01-level of copy data division PTCSQLRT used to send and return several sub-parameters as well as to provide work space.

The individual elements in PTCSQLRT are described in the “Interface Data” topic above.

3. SQL-Cursor

A four (4) digit computational number that represents a resource connection unit. Copy data division SQLRT contains a common cursor for use when resources do not have to be saved for reuse.

Examples

SQL-CURSOR-COMMON OF SQLRT

SQL-CURSOR OF S-CHECK

4. Statement

The first three characters of the statement parameter are used to determine if the current statement is a dynamic statement, rather than the name of a pre-defined statement.

These are the allowable dynamic statements:

SELECT

INSERT

UPDATE

DELETE

5. Bind-Table

This parameter can be used to specify a table form of bind setup information. This has the same format as the Select-Table, below.

6. Bind-Table (place-keeper)

Because the bind data is supplied through pointers, the address of a bind data area is not applicable to dynamic calls. However, you must pass a parameter as a place-keeper, so provide the bind table a second time.

7. Select-Table

This parameter can be used to specify the table form of select setup information. The first character indicates that the table form of setup list is in use. The SETUP-COUNT variable gives the number of entries, that is, the number of bind or select items. Each SETUP-ENTRY gives the address, length, scale (number of decimal places), and type of the corresponding data field.

```

01  SQLSI.

02  SETUP-FORM                PIC X.

    88  SETUP-FORM-TBL                VALUE 'Y'.

02  SETUP-COUNT                PIC 999                COMP.

    88  SETUP-COUNT-MAX                VALUE 100.

02  SETUP-ENTRY                OCCURS 100

                                INDEXED BY

                                SQLSI-IDX.

```

```

03  SETUP-DATA-PTR                      POINTER.

03  SETUP-LENGTH          PIC 999          COMP.

03  SETUP-SCALE           PIC 99           COMP.

03  SETUP-TYPE            PIC X.

      88  SETUP-TYPE-CHAR          VALUE 'C' .

      88  SETUP-TYPE-SMALLINT      VALUE 'S' .

      88  SETUP-TYPE-INT           VALUE 'I' .

      88  SETUP-TYPE-DEC           VALUE 'P' .

      88  SETUP-TYPE-DATE          VALUE 'D' .

      88  SETUP-TYPE-TIME          VALUE 'T' .

```

List of COBOL Programs

Following is a complete descriptive listing of the COBOL programs shipped with PeopleSoft Payroll. This list is derived from the cross-reference report DESCRPAY.XRF, which also includes for each program: linkage, called programs, tables used, copy members, and messages used. You can print the complete report if you wish.

PSPABUPD

UPDATE ACCRUAL BALANCES FOR AN EMPLOYEE.

LINKAGE:

SQLRT

CHECK

AARRY

PYGRP

PSLCT

PSPACCPR

PROCESS LEAVE ACCRUALS FOR A LEAVE PLAN.

LINKAGE :

SQLRT

ASLCT

PSPACCRL

RUN LEAVE ACCRUALS FOR A LEAVE PLAN.

PSPAGERT

LOOKUP AND LOAD THE AGE RATE TABLE FOR THE EMPLOYEE.

LINKAGE :

SQLRT

CHECK

PYGRP

DARRY

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

AGERT

PSLCT

L-PASS

PSPANNLZ

CONVERT A FLAT AMOUNT FOR ONE FREQUENCY TO A CORRESPONDING
FLAT AMOUNT FOR ANOTHER FREQUENCY.

TO ANNUALIZE THE AMOUNT, WE USE THE STD NUMBER OF PAY PERIODS
PER YEAR. TO DE-ANNUALIZE, WE USE THE NUMBER OF PAY PERIODS
PER YEAR DEFINED ON THE CALENDAR TABLE.

LINKAGE:

FLAT-AMT

OLD-FREQUENCY

NEW-FREQUENCY

PAY-PERIODS-PER-YR

PSPBACAL

BENEFITS ADMINISTRATION DATE CALCULATION PROGRAM.

LINKAGE:

SQLRT

ADMIN

PARTC

EHIST

BATBL

PDEFN

ODEFN

CALTB

GEOTB

PSPBADED

DEDUCTION CALCULATION INTERFACE.

LINKAGE :

SQLRT

ADMIN

BADED

PARTC

PSPBAELT

VALIDATE ELECTIONS; FINALIZE ENROLLMENT.

LINKAGE :

SQLRT

ADMIN

PARTC

POPTN

CRELT

EHIST

BATBL

BADED

PDEFN

ODEFN

CALTB

BCLTB

GEOTB

PSPBAENR

RUN ENROLLMENT - OPEN ENROLLMENT OR EVENT MAINTENANCE.

PERFORMS PRICE CALCULATION, BENEFIT OPTION ELIGIBILITY, AND
PROOF REQUIRED.

LINKAGE :

SQLRT

ADMIN

PARTC

POPTN

BATBL

BADED

PDEFN

ODEFN

CALTB

BACTX

BCLTB

GEOTB

PSPBAOPT

PROCESS BENEFIT PROGRAM ASSIGNMENT OR PREPARE OPTIONS.

LINKAGE :

SQLRT

ADMIN

PARTC

POPTN

CRELT

EHIST

BATBL

BADED

PDEFN

ODEFN

CALTB

BCLTB

GEOTB

PSPBARRQ

MAINTAIN RETRO DEDUCTION REQUEST RECORDS.

LINKAGE :

SQLRT

ADMIN

PARTC

CALTB

PSPBARRY

LOAD THE BOND DISTRIBUTION ARRAY.

LINKAGE :

SQLRT

CHECK

DARRY

BARRY

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

PYGRP

PSLCT

PSPBARUN

RUN ENROLLMENT SCHEDULE.

PSPBASCH

RUN ENROLLMENT SCHEDULE.

LINKAGE :

SQLRT

BATBL

BADED

PDEFN

ODEFN

CALTB

POPTN

PSPBATBL

BENEFITS ADMINISTRATION TABLE ACCESS PROGRAM.

LINKAGE :

SQLRT

ADMIN

BATBL

PDEFN

ODEFN

GEOTB

PSPBAXCN

CALCULATE TAXABLE BENEFIT FOR CANADIAN BENEFITS ADMINISTRATION.

LINKAGE :

SQLRT
DARRY
DEDT1
DEDT2
DEDT3
DEDT4
DEDT5
DEDT6
PYGRP
GRSWK
CTXRT
CHECK
PSLCT
BATCN
L-PASS
W-PASS-TXS

PSPBDUPD

UPDATE BOND DISTRIBUTION DATA.

LINKAGE :

SQLRT
CHECK
BARRY
BNDTB
PYGRP
PSLCT

PSPBIBIL

CALCULATE CHARGES FOR BILLING ENROLLMENTS.

LINKAGE :

SQLRT

BICTL

BCLTB

PSPBICAL

BILLING CHARGE CALCULATION INTERFACE.

LINKAGE :

SQLRT

BICTL

BICHG

PSPBICHG

CREATES TABLE OF CHARGES THAT NEED CALCULATING.

LINKAGE :

SQLRT

BICTL

BCLTB

BICHG

PSPBIENR

LOAD ENROLLMENTS AND EMPLOYEE INFORMATION.

LINKAGE:

SQLRT

BIENR

PSPBIINT

BENEFITS BILLING INTERFACE.

LINKAGE:

SQLRT

ADMIN

BIINT

PSPBIPAY

APPLY OPEN CREDITS TO OPEN CHARGES.

LINKAGE:

SQLRT

BICTL

PSPBIPRG

PURGE PRIOR BILLING CALCULATION.

LINKAGE :

SQLRT

BICTL

PSPBIRUN

RUN BENEFITS BILLING.

PSPBISET

SET BENEFITS BILLING PARAMETERS.

LINKAGE :

SQLRT

ADMIN

PARTC

BATBL

BCLTB

L-PASS

PSPBISRT

SORT CHARGE TABLE IN BILLING PERIOD ORDER.

LINKAGE:

BICHG

PSPBISTR

PUTS CALCULATED CHARGES ON THE CHARGE TABLE.

LINKAGE:

SQLRT

BICTL

BICHG

PSPBNDTB

LOOKUP AND LOAD BOND ID.

LINKAGE:

SQLRT

BNDTB

PYGRP

L-PASS

PSPCANSP

SPLIT CANADIAN PAYSHEETS BY UI WEEK.

LINKAGE :

PAYLN

PARRY

PYGRP

PSLCT

PSPCARRY

LOAD THE PAYCHECK ARRAYS.

LINKAGE :

SQLRT

CHECK

EARRY

DARRY

GARRY

TARRY

XARRY

LARRY

UARRY

SARRY

PYGRP

PSLCT

L-PASS

PSPCBUPD

UPDATE CHECK BALANCES.

LINKAGE :

SQLRT

CHECK

PYGRP

PSLCT

L-PASS

PSPCFLSA

CALCULATE FLSA EARNINGS.

LINKAGE :

SQLRT

EARRY

ERNTB

CHECK

PYGRP

CMPTB

PSLCT

STTRT

L-PASS

SETAR

PSPCKREV

PROCESS CHECK REVERSALS.

LINKAGE :

NETRT

SQLRT

PSLCT

PSPCKSEQ

BUILD CHECK DISTRIBUTION ORDER KEY.

LINKAGE :

SQLRT

PYGRP

PSLCT

PSPCKSGD

DELETE MULTIPLE-JOB SINGLE CHECK DATA.

LINKAGE :

SQLRT

PSLCT

L-PASS

PSPCKSGL

BUILD MULTIPLE-JOB SINGLE CHECK DATA.

LINKAGE :

SQLRT

PSLCT

L-PASS

PSPCKUNC

UPDATE CHECK NUMBER AND CHECK PRINT INFORMATION.

LINKAGE :

SQLRT

CHECK

PYGRP

PSLCT

L-PASS

PSPCKUPD

UPDATE CHECK NUMBER AND CHECK PRINT INFORMATION.

LINKAGE :

SQLRT

CHECK

EARRY

DARRY

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

BNDTB

PYGRP

PSLCT

L-PASS-PARMS

L-PASS-CHECK-TOTALS

PSPCLBLD

BUILD PAY CALENDAR FOR PAYGROUP FROM PAY END DATE THROUGH END
OF CALENDAR YEAR.

PSPCMPTB

LOOKUP AND LOAD COMMON PAY ID FOR A COMPANY.

LINKAGE :

SQLRT

CMPTB

PSLCT

L-PASS

PSPCNDTX

RETRIEVE CANADIAN TAX RATE INFORMATION REQUIRED FOR DEDUCTION
PROCESSING.

LINKAGE :

SQLRT

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

CTXRT

CHECK

PSLCT

PYGRP

PSPCNFER

HANDLE CONFIRM BYPASSABLE ERRORS.

LINKAGE :

PROCEDURE DIVISION

USING SQLRT

PSLCT

PYGRP

PYMSG

PSPCNFRM

RUN A PAYROLL CONFIRMATION.

PSPCNTAX

THIS MODULE CALCULATES ALL CANADIAN PAYROLL TAXES, INCLUDING:

CIT -- CANADIAN INCOME TAX WITHHOLDING

QIT -- QUEBEC INCOME TAX WITHHOLDING

CPP -- CANADIAN PENSION PLAN CONTRIBUTIONS

QPP -- QUEBEC PENSION PLAN CONTRIBUTIONS

UIC -- UNEMPLOYMENT INSURANCE PREMIUMS

LINKAGE:

CHECK

CTXRT

TXLNC

UARRY

PSPCOBRA

COBRA ADMINISTRATION.

LINKAGE :

PROCEDURE DIVISION

PSPCPCAL

CALCULATE CANADIAN PAY.

LINKAGE :

SQLRT

PSLCT

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

DARRY

AGERT

CRLTB

DFREQ

EARRY

ERNTB

FLTRT

GARRY

LMTTB

SALRT

SARRY

SVCRT

SVCST

UARRY

XARRY

COMPRT

EMPLRT

JOB CDRT

PSPCRLTB

LOOKUP AND LOAD CALCULATION RULES.

LINKAGE :

SQLRT

CHECK

DARRY

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

CRLTB

PSLCT

L-PASS

PSPCSORT

SORT EARNINGS ARRAY INTO OUTPUT SEQUENCE.

LINKAGE :

EARRY

PSPCTXDT

LOAD TAX DATA FOR AN EMPLOYEE.

LINKAGE :

SQLRT

CHECK

PYGRP

TAXWK

CTXDT

PSLCT

PSPCTXRT

LOOKUP AND LOAD THE CANADIAN TAX TABLES.

LINKAGE :

SQLRT

CTXRT

TXLNC

PSPCUPDT

UPDATE EARNINGS DATA.

LINKAGE :

SQLRT

CHECK

EARRY

ERNTB

GRSWK

SARRY

DARRY

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

GARRY

PYGRP

PSLCT

PSPDARRY

LOAD THE DEDUCTION ARRAY.

LINKAGE :

SQLRT

CHECK

DARRY

PSLCT

W-PASS-DARRY

PSPDAYTD

LOAD A SPECIFIC DEDUCTION YTD BALANCE.

LINKAGE :

SQLRT

CHECK

PYGRP

DARRY

PSLCT

CMPTB

L-PASS

PSPDBUPD

UPDATE DEDUCTION BALANCES.

LINKAGE :

SQLRT

CHECK

DARRY

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

PYGRP

PSLCT

PSPDCALC

CALCULATE A DEDUCTION.

LINKAGE:

DARRY

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

LMTTB

PENRT

SVCST

PYGRP

GRSWK

SARRY

TAXWK

CHECK

PSLCT

AGERT

L-PASS

SQLRT

PSPDCCAL

CALCULATE DEDUCTIONS (ONLY) FOR A PAY CALENDAR.

LINKAGE:

SQLRT

PSLCT

DARRY

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

PSPDCCNF

RUN A PAYROLL CONFIRMATION.

PSPDCDIS

CALCULATE DISABILITY DEDUCTIONS.

LINKAGE:

DARRY

CHECK

GRSWK

L-PASS

PSPDCEMP

LOAD THE DEDUCTION CALC DATA FOR A JOB.

LINKAGE:

SQLRT

CHECK

PYGRP

PSLCT

SETAR

L-PASS

PSPDCFSA

CALCULATE FSA DEDUCTIONS.

LINKAGE:

DARRY

DEDT1

DEDT2

DEDT3

DEDT4

DEDT5

DEDT6

CHECK

PYGRP

GRSWK

PSLCT

L-PASS

SQLRT

PSPDCHTH

CALCULATE HEALTH DEDUCTIONS.

LINKAGE :

DARRY

CHECK

GRSWK

L-PASS

PSPDCLIF

CALCULATE LIFE/ADD DEDUCTIONS.

LINKAGE :

DARRY

DEDT1

DEDT2

DEDT3
DEDT4
DEDT5
DEDT6
CHECK
PSLCT
PYGRP
GRSWK
AGERT
L-PASS
SQLRT

PSPDCLIM

CHECK FOR DEDUCTION INCLUDED IN 415 LIMIT TEST.

LINKAGE :

DARRY
SARRY
DEDT1
DEDT2
DEDT3
DEDT4
DEDT5
DEDT6
LMTTB
GRSWK
CHECK

PSLCT

L-PASS

SQLRT

PSPXUPDT

UPDATE TAX DATA.

Flexible Field Lengths

PeopleSoft Payroll allows you some flexibility in terms of redefining the lengths of certain fields. Whenever you undertake to redefine field lengths, you should exercise caution. Because the batch programs used by the system expect certain fields to be the lengths defined in the standard as-shipped product, you should be careful not to increase those field sizes beyond the maximums allowed. Otherwise, you might have to modify the batch programs to reflect your changes.

In this topic you'll find a list of the maximum field sizes expected by specific PeopleSoft applications.



For fields that aren't listed here, the applications are programmed to handle the length defined in the standard product as the maximum length.

Character Fields

In many cases, PeopleSoft Payroll batch programs are designed to handle larger-than-standard character field sizes. They can always handle smaller-than-standard field sizes. Here's an alphabetical list of the maximum field sizes allowed for character fields used by PeopleSoft Payroll programs.

<i>Character Field Name</i>	<i>Maximum Size</i>
ACCT_CD	35
CITY	50
COMPANY	10
COVG_GROUP_CD	10

DEDCD	10
DEPTID	20
EMPLID	20
ERNCD	10
ERNCD_SPCL	10
FORM_ID	10
HOLIDAY_SCHEDULE	10
JOBCODE	20
LOCATION	20
PAYGROUP	10
POSITION_NBR	10
RUN_ID	10
SCHEDULE_ID	10
TAX_GRS_COMPNT	10
WAGE_LOSS_PLAN	10

Number Fields

As with character fields, with certain decimal fields the batch programs in PeopleSoft Payroll can accommodate field sizes larger than those defined in the standard product. Here's an alphabetical list of the maximum field sizes allowed for decimal fields.

Number Field Name	Maximum Size
DED_RATE_PCT	9,999.99999
EMPLR_CONTRB_PCT	999.99999
EMPLR_COVRG_RATE	.99999
EMPLR_EMPL_PCT	999.99999
EMPLR_LIMIT_PCT	999.99999
EMPLR_PCT	999.99999
EMPLR_RATE_NONSMOK	99.99999
EMPLR_RATE_SMOKER	99.99999
EMPL_LIMIT_PCT	999.99999
EMPL_PCT	999.99999

EMPL_PCT_ATAx	999.99999
EMPL_PCT_BTAX	999.99999
FACTOR_XSALARY	99.99999
MAXIMUM_MO_BENEFIT	999,999.99
PCT_EMPL_CONTRBUTN	999.99999
PCT_EMPL_INVESTMNT	999.99999
PCT_GROSS	999.99999
PCT_GROSS_ATAx	999.99999
SALARY_REPLACE_PCT	999.99999
TOTAL_COVRG_RATE	99999.99999
TOTAL_RATE_NONSMOK	99.99999
TOTAL_RATE_SMOKER	99.99999

Processing Retro Pay

Calculating retroactive pay was once a painstaking and time-consuming process. But PeopleSoft has changed all that. PeopleSoft Payroll provides you with automatic Retro Pay requests, or triggers, built right into the system. The system generates Retro Pay requests whenever you make certain pay-related changes to employee data.

You're in control all the way, as the system loads Retro Pay requests onto a table, where you review them before submitting them to the Retro Pay Calculation process. You can review and update the calculation results as well and rerun the calculation process as many times as needed. When you're satisfied with the calculation results, you can load your Retro Pay data to paysheets, just as you would in any on-cycle or off-cycle paysheet creation process.



Eligibility for and calculation of back pay interest amounts associated with Retro Pay are handled outside of PeopleSoft HRMS for U.S. Federal Government. Once calculated, though, you can pay the amounts with a separate Earnings Code through Additional Pay or by Paysheet entries.

Setting Up Retro Pay

Certain setup requirements must be in place before you can process Retro Pay:

- Define the earnings to be used for retro pay.
- Define the retro pay programs.
- Assign the retro pay programs to pay groups.

Defining Earnings Used for Retro Pay

On the Earnings Table – General page, you specify which earnings types are eligible for Retro Pay and which ones you use to pay Retro Pay.



For more information on the Earnings Table requirements for Retro Pay, see Processing Retro Pay.

Defining Retro Pay Programs

When you define the earnings types that are eligible for Retro Pay and those used to pay Retro Pay, you can establish groups of these earnings types into Retro Pay Programs. You can then assign a Retro Pay Program to each pay group to identify the earnings for which the group can receive retroactive pay.



For more information about setting up your Retro Pay Programs, see [Establishing Retro Pay Programs](#).

Assigning Retro Pay Programs to Pay Groups

After you define the retro pay programs, you must assign the retro pay programs to pay groups.



For more information about assigning Retro Pay Programs to your Pay Groups, see [Setting up Pay Groups](#).

Creating Retro Pay Requests

The system creates Retro Pay requests automatically whenever you make pay-related changes to Job Data or Additional Pay records, either online for individual employees, or for multiple employees through an SQR process.

Changing Job Data

Changes you make to any of the following Job Data fields create Retro Pay requests whenever the effective date of the change is earlier than or equal to the pay end date of the last check paid to the employee:

- Shift/Rate/Factor
- FLSA Status
- Standard Hours
- Compensation Frequency
- Compensation Rate
- COMPRATE
- EMPL_STATUS

- SHIFT
- COMP_FREQUENCY
- STD_HOURS
- SHIFT_RT
- SHIFT_FACTOR
- EFFDT
- EFFSEQ
- FLSA_STATUS



If any of these triggers affect the computation of the earnings code, then the employees' retro pay is processed. In Addl_Pay_Data, any change to the record triggers the process.



For more information about setting up and maintaining Job Data, see Entering Job Data.

Changing Additional Pay Data

Any changes you make to Additional Pay data create Retro Pay requests when the effective date of the change is earlier than or equal to the pay end date of the last check paid to the employee.

Defining Retro Pay Mass Requests

There might be times when you need to make retroactive payroll changes in volume, for example, in response to union contracts. You can do this by creating an SQR to make your required Job Data or Additional Pay changes. To create Retro Pay requests for a mass change to Job Data and/or Additional Pay that you make through an SQR, you need to run the Retro Pay Mass Request Process.

Retro Pay Mass Request Page

Usage	Use the Retro Pay Mass Request page to identify the changes for which you want Retro Pay requests generated and to specify the criteria that employees must meet to qualify for selection.
Object Name	MASS_RETRO_PAY
Navigation	Define Business Rules, Define Retroactive Process, Setup, Retro Pay

	Mass Request
Prerequisites	None
Access Requirements	Enter a Mass Retro Request ID.

Retro Pay Mass Request

Mass Retro Request ID: 2 Description:

*Retro Pay Program ID: *Start Date: *End Date:

Process End Date: Hire Date: Service Date:

Proc.Flag: Not Proc. ☐ Delete Request

Description:

Selection Criteria Find | View All First 1 of 1 Last

*Company: AC	Mass Seq#: 1	Full/Part Time: Full-Time
Pay Group:	Union Code: KCA	Reg/Temp: Regular
Business Unit: FEDBE	Job Elig Wk Days:	Empl Type: Hourly
Job Code: KC001	Un Cd Elig Wk Days:	Empl Class: Consultant
Location Code: KCNF00	Loc Elig Wk Days:	Empl Status: Active

Retro Pay Mass Request page

Mass Retro Request ID

The mass retro request ID you specified in the entry page displays here.

Description

Enter a description for the mass retro request.

Retro Pay Program ID

Select the retro pay program ID that identifies the earnings to be calculated by this retroactive process.

Note. Valid Retro Pay Program IDs are defined on the Retro Pay Program Table.

For more information about setting up Retro Pay Programs and defining the earnings they represent, see PeopleSoft 8 Payroll for North America, “Defining Earnings and Using Earnings Codes”.

Start Date

Enter a start date for the retro pay mass request. When you process a retro pay mass request, the system determines which employee records to select, according to a set of dates and selection criteria that you define for the Retro Pay Mass Request.

The system applies the Retro Pay Mass Request to employees whose job record Effective Dates are later than or equal to the Start Date and earlier than or equal to the End Date that you specify on this page. If an employee's job record Effective Date does not fall between the Start Date and the End Date, the system selects the latest Effective Date that is earlier than or equal to the Start Date.

End Date

Enter an end date for the retro pay mass request. The system applies the Retro Pay Mass Request to employees whose job record Effective Dates are later than or equal to the Start Date and earlier than or equal to the End Date that you specify on this page. If an employee's job record Effective Date does not fall between the Start Date and the End Date, the system selects the latest Effective Date that is earlier than or equal to the Start Date.

Hire Date

Enter a date of hire for the retro pay mass request (optional). If you specify hire date, employees' Hire Dates must be earlier than or equal to the Effective Dates of the data you enter in the **Selection Criteria** group box. If you leave the **Hire Date** field blank, the system will use the end date.

Service Date

Enter a service date for the retro pay mass request (optional). If you specify a service date, employees' service dates must be earlier than or equal to the Effective Dates of the data you enter in the **Selection Criteria** group box. If you leave the **Service Date** field blank, the system uses the end date.

Process End Date

Use the **Process End Date** field to define the end of this retro period.

Proc. Flag

The status of the process flag displays here.

Delete Request

Check this box to reverse the mass retro request only if you have not run the extract/calculation program for your mass retro ID. Once this check box is selected, the first process that is performed every time you run the mass retro process is to delete every mass retro ID and related requests that you have associated with this function.

Note. This process will only work if the mass requests have not been processed.

Description

A description or comment may be added here. Use the area to add any comments regarding your mass retro program; it may describe why there is a need for this program.

Selection Criteria

Use the **Selection Criteria** group box to define the criteria the system uses to select employees for whom Retro Pay requests are created.



These criteria are wild cards, which means that if you leave one blank—Company, for example—the system searches all companies. Use these fields to narrow your criteria to a specific Company, Department, Job Code, Pay Group, and so on.

Company	Specify a company.
Pay Group	Specify a pay group.
Business Unit	Specify a business unit.
Job Code	Specify a job code.
Location Code	Specify a location code.
Mass Seq#	Specify a mass sequence number.
Union Code	Specify a union code.
Job Elig Wk Days (job eligible work days)	This field works with the job code to enable you to create requests for employees who have been in a job code for a specified amount of time. The system uses the greater date: the start date on the mass retro program or the effective date on the selected job record.
Un Elig Wk Days (union eligible work days)	This field works with the union code to enable you to create requests for employees who have been in a union for a specified amount of time. The system uses the greater date: the start date on the mass retro program or the effective date on the selected job record.
Loc Elig Wk Days (location eligible work days)	This field works with the location code to allow you to create requests for employees who have been in a location for a specified amount of time. The system uses the greater date: the start date on the mass retro program or the effective date on the selected job record.
Full/Part Time	Specify full time or part time.
Reg/Temp	Specify regular or temporary.

Empl Type	Specify an employee type.
Empl Class	Specify an employee class.
Empl Status	Specify an employee status.

Retro Pay Mass Request Page

Usage	Use the Retro Pay Mass Request to process a Mass Retro Pay request.
Object Name	RUNCTL_MASS_RETRO
Navigation	Compensate Employees, Manage Retroactive Processing, Process, Retro Pay Mass Request
Prerequisites	You must have first completed the Retro Pay Mass Request page.
Access Requirements	Enter a Run Control ID.

Retro Pay Mass Request

Run Control ID: 142 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameter(s)

*Mass Retro Request ID:

Retro Pay Mass Request page

Run Control ID The run control ID you specified in the entry page displays here.

Report Request Parameter(s)

Mass Retro Request ID Specify a mass retro request ID to identify the Retro Pay request you're processing.

Run

Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

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

Reviewing and Deleting Retro Pay Requests

Whether your Retro Pay requests are generated by online changes to Job Data or Additional Pay or in volume by the Mass Retro Pay Request Process, the system places all requests on a Retro Pay Request Table. If you have both online and volume Retro Pay requests, the system generates duplicate requests for employees who have had changes made by both methods. Before running the Retro Pay Calculation Process, you want to review the Retro Pay requests the system has generated and delete any duplicate requests.



You cannot delete a request at this page if its Process Flag is set to Calculated. Once a Retro Pay request is calculated, you can delete it only through Process, Retro Pay Delete.



For more information on deleting retro pay, see Undoing Retro Pay Processing.

View/Delete Retro Pay Request Page

Usage	Use the View/Delete Retro Pay Request page to view and delete duplicate Retro Pay requests.
Object Name	RETROPAY_RQST
Navigation	Compensate Employees, Manage Retroactive Processing, Use, View/Delete Retro Pay Request
Prerequisites	You must have first completed the Retro Pay Mass Request page.
Access Requirements	Enter an Employee ID, a Mass Retro Request ID, or a Retro Pay Process Flag.

View/Delete Retro Pay Request						
Griffiths, Martina Rae		Employee	ID: KC0001	Empl Rcd#:		0
Retro Pay Detail						
Find View All First 1 of 1 Last						
Seq #	Effdt	Type	Retro Pay Pgm ID	Dup	Status	Mass Retro Request ID
☐ 134125	11/12/1996	Job Rqst.	KC1	Cdn RPay	☐ Not Proc.	

View/Delete Retro Pay Requests page

Employee ID

The employee ID you entered in the entry page displays here.

Empl Rcd#

The employee record number displays here.

Retro Pay Detail**Seq # (sequence number)**

The sequence number for the retro pay request displays here. The system displays the employee's Retro Pay requests by sequence number.

Effdt (effective date)

For each sequence row, you see the effective date, which is either **Job Rqst** (generated by Job Data change) or **Add'l Pay** (generated by Additional Pay).

Type

For each sequence row, you see the request type, which is either **Job Rqst** (generated by Job Data change) or **Add'l Pay** (generated by Additional Pay).

Retro Pay Pgm ID

The retro pay program ID displays here and indicates the Retro Pay Program to which the retroactive earnings types belong.

Dup (duplicate)

If more than one row exists with the same Effective Date, Request Type, and Retro Pay Program, the system selects the **Dup** check box. Duplicate requests can occur when Job or Additional Pay changes made online are also made in batch.

The system might also select the same employees more than once through the Retro Pay Mass Request process, and in this case you see the **Dup** check box selected. This happens when you have set up multiple Selection Criteria for a Retro Pay Mass Request, and an employee satisfies more than one of the criteria. If you process Retro Pay calculation with duplicate records, the system deselects OK to Pay on the paysheets of employees with the duplicate records. If you want to load the Retro Pay earnings to paysheets, you need to reselect OK to Pay.

Note. To delete a duplicate request (or any request), select the check box to the left of the sequence number with no designation and press **F8**.

Status

The Process Flag indicates where each Retro Pay request is in the process. When a Retro Pay request is first created, its Process Flag defaults to **Not Proc.** After the Retro Pay Calculation Process is run for a request, its Process Flag changes to **Calculated**.

Mass Retro Request ID

For each request that results from a Mass Retro Pay Process, the system displays the Mass Retro Request ID assigned to the process that created it.



You can also change the Process Flag of one or more Retro Pay requests using the Process Retro Pay Delete page.

Calculating Retro Pay

The system calculates your Retro Pay requests when you run the Retro Pay Calculate Process. When you run Retro Pay Calculate, the system changes the Process flag of each calculated request to 'Calculated' on the View/Delete Retro Pay Request page.

Retro Pay Calculate Page

Usage	Use the Retro Pay Calculate page to run the Retro Pay Calculate process.
Object Name	RUNCTL_RTROPAYCALC
Navigation	Compensate Employees, Manage Retroactive Processing, Process, Retro Pay Calculate, Retro Pay Calculate

Prerequisites	None
Access Requirements	Enter a Run Control ID.

Retro Pay Calculate page

Run Control ID

The run control ID you specified in the entry page displays here.

On-line Process

Use the **On-line Process** group box to calculate Retro Pay requests generated online. If you select any field within this group box, all fields associated with mass process requests become unavailable for entry (the **Mass Process** and **Run Mass Process** group boxes).

Job

Select this check box to calculate Job Data Retro Pay requests.

Add'l Pay

Select this check box to calculate Additional Pay Retro Pay requests.

Run On-line Process**Pay All**

Select this check box to run the on-line process retro pay request for all employees.

EmplID

Select this check box to run the on-line process retro pay request for a specific employee.

Mass Process

Use the **Mass Process** group box to calculate Mass Retro Pay requests.



Remember that you can calculate only one type of Retro Pay calculation at a time. When you choose any field within this group box, all fields associated with the **On-line Process** and **Run On-line Process** group boxes become unavailable for entry.

Mass

Select this box to calculate mass retro pay requests.

Run Mass Process

All

Select this check box to run the mass retro pay request for all employees.

Mass Retro Request ID

Select this check box to run the mass retro pay request for a specific mass retro request ID.

Run

Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

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



After running the Retro Pay Calculate Process, you can review the calculated requests of each employee and delete requests, as necessary, from further processing.



For more information on deleting requests from the Retro Pay Request Table, see Undoing Retro Pay Processing and Reviewing and Deleting Retro Pay Requests.

Reviewing and Updating Retro Pay Calculation

The system will allow you to review and update your retro pay calculations using the Retro Pay Review and Update page.

Retro Pay Review and Update Page

Usage	Use the Retro Pay Review and Update page to check the results of the Retro Pay Calculation Process, and override the amount if necessary.
Object Name	RETROPAY_EARNS
Navigation	Compensate Employees, Manage Retroactive Processing, Use, Retro Pay Review and Update, Retro Pay Review and Update
Prerequisites	You must have run a Retro Pay Calculation Process prior to accessing this page.
Access Requirements	Enter a Retro Pay Sequence Number.

Retro Pay Review and Update

Details Find | View All First 1 of 3 Last

EmplID:	KC0003	Rogers,Cynthia A			
Empl Rcd#:	0	Retro Pay Eff Date:	01/01/2000	Status:	Loaded PS
Mass Rqst ID:		Retro Pay Seq#:	124122	Duplicate Flag:	N
Company:	GBI	Pay End Date:	01/14/2000	☐ Exception	Page #: 8
Pay Group:	KC2	Earns Begin Date:	01/01/2000	☐ Off Cycle	Line #: 2
		Earns End Date:	01/14/2000	☒ OK to Pay	Addl #: 0
Earns Code:	REG Regular	Rate Code:		Earns Hours:	54.00
Earns Type:	Reg Hourly	Rate Type:			
Old Earns Amount:	742.50	New Earns Amount:	796.50		
Old Hourly Rate:	13.750000	New Hourly Rate:	14.750000		
Old Rate Used:	13.750000	New Rate Used:	14.750000		
Retro Pay Amount:	54.00	Amount Override:			

Retro Pay Review and Update page



Except for the **OK to Pay** and **Amount Override** fields, all fields on this page are display only. The page displays the results of Retro Pay Calculation for an employee.

Exception

This check box is selected if the Retro Pay Calculation is based on a mid-pay period change. This informs you that the system prorates the retroactive pay amount. You can run the Retro Pay Summary report to verify the proration calculation.

OK to Pay

This check box is selected by default for active employees and cleared for terminated employees. You may change this setting as needed.

Amount Override

Enter an override amount that is different from the calculated amount.

Undoing Retro Pay Processing

The system enables you to undo your retro pay processing using the Retro Pay Delete page.

Retro Pay Delete Page

Usage	Use the Retro Pay Delete page to change the Process flag on the Retro Pay Request Table for one or more Retro Pay requests.
Object Name	RUNCTL_RTROPAYUNDO
Navigation	Compensate Employees, Manage Retroactive Processing, Process, Retro Pay Delete, Retro Pay Delete
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Retro Pay Delete page

Run Control ID

The run control ID you specified in the entry page displays here.

Individual Retro

Retro Pay Seq#

Select a retro pay sequence number to undo processing for an individual retro pay request. If you utilize this field, all other fields on this page become unavailable for entry.

Mass Retro

Use the **Mass Retro** group box to undo retro processing for mass requests. If you utilize either the **Process** or **Run** fields in this group box, all additional fields on this page—other than those in the **Undo To** group box—become unavailable for entry.

Process *Mass:* Select this check box to undo retro processing for mass requests.

Run *All:* Select this check box to undo retro processing for all employees.

Request ID: Select a request ID to undo retro processing for a single ID.

On-Cycle or Off Cycle Run

Use the **On-Cycle or Off-Cycle Run** group box to undo processing for the Retro Pay requests of a specific pay run.

Pay Run ID Select a pay run ID to indicate which retro pay request to undo. If you utilize this field, all additional fields on this page—other than those in the **Undo To** group box—become unavailable for entry.

On or Off-Cycle Select a cycle for the retro pay request to undo. Valid values are *None*, *Off-Cycle*, and *On-Cycle*.

Off-Cycle Run

Use the **Off-Cycle Run** check box to undo Retro Pay processing for an off-cycle pay run.

Company Select a company to indicate which off-cycle retro pay processing to undo.

Pay Group Select a pay group to indicate which off-cycle retro pay processing to undo.

Pay End Date Select a pay end date to indicate which off-cycle retro pay processing to undo.

Undo To

Use the **Undo To** group box to indicate the new Process flag.

Delete Select this option to delete the retro pay requests.

Not Processed Select this option if you do not want the retro pay requests processed.

Calculated Select this option to calculate the retro pay requests.

Important! If you unsheet a retro pay request that has been loaded to a paysheet, you cannot add the retro pay request back to a paysheet again, unless you select the **Calculated** option on this page.

Run

Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

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



Note. You can review the results on the View/Delete Retro Pay Request page.

Loading Retro Pay to Paysheets

To load your Retro Pay to paysheets, run the Retro Pay Load Paysheets process. On-cycle Retro Pay must be loaded to paysheets in conjunction with your regular payroll. So, for on-cycle Retro Pay, you should run this process right after you run Paysheet Creation for your regular payroll. For an off-cycle Retro Pay, you can run this process any time.

Retro Pay Load Paysheets Page

Usage	Use the Retro Pay Load Paysheets page to run the Retro Pay Load Paysheets process.
Object Name	RUNCTL_RTROPAYPSHT
Navigation	Compensate Employees, Manage Retroactive Processing, Process, Retro Pay Load Paysheets, Retro Pay Load Paysheets
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Retro Pay Load Paysheets page

Run Control ID

The run control ID you specified in the entry page displays here.

Process Terminated Employees

Select this check box to include any terminated employees for whom retroactive pay has been calculated. By default, paysheets for Retro Pay are not processed for terminated employees.

On-Cycle or Off-Cycle Run**Pay Run ID**

Select a pay run ID. If you utilize this field, all fields in the **Off-Cycle Run** group box become unavailable for entry.

On or Off-Cycle

Select a pay cycle for the paysheet. Valid values are *None*, *Off-Cycle*, and *On-cycle*.

Off-Cycle Run

Or you can specify an Off-Cycle Run for a specific Company, Pay Group, and Pay End Date.

Company

Select a Company for the off-cycle paysheet. If you utilize this field, all fields in the **On-Cycle or Off-Cycle Run** group box become unavailable for entry.

Pay Group

Select a pay group for the off-cycle paysheet.

Pay End Date

Select a pay end date for the off-cycle paysheet.

Run

Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

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

Inquiring and Reporting on the Retro Pay Process

The Manage Retroactive Processing Inquire menu provides several pages where you can review information about your Retro Pay Process.

Retro Pay Messages Page

Usage	Use the Retro Pay Messages page to review your retro pay messages. On the Pay Message Table, messages 8000 to 8011 are related to Retro Pay processing.
Object Name	RETROPAY_MESSAGES
Navigation	Compensate Employees, Manage Retroactive Processing, Inquire, Retro Pay Message
Prerequisites	None
Access Requirements	Enter an Employee ID.

The screenshot shows the 'Retro Pay Messages' window. At the top, there are fields for Employee ID (TZ800), Employee Name (Wylie, Paul), Retro Pay Seq# (9), Line # (1), Company (TCA), Pay End Date (07/22/1995), Page # (1), Pay Group (IRWY), and Separate Check # (11). Below these is a 'Details' section with a 'Find | View All' button and 'First 1 of 1 Last' navigation. The 'Message ID' is 003001. The 'Description' field contains the text: 'One of the earnings records (pay_earn_rgs or pay_oth_earn) that was used during retro pay calculation had the job_pay_flg turned off. This may cause unexpected results when trying to calculate retro pay.' The 'Message Data' field is empty.

Retro Pay Messages page



This page displays retro pay messages only.

Retro Pay Request Summary Page

Usage	Use the Retro Pay Request summary page to review Retro Pay requests individually by employee.
Object Name	RETROPAY_RQST_SUMM
Navigation	Compensate Employees, Manage Retroactive Processing, Inquire, Retro Pay Request Summary
Prerequisites	You must have run a Retro Pay Request prior to accessing this page.
Access Requirements	Enter an Employee ID.

Retro Pay Request Summary

EmpID: 12301

Y660, F001

EmpID Code: 0

Retro Pay Effective Date: 07/13/1995

Process End Date: 07/22/1995

Retro Pay Request Type: Job Request

Mass Retro Request ID:

Retro Pay Program ID: TR1

Retro Pay Sequence Number: 9

Retro Pay Process Flag: Calculate

Duplicate Flag: N

Retro Pay Request Summary page



This page displays retro pay requests—by employee—only.

Retro Pay Summary Page

Usage	Use the Retro Pay Summary page to review a summary of the Retro Pay requests of an individual employee by Sequence Number.
Object Name	RETROPAY_SUMMARY
Navigation	Compensate Employees, Manage Retroactive Processing, Inquire, Retro Pay Summary, Retro Pay Summary
Prerequisites	You must have completed a Retro Pay Request prior to accessing this page.
Access Requirements	Enter an EmplID.

Retro Pay Summary

EmpID: KC0003 Rogers, Cynthia A

Retro Pay Detail Find View All First 1-3 of 3 Last

Retro Pay Sequence Number	Retro Pay Effective Date	Dup	Mass Rqst ID	Earns Code	Short Description	Status	Amount
124122	01/01/2000	☐ Job Rqst.				Calculated	-109.01
124122	01/01/2000	☐ Job Rqst.		ROP	RetroOTPay	Loaded PS	10.00
124122	01/01/2000	☐ Job Rqst.		RRP	RetroRegPy	Loaded PS	60.00

Retro Pay Summary page



This page displays retro pay request summaries for an employee—by sequence number.

Reporting on Retro Pay Processing

The Report menu in Manage Retroactive Processing enables you to run the following Retro Pay reports:

- Retro Pay Request Summary
- Retro Pay All Calculated
- Retro Pay Terms Calculated
- Retro Pay Summary



For more information about these and all reports provided with PeopleSoft Payroll, see Overview of Payroll for North America Reports.

E&G Generating Lump Sum Retroactive Payments for Contractual Employees

When dealing with contractual employees, there are times when changes are made to an employee's contract that are effective retroactively. For example, let's say you have an employee who is working under a nine-month contract that is paid over a 12-month period. During the contractual period the employee's compensation rate is increased, and the increase is effective as of the first day of the contract. In such instances, you have to pay the employee retroactive earnings. With the lump sum retroactive payment feature, you can choose to pay the employee's retroactive earnings as a lump sum.

To use this feature, you simply indicate that you want a lump sum retroactive payment for contract pay by selecting the **Lump Sum Retro Payment** checkbox on the Choose Proration For Contract Change page that displays after you enter a new contract amount on the employee's record. Once this is done, the standard Contract Pay SQR runs and all the lump sum retroactive

payment data is calculated. If you want the payment to be delivered in a separate check, you must select a box on the SQR process page. The contract pay SQR process completes the following tasks:

- Determines what has already been paid as Paid Not Earned (PNE), Earned Not Paid (ENP), and Contract Regular Earnings (CRG).
- Determines what should have been paid as PNE, ENP, and CRG, had the increase (or decrease) been in effect.
- Generates lump sum entries for each of the three earnings codes, as appropriate.
- Processes the lump sum entries from an on or off cycle payroll.
- Automatically adjusts the goal balances to reflect the increased amount.

The goal balance of the contract Additional Pay represents the actual balance of the contract pay. For example, if an employee has \$10,000 of contract pay and \$500 of lump sum retroactive pay, contract Additional Pay with sequence number of 1 represents the employee's normal contract pay, and Additional Pay with sequence number greater than 1 represents the employee's lump sum retroactive payment. The final goal balance of the sequence 1 Additional Pay should be \$10,000, and the goal balance of the lump sum retroactive Additional Pay should be \$500.

When producing a lump sum retroactive payment for contract pay, the system will complete the following tasks:

- Process the retroactive compensation.
- Provide a lump sum payment of the retroactive amount to the employee.
- Track the effective date of the retroactive changes to the compensation amount of the contract.
- Maintain the integrity of the contract.

In other words, this means that the contract begin and end dates, as well as the payment begin and end dates, do not change to accommodate the retroactive changes.

- Maintain the integrity of the assigned grade and step of the employee, where appropriate.
- Maintain the integrity of the true value of the contract.

The lump sum retroactive payment for contract pay feature is optional. However, having this capability enables you to deliver earnings to your employees in a manner that best fits your business practices and your employees' needs.



If the compensation rate is changed in correction mode (i.e., no new effective-dated row is added), no lump sum retro amount is calculated.

E&G Setting Up for Lump Sum Retroactive Payments

Prior to running the process to calculate and report on lump sum retroactive payments for contractual employees, you must first set up the system at the employee level, so that lump sum retroactive payments are generated for a contractual employee. Select the **Lump Sum Retro Payment** check box on the Compensation page at **Administer Workforce, Administer Workforce (GBL), Use, Hire, Job Data** and **Administer Workforce, Administer Workforce (GBL), Use, Job Data** or **Administer Workforce, Administer Workforce (GBL), Use, Pay Rate Change**.

E&G Contract Additional Pay – Run parameters Page

Usage	Use the Contract Additional Pay – Run Parameters page to process additional pay runs for your contractual employees. This run control page executes the CNTPAY01 SQR. The Contract Additional Pay process produces an exception report. The exception report lists corrections that might be required to process Contract Additional Pay.
Object Name	RUNCTL_PAYINIT3
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Contract Additional Pay, Run Parameters • Compensate Employees, Manage Payroll Process (USF), Process, Contract Additional Pay, Run Parameters • Compensate Employees, Manage Payroll Process (CAN), Process, Contract Additional Pay, Run Parameters
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Parameters

Run Control ID: 142 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s)

On-Cycle Run Pay Run ID: KC1-00-06 WkPy06-00	or	Off-Cycle Pay Calendar Company: Pay Group: Pay End Date:

Payroll Cycle

☐ On-Cycle
 ☒ Off-Cycle
 ☐ Both

Lump Sum Retro Payments

☒ Separate Check

Contract Additional Pay – Run Parameters page

Run Control ID The run control ID you specified in the entry page displays here.

On-Cycle Run

Use this section of the group box to define your contract additional pay report parameters for an on-cycle run. You may use this On-Cycle Run group box or the Off-Cycle Pay Calendar group box, but not both.

Pay Run ID Select a pay run ID that identifies the pay calendars you want to process. Each pay calendar identifies a company, pay group, and the start and end dates of the pay period. This information is used to select employees that have been active any time during the pay period.

Off-Cycle Pay Calendar

Use this section of the group box to define your contract additional pay report parameters for an off-cycle pay calendar. You may use this Off-Cycle Pay Calendar group box or the On-Cycle Run group box, but not both.

Company Select the Company for the off-cycle pay calendar for which you want to run the report.

Pay Group Select the pay group for the off-cycle pay calendar for which you want to run the report.

Pay End Date Select the pay end date for the off-cycle pay calendar for which you want to run the report.

Payroll Cycle

On-Cycle When this option is selected the system checks if the Pay Run ID is supplied for the on-cycle run. If it has, then the system uses it to extract Company, Pay Group, and Pay End Date from the pay calendar.

Off-Cycle If a Pay Run ID isn't selected, and this option is selected, the system accepts the Company, Pay Group, and Pay End Date entered on the page.

Both System uses the Pay Run ID entered to extract Company, Pay Group, and Pay End Date from the pay calendar. If a Pay Run ID isn't selected, the system accepts the Company, Pay Group, and Pay End Date entered on the run control page.

Lump Sum Retro Payments

Separate Check

Select this option to indicate that you want all lump sum retroactive payments within the pay run selection to be distributed as separate checks.

Run

Click to access the Process Scheduler request page, where you can specify where a process or job runs and the process output format.

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



Important! You should run this process before you run your Paysheet Creation. This process creates additional pay records that are referenced during a payroll run.

Adjusting Employee Balances

Sometimes it is necessary to adjust employee balances in the PeopleSoft Payroll system, for example if an employee were taxed in the wrong state or province. To correct the error, you would use the balance adjustment pages to adjust the employee's balance records.

The balance records in the PeopleSoft Payroll system are cumulative totals of the various deductions, earnings, and taxes for individual employees' paychecks. If an employee works for more than one company, the system maintains separate balance records for each. The system creates a new balance record for each month, updates all balances when you run the Pay Confirmation process, and maintains monthly, quarterly, and year-to-date totals.



For more information about the Pay Confirmation process, see *Confirming Pay* in this PeopleSoft PeopleBook.

Using the Balance Adjustment Pages

Use the balance adjustment pages described in this section to adjust employee balances. Pages are provided for both U.S. and Canadian payroll adjustments.



For more information about Canadian payroll adjustments, see *Adjusting Canadian Balances*.

When you enter an adjustment on one of these pages, the system instantly updates the appropriate employee balance record. This update includes deduction, arrears, garnishment, earnings, special accumulator, tax, and check year-to-date balance (a summary of earnings, deduction and tax balances) data.

For each type of balance to be adjusted, there are two pages: the Balances page and the Balances Adjustment page. Use these pages to identify the balance you want to adjust and to enter the amount of the adjustment. When you save the data, the system updates the employee's balance record. You can then make another adjustment to another balance for the employee. The adjustment pages enable you to make multiple adjustments to an employee's balances quickly, without having to retype a lot of information.

Processing Adjustments

Let's say it's November, and you need to adjust an employee's deduction balance for the previous March. When you make the adjustment, the system updates the March balance and then rolls the adjusted amount forward, updating all monthly, quarterly and year-to-date balance records through November.

Thus, if you want to adjust a balance for a particular quarter, you can make the adjustment to any monthly balance in that quarter, and the system rolls the adjusted amount forward to the balance record for that quarter.

For each adjustment you make, the system creates an audit record that identifies the balance that was updated, the before and after values, and the amount of the adjustment, providing a complete snapshot of the adjustment, including the date and time it was made. You can view the audit trail for this adjustment online, using the balance inquiry pages under the Inquire menu.

For multiple adjustments to a balance record, the system stores the adjustments by sequence number. For example, if you adjust a January deduction balance in July and then adjust the April balance of the same deduction in September, the sequence information provided by the system enables you to retrace your steps to get a precise accounting of how the system arrived at the current balance.

Balance Adjustment Report Page

Usage	Use the Balance Adjustment Report page to run an audit trail report.
Object Name	RUNCTL_PAY025
Navigation	• Compensate Employees, Maintain Payroll Data (US), Report, Balance Adjustment Report • Compensate Employees, Maintain Payroll Data (USF), Report, Balance Adjustment Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Balance Adjustment Report – Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBook Standard Page Element Definitions: **Run Control ID.**

From Date Enter the starting date for your report.

As Of Date Enter the ending date for your report.

Select Date Type

Use Balance Date Use the balance date option for running this report.

Use Adjustment Date Use the balance adjustment date option for running this report.

Company Enter the company for which you want to run this report.
If no entry is made, all companies will be reported.



You cannot cross years when adjusting employee balances. If you need to adjust a balance from a previous year, do a check reversal and then make the adjustment in the current year. Also, when you make an adjustment to a previous year's balance, be sure to consider the year-end requirements, for example, whether you need to issue a revised year-end slip.



For more information about check reversals, see Understanding Paycheck Reversals and Adjustments.

CAN Balance Adjustment Report Page

Usage	Use the Balance Adjustment Report page to run an audit trail report.
Object Name	RUNCTL_PAY025CN
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Report, Balance Adjustment Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

The fields on this page have the same functionality as the fields on the Balance Adjustment Report Page. In addition, the following field appears on this page:

Language	Select the language in which you want the report to be written.

Creating New Balance Records

You can create new balance records using the balance adjustment pages. For example, an employee has moved from Ohio to Indiana, and wages earned in the last pay period should have been in the Indiana tax balance. Using the Adjust Tax Balance pages, you can make an adjustment to reduce the Ohio wages and create a new Indiana tax balance, even though the employee doesn't have a state tax record for Indiana.



Garnishment and Canadian ROE balance records can't be created through the balance adjustment pages. For Garnishments, you must first establish a Garnishment Specification Data record for the employee. For Canadian ROE, the balance adjustment process only allows for the reallocation of ROE earnings and hours information from one existing EI period to another.



For more information about garnishments, see [Defining Garnishments](#).

Using Related Balances

Keep in mind that some employee balance records are related to others. For example, an employee's garnishment balance is a subset of the employee's overall deduction balance. However, the system treats each category of balance records independently. When you make an adjustment to an employee's garnishment balances, the system does not automatically make a corresponding adjustment to the employee's deduction balances.

Similarly, if you earnings, deduction, or tax balances, which are components of the employee's check year-to-date balance, the system does not automatically adjust the corresponding check year-to-date balance.

Therefore, if you want to keep the related balances synchronized, you must do so manually. For example, if you update the taxes on the Adjust Tax Balance page, you should make a corresponding manual adjustment on the Adjust Check YTD Balance page (and vice versa).

Using the Balance Inquiry Pages

Under the Inquire menu of the Maintain Payroll Data window, you'll find balance inquiry pages that you can use to view employee balances for deductions, garnishments, earnings, taxes, arrears,

special accumulators, and year-to-date paycheck totals. You can use these balance inquiry pages to view the adjustments you've made to employee balances.

Although you can click the page tabs to move from a balance inquiry page to its associated balance adjustment page, there is no correlation between the scroll bars on those two pages. The scroll bar on the balance inquiry page moves among monthly balances. The scroll bar on the balance adjustment page moves independently among adjustments.

For example, if you're viewing a particular monthly deduction balance on the Deduction Balances page, the Deduction Balance Adjustments tab takes you to the employee's deduction balance adjustments, but not necessarily the adjustments of that particular monthly deduction balance.

Reviewing an Employee's Deduction Balances

Use the Deduction Balances component under the Inquire menu to review employee deduction balances and adjustments.

Deduction Balances Inquiry Page

Usage	Use the Deduction Balances inquiry page to scroll through the various deduction balances for an employee.
Object Name	BALANCES_DED1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Deduction Balances • Compensate Employees, Maintain Payroll Data (USF), Inquire, Deduction Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.

Deduction Balances		Deduction Balance Adjustments	
Jones, Susan		Employee ID: K0G001	
Period Information		Find View All First 1 of 1 Last	
Company:	GBI Global Business Institute		
Balance ID:			
Balances for Year:			
Deduction Balances		Find View All First 1 of 1 Last	
Quarter:			
Period:			
Plan Type:			
Benefit Plan:			
Deduction Code:			
Deduction Class:			
Balance YTD:			
Balance QTD:			
Balance MTD:			

Deduction Balances inquiry page

These fields are also documented in the Reviewing and Reporting Payroll Data chapter.



For information about these fields, see Deduction Balances Page.

CAN Deduction Balances Inquiry Page

Usage	Use the Deduction Balances page to scroll through the various deduction balances for an employee.
Object Name	BALANCES_CN_DED1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Deduction Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.

Deduction Balances		Deduction Balance Adjustments	
Stankowski, Richard		Non-Employee	Cobra Part ID: C10001
Period Information		Find View All First 1 of 1 Last	
Company:	GBI Global Business Institute		Wage Loss Plan:
Balance ID:			Province:
Balances for Year:			
Deduction Balances		Find View All First 1 of 1 Last	
Quarter:			
Period:			
Plan Type:			
Benefit Plan:			
Deduction Code:			
Deduction Class:			
Sales Tax:			
Balance YTD:			
Balance QTD:			
Balance MTD:			

CAN Deduction Balances Inquiry Page



All fields on this page have the same functionality as the fields on the US Deduction Balances page, except for the fields defined below.

In addition to Company, Balance ID and Balances for Year, Canadian users will recall information according to Wage Loss Plan, Province and Sales Tax Type.

Deduction Balance Adjustment Inquiry Page

Usage	Use the Deduction Balance Adjustments inquiry page to view any adjustments that have been made to an employee's deduction balances.
Object Name	BALANCES_DED2
Navigation	- Compensate Employees, Maintain Payroll Data (US), Inquire, Deduction Balances, Deduction Balance Adjustment - Compensate Employees, Maintain Payroll Data (USF), Inquire, Deduction Balances, Deduction Balance Adjustment
Prerequisites	None
Access Requirements	Enter an Employee ID.

Deduction Balances		Deduction Balance Adjustments																
Stankowski, Richard		Non-Employee	Cobra Part ID: C10001															
Period Information Find View All First 1 of 1 Last																		
Company:	GBI	Plan Type:																
Balance ID:		Benefit Plan:																
Balances for Year:		Benefit Record Number:	0															
Quarter:		Deduction Code:																
Period:		Deduction Classification:																
Adjustment Reason:																		
Sequence Number:		Date Entered:																
<table border="1"> <thead> <tr> <th colspan="3">Deduction Balance Adjustments</th> </tr> <tr> <th>Adjustment:</th> <th>Before</th> <th>After</th> </tr> </thead> <tbody> <tr> <td>Balance MTD:</td> <td></td> <td></td> </tr> <tr> <td>Balance QTD:</td> <td></td> <td></td> </tr> <tr> <td>Balance YTD:</td> <td></td> <td></td> </tr> </tbody> </table>				Deduction Balance Adjustments			Adjustment:	Before	After	Balance MTD:			Balance QTD:			Balance YTD:		
Deduction Balance Adjustments																		
Adjustment:	Before	After																
Balance MTD:																		
Balance QTD:																		
Balance YTD:																		

Deduction Balance Adjustment inquiry page



These fields are also documented in the Reviewing and Reporting Payroll Data chapter. **For information** about these fields, see Deduction Balance Adjustment Page.

CAN Deduction Balance Adjustment Inquiry Page

Usage	Use the Deduction Balance Adjustment page to view adjustments that have been made to an employee's deduction balances.
Object Name	BALANCES_CN_DED2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Deduction Balance Adjustment
Prerequisites	None
Access Requirements	Enter an Employee ID.



All fields on this page have the same functionality as the fields on the US Deduction Balances Adjustments page, except for the fields defined below.

In addition to Company, Balance ID and Balances for Year, Canadian users will recall information according to Wage Loss Plan, Province and Sales Tax Type.



For more information about other balance adjustment inquiry pages, see the Maintaining Payroll Data and Reviewing and Reporting on Payroll Data.

Adjusting U.S. Balances

To adjust balances for U.S. employees, use the Maintain Payroll Data (U.S.) menu, where you can adjust arrears, year-to-date check, deduction, earnings, garnishment, special accumulator, and tax balances. PeopleSoft Payroll for Education and Government users can also adjust 1042 tax balances and prepay balances, and PeopleSoft Payroll for U.S. Federal Government users can adjust leave accrual balances.

Adjusting Arrears Balances

You can make online adjustments to employee arrears balances.

Adjust Arrears Balance 1 Page

Usage	Use the Adjust Arrears Balance 1 page to identify the deduction arrears for which you're adjusting balances.
Object Name	ADJ_ARR_BAL1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Arrears Balance, Adjust Arrears Balance 1 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Arrears Balance, Adjust Arrears Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Arrears Balance1		Adjust Arrears Balance2	
Jones, Susan		ID: K0G001	Ben Rcd#: 0
Balance Information			
*Company:	AB 	American Battle Monuments Comm	
*Plan Type:			
Benefit Plan:			
*Deduction Code:			
*Deduction Class:	☐ 		
Adjustment Reason:			

Adjust Arrears Balance 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: **EmplID**.

Company	The company is displayed here.
Ben Rcd #	The benefit record number is displayed here.
Plan Type	Select the plan type.
Benefit Plan	Select the benefit plan.
Deduction Code	Select the deduction code.
Deduction Class	Select the deduction class.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.



Save this page to move to the next page. The **Adjust Arrears Balance 2** tab also takes you to the next page, but the fields are display-only.

Adjust Arrears Balance 2 Page

Usage	Use the Adjust Arrears Balance 2 page to adjust the employee arrears balances that you specified on the Adjust Arrears Balance 1 page.
Object Name	ADJ_ARR_BAL2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Arrears Balance, Adjust Arrears Balance 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Arrears Balance, Adjust Arrears Balance 2

Prerequisites	Adjust Arrears Balance 2 is the second page in the Adjust Arrears Balance component. You must first enter data on the Adjust Arrears Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Arrears Balance1		Adjust Arrears Balance2	
Stankowski,Richard		ID: C10001	Ben Rcd#: 0
Company:	AM Intl Dev and Coop Admin		
Plan Type:	Supplemental Life		
Benefit Plan:	KCSL3X 3x Salary		
Deduction Code:	LADD4X Option B - Additional 4X Base		
Deduction Class:	A After-Tax		
Balance Adjustment			
		Arrears	Balance

Adjust Arrears Balance 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: **EmplID**.

Company	The company is displayed here.
Ben Rcd #	The benefit record number is displayed here.
Suspend Adjustment	If you want to return to the first page to reenter one or more of the keys, select Suspend Adjustment . The Adjust Arrears Balance 1 tab also returns you to the first page where you can update the fields.
Arrears	Enter your adjustment to this field. The system adds the amount you enter to the Balance .

Adjusting Year-to-Date Check Balances

Use the Adjust Check YTD Balance component to make online adjustments to employee year-to-date check balances.

Adjust Check YTD Balance 1 Page

Usage	Use the Adjust Check YTD Balance 1 page to identify the company, balance ID, year, and period for which you're adjusting an employee's year-to-date check balances.

Object Name	ADJ_CHK_BAL1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Check YTD Balance, Adjust Check YTD Balance 1 • Compensate Employees, Maintain Payroll Data (USF), Use Adjust Check YTD Balance, Adjust Check, YTD Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Check YTD Balance 1 Adjust Check YTD Balance 2

Stankowski, Richard Non-Employee Cobra Part ID: C10001

Balance Information

*Company: African Development Foundation

*Balance ID:

*Year:

*Period:

Quarter:

Adjustment Reason:

Adjust Check YTD Balance 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: **EmplID**.

Company	The company is displayed here.
Balance ID	Select the balance ID.
Year	Enter the year.
Period	Enter the month.
Quarter	The system displays the quarter that corresponds to the month you entered.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.



Important! In order to enter balance information on the **Adjust Check YTD Balance 2** page, you must save the entries on this page.

Adjust Check YTD Balance 2 Page

Usage	When you save the information on the Adjust Check YTD Balance 1 page, the system displays the Adjust Check YTD Balance 2 page where you can make adjustments.
Object Name	ADJ_CHK_BAL2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Check YTD Balance, Adjust Check YTD Balance 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Check YTD Balance, Adjust Check YTD Balance 2
Prerequisites	Adjust Check YTD Balance 2 is the second page in the Adjust Check YTD Balance component. You must first enter data on the Adjust Check TYD Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Check YTD Balance 1		Adjust Check YTD Balance 2	
Gaston,Claudia		Employee ID: G001	
Company:	CCB Continental Commerce&Business	Year:	1997
Balance ID:	CY Calendar Year	Quarter:	4 Q4
Period:	12 December		
Adjustment Reason:			
	Adjustment to YTD	Current YTD	
Total Gross:			
Total Taxes:			
Total Deductions:			
Net Pay:			

Adjust Check YTD Balance 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: **EmplID**.

Company The company is displayed here.

Balance ID The balance ID is displayed here.

Suspend Adjustment If you want to return to the first page to reenter fields, select **Suspend Adjustment**. The Adjust Check YTD Balance 1 tab also returns you to the first page, where you can update the fields.

Year	The year is displayed here.
Period	The period is displayed here.
Quarter	The quarter is displayed here.
Adjustment Reason	The adjustment reason is displayed here.
Total Gross	The current YTD balance and adjustment for the total gross for the company, balance ID, year and period is displayed here. If you enter a new Current YTD balance, the system calculates the Adjustment to YTD ; if you enter an Adjustment to YTD , the system calculates the new Current YTD .
Total Taxes	The current YTD balance and adjustment for the total taxes for the company, balance ID, year and period is displayed here. If you enter a new Current YTD balance, the system calculates the Adjustment to YTD ; if you enter an Adjustment to YTD , the system calculates the new Current YTD .
Total Deductions	The current YTD balance and adjustment for the total taxes for the company, balance ID, year and period is displayed here. If you enter a new Current YTD balance, the system calculates the Adjustment to YTD ; if you enter an Adjustment to YTD , the system calculates the new Current YTD .
Net Pay	The net pay adjustment and current YTD balance is displayed here. If you enter a new Current YTD balance, the system calculates the Adjustment to YTD ; if you enter an Adjustment to YTD , the system calculates the new Current YTD .

Adjusting Deduction Balances

Use the Adjust Deduction Balance component to make online adjustments to employee deduction balances.

Adjust Deduction Balance 1 Page

Usage	Use the Adjust Deduction Balance 1 page to identify the deduction for which you're adjusting balances.
Object Name	ADJ_DED_BAL1
Navigation	Compensate Employees, Maintain Payroll Data (US), Use,

	Adjust Deduction Balance, Adjust Deduction Balance 1 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Deduction Balance, Adjust Deduction Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Deduction Balance 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: **EmplID**.

Company	Enter the company here.
Ben Rcd #	Enter the benefit record number here.
Balance ID	Enter the balance ID here.
Year	Enter the year.
Period	Enter the period.
Quarter	Enter the quarter.
Plan Type	Specify the plan type.
Benefit Plan	Specify the benefit plan.
Deduction Code	Specify the deduction code.
Deduction Class	Specify the deduction class.
Adjustment Reason	The text you enter here becomes part of the adjustment record and the audit trail.

Enter the fields that identify the deduction balances you want to adjust.



Save this page to move to the next page. The **Adjust Deduction Balance 2** tab also takes you to the next page, but the fields are display-only.

Adjust Deduction Balance 2 Page

Usage	Use the Adjust Deduction Balance 2 page to make your adjustments to the employee deduction balances specified on the previous page.
Object Name	ADJ_DED_BAL2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Deduction Balance, Adjust Deduction Balance 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Deduction Balance, Adjust Deduction Balance 2
Prerequisites	Adjust Deduction Balance 2 is the second page in the Adjust Deduction Balance component. You must first enter data on the Adjust Deduction Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Deduction Balance 1		Adjust Deduction Balance 2	
Gaston,Claudia		ID:	G001
		Ben Rcd#:	0
Company:	CCB Continental Commerce&Business		
Balance ID:	CY Calendar Year	Year:	1997
Period:	12 December	Quarter:	4 Q4
Plan Type:	General	Benefit Plan:	
Deduction Code:	IADVTV Travel Adv	Deduction Class:	
Deductions			

Adjust Deduction Balance 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: **EmplID**.

Company

The company is displayed here.

Suspend Adjustment	If you want to return to the first page to reenter one of more of the fields, select Suspend Adjustment . The Adjust Deduction Balance 1 tab also returns you to the first page, where you can update the fields.
Ben Rcd #	The benefit record number is displayed here.
Year	The year is displayed here.
Period	The period is displayed here.
Quarter	The quarter is displayed here.
Plan Type	The plan type is displayed here.
Benefit Plan	The benefit plan is displayed here.
Deduction Code	The deduction code is displayed here.
Deduction Class	The deduction class is displayed here.
Deductions	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .

Adjusting Earnings Balances

Use the Adjust Earnings Balances component to make online adjustments to employee earnings balances.

Adjust Earnings Balance 1 Page

Usage	Use the Adjust Earnings Balance 1 page to identify the earnings balances you're adjusting.
Object Name	ADJ_ERN_BAL1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Earnings Balance, Adjust Earnings Balance 1 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Earnings Balance, Adjust Earnings Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Earnings Balance 1		Adjust Earnings Balance 2	
Gaston,Claudia		Employee ID: G001	
*Company:	CCB	Continental Commerce&Business	
*Balance ID:	CY	Calendar Year	
*Year:	1997		
*Period:	12	December	Quarter: 4 Q4
*Earnings Code:	REG	Regular	
Adjustment Reason:			

Adjust Earnings Balance 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: **EmplID**.

Company	Enter the company here.
Balance ID	Enter the balance ID.
Year	Enter the year.
Period	Enter the period.
Quarter	Enter the quarter.
Earnings Code	Select the Earnings Code for which you're adjusting balances.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the fields that identify the earnings balances you want to adjust.



For more information about balance IDs, balance years, and periods, see Preparing Your Payroll Process in this PeopleBook.



Save this page to go to the next page, where you can adjust earnings balances. The Adjust Earnings Balance 2 tab also takes you to the next page, but the fields are display-only.

Adjust Earnings Balance 2 Page

Usage	Use the Adjust Earnings Balance 2 page to make adjustments to the earnings balances you identified on the previous page.

Object Name	ADJ_ERN_BAL2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Earnings Balance, Adjust Earnings Balance 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Earnings Balance, Adjust Earnings Balance 2
Prerequisites	Adjust Earnings Balance 2 is the second page in the Adjust Earnings Balance component. You must first enter data on the Adjust Earnings Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Earnings Balance 1		Adjust Earnings Balance 2	
Gaston,Claudia		Employee	ID: G001
Company:	CCB	Continental Commerce&Business	
Balance ID:	CY	Calendar Year	Year: 1997
Period:	12	December	Quarter: 4 Q4
Earnings Code:	REG	Regular	
		Hours	Gross Earnings

Adjust Earnings Balances 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: **EmplID**.

Company The company is displayed here.

Balance ID The balance ID is displayed here.

Year The year is displayed here.

Period The period is displayed here.

Quarter The quarter is displayed here.

Earnings Code The earnings code is displayed here.

Hours If you enter a new **Current MTD** balance, the system calculates the **Adjustment to MTD**; if you enter an **Adjustment to MTD**, the system calculates the new **Current MTD**.

Gross Earnings

If you enter a new **Current MTD** balance, the system calculates the **Adjustment to MTD**; if you enter an **Adjustment to MTD**, the system calculates the new **Current MTD**.

Suspend Adjustment

If you want to return to the first page to reenter one or more of the fields, select **Suspend Adjustment**. The **Adjust Earnings Balance 1** tab also returns you to the first page, where you can update the fields.

Adjusting Garnishment Balances

Use the Adjust Garnishment Balance component to make online adjustments to employee garnishment balances.

Adjust Garnishment Balance 1 Page

Usage	Use the Adjust Garnishment Balance 1 page to specify which garnishment balances you're adjusting.
Object Name	ADJ_GRN_BAL1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Garnishment Balance, Adjust Garnishment Balance 1 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Garnishment Balance, Adjust Garnishment Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Garnishment Balance 1		Adjust Garnishment Balance 2	
Gaston, Claudia		Employee ID: G001	
*Company:	CCB	Continental Commerce&Business	
*Balance ID:	CY	Calendar Year	*Year: 1997
*Period:	12	December	Quarter: 4 Q4
*Plan Type:	General	Benefit Plan:	
*Deduction Code:	IGARN	Garnishmnt	*Deduction Class: A After-Tax
*Garnish ID:	05	Tax Levy	
Adjustment Reason:			

Adjust Garnishment Balance 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: **EmplID**.

Company	Enter the company here.
Balance ID	Enter the balance ID here.
Year	Enter the year here.
Period	Enter the period here.
Quarter	Enter the quarter here.
Plan Type	Enter the plan type here.
Deduction Code	Enter the deduction code here.
Deduction Class	Enter the deduction class here.
Garnish ID	Enter the garnishment ID here.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the fields that identify the garnishment balances you want to adjust.



For more information about balance IDs, balance years, and periods, see the Preparing Your Payroll Process section in this PeopleBook.



Save this page to move to the next page. The Adjust Garnishment Balance 2 tab also takes you to the next page, but the fields are display-only.

Adjust Garnishment Balance 2 Page

Usage	Use the Adjust Garnishment Balance 2 page to make adjustments to the garnishment balances you identified on the previous page.
Object Name	ADJ_GRN_BAL2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Garnishment Balance, Adjust Garnishment Balance 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Garnishment Balance, Adjust Garnishment Balance 2
Prerequisites	Adjust Garnishment Balance 2 is the second page on the Adjust Garnishment Balance component. You must first enter data on the Adjust Garnishment Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Garnishment Balance 1		Adjust Garnishment Balance 2	
Gaston,Claudia		Employee ID: G001	
Company:	CCB Continental Commerce&Business		
Balance ID:	CY Calendar Year	Year:	1997
Period:	12 December	Quarter:	4 Q4
Plan Type:	General	Benefit Plan:	
Deduction Code:	IGARN Garnishmnt	Deduction Class:	A After-Tax
Garnish ID:	05 Tax Levy		
	Deductions	Garnishments	Company Fee Payee Fee

Adjust Garnishment Balance 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: **EmplID**.

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year is displayed here.
Period	The period is displayed here.
Quarter	The quarter is displayed here.
Plan Type	The plan type is displayed here.
Deduction Code	The deduction code is displayed here.

Deduction Class	The deduction class is displayed here.
Garnish ID	The garnishment ID is displayed here.
Deductions	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Garnishments	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Company Fee	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Payee Fee	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . The Adjust Garnishment Balance 1 tab also returns you to the first page, where you can update the fields.

Adjusting Special Accumulator Balances

Use the Adjust Special Accumulator Balance component to make online adjustments to employee special accumulator balances.

Adjust Special Accumulator Balance 1 Page

Usage	Use the Adjust Special Accum (accumulator) Balance 1 page to identify the special accumulator for which you're adjusting balances.
Object Name	ADJ_SPC_BAL1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Special Accum Balance, Adjust Special Accum Balance 1 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Special Accum Balance, Adjust Special Accum Balance 1
Prerequisites	None

Access Requirements	Enter an Employee ID.

Adjust Special Accum Balance1 **Adjust Special Accum Balance2**

Gaston,Claudia Employee ID: G001

*Company: CCB Continental Commerce&Business

*Balance ID: CY Calendar Year

*Year: 1997

*Period: 12 December Quarter: 4 Q4

*Spcl Accum Code: 401 401K Eligible Earnings

Adjustment Reason:

Adjust Special Accum Balance 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: **EmplID**.

Company	Enter the company here.
Balance ID	Enter the balance ID.
Year	Enter the year.
Period	Enter the period.
Quarter	Enter the quarter.
Spcl Accum Code	Enter the special accumulator code.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the fields that identify the special accumulator balances you want to adjust.



For more information about balance IDs, balance years, and periods, see the Preparing Your Payroll Process section of this PeopleBook.



Save this page to move to the next page. The Special Accum Balance 2 tab also takes you to the next page, but the fields are display-only.

Adjust Special Accumulator Balance 2 Page

Usage	Use the Special Accum Balance 2 page to adjust balances of the special accumulator you identified on the previous page.
Object Name	ADJ_SPC_BAL2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Special Accum Balance, Adjust Special Accum Balance 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Special Accum Balance, Adjust Special Accum Balance 2
Prerequisites	Adjust Special Accum Balance 2 is the second page in the Adjust Special Accum Balance component. You must first enter data on the Adjust Special Accum Balance1 page.
Access Requirements	Enter an Employee ID.

Adjust Special Accum Balance1		Adjust Special Accum Balance2	
Gaston,Claudia		Employee	ID: G001
Company:	CCB	Continental Commerce&Business	
Balance ID:	CY	Calendar Year	Year: 1997
Period:	12	December	Quarter: 4 Q4
Spcl Accum Code:	401	401K Eligible Earnings	
Hours		Gross Earnings	

Adjust Special Accum Balance 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: **EmplID**.

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year is displayed here.
Period	The period is displayed here.
Quarter	The quarter is displayed here.
Spcl Accum Code	The special accumulator code is displayed here.

Hours	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Gross Earnings	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . The Adjust Special Accum Balance 1 tab also returns you to the first page, where you can update the fields.

Adjusting Tax Balances

Use the Adjust Tax Balance component to make online adjustments to employee tax balances.

Adjust Tax Balance 1 Page

Usage	Use the Adjust Tax Balance 1 page to identify the tax for which you're adjusting balances.
Object Name	ADJ_TAX_BAL1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Tax Balance, Adjust Tax Balance 1 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Tax Balance, Adjust Tax Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Tax Balance 1		Adjust Tax Balance 2	
Gaston,Claudia		Employee	
		ID: G001	
*Company:	CCB	Continental Commerce&Business	
*Balance ID:	CY	Calendar Year	
*Year:	1997		
*Period:	12	December	Quarter: 4 Q4
*State:	CA	California	
Locality:	67000	SAN FRANCISCO ER TAX	
*Tax Class:	Unemployment ER		
Reason for Adjustment:			

Adjust Tax Balance 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: **EmplID**.

Company	Enter the company here.
Balance ID	Enter the balance ID.
Year	Enter the year.
Period	Enter the period.
Quarter	Enter the quarter.
State	If you're adjusting federal tax balances, enter \$U in State . If you're adjusting Advanced Earned Income Credit balances, enter \$E in State .
Locality	Enter the locality.
Tax Class	Enter the tax class.
Reason for Adjustment	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the fields that identify the tax balances you want to adjust.



For more information about balance IDs, balance years, and periods, see the Preparing Your Payroll Process section in this PeopleBook.



Save this page to move to the next page. The Adjust Tax Balance 2 tab also takes you to the next page, but the fields are display-only.

Adjust Tax Balance 2 Page

Usage	Use the Adjust Tax Balance 2 page to adjust balances for the tax you identified on the previous page.
Object Name	ADJ_TAX_BAL2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Use, Adjust Tax Balance, Adjust Tax Balance 2 • Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Tax Balance, Adjust Tax Balance 2
Prerequisites	Adjust Tax Balance 2 is the second page in the Adjust Tax Balance component. You must first enter data on the Adjust Tax Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Tax Balance 1		Adjust Tax Balance 2																										
Gaston,Claudia		Employee ID: G001																										
Company:	CCB Continental Commerce&Business																											
Balance ID:	CY Calendar Year	Year:	1997																									
Period:	12 December	Quarter:	4 Q4																									
State:	CA California																											
Locality:	67000 SAN FRANCISCO ER TAX																											
Tax Class:	Unemployment ER																											
<table border="1"> <thead> <tr> <th></th> <th>Taxes</th> <th>Taxable Gross</th> <th>No Limit Gross</th> <th>Tips Earnings</th> </tr> </thead> <tbody> <tr> <td>Current YTD</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Current QTD</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Current MTD</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Adjustments to MTD</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Taxes	Taxable Gross	No Limit Gross	Tips Earnings	Current YTD					Current QTD					Current MTD					Adjustments to MTD				
	Taxes	Taxable Gross	No Limit Gross	Tips Earnings																								
Current YTD																												
Current QTD																												
Current MTD																												
Adjustments to MTD																												

Adjust Tax Balance 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: **EmplID, State.**

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year is displayed here.
Period	The period is displayed here.
Quarter	The quarter is displayed here.
Locality	The locality is displayed here.

Tax Class	The tax class is displayed here.
Taxes	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Taxable Gross	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
No Limit Gross	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Tips Earnings	If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . The Adjust Tax Balance 1 tab also returns you to the first page, where you can update the fields.

E&G Adjusting 1042 Tax Balances

Use the Adjust 1042 Tax Balances component to make online adjustments to employee 1042 tax balances.

Adjust 1042 Tax Balances 1 Page

Usage	Use the Adjust 1042 Tax Balances 1 page to identify the Country, Income Code, Tax Rate, State, and Reason for Adjustment to an employee's 1042 tax balances.
Object Name	ADJ_TAX_BAL3
Navigation	Compensate Employees, Maintain Payroll Data (US), Use, Adjust 1042 Balances, Adjust 1042 Tax Balances 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust 1042 Tax Balances 1		Adjust 1042 Tax Balances 2	
Gaston,Claudia		Employee ID: G001	
*Company:	CCB	Continental Commerce&Business	
*Balance ID:	CY	Calendar Year	*Year: 1997
*Period:	12	December	Quarter: 4 Q4
*State:	CA	California	
*Country:	USA	United States	
*Income Cd:	Dependent Personal Services		
Tax Rate:			
Reason for Adjustment:			

Adjust 1042 Tax Balances 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: **EmplID**, **State**, **Country**.

Company	Enter the company here.
Balance ID	Enter the balance ID.
Year	Enter the year.
Period	Enter the period.
Quarter	Enter the quarter.
Income Cd	Enter the income code.
Tax Rate	Enter the tax rate.
Reason for Adjustment	The text you enter here becomes part of the adjustment record and your audit trail.

Adjust 1042 Tax Balances 2 Page

Usage	Use the Adjust 1042 Tax Balances 2 page to adjust the 1042 tax balances you identified on the Adjust 1042 Tax Balances 1 page.
Object Name	ADJ_TAX_BAL4
Navigation	Compensate Employees, Maintain Payroll Data (US), Use, Adjust 1042 Balances, Adjust 1042 Tax Balances 2
Prerequisites	Adjust 1042 Tax Balances 2 is the second page in the Adjust 1042 Tax Balances component. You must first enter data on the Adjust 1042 Tax

	Balances 1 page.
Access Requirements	Enter an Employee ID.

Adjust 1042 Tax Balances 1		Adjust 1042 Tax Balances 2	
Gaston, Claudia		Employee ID: G001	
Company:	CCB Continental Commerce&Business		
Balance ID:	CY Calendar Year	Year:	1997
Period:	12 December	Quarter:	4 Q4
State:	CA California		
Country:	USA United States		
Income Cd:	17 Dependent Personal Services	Tax Rate:	0.000000

Balances				
	Tax	Taxable Gross	WH Allowance	Exemption Code
Current YTD:				
Current QTD:				
Current MTD:				
Adjustment to MTD:				

Adjust 1042 Tax Balances 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: **EmplID**, **State**, **Country**.

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year is displayed here.
Period	The period is displayed here.
Quarter	The quarter is displayed here.
Income Cd	The income code is displayed here.
Tax Rate	The tax rate is displayed here.
Tax	You can make the adjustment either by entering a new Current MTD balance or by entering the adjustment amount in Adjustment to MTD . If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .

Taxable Gross	You can make the adjustment either by entering a new Current MTD balance or by entering the adjustment amount in Adjustment to MTD . If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
WH Allowance	You can make the adjustment either by entering a new Current MTD balance or by entering the adjustment amount in Adjustment to MTD . If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Exemption Code	You can make the adjustment either by entering a new Current MTD balance or by entering the adjustment amount in Adjustment to MTD . If you enter a new Current MTD balance, the system calculates the Adjustment to MTD ; if you enter an Adjustment to MTD , the system calculates the new Current MTD .
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . The Adjust 1042 Tax Balances 1 tab also returns you to the first page, where you can update the fields.

E&G Adjust Employee Prepay Balances

Use the PrePay Balance component to make adjustments to a contract employee's benefits prepay balance when the amount is not corrected by a paycheck.

The system creates a prepay balance record when the pay confirmation process is run, and it shows a benefits deduction prepayment. The pay confirmation process continues to update the prepay balance record with each run. When the prepay balance reaches zero, the system deletes the record.

You cannot make an adjustment to issue a refund for overpayment using the PrePay Balance component. Use paysheets to make a one-time deduction refund.



You must set up a PREPAY deduction code on the Company General Deductions Table to use PREPAY as a deduction code.

Adjust PrePay Balance 1 Page

Usage	Use the Adjust PrePay Balance 1 page to make adjustments to an employee's benefits prepayment balance.
Object Name	ADJ_PREPAY_BAL1
Navigation	Compensate Employees, Maintain Payroll Data, Use, Adjust PrePay Balance, Adj PrePay Bal1
Prerequisites	Contract PrePay Option page
Access Requirements	Enter an EmplID and Company in the search page.

Adj Prepay Bal1 Adj Prepay Bal2

Schumacher, Simon 8001

Company: CCB Continental Commerce&Business

Adjustment Reason:

Adjust Prepay Balance 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: **EmplID**

Company	The company is displayed here.
Adjustment Reason	Enter the reason for the adjustment to the benefits deduction prepayments.
Suspend Adjustment	Select the Suspend Adjustment check box if you do not want the system to implement the adjustment.

Adjust Prepay Balance 2 Page

Usage	Use the Adjust PrePay Balance 2 page to make adjustments to an employee's benefits prepayment balance.
Object Name	ADJ_PREPAY_BAL2
Navigation	Compensate Employees, Maintain Payroll Data, Use, Adjust PrePay Balance, Adj Prepay Bal2
Prerequisites	Contract PrePay Option page
Access	Enter an EmplID and Company in the search page.

Requirements	

Adj Prepay Bal1		Adj Prepay Bal2	
Schumacher, Simon		8001	
Company:	CCB Continental Commerce&Business		
	PrePay	Balance	

Adjust Prepay Balance 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: **EmplID**.

Company The company is displayed here.

Suspend Adjustment Enter the reason for the adjustment to the benefits deduction prepayments.

PrePay Balance Adjustment

PrePay Enter the amount of the **PrePay** adjustment in either positive or negative amounts.

Balance Displays the **Balance** of the prepaid deduction amount after taking into consideration the **PrePay** adjustment amount.

USF Adjusting Leave Accrual Balances

Use the Adjust Accruals Balance component to make online adjustments to employee accruals balances.

Accrual Summary Page

Usage	The individual employee's leave balances summary and leave activity are displayed on this page.
Object Name	GVT_ACCR_SUMM
Navigation	Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Accruals Balance, Accrual Summary
Prerequisites	None
Access	Enter an Employee ID.

Requirements	

Adjust Accrual Summary

Adjust Accrual Ledger

Jones,Susan

Employee

ID: K0G001

Empl Rcd#: 0

Earnings Account Class:

ADFT

Effective Dated Accrual Ledgers

Effective Date:	09/01/00	Leave Type:	ABS	
Hours Balance:	600.00	Unprocessed Service Hours:	0.00	
Hours Carried Over-Prev Year:	0.00	Hours Taken Year-to-Date:	0.00	
Hours Earned Year-to-Date:	600.00	Hours Sold Year-to-Date:	0.00	
Hours Bought Year-to-Date:	0.00	Hours Non-Pay YTD:	0.00	Adjustment Applied ☐
Hours Adjusted Year-to-Date:	0.00	Grandfathered Carryover:	0.00	Restored Hrs
Service Hours YTD:	0.00	Reduction Hours YTD:	0.00	
Forfeit Hours YTD:	0.00	Must-Use Hours YTD:	15.00	

Accrual Summary page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID**, **Empl Rcd#**.

Earnings Accrual Class

Effective Date	Payrun ID pay end date for the leave accrual class selected.
Accrual Type	Defaults from the earnings table according to your selection.
Hours Balance	Balance of all hours listed.
Unprocessed Service	Excess service hours remaining to be used for leave calculation at the next leave accrual processing.
Hours Carried Over-Prev	Total hours carried over from the previous year for leave accruals that allow carryover.
Hours Taken Year-to-Date	Accrued hours taken within the year.
Hours Earned Year-to-Date	Hours earned within the year.
Hours Sold Year-to-Date	Not currently used in PeopleSoft Payroll for U.S. Federal Government.
Hours Bought Year-to-Date	Not currently used in PeopleSoft Payroll for U.S. Federal Government.

Hours Non-Pay YTD	Total non-pay hours for the year. The result of standard hours less the service earning codes paid YTD defined in Earnings Accrual Class .
Hours Adjusted Year-to-Date	Total hours adjusted for the year. Earnings class adjustments are processed prior to rates, ceilings, and carryovers.
Grandfathered Carryover	Total hours of grandfathered carryover. The Grandfather Carryover is displayed only when an employee transfers from one leave accrual to another such as ANN240 to ANN720.
Service Hours YTD	Total hours added to service hours for the year.
Reduction Hours YTD	Total credit reduction hours. Credit reduction is a credit offset that reduces leave hours accrued by employees on non-pay status.
Forfeit Hours YTD	Total hours forfeited for the year.
Must-Use Hours YTD	Total hours that must be used by the end of the year for leave accruals that have expirations.
Adjustment Applied	After leave accrual processing has been run and an adjustment has been made, the system selects this check box. See the Accrual Ledger page for adjustment details.
Restored Hrs	Click this push button to access the Accrual Restore page. This button is active only for Accrual Type Restored.

This page displays the payroll process results on the Accrual Summary Table. You can make adjustments to the accruals balance before the accruals earned process is run. Use the scroll bar to view the history of the leave accrual class selected. The year-to-date balances on this page are based on the accrual type you set for this earnings accrual class.

Accrual Restore Page

Usage	If the employee has restored hours of leave, you can update the expiration dates of those restored hours using the Accrual Restore page.
Object Name	GVT_REST_HRS_SEC
Navigation	Click the Restored Hrs button on the Accrual Summary page.

Restored Hours Balance The original number of hours restored.

Restored Hours Taken The number of restored hours used since they were restored. The current balance is the difference between **Restored Hours Balance** and **Restored Hours Taken**.

Expiration Date Make changes to the expiration date here.

Restored leave, such as restored annual leave, is reinstated on the paysheet. When Payroll processes restored leave, the expiration date defaults to 24 months from the process date. You cannot enter or change restored hours on the Accrual Restore page. You can only modify the expiration date.

Number You can accumulate up to three sets of restored hours. The leave accrual process uses the restored leave with the oldest date first.

The leave accrual process places the restored hours and expiration date on the first line. If another restored leave is processed, for another year, for example, the process moves the original restored leave information down to the second line and places the new restored leave information on the first line. If a third restored leave must be processed, the restored leave information from the second line moves to the third line and the restored leave information from the first line moves to the second line. The process places the most recent restored leave on the first line.

Accrual Ledger Page

Usage	Use the Accrual Ledger page to view the employee's individual leave accrual transactions line by line and to make adjustments.
Object Name	GVT_ACCR_LDGR
Navigation	Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Accruals Balance, Accrual Ledger
Prerequisites	Accrual Ledger is the second page in the Adjust Accruals Balance component. You must first enter data on the Accrual Summary page.
Access Requirements	Enter an Employee ID.

Adjust Accrual Summary		Adjust Accrual Ledger	
Jones, Susan		Employee	ID: K0G001 Empl Rcd#: 0
Earnings Account Class:		ADFT	
Effective Dated Accrual Ledgers			
Effective Date:		09/01/00	
Earn Code	Seq	Description	Adjustment
1	*		Adjustment

Accrual Ledger page

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

Earnings Code	The earnings code used on the paysheet.
Eff Seq	If multiple transactions for an earnings code and an effective date occurred, this field displays the sequence in which the transactions occurred.
Descr (Description)	Description of the COBOL process that created the ledger row.
Hours Earned	Hours earned by transaction.
Hours Taken	Hours taken by transaction.
Hours Bought	Not currently used in Payroll for U.S. Federal Government.
Hours Sold	Not currently used in Payroll for U.S. Federal Government.
Hours of Service	Hours added to service hours.
Credit Reduction	A credit offset that reduces leave hours accrued by employees on non-pay status.
Forfeited Hours	Hours forfeited.
Must-Use Hours	Hours that must be used by the end of the year for leave accrual classes that have expirations.
Rate Amount	Dollars-per-hour rate at the time the leave accrual was earned.
Expiration Date	Expiration date of the leave accrual, for leave accrual classes that have expirations.

Adjustment

Click the **Adjustment** button at the end of a row to access the Adjustment page. The accrual class does not allow adjustments if the **Adjustment** button is unavailable for entry. You can only make adjustments to the **Earnings Code** displayed. To change the **Earnings Code** for the transaction, enter a separate adjustment directly on the paysheets, rather than using these pages.



All individual accrual classifications can be viewed on the Accrual Ledger page except for Restored Hours.

Adjustment Page

Usage	Use the Adjustment page to make adjustments to an individual leave accrual transaction.
Object Name	GVT_ACCR_ADJ_SEC
Navigation	Click the Adjustment button on the Accrual Ledger page.

Adjustment page

Eff Seq (effective sequence) If you made multiple transactions for an earnings code and an effective date, this field displays the sequence in which the transactions occurred.

Sequence If you made multiple adjustments for a particular ledger entry, this field displays the sequence in which the adjustments occurred.

Adj Date (adjusted date) This system-generated, display-only field displays the pay end date.

Adj Reason (adjusted reason) Reason for the adjustment.

Hours Earned Hours earned by transaction.

Hours Taken	Hours taken by transaction.
Hours Bought	Not currently used in PeopleSoft Payroll for U.S. Federal Government.
Hours Sold	Not currently used in PeopleSoft Payroll for U.S. Federal Government.
Hours of Service	Hours added to service hours.
Credit Reduction Hours	A credit offset that reduces leave hours accrued by employees on non-pay status.
Forfeited Hours	Hours forfeited.
Expiration Date	Expiration date of the leave accrual, for leave accrual classed that have expirations.
Rate Amount	Dollars an hour rate at the time the leave accrual was earned.
Adjustment Applied	After the adjustment is processed, <i>Y</i> or <i>N</i> appears, to indicate whether the adjustment was applied.

Adjusting Canadian Balances

You adjust balances for Canadian employees in the Maintain Payroll Data (CAN) window. Here you can adjust arrears, year-to-date cheque, deduction, earnings, garnishment, ROE, special accumulator, and tax balances. PeopleSoft Payroll for Education and Government users can also adjust prepay balances.

Adjusting Arrears Balances

Use the Adjust Arrears Balances pages to make online adjustments to employee arrears balances.

Adjust Arrears Balance 1 Page

Usage	Use the Adjust Arrears Balance 1 page to identify the deduction arrears for which you're adjusting balances.
Object Name	ADJ_ARR_BAL1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Arrears Balance, Adjust Arrears Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Arrears Balance1		Adjust Arrears Balance2	
Avery,Joan		ID: 8052	Ben Rcd#: 0
*Company:	VNB Viceroy Northern Business		
*Plan Type:	General Deduction		
Benefit Plan:			
*Deduction Code:	CREDUT Credit Union		
*Deduction Class:	A After-Tax		
Adjustment Reason:			

Adjust Arrears Balance 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: **EmplID**.

Company	Enter the company here.
Ben Rcd#	Enter the benefit record number.
Plan Type	Enter the plan type.
Benefit Plan	Enter the benefit plan.
Deduction Code	Enter the deduction code.
Deduction Class	Enter the deduction class.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the appropriate fields to identify the arrears balances you want to adjust.



Save this page to move to the next page. Although the Adjust Arrears Balance 2 tab takes you to the next page, the fields are display-only.

Adjust Arrears Balance 2 Page

Usage	Use the Adjust Arrears Balance 2 page to make your adjustments to the employee arrears balances you specified on the previous page.
Object Name	ADJ_ARR_BAL2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust

	Arrears Balance, Adjust Arrears Balance 2
Prerequisites	Adjust Arrears Balance 2 is the second page in the Adjust Arrears Balance component. You must first enter data on the Adjust Arrears Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Arrears Balance1		Adjust Arrears Balance2	
Avery,Joan		ID: 8052	Ben Rcd#: 0
Company:	VNB		
Plan:	00	Plan:	
		Ded Code:	CREDUN
		Ded Class:	A
Arrears		Balance	

Adjust Arrears Balance 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: **EmplID**.

Company	The company is displayed here.
Ben Rcd#	The benefit record number is displayed here.
Plan Type	The plan type is displayed here.
Deduction Code	The deduction code is displayed here.
Deduction Class	The deduction class is displayed here.
Arrears	Enter the arrears adjustment here.
Balance	The system calculates the new balance.
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . Although the Adjust Arrears Balance 1 tab also returns you to the first page, where you can update the fields.

Adjusting Year-to-Date Cheque Balances

Use the Adjust Cheque YTD Balance pages to adjust year-to-date cheque balances.

Adjust Cheque YTD Balance 1 Page

Usage	Use the Adjust Cheque YTD Balance 1 page to specify the company, balance ID, year, period, Wage Loss Plan, and province for which you're adjusting an employee's year-to-date cheque balances.
Object Name	ADJ_CN_CHK_BAL1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Cheque YTD Balance, Adjust Cheque YTD Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Cheque YTD Balance 1 **Adjust Cheque YTD Balance 2**

Jubenville,Paulette Employee ID: 8464

Balance Information

*Company: Viceroy Northern Business

*Balance ID: Calendar Year *Year:

*Wage Loss Plan: Quarter: Q4

*Province: *Period: Dec

Adjustment Reason:

Adjust Cheque YTD Balance 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: **EmplID**.

Company	Enter the company.
Balance ID	Enter the balance ID.
Year	Enter the year.
Period	Enter the period.
Quarter	Enter the quarter.
Wage Loss Plan	Enter the wage loss plan.
Province	Enter the province.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the appropriate fields to identify the year-to-date cheque balances you want to adjust.



Save this page to move to the next page. Although the Adjust Cheque YTD Balance 2 tab also takes you to the next page, the fields are display-only.



For more information about balance IDs, balance years, and periods, see Preparing Your Payroll Process.

Adjust Cheque YTD Balance 2 Page

Usage	Use the Adjust Cheque YTD Balance 2 page to adjust the year-to-date cheque balances you identified on the previous page.
Object Name	ADJ_CN_CHK_BAL2
Navigation	Compensate Employees, Maintain Payroll Data Canada, Use, Adjust Cheque YTD Balance, Adjust Cheque YTD Balance 2
Prerequisites	Adjust Cheque YTD Balance 2 is the second page in the Adjust Cheque YTD Balance component. You must first enter data on the Adjust Cheque YTD Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Cheque YTD Balance 1		Adjust Cheque YTD Balance 2	
Jubinville, Paulette		Employee ID: 8464	
Company:	VNB Viceroy Northern Business		
Balance ID:	CY Calendar Year	Year:	1998
Wage Loss Plan:	LOW	Quarter:	4 Q4
Province:	BC	Period:	12 Dec
Balance Adjustment(s)			
Adjustment to YTD		Current YTD	

Adjust Cheque YTD Balance 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: **EmplID**, **Province**.

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year is displayed here.
Wage Loss Plan	The wage loss plan is displayed here.
Quarter	The quarter is displayed here.
Period	The period is displayed here.
Adjustment YTD	Enter the adjustment YTD. If you enter an Adjustment to YTD , the system calculates the new Current YTD .
Current YTD	Enter the adjustment YTD. If you enter a new Current YTD balance, the system calculates the Adjustment to YTD .
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . The Adjust Cheque YTD Balance 1 tab also returns you to the first page, where you can update the fields.

Adjusting Deduction Balances

Use the Adjust Deduction Balance component to make online adjustments to employee deduction balances.

Adjust Deduction Balance 1 Page

Usage	Use the Adjust Deduction Balance 1 page to specify which deduction balances you wish to adjust.
Object Name	ADJ_CN_DED_BAL1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Deduction Balance, Adjust Deduction Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Deduction Balance 1		Adjust Deduction Balance 2	
Stankowski, Richard		ID: C10001	Ben Rcd#: 0
Balance Information			
*Company:	ACC	State of Accord	
*Balance ID:	FA	Fiscal Year-Accord	
*Year:	2000		
*Period:	3	September	
Quarter:	1	001	
Deduction Details			
*Plan Type:	US Pensn 2	Benefit Plan:	
*Deduction Code:		*Deduction Class:	
Adjustment Reason:			

Adjust Deduction Balance 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: **EmplID**, **Province**.

Company	Enter the company.
Ben Rcd#	Enter the benefit record number.
Balance ID	Enter the balance ID.
Year	Enter the year.
Wage Loss Plan	Enter the wage loss plan.
Quarter	Enter the quarter.
Province	Enter the province.
Period	Enter the period.
Plan Type	Enter the plant type.
Benefit Plan	Enter the benefit plan.
Deduction Code	Enter the deduction code.
Deduction Class	Enter the deduction class.
Sales Tax	Enter the sales tax.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the appropriate fields to identify the deduction balances you want to adjust.



Save this page to move to the next page. Although the Adjust Deduction Balance 2 tab takes you to the first page, the key fields are display-only.



For more information about balance IDs, balance years, and periods, see Preparing Your Payroll Process.

Adjust Deduction Balance 2 Page

Usage	Use the Adjust Deduction Balance 2 page to adjust balances for the deduction you identified on the previous page.
Object Name	ADJ_CN_DED_BAL2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Deduction Balance, Adjust Deduction Balance 2
Prerequisites	Adjust Deduction Balance 2 is the second page in the Adjust Deduction Balance component. You must first enter data on the Adjust Deduction Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Deduction Balance 1		Adjust Deduction Balance 2	
DeHaven, Joanne		ID:	8105
		Ben Rcd#:	0
Company:	VNB Viceroy Northern Business	Year:	1998
Balance ID:	CY Calendar Year	Quarter:	Q4
Wage Loss Plan:	REG	Period:	Dec
Province:	BC	Benefit Plan:	BLIFE Basic Life
Plan Type:	Life	Deduction Class:	N Nontaxable
Deduction Code:	LIFEA Life AT	Sales Tax:	B None
Balance Adjustment(s)			
Deduction			

Adjust Deduction Balance 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: **EmplID**, **Province**.

Company

The company is displayed here.

Year	The year is displayed here.
Balance ID	The balance ID is displayed here.
Quarter	The quarter is displayed here.
Wage Loss Plan	The wage loss plan is displayed here.
Period	The period is displayed here.
Benefit Plan	The benefit plan is displayed here.
Plan Type	The plan type is displayed here.
Deduction Class	The deduction class is displayed here.
Deduction Code	The deduction code is displayed here.
Sales Tax	The sales tax is displayed here.
Deduction	Enter the deduction adjustment here.
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . The Adjust Deduction Balance 1 tab also returns you to the first page, where you can update the fields.

Adjusting Earnings Balances

You can make online adjustments to employee earnings balances by using the Adjust Earnings Balance component.

Adjust Earnings Balance 1 Page

Usage	Use the Adjust Earnings Balance 1 page to identify the earnings for which you're adjusting balances.
Object Name	ADJ_CN_ERN_BAL1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Earnings Balance, Adjust Earnings Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Earnings Balance 1 **Adjust Earnings Balance 2**

Jubinville, Paulette Employee ID: 8464

Balance Information

*Company: VNB Viceroy Northern Business

*Balance ID: CY Calendar Year *Year: 1998

*Wage Loss Plan: REG Quarter: 4 Q4

*Province: BC *Period: 12 Dec

*Earnings Code: REG Regular

Adjustment Reason:

Adjust Earnings Balance 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: **EmplID**.

Company	Enter the company.
Balance ID	Enter the balance ID.
Year	Enter the year.
Period	Enter the period.
Quarter	Enter the quarter.
Wage Loss Plan	Enter the wage loss plan.
Province	Enter the province.
Earnings Code	Enter the earnings code.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the appropriate fields to identify the earnings balances you want to adjust.



For more information about balance IDs, balance years, and periods, see Preparing Your Payroll Process in this PeopleBooks.



Save this page to move to the next page. Although the Adjust Earnings Balance 2 tab takes you to the next page, the fields are display-only.

Adjust Earnings Balance 2 Page

Usage	Use the Adjust Earnings Balance 2 page to adjust balances for the earnings you identified on the previous page.
Object Name	ADJ_CN_ERN_BAL2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Earnings Balance, Adjust Earnings Balance 2
Prerequisites	Adjust Earnings Balance 2 is the second page in the Adjust Earnings Balance component. You must first enter data on the Adjust Earnings Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Earnings Balance 1		Adjust Earnings Balance 2	
Jubenville,Paulette		Employee	ID: 8464
Company:	VNB	Viceroy Northern Business	
Balance ID:	CY	Calendar Year	Year: 1998
Wage Loss Plan:	REG		Quarter: 4 Q4
Province:	BC		Period: 12 Dec
Earnings Code:	REG	Regular	
Balance Adjustment(s)			
	Hours	Gross Earnings	

Adjust Earnings Balance 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. **EmplID.**

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year is displayed here.
Wage Loss Plan	The wage loss plan is displayed here.
Quarter	The quarter is displayed here.
Province	The province is displayed here.
Period	The period is displayed here.

Earnings Code	The earnings code is displayed here.
Hours	Enter the hours adjustment here.
Gross Earnings	Enter the gross earnings adjustment here.
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . The Adjust Earnings Balance 1 tab also returns you to the first page, where you can update the fields.

Adjusting Garnishment Balances

You can make online adjustments to employee garnishment balances using the Adjust Garnishment Balance component.

Adjust Garnishment Balance 1 Page

Usage	Use the Adjust Garnishment Balance 1 page to identify the garnishment for which to adjust balances.
Object Name	ADJ_GRN_BAL1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Garnishment Balance, Adjust Garnishment Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Garnishment Balance 1
Adjust Garnishment Balance 2

Jubirville,Paulette
Employee
ID: 8464

*Company: VNB Viceroy Northern Business

*Balance ID: CY Calendar Year

*Year: 1998

*Period: 9 September

Quarter: 3 Q3

*Plan Type: General
Benefit Plan:

*Deduction Code: IGARN Garnishmnt

*Deduction Class: B Before-Tax

*Garnish ID: 100 Writ

Adjustment Reason:

Adjust Garnishment Balance 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: **EmplID**.

Company	Enter the company here.
Balance ID	Enter the balance ID here.
Year	Enter the year here.
Period	Enter the period here.
Quarter	Enter the quarter here.
Plan Type	Enter the plan type here.
Deduction Code	Enter the deduction code here.
Deduction Class	Enter the deduction class here.
Garnish ID	Enter the garnishment ID here.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the appropriate fields to identify the garnishment balances you want to adjust.



Save this page to move to the next page. Although the Adjust Garnishment Balance 2 tab also takes you to the next page, the fields are display-only.



For more information about balance IDs, balance years, and periods, see Preparing Your Payroll Process.

Adjust Garnishment Balance 2 Page

Usage	Use the Adjust Garnishment Balance 2 page to adjust balances on the garnishment you identified on the previous page.
Object Name	ADJ_GRN_BAL2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Garnishment Balance, Adjust Garnishment Balance 2
Prerequisites	Adjust Garnishment Balance 2 is the second page in the Adjust Garnishment Balance component. You must first enter data on the Adjust Garnishment Balance 1 page.
Access	Enter an Employee ID.

Requirements	

Adjust Garnishment Balance 1		Adjust Garnishment Balance 2	
Jubirville,Paulette		Employee ID: 8464	
Company:	VNB Viceroy Northern Business		
Balance ID:	CY Calendar Year	Year:	1998
Period:	9 September	Quarter:	3 Q3
Plan Type:	General	Benefit Plan:	
Deduction Code:	IGARN Garnishmnt	Deduction Class:	B Before-Tax
Garnish ID:	100 Writ		
	Deductions	Garnishments	Company Fee Payee Fee

Adjust Garnishment Balance 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: **EmplID**

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year is displayed here.
Period	The period is displayed here.
Quarter	The quarter is displayed here.
Plan Type	The plan type is displayed here.
Deduction Code	The deduction code is displayed here.
Deduction Class	The deduction class is displayed here.
Garnish ID	The garnishment ID is displayed here.
Deductions	Enter the deductions adjustment here.
Garnishments	Enter the garnishments adjustment here.
Company Fee	Enter the company fee adjustment here.
Payee Fee	Enter the payee fee adjustment here.
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . The Adjust Garnishment Balance 1 tab also returns you to the first page, where you can update the fields.

Adjusting ROE Balances

The system maintains EI insurable earnings and hours balances by pay period and reports those figures during the ROE (Record of Employment) creation process. We refer to these balances as ROE balances. The Adjust ROE Balance component enables you to process online adjustments to ROE balances.

Adjust ROE Balance 1 Page

Usage	On this page, you must identify the Wage Loss Plan, the EI Period, and the earnings end date for both the FROM and TO records. This process adjusts balances and moves or reallocates ROE Balances from one period to another, from one Wage Loss Plan to another, or a combination of both. To maintain the integrity of these balance records for the purpose of ROE reporting, it does not allow for the creation of new balances.
Object Name	ADJ_UI_BAL1_CAN
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust ROE Balance, Adjust ROE Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust ROE Balance 1
Adjust ROE Balance 2

Peppen,Jacques
Employee
ID: 6602

*Company: VNB Viceroy Northern Business

Adjust Balances (FROM)

Wage Loss Plan: REG

*EI Period Date: 02/28/1997

*Earnings End Date: 02/28/1997

Adjust Balances (TO)

*Wage Loss Plan: REG

*EI Period Date: 02/14/1997

*Earnings End Date: 02/14/1997

Adjustment Reason:

Adjust ROE Balance 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 : **EmplID**.

Company Enter the company here.

Adjust Balances (FROM)

Wage Loss Plan Enter the wage loss plan here.

EI Period Date Enter the employee insurance period date.

Earnings End Date Enter the earnings date.

Adjust Balances (TO)

Wage Loss Plan Enter the wage loss plan.

EI Period Date Enter the employee insurance period date.

Earnings End Date Enter the earnings date.

Adjustment Reason The text you enter here becomes part of the adjustment record and your audit trail.

Enter the applicable **Wage Loss Plan**, **EI Period Date**, and **Earnings End Date** for the **Adjust Balances (FROM)**. Then, enter the same information for the **Adjust Balances (TO)**.



Save this page to move to the next page. Although the Adjust ROE Balance 2 tab also takes you to the next page, the fields are display-only.

Adjust ROE Balance 2 Page

Usage	Use the Adjust ROE Balance 2 page to adjust earnings and hours balances for the EI periods you identified on the Adjust ROE Balance 1 page.
Object Name	ADJ_UI_BAL2_CAN
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust ROE Balance, Adjust ROE Balance 2
Prerequisites	Adjust ROE Balance 2 is the second page in the Adjust ROE Balance component. You must first enter data on the Adjust ROE Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust ROE Balance 1		Adjust ROE Balance 2	
Peppen,Jacques		Employee ID: 6602	
Company: VNB Viceroy Northern Business			
Adjust Balances (FROM)			
Wage Loss Plan:	REG	EI Period Date:	02/28/1997
		Earnings End Date:	02/28/1997
		EI Period Earnings	EI Period Hours
Current:			
Adjustment:			
Adjust Balances (TO)			
Wage Loss Plan:	REG	EI Period Date:	02/14/1997
		Earnings End Date:	02/14/1997
		EI Period Earnings	EI Period Hours
Before:			
After:			

Adjust ROE Balance 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: **EmplID**.

Company The company is displayed here.

Adjust Balances (FROM)

Wage Loss Plan The wage loss plan is displayed here.

EI Period Date The employment period date is displayed here.

Earnings End Date The earnings end date is displayed here.

EI Period Earnings If you enter a new **Current** balance, the system calculates the **Adjustment** amount for the source balance record and the adjusted **After** balance amount of the target balance record. If you enter an **Adjustment**, the system calculates the new **Current** balance for the source balance record and the adjusted **After** balance amount of the target balance record.

EI Period Hours If you enter a new **Current** balance, the system calculates the **Adjustment** amount for the source balance record and the adjusted **After** balance amount of the target balance record. If you enter an **Adjustment**, the system calculates the new **Current** balance for the source balance record and the adjusted **After** balance amount of the target balance record.

Adjust Balances (TO)

Wage Loss Plan The wage loss plan is displayed here.

EI Period Date The employment period date is displayed here.

Earnings End Date	The earnings end date is displayed here.
EI Period Earnings	The before and after balances are displayed here.
EI Period Hours	The before and after balances are displayed here.
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . The Adjust ROE Balance 1 tab also returns you to the first page, where you can update the fields.

The amounts must be entered in the **Adjust Balances (FROM)** box representing the source balance.



To view employee ROE balances, see ROE Balances Page.

Adjusting Special Accumulator Balances

You can make online adjustments to employee special accumulator balances by using the Adjust Special Accum Balance component.

Adjust Special Accum Balance 1 Page

Usage	Use the Adjust Special Accum Balance 1 page to identify the special accumulator for which you're adjusting balances.
Object Name	ADJ_CN_SPC_BAL1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Special Accum Balance, Adjust Special Accum Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

Adjust Special Accum Balance1 **Adjust Special Accum Balance2**

Jubinville, Paulette Employee ID: 8464

Balance Information

*Company: VNB Viceroy Northern Business

*Balance ID: CY Calendar Year *Year: 1998

*Wage Loss Plan: LOW Quarter: 1 Q1

*Province: BC *Period: 2 Feb

*Spcl Accum Code: PEN

Adjustment Reason:

Adjust Special Accum Balance 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: **EmplID**.

Company	Enter the company.
Balance ID	Enter the balance ID.
Year	Enter the year.
Period	Enter the period.
Quarter	Enter the quarter.
Wage Loss Plan	Enter the wage loss plan.
Province	Enter the province.
Spcl Accum Code	Enter the special accumulator code.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the appropriate fields to identify the special accumulator balances you want to adjust.



Save this page to move to the next page. Although the Adjust Special Accum Balance 2 tab takes you to the next page, the fields are display-only.



For more information about balance IDs, balance years, and periods, see Preparing Your Payroll Process in this PeopleBook.

Adjust Special Accum Balance 2 Page

Usage	Use the Adjust Special Accum Balance 2 page to adjust balances for the special accumulator you identified on the previous page.
Object Name	ADJ_CN_SPC_BAL2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Special Accum Balance, Adjust Special Accum Balance 2
Prerequisites	Adjust Special Accum Balance 2 is the second page in the Adjust Special Accum Balance component. You must first enter data on the Adjust Special Accum Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Special Accum Balance1		Adjust Special Accum Balance2	
Jubenville,Paulette		Employee	ID: 8464
Company:	VNB	Viceroy Northern Business	
Balance ID:	CY	Calendar Year	Year: 1998
Wage Loss Plan:	LOW		Quarter: 1 Q1
Province:	BC		Period: 2 Feb
Spcl Accum Code:	PEN		
Balance Adjustment(s)			
	Hours	Gross Earnings	

Adjust Special Accum Balance 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: **EmplID**.

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year is displayed here.
Wage Loss Plan	The wage loss plan is displayed here.
Quarter	The quarter is displayed here.
Province	The province is displayed here.
Period	The period is displayed here.

Spcl Accum Code	The special accumulator code is displayed here.
Hours	Enter the hours adjustment here.
Gross Earnings	Enter the gross earnings adjustment here.
Suspend Adjustment	If you want to return to the first page to reenter one or more of the fields, select Suspend Adjustment . The Adjust Special Accum Balance 1 tab also returns you to the first page, where you can update the fields.

Adjusting Tax Balances

You can make online adjustments to employee tax balances by using the Adjust Tax Balance component.

Adjust Tax Balance 1 Page

Usage	Use the Adjust Tax Balance 1 page to enter key information to identify the taxes for which you're adjusting balances.
Object Name	ADJ_CN_TAX_BAL1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Tax Balance, Adjust Tax Balance 1
Prerequisites	None
Access Requirements	Enter an Employee ID.

The screenshot displays the 'Adjust Tax Balance 1' page. At the top, there are two tabs: 'Adjust Tax Balance 1' and 'Adjust Tax Balance 2'. Below the tabs, the employee's name 'Jubinville, Paulette' and 'Employee ID: 8464' are shown. The main section is titled 'Balance Information' and contains several fields with search icons (magnifying glass):

- *Company: VNB (Viceroy Northern Business)
- *Balance ID: CY (Calendar Year)
- *Year: 1998
- *Wage Loss Plan: REG
- *Quarter: 1 (Q1)
- *Province: BC
- *Period: 2 (Feb)
- *Tax Type: Canadian Income Tax (T4A) (dropdown menu)
- Adjustment Reason: (empty text box)

Adjust Tax Balance 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: **EmplID**.

Company	Enter the company.
Balance ID	Enter the balance ID.
Year	Enter the year.
Wage Loss Plan	Enter the wage loss plan.
Quarter	Enter the quarter.
Province	Enter the province.
Period	Enter the period.
Tax Class	Enter the tax class.
Adjustment Reason	The text you enter here becomes part of the adjustment record and your audit trail.

Enter the appropriate fields to identify the tax balances you want to adjust.



For more information about balance IDs, balance years, and periods, see *Preparing Your Payroll Process* in this PeopleBooks.



Save this page to move to the next page. Although the Adjust Tax Balance 2 tab also takes you to the next page, the fields are display-only.

Adjust Tax Balance 2 Page

Usage	Use the Adjust Tax Balance 2 page to adjust balances for the taxes you identified on the Adjust Tax Balance 1 page.
Object Name	ADJ_CN_TAX_BAL2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Tax Balance, Adjust Tax Balance 2
Prerequisites	Adjust Tax Balance 2 is the second page in the Adjust Tax Balance component. You must first enter data on the Adjust Tax Balance 1 page.
Access Requirements	Enter an Employee ID.

Adjust Tax Balance 1		Adjust Tax Balance 2	
Jubenville, Paulette		Employee ID: 8464	
Company:	VNB	Viceroy Northern Business	
Balance ID:	CY	Calendar Year	Year: 1998
Wage Loss Plan:	REG		Quarter: Q1
Province:	BC		Period: Feb
Tax Type:	T4A	Canadian Income Tax (T4A)	
Balance Adjustment(s)			
	Tax/PA	Taxable Gross	No Limit Gross
Current YTD:			
Current QTD:			
Current MTD:			
Adjustment to MTD:			

Adjust Tax Balance 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: **EmplID**.

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year is displayed here.
Wage Loss Plan	The wage loss plan is displayed here.
Quarter	The quarter is displayed here.
Province	The province is displayed here.
Period	The period is displayed here.
Tax Class	The tax class is displayed here.
Tax/PA	If you enter a new Current MTD , the system calculates the Adjustment to MTD . If you enter an Adjustment to MTD , the system calculates the new Current MTD .
Taxable Gross	If you enter a new Current MTD , the system calculates the Adjustment to MTD . If you enter an Adjustment to MTD , the system calculates the new Current MTD .
No Limit Gross	If you enter a new Current MTD , the system calculates the Adjustment to MTD . If you enter an Adjustment to MTD , the system calculates the new Current MTD .

Suspend Adjustment

If you want to return to the first page to reenter one or more of the fields, select **Suspend Adjustment**. The Adjust Tax Balance 1 tab will also return you to the first page, where you can update the fields.

Deleting Balances

The Delete Balances batch process is an effective way to purge obsolete historical data from your system and free up disk space. When run, this batch process deletes obsolete employee payroll balances for the year and period you specify. Specifically, the Delete Balances batch process deletes balances for earnings, deductions, taxes, and paychecks year-to-date.

When you choose to run the Delete Balances batch process really depends upon when your company no longer has legal or corporate requirements that require it to maintain the information. For example, you may choose to run the Delete Balances process annually after you close out the year (print W-2s, produce quarterly reports, and so on).



Running the Delete Balances batch process deletes balances for earnings, deductions, taxes, and paychecks year-to-date for the year and period you specify. Once deleted, this information is not recoverable. Use this process with care.

Defining Parameters

Usage	Use the Delete Balances page to specify process parameters. You can delete balances for a specific company and a specific balance year and period.
Object Name	RUNCTL_PAY_DEL_BAL
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Delete Balances • Compensate Employees, Manage Payroll Process (CAN), Process, Delete Balances • Compensate Employees, Manage Payroll Process (USF), Process, Delete Balances
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Delete Balances page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**, **Company**.

Balance ID

Select the balance ID for which you're deleting balances.

Balance IDs are defined on the Balance ID Table and identify the various year types for which you maintain balances (for example, calendar year, or fiscal year). For each **Balance ID** on the Balance ID Table, you must also define the following:

- The **Balance Years** or the years included in that balance year type.
- The applicable **Periods** for each **Balance Year** in which you maintain balances.

Balance Year

Select the balance year for which you're deleting balances.

For the specified **Balance Year**, the system deletes employee balance records that precede and include the **Period** specified on this page. The only exceptions are the last and latest updated balance records. In other words, the system retains the latest updated period's balances, regardless of the period you specify on the **Delete Balances** page.

For example, let's say an employee's FICA deduction ends in August 1994, because the FICA earnings maximum was reached. In February 1995, you decide to run Delete Balances for the previous calendar year, specifying December as the **Period** on the **Delete Balances** page. The system does the following:

- Delete the employee's FICA deduction balance records for the months of January through July.
- Retain the employee's FICA deduction balance record for August, because August was the last month you posted activity to that balance record.

Because the employee is still actively employed, the system deletes all regular balance records for the months of January through November. December would not be deleted, because its records are the last and latest updated balance records.

Note. The system issues a warning if the Balance Year is within the past two years of the current year. Remember, running the Delete Balances batch process deletes balances for earnings, deductions, taxes, and paychecks year-to-date for the year and period you specify. Once deleted, this information is not recoverable.

Period

Select the period for which you're deleting balances.



For more information about **Balance IDs**, **Balance Year** types and **Periods**, see the Preparing Your Payroll Process section in this PeopleBook.

Running the Process

Click **Run** to run this request. Process Scheduler runs the Delete Balances Process at user-defined intervals.



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

CHAPTER 26

Working with Checks

In this section, we review the basic concepts and procedures for performing typical tasks associated with payroll checks.

Printing Checks and Advices

With PeopleSoft Payroll, printing paychecks and advices is as easy as running an SQR. PeopleSoft supplies the Payroll Check Print report PAY003 (or for Canada, PAY003CN) and the Direct Deposit Advice Print report DDP003 (or for Canada, DDP003CN). Essentially, these reports are sample formats for printing checks and advices. After you run Pay Confirmation, you run PAY003 (or PAY003CN for Canada) to print the checks for that pay run. It's that simple.

During the confirmation process, the system sorts the checks according to the options you've selected on the Pay Group Table and the Payroll Data pages and assigns check numbers. The Payroll Check Print program formats the data from the Pay Check File and prints the checks in numerical order, which is how they exist in the file.

Most likely, your company has a particular kind of check stock and specific formatting requirements for printed paychecks, so you probably want to modify PAY003 to reflect your company's individual in-house style.



Depending on your application environment, the procedure for running SQRs might vary. If you're not sure of your standard procedures, ask your system administrator.



USF As a general rule, federal payments certified by a Certifying Officer are issued through the Financial Management Service (FMS), Department of the Treasury. Authority has been delegated to specific agencies to issue payments outside of this requirement, and this is documented in the Treasury Financial Manual (TFM).



For more information about federal requirements, see USF Setting Up and Processing Agency Interfaces in this PeopleBook.

Check Print Page

Usage	Use the Check Print page to run the check print SQR.
Object Name	RUNCTL_CHK_ADV1
Navigation	• Compensate Employees, Manage Payroll Process (US), Report 1, Check Print • Compensate Employees, Manage Payroll Process (USF), Report A-M, Check Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Check Print page

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

On-Cycle Run

Pay Run ID

Enter a **Pay Run ID** for an On-Cycle Run. The system only prints checks with the ID you enter here. You may leave this field blank and set the check printing criteria in the **Off-Cycle Pay Calendar** group box.

Off-Cycle Pay Calendar

Pay Group

Select a **Company**, **Pay Group**, and **Pay End Date**. The system only prints checks that share these same field values.

Process Page

Select the page ranges you would like to process. This field is unavailable if you have selected **On-Cycle** in the **Payroll Cycle** field.

Payroll Cycle**Payroll Cycle**

The option you choose in this field determines which paychecks the system prints: those **On-Cycle**, **Off-Cycle**, or **Both**.

Starting Check/Advice Number

Enter the range of check/advice numbers here. The system only prints checks that fall within the range you enter here.

Message

The message you enter here prints on the paycheck stub.



For more information about the Payroll Check Print SQR and to view a sample printed paycheck and stub, see *Generating a Check Print Report* in this PeopleBook. For more information about how to run SQRs, see your *Introduction to PeopleSoft Reporting*.



Pay Group Tables 4, 5, and 6, and the Payroll Data 1 and 2 pages contain extensive options for sorting and sequencing your employees' paychecks. You can also determine which address appears on the check.



For more information, see *Preparing Your Payroll Process and Introducing PeopleSoft Payroll for North America* in this PeopleBook.

CAN Cheque Print Page

Usage	Use the Cheque Print page to run the check print SQR.
Object Name	RUNCTL_CHK_ADV
Navigation	Compensate Employees, Manage Payroll Process (CAN), Reports 1, Cheque Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.



All fields on this page have the same functionality as the fields on the Check Print Page, except for the fields defined below.

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

DDP Advice Print Page

Usage	Use the DDP Advice Print page to run the advice print SQR.
Object Name	RUNCTL_CHK_ADV1
Navigation	• Compensate Employees, Manage Payroll Process (US), Report 1, DDP Advice Print • Compensate Employees, Manage Payroll Process (USF), Report A-M, DDP Advice Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.

DDP Advice Print

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

Report Request Parameter(s)

On-Cycle Run Pay Run ID:	or:	Off-Cycle Pay Calendar Company: CCB CCB Pay Group: MOO Monthly Pay End Date: 09/30/1995 Process Page: 1 Thru:
Payroll Cycle ☐ On-Cycle ☐ Off-Cycle ☒ Both		
Starting Check/Advice Number: Thru:		
Message:		

DDP Advice Print page

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

On-Cycle Run

Pay Run ID

Enter a **Pay Run ID** for an On-Cycle Run. The system only prints advices with the ID you enter here. You may leave this field blank and set the advice printing criteria in the **Off-Cycle Pay Calendar** group box.

Off-Cycle Pay Calendar

Pay Group

Select a **Company, Pay Group, and Pay End Date**. The system only prints advices that share these same field values.

Process Page

Select the page ranges to process. This field is unavailable if you have selected **On-Cycle** in the **Payroll Cycle** field.

Payroll Cycle

Payroll Cycle

The option you choose in this field determines which advices the system prints: those **On-Cycle, Off-Cycle, or Both**.

Starting Check/Advice Number

Enter the range of check/advice numbers here. The system only prints advices that fall within the range you enter here.

Message

The message you enter here prints on the advice.

CAN DDP Advice Print Page

Usage	Use the Advice Print page to run the advice print SQR.
Object Name	RUNCTL_CHK_ADV
Navigation	Compensate Employees, Manage Payroll Process (CAN), Report 1, DDP Advice Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.



All fields on this page have the same functionality as the fields on the DDP Advice Print Page, except for the fields defined below.

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

Looking at Paychecks and Advices

The PAY003 (for Canada PAY003CN) and DDP003 (for Canada DDP003CN) SQRs for both U.S. and Canada include balance, pay group, and employee data, including the following:

- Pay group and pay period information.
- Employee home address, job, and personal tax information.
- Current period earnings, taxes, and deduction amounts.
- Year-to-date balances for non-current earnings/taxes/deductions, with subtotals.
- Federal taxable gross detail.
- Pay distribution between check and direct deposit.

A bank microcode appears at the bottom of the check. This microcode font is provided with your PeopleSoft Payroll system. The numbers represent the check number and the bank transit and account numbers. The paycheck SQRs pull the transit and account numbers from the Pay Group Table, the bank information from the Bank Table, and the check number from the paysheet. You must set up the Bank Table to make this work.



For more information about setting up the Bank Table, see Setting Up Company Banks.

In order for checks to be deemed negotiable legal tender, you must use a special ink when printing them. Banks accept only checks that have been impregnated with magnetically treated ink. The Hewlett-Packard font cartridge MICR provides such ink.

Also notice that an electronically produced signature appears at the bottom of the check. One way to have a signature print on paychecks electronically is to purchase a custom font cartridge from Hewlett-Packard. You send an electronic copy of the signature to Hewlett-Packard, and they then load it into a font cartridge that you can use on your HP laser jet printer. Because the signature resides in the font cartridge, it can easily be secured; you can keep it locked up except when processing checks.

Direct Deposit Create File - Run Parameters Page

Usage	The DDP001 SQR creates a direct deposit transmittal file containing direct deposit data for the current pay period.
Object Name	RUNCTL_DDP001
Navigation	• Compensate Employees, Manage Payroll Process (US), Process,

	DDP Create File • Compensate Employees, Manage Payroll Process (USF), Process, DDP Create File
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Direct Deposit Create File - Run Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**, **Description**.

Pay Run Enter either a **Pay Run ID** or **Pay Calendar** information for the desired pay period.

Pay Calendar Select a **Company**, **Pay Group**, and **Pay End Date**.

Prenote Date You may enter information here for your reference.

File Header Company Enter your bank's **Bank Transit Number** and your **Company**. This information appears at the beginning of the transmittal file.

Click **Run** to run the report using Process Scheduler.



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

CAN Direct Deposit Create File - Run Parameters Page

Usage	The DDP001CN creates a direct deposit transmittal file containing direct deposit data for the current pay period.
Object Name	RUNCTL_DDP001CN
Navigation	Compensate Employees, Manage Payroll Process (CAN), Process, DDP Create File
Prerequisites	None
Access Requirements	Enter a Run Control ID.



All fields on this page have the same functionality as the fields on the Direct Deposit Create File - Run Parameters Page.

Processing Checks Off-Cycle

Some of the procedures discussed in this section are examples of what we call off-cycle payroll processing. Off-cycle processing refers to calculating and creating a paycheck for one or more employees outside the normally scheduled (on-cycle) payroll run for their pay group. You typically use off-cycle payroll processing to create checks for the following employees:

- Employees who are being terminated.
- New hires who were not entered into the system in time for the last on-cycle payroll run.
- Employees who received an incorrect payroll check during a normal payroll.

The steps for processing an off-cycle payroll are similar to the steps for processing a normal on-cycle payroll:

1. Add a paysheet page.
2. Enter hours or amounts for each employee.
3. Calculate pay.
4. Review results.
5. Confirm pay.
6. Print paychecks.

In addition, USF users process the payment through the ECS Off Cycle Process.



For more information about how to create an off-cycle only Pay Calendar, see the Using Calendars. Also see the Working with Paysheets, Calculating Pay, and USF Setting Up and Processing Agency Interfaces sections of this PeopleBook.



Warning to customers who use the Single Check for Multiple Jobs feature! If you pay an employee two or more off-cycle checks in the same pay period, tied to the same calendar (either on-cycle or off-cycle), you must run the pay calculation and confirmation processes using the **right** side of the run control panel (Off-Cycle Run). If you use the **left** side of the run control panel (On-Cycle or Off-Cycle Run), you can delete the previously confirmed off-cycle paycheck. Additionally, using the **left** side of the run control panel can cause the processes to combine the previously confirmed earnings with the current earnings, resulting in overpayment. Off-cycles are defined as off-cycle checks, online checks, or reversals.

Updating Balances for Off-Cycle Checks

Balances are updated based on the check date of the pay calendar to which they are tied. The actual check date is not a factor.

On Cycle Payroll Example

Period End Date	12/31/1996
Check Date	12/31/1996 (on the pay calendar)

Balances for December 1996 are updated

Off-Cycle Payroll Example

Period Ends	12/31/1996
On Cycle Check Date	12/31/1996 (on the pay calendar)
Off Cycle Check Date	01/02/1997 (on the actual checks)

Off Cycle payroll is tied to the on-cycle payroll for Payroll Period End Date 12/31/1996. The on-cycle payroll has a check date of 12/31/1996. So the balances for December 1996 are updated. If the off-cycle is tied to the first payroll in 1997, then the January 1997 balances are updated.

Processing Online Checks

With PeopleSoft Payroll, you have the ability to calculate, view, and print a single employee check interactively, online. You just enter the hours or an amount and, if necessary, override Job Data, taxes, deductions, or garnishments to create a single employee check.

You can use this feature for check modeling as well. Just enter the employee's information, calculate the results, and delete the check.



USF With few exceptions, federal agencies must issue all certified payment vouchers through the Department of the Treasury.



For more information about issuing vouchers through the Department of the Treasury, see **USF Setting Up and Processing Agency Interfaces** in this PeopleBook.

Configure Online Printing Page

Usage	Use the Configure Online Printing page to tell the system where to run the online, interactive check process and where to send the output.
Object Name	PAY_OL_PRNT
Navigation	• Define Business Rules, Define Payroll Process, Setup 2, Configure Online Printing • Define Business Rules, Define Payroll Process (USF), Setup 2, Configure Online Printing
Prerequisites	None
Access Requirements	None

Configure Online Printing

User ID: PS

Server Name:

Output Details

Type: ☒ (None) ☐ File ☐ Printer

Destination: Format:

Configure Online Printing page

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

Server Name Select the **Server Name** from the drop down list.

Type Select **Printer**, **File**, or **None**.

Destination Enter a printer port or file directory to receive your output.

Format Select the format in which you would like the report printed.

Using Online Check Paysheets

Options for Using the Paysheet Creation Process for Online Checks

The system offers you several options for using the Paysheet Creation Process to access the employee's paysheet:

- Process a Final Check Online.

If the employee has a final check request, the system displays a message asking if you want to create the final check online. You can copy an off-cycle final check paysheet or unconfirmed final check to create the final check online.

- Process an Unconfirmed Online Check.

If the employee has an unconfirmed online check with the same company, pay group, pay end date, and employment record number that you specified, the system displays that paysheet.

- Process an Unconfirmed Off-Cycle Check.

If the employee has an unconfirmed off-cycle check with the same company, pay group, pay end date, and employment record number that you specified, and this is the only payline on the page, the system displays a message offering you the option of selecting that payline.

- Have the System Create the Online Paysheet.

If neither of the two above conditions exist, the system displays a message asking if you want to use the Paysheet Creation Process to create the data for the employee's online check.

- Create the Online Paysheet Manually.

You can answer No to the system's offer of using the Paysheet Creation Process.

If you click Yes for the Paysheet Creation Process, the Online Check page displays the employee's Paysheet information for the pay period end date you specified. If you click No, the Online Check page displays only default information for adding a new Paysheet.

Online Check Paysheet Page

Usage	Use the Online Check page to work with an employee's online paysheet and check.
Object Name	PAY_OL_SHEET_S1
Navigation	• Compensate Employees, Manage Payroll Process (US), Use, Online Check • Compensate Employees, Manage Payroll Process (CAN), Use,

	Online Check • Compensate Employees, Manage Payroll Process (USF), Use, Online Check
Prerequisites	None
Access Requirements	Enter a Pay Period End Date, an Employee ID, and Employee Record Number.

Company: DC Pay Group: LBS Pay Period End Date: 01/02/1999 Page: 1
 *ID: L00001 Name: Rodriguez, Anna Lucia Line: 1
 Empl Rcd#: 0 Check Dt: 08/29/2000 Check #: No Message On-line

Online Check Request Find | View All First 1 of 2 Last

Save and Calculate Return to Search

☒ OK to Pay ☐ Override Hourly Rate ☒ No Direct Deposit ☐ Gross-Up ☐ TL Records

Reg Rt Cd Reg Hrs OT Rt Cd OT Hrs Hourly Rate Reg Salary
 [] [] [] [] 11.310000 904.80

Earnings Begin/End Dates *State Locality *Deductions Taken Subset ID
 12/20/1998 / 01/02/1999 DC [] Deduction [] [Additional Data](#)

Other Earnings Find | View All First 1 of 1 Last

*Code	Seq #	Rate Code	Hours	Compensation Rate	Amount
HOL	[]	[]	16.00	[]	[]

[One-Time Deductions](#) [One-Time Taxes](#) [One-Time Garnishments](#)

Online Check Paysheet page

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

Company	The company is displayed here.
Pay Group	The pay group is displayed here.
Pay End Date	The pay end date is displayed here.
Page #	The page number is displayed here.
Line #	The line number is displayed here.
Employee Record #	The employee record number is displayed here.
Check Dt	Enter the Check Date.
Check #	You can either specify a number or have one assigned by the system.
Save and Calculate	When you're ready to calculate the check, press click Calculate to start the calculation process.

Return to Search

If you want to set up an online check for another employee, click **Return to Search** to redisplay the Online Check selection page.



Many of the fields on the Online Check Paysheet page are identical to those on the Paysheet page. For more information about these fields, see the Paysheet Page section in this PeopleBook.



If you use the Paysheet Creation Process for online checks using the same on-cycle Pay Calendar that's being processed in batch, the employee receives a duplicate check.

Online Results Page

Usage	When you click Calculate on the Online Check page, the system performs the calculation and displays the Online Results page.
Object Name	PAY_OL_CHECK_S
Navigation	• Compensate Employees, Manage Payroll Process (US), Inquire, Online Results • Compensate Employees, Manage Payroll Process (USF), Inquire, Online Results • Compensate Employees, Manage Payroll Process (CAN), Inquire, Online Results
Prerequisites	None
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Off Cycle status, Page #, Line #, Paycheck Number, EmplID, and Name.

Walters, James				ID: G611		Page # 2	
Company: CCB		Pay Group: MO0		Pay Period End: 06/30/1998		Line # 1	
Check #	Form Id	Earnings	Taxes	Deductions	Net Pay		
100779	CHECK	0.00	0.00	-250.00	250.00	On-line	
☐ Re-assign no		Confirm & Print		Delete		Reverse & Confirm	
						Change Data	

Earnings					Deductions			
First 1 of 1 Last Find View All					First 1 of 1 Last			
Rate Code	Hours	Earnings	Earns Begin/End Date		Ben Rcd#	Code	Dummy Name	Amount
Reg:			06/01/1998		999	GARNSH	After-Tax	-250.00
OT:			06/30/1998					
Reg Ern:								

Taxes						
First 1 of 1 Last						
State	Tax Entity	Res	Dummy Name	Tax Amount	Taxable Gross	AP Status
	State					

Online Results page



You have to assign a Pay Run ID to the appropriate pay calendar. Otherwise, the system can't find any employee data for Online Check Processing.



The fields on this page are display-only and are based on the data that was entered on the online paysheet. For more information about online paysheets, see the Online Check Paysheet Page in this section.



Note (USF). When you're satisfied with the results, save the page by clicking the Save toolbar button. To cancel the page, click the Cancel toolbar button. When you've saved your online check results, you can proceed to the normal Pay Certification Process and then run the ECS Off Cycle Process for this payment.



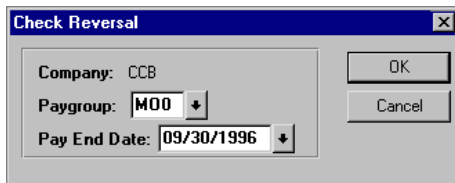
Important! Any uncalculated or unconfirmed online checks are automatically calculated or confirmed by an off-cycle pay run, if the online check page numbers fall within the range entered for the off-cycle pay run.

Reverse & Confirm

Select this link to run the check reversal process.

Check Reversal

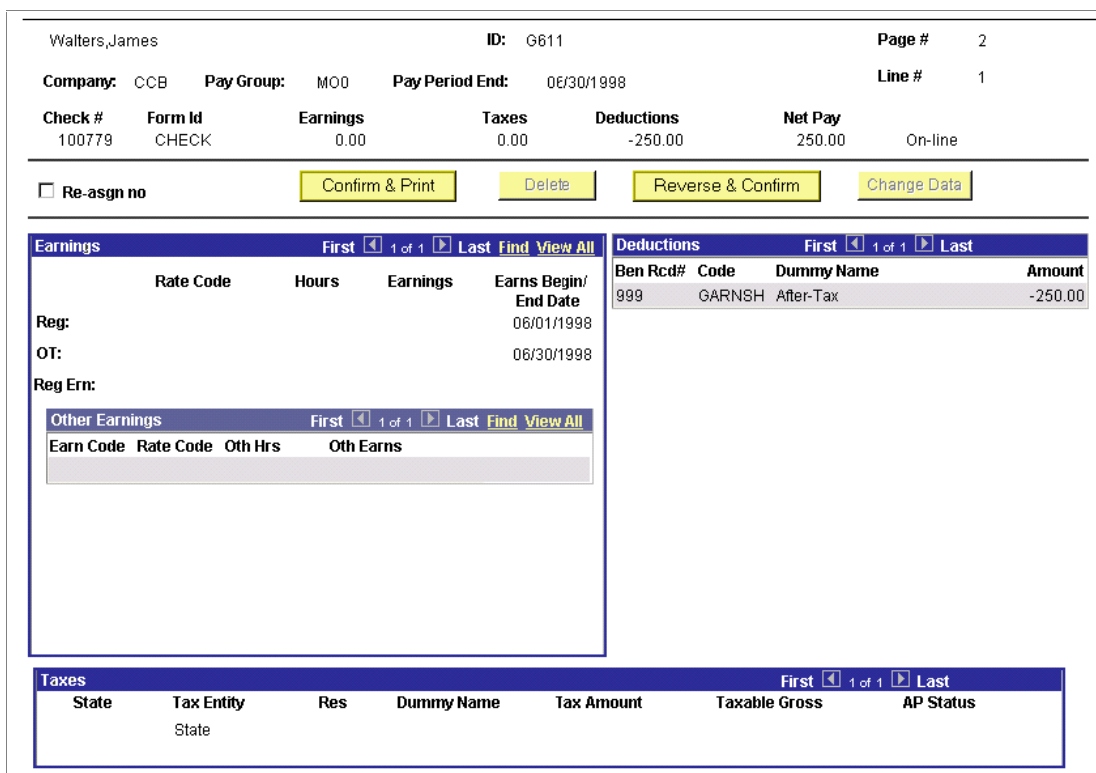
The **Reverse & Confirm** button enables you to reverse a check and confirm the results of the Check Reversal Process. When you click **Reverse & Confirm**, the Check Reversal page prompts you for a Pay Group and a Pay End Date.



A screenshot of the 'Check Reversal' dialog box. It contains three input fields: 'Company' with the value 'CCB', 'Paygroup' with a dropdown menu showing 'M00', and 'Pay End Date' with a date picker showing '09/30/1996'. To the right of these fields are two buttons: 'OK' and 'Cancel'.

Entering a Pay Group and Pay End Date for an Online Check Reversal

The reversal is posted to the **Company**, **Pay Group**, and **Pay End Date** specified here. Click **OK** to run Check Reversal.

Reviewing Results of an Online Check Reversal


A screenshot of the 'Results of Online Check Reversal' screen. At the top, it shows 'Walters,James' and 'ID: G611'. Below this, it displays 'Company: CCB', 'Pay Group: M00', 'Pay Period End: 06/30/1998', 'Page # 2', and 'Line # 1'. A table shows the reversal details: Check # 100779, Form Id CHECK, Earnings 0.00, Taxes 0.00, Deductions -250.00, and Net Pay 250.00. Below the table are buttons for 'Re-assign no', 'Confirm & Print', 'Delete', 'Reverse & Confirm', and 'Change Data'. The screen is divided into three main sections: 'Earnings', 'Deductions', and 'Taxes'. The 'Earnings' section shows a table with columns for Rate Code, Hours, Earnings, and Earns Begin/End Date. The 'Deductions' section shows a table with columns for Ben Rcd#, Code, Dummy Name, and Amount. The 'Taxes' section shows a table with columns for State, Tax Entity, Res, Dummy Name, Tax Amount, Taxable Gross, and AP Status.

Check #	Form Id	Earnings	Taxes	Deductions	Net Pay	
100779	CHECK	0.00	0.00	-250.00	250.00	On-line

Ben Rcd#	Code	Dummy Name	Amount
999	GARNSH	After-Tax	-250.00

State	Tax Entity	Res	Dummy Name	Tax Amount	Taxable Gross	AP Status
	State					

Results of Online Check Reversal



For more information about and examples of pay sheets, see the Working with Paysheets section of this PeopleBook. For more information about the Online Results Page, see the Online Results Page in this section.

Recording Manual Checks

A manual check is a check prepared outside of the PeopleSoft Payroll system. For example, you may have a remote office with no access to PeopleSoft Payroll that occasionally needs to write a manual check to handle a last-minute payroll adjustment. Or you may handle errors in system-produced paychecks by producing manual checks. For instance, if the bonus Jan Gregory was supposed to receive in her paycheck was not included, you can give her the bonus pay with a manual check. For USF users, such payments could have been made from the Small Purchases Imprest Fund for an Emergency Salary Payment (ESP).

Whenever you create a manual check, you need to record it in the system in order to update your employee's earnings, deductions, garnishments, and tax balances. Because of the very nature of manual checks—they're created outside of the system—you must enter all earnings, deductions, garnishments, and tax information for manual checks manually into PeopleSoft Payroll. You do this in the Manage Payroll Process window.



For more information and background on how to work with deductions and taxes in Paysheets, please review the CAN Paysheet – One-Time Deductions Page, Paysheet – One-Time Garnishment Page, and Paysheet – One-Time Taxes Page.

Whenever you enter a manual check into PeopleSoft Payroll, you select the Manual Check check box on the main Paysheets page. This causes the onscreen message “Manual Check” to appear just below the employee ID field.

Although manual checks are normally processed in off-cycle payroll runs, you can record them as part of your on-cycle payroll process if you choose.

When you select Paysheet from the Use menu, the system gives you the Action options of Add or Update/Display. When you want to enter a manual check into the system, you normally want to choose Add. This keeps your manual checks separate from your regular checks and avoids confusion.

You must make a separate payline entry for each manual check. If you want to enter ten manual checks, for example, you add a paysheet page and then add ten additional paylines to that page.

Entering Manual Checks

To enter a manual check into the system:

1. Add a paysheet page.

2. Enter the employee's earnings, taxes, and deductions into the paysheet. (The system calculates employer-paid taxes and benefits.)
3. Run the Pay Calculation process.
4. Review the results.
5. Run the Pay Confirmation process.

For example, employee 8101 was hired in a remote office on January 1. The clerk didn't notify the central office of the new hire. So, when the payroll was produced for the January run, the new employee didn't receive a check. The payroll clerk therefore calculated and produced a manual check to be processed in an off-cycle run. He then forwarded the check information to the central office to be entered into the system.

Paysheet Page

Usage	Use the Paysheet page to enter information for a specific paysheet.
Object Name	PAY_SHEET_ADD_S
Navigation	• Compensate Employees, Manage Payroll Process (US), Use, Paysheet, Paysheet • Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, Paysheet • Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, Paysheet
Prerequisites	None
Access Requirements	Enter a Company and a Pay Group, Pay Period End Date, Off Cycle status, and Page #.

Paysheet One-Time Deductions One-Time Garnishment One-Time Taxes Page Balances

Company: DC Pay Group: LBH Pay Period End Date: 01/02/1999 Page: 1

Paysheet Details Find First 1 of 7 Last

Line	*ID	Empl Rcd#	Ben Rcd#	Name	☐ Manual Check	+	-
1	L00028	0	0	Reise, Janet			
No Message		Check #	Check Date	Total Gross	Net Pay		

Earnings Find | View All First 1 of 1 Last

☐ OK to Pay ☒ Job Pay ☐ Override Hourly Rate ☐ No Direct Deposit ☐ Gross-Up ☐ TL Records + -

Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Regular Salary
	80.00			15.550000	

Earnings Begin/End Dates: 12/20/1998 / 01/02/1999 *Shift: N/A *State: DC Locality:

[Additional Data](#)

Other Earnings Find | View All First 1 of 1 Last

Job	*Code	Seq #	Rate Code	Hours	Rate	Amount
☒	HOL			16.00		

New Paysheet - Manual Check page



For more information about paysheets, see the Working with Paysheets section in this PeopleBook.

Entering Manual Check Data

If you're entering more than one manual check, click on the outer scroll bar and insert rows for more records. The system won't let you do this, however, until you've entered at least an **Employee ID** on the initial record.

When you enter the **Employee ID** and press **Tab**, the system retrieves the **Hourly Rate**, **Shift**, **Department**, **Job Code**, and so forth from the employee job record.

Select the **Manual Check** check box for manual check processing. Notice that this brings up the **Manual Check** message under the **ID**. Now you complete the next row of fields for recording manual checks.

Enter the **Check #** of the manual check. This should be the actual number of the physical manual check; it need not correspond in any way with check numbers the system produces.

Enter the actual **Date** of the manual check. The system updates balances based on the Balance ID information in the pay calendar entry with which this manual check is associated.

Enter the employee's **Total Gross** before taxes and final **Net Pay**. Select **OK to Pay**.

Because this is a manual check, the system won't calculate the employee's earnings, taxes, and deductions for you. You must enter them manually. The system calculates employer-paid taxes and benefits. On the Paysheet page you indicate all the earnings that make up the Total Gross. If the employee had **Other Earnings**, enter the Earnings **Code**, **Hours**, **Rate Code**, and **Amount**.

The Total Gross must equal the sum of all the earnings. If it doesn't, you receive an error message during Pay Calculation. Likewise, the Total Gross minus all taxes and deductions must equal the net pay you entered. If not, you receive an error message during Pay Calculation.

Click the **Addl Data** button to display a page where you can enter additional Job, Department, and accounting information for the manual check.

One-Time Deductions Page

Usage	Click the Paysheet One-Time Deductions tab to display the Paysheet One-Time Deductions page where you enter deductions for the manual check. For a manual check, you need to enter only employee-paid deductions—, the deductions you calculated for the manual check itself. When you run Pay Calculation, the system calculates nontaxable benefits, that is, employer-paid deductions.
Object Name	PAY_SHEET_ADD_D
Navigation	• Compensate Employees, Manage Payroll Process(US), Use, Paysheet, One-Time Deductions • Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, One-Time Deductions • Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, One-Time Deductions
Prerequisites	One-Time Deductions is the second page in the Paysheets component. You must first enter data on the Paysheets page.
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Off Cycle status, and Page #.

The screenshot shows the 'One-Time Deductions' page in the PeopleSoft payroll system. The page has several tabs: 'Paysheet', 'One-Time Deductions' (which is selected), 'One-Time Garnishment', 'One-Time Taxes', and 'Page Balances'. Below the tabs, there are fields for 'Company: DC', 'Pay Group: LBH', 'Pay Period End Date: 01/02/1999', and 'Page: 1'. A 'Paysheet Details' section shows a table with one row: Line 1, ID L00028, Empl Rcd# 0, Ben Rcd# 0, and Name Reise, Janet. Below this is a 'Deductions' section with a table showing one row: *Deductions Taken (Deduction), Subset ID. There is a button 'OK to Pay' and a 'Find | View All' link. At the bottom is a 'One-Time Deduction Data Override' section with fields for *Plan Type, *One-Time Code (Override), Benefit Plan, Flat/Addl Amt, *Ded Code/Class, Rate/Percent, *Sales Tax (None), and *Deduction Calculation Routine (Flat Amount).

One-Time Deductions page

One-Time Deduction data Override

One-Time Code	Select <i>Override</i> .
Flat/Addl Amt	Enter the amount of the deduction withheld on the manual check.
Rate/Percent	This field should not be used, because the manual check process does not calculate employee deductions.



For more information about the process of entering one-time deductions and for more information on the other fields on this page, see Working with Paysheets in this PeopleBook.

One-Time Garnishment Page

Usage	Click the Paysheet One-Time Garnishments tab to display the Paysheet One-Time Garnishment page. As you did with the deductions and taxes, you now need to enter every garnishment amount that was taken out of the manual check.
Object Name	PAY_SHEET_ADD_G
Navigation	• Compensate Employees, Manage Payroll Process (US), Use, Paysheet, One-Time Garnishment • Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, One-Time Garnishment • Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, One-Time Garnishment
Prerequisites	One-Time Garnishment is the third page in the Paysheet component. You must first enter data on the Paysheet and One-Time Deductions pages.
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Off Cycle status, and Page #.

The screenshot displays the 'One-Time Garnishment Override' page. At the top, there are tabs for 'Paysheet', 'One-Time Deductions', 'One-Time Garnishment' (selected), 'One-Time Taxes', and 'Page Balances'. Below the tabs, the following information is shown: Company: DC, Pay Group: LBH, Pay Period End Date: 01/02/1999, and Page: 1. A 'Paysheet Details' section shows a table with one line item: Line 1, ID L00028, Empl Rcd# 0, Ben Rcd# 0, Name Reise, Janet. Below this is a 'Garnishments' section with a 'Find | View All' link and a 'First | 1 of 1 | Last' navigation bar. Inside the 'Garnishments' section, there is a checkbox for 'OK to Pay'. Below that is the 'One-Time Garnishment Override' section, which includes fields for '*Garnishment ID:', '*One-Time Code:', 'Priority:', '*Deduction Calculation Routine:', 'DE Percent:', and 'Flat Amount:'. The '*Deduction Calculation Routine:' field is set to 'Maximum Allowed'. At the bottom of the 'Garnishments' section is a 'Processing Fees' table with columns 'Greater of' and '%Deduction or Flat Amount'. The table has two rows: 'To Company:' and 'To Payee:'. Each row has two input fields.

One-Time Garnishment page

One-Time Garnishment Override

Garnishment Override One Time Code Select *Override*.

Processing Fees

Greater of % Deduction or Flat Amount

Enter the amount of the garnishment and any fees withheld on the manual check in the appropriate **Flat Amount** field. The percent fields should not be used, because the manual check process does not calculate garnishments or fees. The manual check process calculates the maximum deduction allowed based on the Garnishment Rule on the Garnishment Spec 6 page. If the garnishment amount exceeds the allowable maximum, the system issues a message to let you know. The garnishment amount entered on the One Time Garnishment page isn't changed.

For more information about the pages mentioned here, see PeopleSoft 8 Payroll for North America, "Defining Garnishments" and PeopleSoft 8 Payroll for North America, "Defining Garnishments".



If garnishments were deducted from the paycheck, the description reads “Garnishment –Tax Levy.” If no garnishments were deducted, but the deduction is established in the system, the description displays the general deduction code – GARN01 – Tax Levy.”



For more information about the other fields on this page, see Working with Paysheets in this PeopleBook.

One-Time Taxes Page

Usage	Click the Paysheet One-Time Taxes tab to display the Paysheet One-Time Taxes page. As you did with the deductions, you now need to enter every employee-paid tax that was taken out of the manual check. Employer-paid taxes are calculated by the system.
Object Name	PAY_SHEET_ADD_O
Navigation	• Compensate Employees, Manage Payroll Process (US), Use, Paysheet, One-Time Taxes • Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, One-Time Taxes • Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, One-Time Taxes
Prerequisites	One-Time Taxes is the fourth page in the Paysheet component. You must first enter data on the Paysheet, One-Time Deductions, and One-Time Garnishment pages.
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Off Cycle status, and Page #.

Paysheet One-Time Deductions One-Time Garnishment **One-Time Taxes** Page Balances

Company: DC Pay Group: LBH Pay Period End Date: 01/02/1999 Page: 1

Paysheet Details Find | View All First 1 of 7 Last

Line	ID	Empl Rcd#	Ben Rcd#	Name
1	L00028	0	0	Reise, Janet

No Message

Taxes Find | View All First 1 of 1 Last

☒ **OK to Pay** ☒ **Additional Taxes**

One-Time Tax Data Override Find | View All First 1 of 1 Last

*State: ☐ **Federal**

Locality:

*Tax Class: Withholding

*One-Time Code: Override One-Time Tax Amount:

One-Time Taxes page

One-Time Tax Data Override

One-Time Code Select *Override*.



For more information about the process of entering one-time taxes, see the Working with Paysheets section of this PeopleBook.

Pay Calculation Page

Usage	Once you've completed the paysheet entries for all of your manual checks, the next step is to run Pay Calculation. During this process, the system double-checks your entries to ensure that the gross pay minus deductions and taxes equals the net pay for each manual check. Use the Pay Calculation page to specify parameters before running the Pay Calculation.
Object Name	RUNCTL_PAY_CALC
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Pay Calculation • Compensate Employees, Manage Payroll Process (CAN), Process, Pay Calculation • Compensate Employees, Manage Payroll Process (USF), Process, Pay Calculation
Prerequisites	None
Access	Enter a Run Control ID.

Requirements	

Pay Calculation

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

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID:

On or Off-Cycle:

☒ On-Cycle Preliminary Calc Run

or

Off-Cycle Run

Company:

Pay Group:

Pay End Date:

Process:

Page #: Thru:

Calculation Options

☒ Only Calculate Where Needed
☐ Transfer Calc Errors

☐ (Re)Calculate All Checks

Pay Calculation page



For more information about calculating pay, including an example of the Pay Calculation page, see the Calculating Pay section of this PeopleBook.

Pay Confirmation Page

Usage	Once you're confident that your manual checks have been calculated correctly, you're ready to perform Pay Confirmation. During this process, the system will update all balances for earnings, deductions, and taxes. Use the Pay Confirmation page to specify parameters before running Pay Confirmation.
Object Name	RUNCTL_PAY_CONF
Navigation	Compensate Employees, Manage Payroll Process (US), Process, Pay Confirmation Compensate Employees, Manage Payroll Process (CAN), Process, Pay Confirmation Compensate Employees, Manage Payroll Process (USF), Process, Pay Confirmation
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Pay Confirmation page



For more information about confirming pay, including an example of the Pay Confirmation page, see USF Setting Up and Processing Agency Interfaces in this PeopleBook.

Processing a Final Check Request

Usage	Use the Final Check Request page to create Final Check Requests and to run the online or batch Final Check Request process.
Object Name	TERM_RQST
Navigation	• Compensate Employees, Manage Payroll Process (US), Use, Final Check Request • Compensate Employees, Manage Payroll Process (CAN), Use, Final Check Request • Compensate Employees, Manage Payroll Process (USF), Use, Final Check Request
Prerequisites	None
Access Requirements	Enter an Employee ID.



When you add a Final Check Request for an employee whose **Status** on the Job Data Table is not Terminated, Final Check Workflow automatically creates a worklist item for the Personnel Administrator role user.

Final Check Request

Aquilino, Beatrice ID: K0G004 Empl Rcd#: 0

Final Check Request Find | View All First 1 of 1 Last

Company: GBI Global Business Institute Pay Group: + -

*Effective Date: 08/29/2000

*Termination Date:

Status: Not Processed ☐ Created From JOB Record

*Final Check Program ID: LFD ☒ Include T&L Payable Time

Description:

Create Final Check Online Create Final Check Run Control

Final Check Request Page

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

Final Check Request

Company

The company displays here.

Pay Group

The pay group displays here.

Termination Date

Enter the date of the last day for which the employee is to be paid.

Status

The system displays status of **Updated to Paysheets** or **Not Processed**, depending on whether you've processed the request.

Final Check Program ID

Select the **Final Check Program ID** that identifies the final check rules appropriate to the employee's check.

For more information about **Final Check Program ID**, see PeopleSoft 8 Payroll for North America, "Defining Earnings and Using Earnings Codes".

Reprocess

Select this option to reprocess.

Created From JOB Record

The system automatically creates a Final Check Request when you change an employee's Job **Status** to **Terminated**. The system selects this check box if the Final Check Request you've accessed was created this way.

Include T&L Payable Time	Select this option if you are using data from PeopleSoft Time and Labor.
Description	You can enter a reason for the Final Check Request.
Create Final Check Online	To access the Online Check process for the Final Check Request, click this pushbutton.
Create Final Check Run Control	To access the batch Payroll process for Final Check Requests, click this pushbutton.



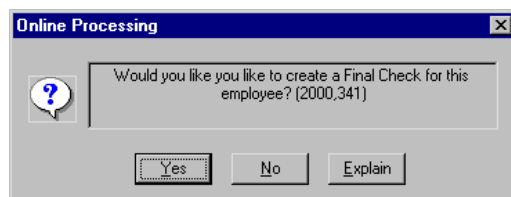
For more information about the Final Check Paysheet process, see Creating Final Check Paysheets in the Working with Paysheets section of this PeopleBook.

Online Final Check

The online process for Final Check Requests is the same as the Online Check process discussed in this section. When you select the Create Final Check Online process, the system runs the Create Final Check Paysheets process. You can begin this process by clicking the Create Final Check Online pushbutton on the Final Check Request page.



For more information about the Create Final Check Paysheets process, see the Creating Final Check Paysheets topic in the Working with Paysheets section of this PeopleBook.



Final Check verification message

When you click the Create Final Check Online pushbutton on the Final Check Request page, the system displays this message.

To access the Run Control page and submit your Online Final Check process, click **Yes**. The system takes you to the Online Check process described in this section.



For more information about using the Online Check process, see Processing Online Checks in this section.

Batch Final Check

The batch process for Final Check Requests is designed to run before Pay Calculation. You can run this process either on-cycle or off-cycle. Then you can run Pay Calculation and Pay Confirm to complete the cycle of generating final paychecks. You can select this process by clicking Create Final Check Run Control on the Final Check Request page. The system brings you to the Create Final Check Paysheets process.



For more information about the Final Check Paysheet process and an example of the Create Final Check Paysheets Run Control page, see Creating Final Check Paysheets in the Working with Paysheets section of this PeopleBook.

Reprocess Final Check Paysheets

The system displays the Reprocess option on the Final Check Request page only after the employee's final check paysheet has been created and the Status of the Final Check Request is Loaded to Paysheets. You can use this option when you need to recreate an employee's final check paysheet.



You should exercise caution when using the Reprocess option, because when the system originally creates the final check paysheets, it marks the pre-existing paysheets Not OK to Pay. So, before you recreate the final check paysheet you need to manually select the OK to Pay check box on all pre-existing paysheets.

Understanding Paycheck Reversals and Adjustments

Before you attempt to use PeopleSoft Payroll to process check reversals and adjustments, it's important to understand the differences between them and how the system handles them.

You always process both reversals and adjustments using off-cycle payroll runs against an on-cycle pay calendar or a stand-alone calendar. You initiate processing for both by setting up a run control for the check or checks you want to reverse or adjust. If you're doing a check reversal, you select Reversal on the parameters page; if you're doing a check reversal and adjustment, you select Adjustment. Then you run the Reversal program. The Reversal program produces different results, depending on whether you selected Reversal or Adjustment for your run control.

We discuss both of these processes in greater detail in the sections that follow.



The system does not perform adjustments to online checks.



Reversals and Adjustments must be processed using the right side of the run control page. Although you can run them from the left side of the run control page, this process generates calculation errors later in the process.



For more information about reversing online checks, see Processing Online Checks.

Knowing Whether to Reverse or to Adjust

There is a simple rule for determining which run control to select. If the check has not been cashed or deposited, run a reversal. If the check has been cashed or deposited, run an adjustment.

When to Process a Reversal

A reversal is appropriate when you've produced a check that you subsequently realize should not have been produced at all, or should not have been produced the way it was, and the check has not been cashed or deposited.

Examples:

- An employee is terminated at the end of the last pay period and receives what should be her final paycheck. However, the Human Resources department fails to enter her termination into the system. So, when paysheets are created and processed for the next pay period, the system produces a paycheck for her. Her supervisor reports to the Payroll department that she has been terminated, and that no check should have been produced. The Payroll department runs a reversal on her check, backing it out of the system.
- An employee's check mistakenly didn't include overtime.
- An employee's check mistakenly included overtime.
- An employee wasn't paid at the right rate.
- An employee was taxed in the wrong state.

If the paycheck has not been cashed or deposited in any of these situations, you destroy the check, run a reversal, and issue an on-demand or online check for the correct amount.

When to Process an Adjustment

If the paycheck is not available in any of the above situations—if it's already been cashed, or if it was a direct deposit—you perform an adjustment.

Example:

- An employee should have been paid for 20 hours of overtime, but deposited his check before realizing the overtime was not on it. He requests his overtime pay.

The adjustment process calculates the check the way it should have been calculated in the first place and compares the new calculation to the calculation for the original check. In the example of unpaid overtime, you issue an online or on-demand check for the difference. In some cases the employee might owe the company money, in which case you process an arrears adjustment.

Comparing the Reversal and Adjustment Processes

The Reversal/Adjustment program produces different results, depending on whether you select Reversal or Adjustment for your run control:

Reversal

Simply produces a negative image of the original pay record, with all the amounts changed from positive to negative. This effectively backs the check out of the system.

Adjustment

Produces an off-cycle paysheet page with two pay lines: a Reversing Adjustment with a net pay of zero and an Adjustment record where you enter the information for the check as it should have been originally.

When you reverse a check, you generally either cut a new on-demand check for the correct amount or simply do nothing after having reversed it (if that check shouldn't have been issued at all).

When you adjust a check, three situations are possible:

- No change in net pay.

For example, an employee's pay is incorrectly charged to Department 10100 instead of Department 10010.

- The company owes the employee money.

The original check is for too small an amount. For example, you pay an employee for 2 hours of overtime instead of 20 hours.

- The employee owes the company money.

The original check was for too large an amount. For example, you pay an employee for 20 hours of overtime instead of 2 hours.



For more information about reversing a check, see [Reversing Paychecks](#). For more information about adjusting a check, see [Adjusting Paychecks](#).

Understanding Messages on the Pay Record

When you use PeopleSoft Payroll to reverse or adjust checks, you see messages on the payline and paycheck records. They're there to help steer you through the process, so you know exactly what you're doing and what you're viewing.

Reversal	Indicates that the check is a reversal.
Reversing Adjustment	Indicates a pay earnings record that has been adjusted. It appears on the original pay earnings record.
Adjustment	Indicates a pay earnings record that is created by the Reversal/Adjustment process. It appears on the pay earnings record that is used to recalculate an employee's pay.
Adjustment – Partial Period	Indicates that the employee with the adjusted pay earnings record has had a job record change, with an Effective Date that falls between the Pay Period Begin and End Dates prior to running the Reversal/Adjustment process.
Adjustment – Pay Data Change	Indicates that one or more of the employee's adjusted records has been updated since the last time paysheets were created or Pay Calculation was run. Such records are not recalculated during the next Pay Calculation if they have not already been recalculated. You may select all employees who've had a Pay Data Change and need to be recalculated by entering R in the Job Pay Data Change field of the Payline Update/Display page. Entering Y in the same field selects all employees whose pay has been recalculated due to a change in one of their pay-related records.
Adj – PayChg – Partl Period	Indicates, for an employee who had an Adjustment – Pay Data Change message, that a change has been made to the job record, with an Effective Date falling between it has already been recalculated.

Reversing Paychecks

Payroll departments occasionally need to reverse incorrect system-generated checks. You run paycheck reversal when a system-generated check is incorrect and has not been cashed or deposited.

Overview of the Reversal Process

The central procedure of the check reversal process is running the Reversal program. This program locates the checks you've specified on a special run control and creates an off-cycle paysheet page for each reversal. The resulting paylines reflects the original paysheet entries, with negatives in the hours and amount fields. These pages are display only.

During the Reversal process, the system makes a copy of the paycheck record and reverses the signs (plus/minus) on the amount fields. The original paycheck record is retained, not deleted. You can view both the original and the reversed paycheck records from the Paycheck pages in the Manage Payroll Process window. On the reversed check, all of the amounts display as negative numbers, and the message “Calculated Check Reversal” appears in the upper-left corner of the first scroll box.

When you reverse paychecks, you don’t need to run Pay Calculation. When you run the Reversal process, the system simply finds the check or checks you’ve specified and reverses the plus/minus signs. Because the amounts themselves have already been calculated, no additional calculation is necessary.

You can delete a reversal if you realize you made a mistake. The check shouldn’t have been reversed if the reversal has not been confirmed. Simply choose Delete Current Reversal/Adjustment on the Paycheck Reversal/Adjustment Run Control page and run the Reversal process again. If you need to make a correction after the reversal has been confirmed, you must process a manual check.

To update the balance records with the final reversal information, you then proceed to run Pay Confirmation. After confirmation, when you view the paycheck, the message “Confirmed Check Reversal” appears in the upper-left corner. You can then issue an on-demand or online check for the correct amount.



Reversals and Adjustments must be processed using the right side of the run control page. Although you can run them from the left side of the run control page, this process generates calculation errors later in the process.

Step 1: Setting Up Paycheck Reversal Parameters

Usage	Use the Paycheck Reversal/Adjustment page to define the parameters for the Reversal program.
Object Name	RUNCTL_PAY_REV
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Paycheck Reversal/Adjustment • Compensate Employees, Manage Payroll Process (CAN), Process, Paycheck Reversal/Adjustment • Compensate Employees, Manage Payroll Process (USF), Process, Paycheck Reversal/Adjustment
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Paycheck Reversal/Adjustment

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

Process Request Parameter(s) Find | View All First 1 of 1 Last

*Company: ACC State of Accord + -

*Pay Group: PAM Accord Monthly

*Pay Period End Date: 06/30/2000 Pay Run ID: PAM-00-06

Selection Criteria		Alternate Selection Criteria	
Paycheck Number:		*Pay Group:	PAM
Paycheck Issue Date:		*Pay Period End Date:	06/30/2000
EmpID:	Net Pay	☐ Off Cycle	
		*Page #:	
		*Line #:	
		Separate Check #:	0

☒ Reversal ☐ Reversal/Adjustment ☐ Delete Current Reversal/ Adjustment

Paycheck Reversal/Adjustment page

Run Control ID

For every Paycheck Reversal/Adjustment run control you enter, the system sets up a separate off-cycle paysheet page and line.

Company

Enter the company.

Pay Group and Pay Period End Date

The **Pay Period End Date** corresponds to the on-cycle pay calendar with which you want to process the reversal. Check reversals cannot be run if the Pay Run ID for the specified **Pay Period End Date** is blank on the Pay Calendar Table. Also, the reversal must be associated with a Pay Calendar that is not closed for off-cycle processing.

Paycheck Number and Paycheck Issue Date Pay Period End Date, Off Cycle, Page # and Line #

Do not use these fields for Reversals and Adjustments. Use the fields listed on the right side of the page.

If you don't know the check number and issue date, you can locate the check by entering these values in the right column using the down arrows to see a list of options. If the check to be reversed was issued as a separate check, enter a value here.

Separate Check #

You can also find the paycheck number and paycheck issue date information either online or off-line:

Online: View the Inquire, Paycheck Data pages in the Manage Payroll Process window.

Off-Line: Refer to your Payroll Register or Payroll Check Register reports.

Reversal/Adjustment

Select **Reversal** for a check reversal.

Delete Current Reversal/Adjustment

To delete an unwanted reversal, set up a run control with this option selected and run the Reversal program.

If you're reversing more than one check, insert a row for each additional check.

Step 2: Running Paycheck Reversal

Once you enter all the checks to be reversed, you run the Paycheck Reversal Process. This program eliminates the need to enter each check to be reversed as a manual check.

Click **Run** to run this request. Process Scheduler runs the Paycheck Reversal Process at user-defined intervals.



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

Viewing the Effects of Reversal

You can view the effects of the reversal by looking at the original check and the reversed check on the Paycheck Earnings page. To view this page, select Compensate Employees, Manage Payroll Process, Inquire, Paycheck Data, Paycheck Earnings, Update/Display.

On the reversed check, all of the amounts display as negative numbers, and the message "Calculated Check Reversal" appears in the upper left corner of the first scroll box.

After reversing the check, you can issue an on-demand or online check for the correct amount.



For more information about issuing on-demand or online checks, see Processing Online Checks or Processing Checks Off-Cycle.

Step 3: Running Pay Confirmation

When you're satisfied that the reversal is correct, confirm the reversal by running the Pay Confirmation process. First specify your run control parameters on the Pay Confirmation page. To access this page, select Compensate Employees, Manage Payroll Process, Process, Pay Confirmation, Update/Display.

After entering your parameters, you can run the Pay Confirmation process as you normally would for an on-cycle payroll run.



For more information about pay confirmation, including an example of the Pay Confirmation page, see Confirming Pay. Also see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Viewing Confirmed Reversed Checks

After you run Pay Confirmation, you may view information, including updated balances, using the Paycheck Data pages in the Maintain Payroll Data and Manage Payroll Process windows, and you may run any reports you may require.



You cannot update Paysheet information once Pay Confirmation has been completed.

Adjusting Paychecks

There are two segments to the check adjustment process: a reversal of the incorrectly issued check and an adjustment.

When you adjust a paycheck, there are three possible outcomes:

- No change in net pay (such as correction of taxing locality).
- The company owes the employee money.

In this situation, the system produces a check for the amount owed.

- The employee owes the company money.

In this case, you can put the amount into an arrears balance to be taken out of subsequent paycheck(s). Or you can attempt to get the money back from the employee by other means.



Once confirmed, adjustment checks cannot be adjusted. The system does not perform adjustments to online checks.

Step 1: Setting Up the NETPAY Deduction Code

To process adjustments, the system uses a special deduction called Net Pay Adjustment with a Deduction Code of NETPAY. Before processing adjustments, you must set up this deduction code on the Deduction and the General Deduction Tables and add it to each of your Benefits Programs and Company General Deductions tables. You can use the NETPAY deduction supplied with the demonstration database as an example.



For more information about setting up Deduction Codes, see Deduction Table – Setup Page.

During the Reversal step of the adjustment process, the system reverses the original check, producing a Calculated Check Reversal. It does this by subtracting a NETPAY deduction equal to the employee's net pay on the original check.

Step 2: Setting Up Paycheck Adjustment Parameters

Usage	Use the Paycheck Reversal/Adjustment page to define the parameters for the Reversal/Adjustment program.
Object Name	RUNCTL_PAY_REV
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Paycheck Reversal/Adjustment • Compensate Employees, Manage Payroll Process (USF), Process, Paycheck Reversal/Adjustment • Compensate Employees, Manage Payroll Process (CAN), Process, Paycheck Reversal/Adjustment
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Paycheck Reversal/Adjustment page

Run Control ID

For every Paycheck Reversal/Adjustment run control you enter, the system sets up a separate off-cycle paysheet page and line.

Company

Enter a company.

Pay Period End Date

The **Pay Period End Date** corresponds to the on-cycle pay calendar with which you want to process the adjustment. Check adjustments cannot be run if the Pay Run ID for the specified **Pay Period End Date** is blank on the Pay Calendar Table. Also, the adjustment must be associated with a Pay Calendar that is not closed for off-cycle processing.

**Paycheck Number and
Paycheck Issue Date**

Enter the values of the check to be adjusted. When you move out of the **Paycheck Issue Date** field, the system retrieves the specified check record and displays the employee ID, Name and Net Pay.

**Pay Group, Pay Period End
Date, Off Cycle, Page # and
Line #
Separate Check #**

If you don't know the check number and issue date, you can locate the check by entering these values in the right column using the down arrows to see a list of options. If the check to be adjusted was issued as a separate check, enter the number here.

Adjustment

Select this option.

**Delete Current
Reversal/Adjustment**

To delete an unwanted adjustment, set up a run control with this option selected and run the Adjustment program.

If you're adjusting more than one check, add a row for each additional check.

Step 3: Running Paycheck Reversal/Adjustment

Once you've entered all the checks to be adjusted, you run the Paycheck Reversal/Adjustment process. This program eliminates the need to enter each check to be adjusted as a manual check.

Click **Run** to run this request. Process Scheduler runs the Paycheck Reversal/Adjustment process at user-defined intervals.



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

Step 4: Entering Adjustment Information

You can view the effects of the reversal step of the adjustment by looking at the original check and the adjusted check on the Paycheck Earnings page. To view this page, select Compensate Employees, Manage Payroll Process, Inquire, Paycheck Data, Paycheck Earnings Update/Display.

When you run the Adjustment process, the system produces an off-cycle paysheet page. The first paysheet entry appears as a Reversing Adjustment, with all fields unavailable and a Net Pay of zero (blank).

Use the top scroll area to move to the other system-generated paysheet entry, the Adjustment paysheet. This is where you enter the necessary adjustment information for earnings, deductions, and taxes.

For example, if you forgot to pay the employee for 10 hours of overtime, you'd enter 10 in OT Hours; if you taxed her in the wrong taxing jurisdiction, you'd enter the correct State or Locality.

Save the paysheet when you finish entering your adjustments.

Step 5: Setting Up and Running Pay Calculation

Set up a run control and run Pay Calculation just as you do for your normal payroll calculation. To access the Pay Calculation Parameters page, select **Compensate Employees**, **Manage Payroll Process**, **Process**, **Pay Calculation**, **Update/Display**.



For more information about pay calculation, see *Calculating Pay*.

Click **Run** to run this request. Process Scheduler runs the Pay Calculation process at user-defined intervals.



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

Your next steps depend on whether you owe the employee or the employee owes you.

If You Owe the Employee

If it turns out that you owe the employee money, the system produces a Calculated Check for the amount you owe. At that point you can complete the following steps:

1. Set up Pay Confirmation parameters and run the Pay Confirm program, which updates the employee's balances and assign a check number.
2. Print the check.

If the Employee Owes You

If the employee owes you money, the message in the Paysheet, Payroll Messages page will read (assuming no other errors):

The net pay calculated for this check is a negative amount.

The Message Data field toward the bottom of the page displays a negative amount, which is the amount the system has calculated the employee owes you. The system treats the situation as an error because it is designed to produce checks for positive or zero amounts. A negative paycheck amount does not compute.

If the employee is still employed at your company, you can get the money back by putting it in an arrears balance and having the system attempt to take it out of the next paycheck.

Step 6: Setting Up Codes for Processing Arrears

To collect an arrears balance from the employee's next paycheck, you must have set up an Adjustment Earnings Type code and an Adjustment Deduction code that the system uses to process adjustments of this type.

Here's how these codes work:

1. You enter the amount the employee owes as an Adjustments Earnings Type in the Other Earnings box on the Adjustment paysheet.
2. This Earnings Code links to the Adjustment Deduction from the Payback Deduction Code field on the Earnings Table 2 page.
3. When you run Pay Calculation, the system converts the earnings to a deduction, puts the amount the employee owes into an Arrears Balance, and attempts to take it out on the following payroll.



If you have already set up these earnings and deduction codes in your system, proceed to Step 7: Completing Arrears Processing.

Setting Up Adjustment Deduction Codes for Arrears Processing

When you give an employee Adjustment earnings, you need a special deduction code to link to the Adjustment Earnings Code to tell the system that you want to put the amount in arrears.

If you have not already done so, you can set up a generic Adjustment Deduction Code, such as PAYADJ. Alternatively, you can establish several such Deduction Codes, one for each adjustment arrears payback situation you're likely to encounter. For example, if you're adjusting checks that were calculated using the wrong taxing jurisdiction, you could set up a Tax Adjustment Deduction Code: TAXADJ.

To set up the Adjustment Deduction Code, you use the Deduction Table, the General Deduction Table, and the Benefit Program Table and/or the Company General Deductions table.

1. Setting Up the Deduction Table

Select Define Business Rules, Define Payroll Process, Setup 1, Deduction Table.

Define your Adjustment Deduction code. Then click the Process tab. On this page, select the Deduction Arrears Allowed check box and enter the appropriate general ledger expense and or liability accounts.

2. Setting up the General Deduction Table

Select Define Business Rules, Define Payroll Process, Setup 1, General Deduction Table.

If you use the generic PAYADJ code, the General Deduction Table defaults with the information needed in order to calculate the payback adjustment deduction.

If you choose to specify your own deduction for this purpose, you must define the code on the General Deduction Table with your own calculation routine and specifications.

3. Setting Up the Benefit Program Table

Once you set up your Adjustment Deduction Code, you need to add it to each one of your Benefit Programs. Select Define Business Rules, Define Base Benefits, Setup, Benefit Program Table, Plan Type and Option.

For each benefit plan, add a row and add your Adjustment Deduction Code in the Deduction CD column.

4. Setting Up the Company General Deductions Table

Once you set up your Adjustment Deduction Code, you need to add it to each one of your General Deductions tables. Select Define Business Rules, Define Payroll Process, Setup 1, Company General Deductions.

For each Company, add a row and enter your Adjustment Deduction Code in the Deduction Code column.



For more information about how to establish deductions, see Deduction Table – Setup Page.

Setting Up Adjustment Earnings Codes for Arrears Processing

An Adjustment Earnings Code is necessary to process check adjustments for which the employee owes the company money. Use a suitable code to designate this Earnings, such as ADJ. You enter this code on the Adjustment paysheet created in the Reversal/Adjustment process.

To set up the Adjustment Earnings Code, use the Earnings and the Earnings Program Tables.

Earnings Table General Page

Usage	An Adjustment Earnings Code is necessary to process check adjustments for which the employee owes the company money. Use the Earnings Table General page to set up Adjustment Earnings Codes.
Object Name	EARNINGS_TABLE1
Navigation	• Define Business Rules, Define Payroll Process (US), Setup 1, Earnings Table, General • Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, General
Prerequisites	None
Access Requirements	Enter an Earnings Code.

General Taxes Calculation Special Process

Earnings Code: ADJ

Earnings Information Find First 1 of 1 Last

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

*Description: Adjustments

Short Description: Adjust

*Allowable Employee Types: All

Payment Type

☒ Either Hours or Amount OK
☐ Both Hours and Amount OK
☐ Hours Only
☐ Amounts Only
☐ Unit/Override Rate
☐ Flat Amount

Effect on FLSA

☒ None
☐ Both Hours and Amount
☐ Hours Only ☐ Amounts Only

Eligible for Retro Pay

☐ Eligible for Retro Pay
☐ Used to Pay Retro

☐ Hours Distribution ☐ Administrative Stipend Flag

Earnings 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: **Effective Date, Status, Description, Short Description.**

Earnings Code The earnings code is displayed here.

Allowable Employee Types Select *All*, *Hourly*, or *Salaried*.

Payment Type

Select **Either Hours** or **Amount OK**.

Effect of FLSA

Set this field to **None**.

Retro Pay Processing

Options are **Eligible for Retro Pay** and **Used to Pay Retro**. Neither of these should be selected for adjustment earnings.

Earnings Table Taxes Page

Usage	Once you've set up the Adjustment Earnings Code, you need to identify the Payback Deduction Code and how to handle the adjustment earnings on the check. Use the Earnings Table Taxes page.
Object Name	EARNINGS_TABLE2
Navigation	Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, Taxes

	• Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, Taxes
Prerequisites	None
Access Requirements	Enter an Earnings Code.

Earnings Table - Taxes

Tabs: General | Taxes | Calculation | Special Process

Earnings Code: ADJ Adjustments

Earnings Information Find First 1 of 1 Last

Effective Date: 01/01/1980 Status: Active

Payback Deduction Code: KUPYAJ Payback Adjustment

Tax Method

U.S. / Canadian U.S. Only Canadian Only

☐ Annualized ☐ Supplemental ☐ Bonus
☐ Cumulative ☐ Commission
☒ Specified on Paysheet ☐ Lump Sum

U.S. Only

☐ Subject to FWT ☒ Withhold FWT
☐ Subject to FICA ☐ Subject to Regular Rate
☐ Subject to FUT
 Taxable Gross Component ID:
 Income Code (for 1042-S):

Earnings

☒ Add to Gross Pay
☒ Maintain Earnings Balances
☐ Subtract from this Draw
☐ Elig. for Shift Differential
☐ Hours Only (Reduce from Regular Pay)
☒ Subject to Garnishments

Canadian Only

☐ Subject to CIT ☐ Subject to QIT
☐ Subject to CPP ☐ Subject to QPP
☐ Subject EI Earn ☐ Subject EI Hrs
☐ Subject True T4 ☐ Subject True RL
☐ Subject to T4A ☐ Subject to RL-2
☐ Subject to Payroll Tax

Earnings Table - Taxes page

To use the payback arrears feature, set up Earnings Table Taxes to match this example.

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

Earnings Code

The earnings code is displayed here.

Payback Deduction Code

Enter a deduction code here to link to the earnings code. During pay calculation, the system creates an arrears balance for this deduction equal to the amount of the adjustment. On subsequent payrolls, where the employee is paid, the system attempts to deduct the overpayment from the employee's check until the entire amount has been collected.

Tax Method

Select **Specified on Paysheet**. The system selects the default values from the paysheet.

Earning Allocation

Add to Gross Pay

Select this option to offset the money the payee owes.

Maintain Earnings Balances

This checkbox is optional. Select it to maintain a balance of the earnings amount.

Eligible for Shift Differential

When adding an earning, this option is selected. It should not be selected for adjustment earnings.

Subject to Garnishments

When adding an earning, this option is selected. It should not be selected for adjustment earnings.



In the **U.S.** and **Canadian** group boxes, clear all Subject to check boxes. This is very important, because this Earnings Code should not add to any taxable gross fields.

The remaining fields on the Earnings Table do not affect check adjustment processing.



For more information about how to establish deductions, see Deduction Table – Setup Page.

Step 7: Completing Arrears Processing

When all necessary earnings and deduction codes are set up in your system, you can complete the Paycheck Adjustment.

1. On the Adjustment line of the paysheet (see Step 4 above) enter the arrears amount as Other Earnings, using the Earnings Code you set up for arrears adjustments. Save the paysheet.
2. Set up off-cycle Pay Calculation parameters and run Pay Calculation.
3. Set up off-cycle Pay Confirmation parameters and run Pay Confirmation.
4. View results on the Paycheck Data pages.
5. Arrears are deducted in the next pay cycle.

Creating a Paysheet Entry

To produce an on-demand check, select Compensate Employees, Manage Payroll Process, Use, Paysheet, Paysheet, Add. (Alternatively, you might specify Update/Display for an existing set of paysheets and insert a new payline on an existing page.) You'll be prompted for the paysheet criteria.

Adding a Paysheet Page for an On-Demand Check

The **Pay Period End Date** should reflect an open pay calendar period associated with the earnings for the on-demand check. The dates on the calendar control the payroll deductions to be activated.

If you're producing on-demand checks as part of your normal on-cycle payroll process, do not select **Off-Cycle?**. If you're producing on-demand checks separately in an off-cycle payroll process, select **Off-Cycle?**.

The **Page #** can be any page that is not already assigned to an existing set of paysheets. We recommend you use a unique number, so that you can easily identify the on-demand check or checks.



For more information about Paysheets, including examples of the Paysheet pages, see the Working with Paysheets.

Running Pay Calculation

Once you complete the Paysheet entries for your on-demand checks, your next step is to run Pay Calculation.

You can view the effects of the Pay Calculation process on paycheck earnings, deductions, and taxes from the Paycheck Data pages located in the Maintain Payroll Data and Manage Payroll Process windows.



For more information about Pay Calculation, see the Calculating Pay section of this PeopleBook.

Setting Up and Running Pay Confirmation

Once you're confident that your on-demand checks have been recorded correctly, you're ready to perform Pay Confirmation. During this process, the system updates all balances for earnings,

deductions, and taxes, based on the Balance ID information in the pay calendar, and assigns check numbers.



To view confirmed information, use the Paycheck Data pages.



For more information about running Pay Confirmation, see the USF Setting Up and Processing Agency Interfaces section of this PeopleBook.

Performing Check Reconciliation

PeopleSoft Payroll comes with two SQR programs that, together, enable you to reconcile checks. You can see which paychecks employees have cashed and which are outstanding. You're alerted to checks the bank cashed for an amount other than the amount that your records show.

To reconcile checks:

1. From your bank, get a file on magnetic media showing cashed payroll checks and copy it to C:\TEMP\BANKFILE.TRN.
2. Run the SQR PAY015A.
3. Run the SQR PAY015B.
4. Review the reports generated by the SQRs.

These steps are further explained in the following sections.

Understanding the Bank File

To take advantage of the check reconciliation feature, you need to get a magnetic media file from your bank showing which payroll checks they've cashed.

PeopleSoft Payroll accepts bank files in the following format:

Bank File	Number of positions
Transit#	9 positions
Account#	8 positions
Check#	7 positions; numeric

Net Pay	10 positions; numeric; implied decimal point

You can easily adapt the sample PeopleSoft SQR programs to accommodate a Bank File with a different format. The SQR *must* match the record layout of the of the Bank File.

PeopleSoft Payroll reads this Bank File and attempts to reconcile each check against the check information in your payroll database. In addition, the system verifies its own file of unprocessed manual checks to see if they've been entered into the system since the last time you ran the check reconciliation process.

The two check reconciliation SQR programs are called PAY015A and PAY015B.

Identifying Checks with PAY015A

This program puts cashed checks, reversed checks, and outstanding checks in a temporary Check Reconciliation File on the database.

The system assumes that checks for which no match is found on the database are unprocessed manual checks, that is, cashed manual checks that haven't yet been entered into the system. The program places these in an Unprocessed Manual Checks File.

The Error Listing Report produced by PAY015A shows checks with the wrong net amount, checks flagged as already having been cashed, and checks flagged as having been reversed.

In short, PAY015A does most of the work, identifying all system-produced and manual checks processed for a given Pay Run ID, attempting to match these checks with the Bank File, and writing entries for each check into a temporary Check Reconciliation File. PAY015A also produces an Error Listing report about checks on which your records and the bank's don't agree.

Producing Check Reconciliation Reports with PAY015B

After you run PAY015A, you run PAY015B to produce a Check Reconciliation Report listing the entries in the Check Reconciliation File produced by PAY015A. The report is divided into sections:

- Issued Checks (Computer)
- Checks Reconciled From Bank Checks File
- Outstanding Checks
- Unprocessed Manual Checks



For more information about these SQRs, see Overview of Payroll for North America Reports.

Check Reconciliation in Action

Let's say your last payroll run contained six checks, which are on the database in the Paycheck File.

Paycheck Files (PS_Pay_Check)

Check #	Date	Amount	Remarks
1	12/31/95	\$100	Normal
2	12/31/95	\$150	Normal
3	12/31/95	\$175	Normal
4	12/31/95	\$200	Normal
5	12/31/95	\$250	Reversed
99	12/25/99	\$125	Manual

Checks 1-4 are normal on-cycle paychecks. Number 5 is a check that's been reversed. Check 99 is a manual check that you wrote earlier in the month and decided to process with your on-cycle end-of-month payroll. You've handed these checks (except #5) out to employees, some of whom have cashed them.

You subsequently receive the Bank File from your bank listing cashed checks drawn against your payroll account.

Bank File

Check #	Date	Amount	
1	12/31/95	\$100	
2	12/31/95	\$150	
3	12/31/95	\$145	
101	12/31/95	\$200	

Meanwhile, your Unprocessed Manual Check File contains one item.

Unprocessed Manual Check File (PS_Pay_Check_Due)

Check #	Date	Amount	
99	12/15/95	\$125	

The last time you ran Check Reconciliation, check #99 was listed in the Bank File, but not in your Paycheck File. The program consequently put it into the Unprocessed Manual Check File.

With this information, you're ready to run the SQRs.



Procedures for running these programs might vary, depending on your database platform environment. If in doubt, ask your systems administrator for detailed instructions.

PAY015A produces an Error Report flagging Check #3, because the amount is different.

Error Report (from PAY015A)

Check #	Date	Amount	
3	12/31/95	\$145	

When you print the Check Reconciliation Report with PAY015B, you see that three checks have been cashed, one is outstanding, and one is a reversed check.

Check Reconciliation Files (form Pay015B)

Check #	Date	Amount	
1	12/31/95	\$100	Cashed
2	12/31/95	\$150	Cashed
4	12/31/95	\$200	Outstanding
5	12/31/95	\$250	Reversed
99	12/15/95	\$125	Cashed

Unprocessed Manual Check Files (PS_Pay_Check_Due)

Check #	Date	Amount	
101	12/15/95	\$200	

You end up with five reconciled checks, one error, and one check in the Unprocessed Manual Check File. Here's a summary:

Checks #1 and #2 are put in the Check Reconciliation File, because their Bank File entries match their Paycheck File entries.

Check #3 doesn't match on the Bank File and Paycheck File; the amounts were different, so this check gets put on the Error Listing.

Check #4 in the Paycheck File isn't listed on the Bank File, so presumably the employee hasn't cashed it yet. It goes in the Check Reconciliation File as an outstanding check.

Check #5 is a reversed check that never made it to the bank; the system places it into the Check Reconciliation File as a reversed check.

Check #99, which had been sitting in the Unprocessed Manual Check file, is put in the Check Reconciliation File, because it matches Check #99 in the Paycheck File.

Check #101, the one check in the Bank File that isn't in the Paycheck File, gets put in the Unprocessed Manual Check File. When you enter it into PeopleSoft Payroll, it's reconciled against the Paycheck File.

Reprinting Checks

From time to time you might need to reprint one or more checks. Your printer might damage a few; or your novice payroll clerk might spill espresso on a stack. The Check Reprint program simply reassigns the check numbers allocated during the Pay Confirmation process so that you may reprint them if necessary.

Let's say you've confirmed a payroll run and are trying to print a run of 25 checks numbered 100082—100106. The printer prints the first three checks, destroys the next five, and then shuts down. Here are the results of your initial print run:

100082	Printed OK
100083	Printed OK
100084	Printed OK
100085	Destroyed
100086	Destroyed
100087	Destroyed
100088	Destroyed
100089	Destroyed
100090	Not yet printed
100091	Not yet printed
100092	Not yet printed
100093	Not yet printed
100094	Not yet printed
100095	Not yet printed
100096	Not yet printed
100097	Not yet printed
100098	Not yet printed
100099	Not yet printed
100100	Not yet printed
100101	Not yet printed
100102	Not yet printed

100103	Not yet printed
100104	Not yet printed
100105	Not yet printed
100106	Not yet printed



For more information about processing checks, see the Processing Online Checks topic in this section.

Paycheck Reprint Page

Usage	Use the Paycheck Reprint page to set the check ranges when you need to reprint checks.
Object Name	RUNCTL_PAY_REPRINT
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Paycheck Reprint • Compensate Employees, Manage Payroll Process (CAN), Process, Paycheque Reprint • Compensate Employees, Manage Payroll Process (USF), Process, Paycheck Reprint
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Paycheck Reprint

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

Process Request Parameter(s)

*Form ID: LCHCK Check

Form Alignment Count:

Reprint Range

First Check#:

Last Check# in Reprint Range:

Paycheck Issue Date:

Paycheck Reprint page

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

Form ID	Enter the Form ID for the type of form you want reprinted, in this case, CHECK .
Form Alignment Count	Indicate how many checks you need for manually aligning the check forms in your printer in the Form Alignment Count field. These check numbers are inserted into the Dead Paychecks File.
Reprint Range	Enter the First Check and Last Check # in Reprint Range of the checks you're reprinting.
Paycheck(s) Issue Date	This should be the same as the date on your original check run. If you need to reprint checks from different dates, you need to run the Paycheck Reprint process separately for each different date.

Running the Paycheck Reprint Process

Click **Run** to run this request. Process Scheduler runs the Paycheck Reprint Process at user-defined intervals.



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

Viewing Dead Paychecks

The Reprint program moves the ruined checks into the Dead Paycheck File. You can view the results online by selecting Compensate Employees, Manage Payroll Process, Inquire, Dead Paychecks.

Update/Display - Dead Paychecks page

When we ran Reprint, the system replaced checks 100085–100106 with checks 100093–100114. If you select #100085 by double-clicking it, you see that the Reason for Dead Check is that the system has reprinted it.

The system also produces another species of dead paycheck: Check Number Skipped. In our scenario, three additional checks have been placed in the Dead Paycheck File: 100090–100092. These were the three check numbers used in setting up our run control, when we elected to use three checks for Form Alignment. You can view these also in the Dead Paychecks file.

Rerunning Check Print

Usage	After running the Reprint process, you may reprint your checks as you normally print checks, by running the Payroll Check Print SQR, PAY003. When you set up your run control, enter a Starting Check/Advice Number on the Run Parameters page.
Object Name	RUNCTL_CHK_ADV1
Navigation	Compensate Employees, Manage Payroll Process (US), Report 1, Check Print Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Check Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Check Print

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

Report Request Parameter(s)

On-Cycle Run or Off-Cycle Pay Calendar

Pay Run ID:

Company: GBI

Pay Group: Cdn Weekly

Pay End Date:

Process Page: Thru:

Payroll Cycle

☐ On-Cycle ☒ Off-Cycle ☐ Both

Starting Check/Advice Number: Thru:

Message:

Check Print page



For more information about the Check Print - Run Parameters page, see Check Print Page earlier in this chapter.

Entering a Starting Check/Advice Number

In our example, you'd type in 100085, because that's where you want the system to start reassigning check numbers.



You also need to reset the check number in the Form Table to the number of the first undamaged check form.

This may be getting a little confusing, so let's look at the way the system handles check numbers in the Paycheck Reprint process. You can compare your original and after-reprint Payroll Check Registers to extract this same information, but let's look at the situation from a different viewpoint. Here are the results of running Reprint Batch Process and Reprinting Checks.

<i>After Confirmation and first print run</i>		<i>After running Reprint job and second print run</i>	
Check No.	Check status	Check No.	Check status
100082	Printed OK	100082	Already printed
100083	Printed OK	100083	Already printed
100084	Printed OK	100084	Already printed
100085	Destroyed	100093	Dead
100086	Destroyed	100094	Dead
100087	Destroyed	100095	Dead
100088	Destroyed	100096	Dead
100089	Destroyed	100097	Dead
100090	Not yet printed	100098	Printed OK (<i>Restart printing here</i>)
100091	Not yet printed	100099	Printed OK
100092	Not yet printed	100100	Printed OK
100093	Not yet printed	100101	Printed OK

100094	Not yet printed	100102	Printed OK
100095	Not yet printed	100103	Printed OK
100096	Not yet printed	100104	Printed OK
100097	Not yet printed	100105	Printed OK
100098	Not yet printed	100106	Printed OK
100099	Not yet printed	100107	Printed OK
100100	Not yet printed	100108	Printed OK
100101	Not yet printed	100109	Printed OK
100102	Not yet printed	100110	Printed OK
100103	Not yet printed	100111	Printed OK
100104	Not yet printed	100112	Printed OK
100105	Not yet printed	100113	Printed OK
100106	Not yet printed	100114	Printed OK
		100090	Dead—Used for Form Alignment
		100091	Dead—Used for Form Alignment
		100092	Dead—Used for Form Alignment

This chart shows that the initial print run left checks 100082–100084 printed, checks 100085–100089 destroyed, and checks 100090–100106 unprinted. We then set up a Paycheck Reprint run control, ran the Reprint process, and printed replacements for the destroyed checks, as well as the checks that hadn't yet been printed.

When you ran the Reprint process, the system put the destroyed checks into the Dead Paycheck file. It then continued with the next number, 100090, and assigned numbers through to number 100114. At that point the system took the next available numbers, 100090–100092, and used them for the three form alignment checks we had specified; these were also pronounced dead and put into the Dead Paycheck file. Finally, the system started with the next available number, 100093, and assigned replacement numbers for the five checks that had been destroyed in the initial print run, as well as the checks that had not yet been printed.

CAN Rerunning Cheque Print

Usage	After running the Reprint process, you may reprint your checks as you normally print checks, by running the Payroll Cheque Print SQR, PAY003CN. When you set up your run control, enter a Starting Cheque/Advice Number on the Run Parameters page.
Object Name	RUNCTL_CHK_ADV
Navigation	Compensate Employees, Manage Payroll Process (CAN), Report 1, Cheque Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.



All fields on this page have the same functionality as the fields on the Check Print Page.

Viewing Reprinted Checks

Usage	Use the Paycheck Earnings page to view reprinted checks.
Object Name	PAY_CHECK_E
Navigation	• Compensate Employees, Manage Payroll Process (US), Inquire, Paycheck Data, Paycheck Earnings • Compensate Employees, Manage Payroll Process (CAN), Inquire, Paycheck Data, Paycheck Earnings • Compensate Employees, Manage Payroll Process (USF), Inquire, Paycheck Data, Paycheck Earnings
Prerequisites	None
Access Requirements	Enter a Company, Pay Group, Pay Period End Date, Off-Cycle status, Page #, Line #, Separate Check #, Paycheck Number, EmplID, Name.

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions	
Company:	ACC	Pay Group:	PAB	Pay Period End:	07/15/1999
EmplID:	PA008	Name:	Silverstein, Jacob	Page:	1
Confirmed	Check	☐ Off Cycle ?	☐ Reprint	☐ Adjustment	Sep Chk #:
Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
83	07/15/1999	673.08	166.45	0.00	506.63
Earnings Find View All First 1 of 1 Last					
Begin-End Dates	Empl Rcd#	Ben Rcd#	Add #	Reason	Additional Data
07/02/1999 07/15/1999	0	0		Not Specified	
Rate Code	Hours	Earnings	Hourly Rate:	8.413462	
Regular:			FLSA Rate:		
Overtime:			Shift/Rate:	N /	
Reg Earnings:	72.00	605.77	State:	NY	
Rate Used:	Hourly Rate		Locality:	P0001 NEW YORK	
Other Earnings Find View All First 1 of 1 Last					
Code	Description	Rate Code	Hours	Comp Rate Used	Amount + T R
HOL	Holiday		8.00	8.413462	67.31 H
Special Accumulator(s)					

Paycheck Earnings page



The system selects the Reprint check box to indicate that the check was issued as a replacement.

Processing Gross-Ups

With the Gross-Up Process you can create a check for an exact net amount, including zero net amounts, and have the system calculate the taxes and subsequent gross pay.

Gross-ups are processed along with all other Paysheet transactions during on-cycle, off-cycle, or online check runs. If, during a normal on-cycle payroll run, you're processing a gross-up for an employee in addition to the regular check, you must create an additional check for the gross-up. All earnings included in the gross-up must be on a separate check; you can't combine a gross-up with an ordinary check that's calculated gross-to-net.

Net Pay Gross-Ups

For example, you might want to give an employee a bonus of \$500 net pay. The system would gross up from the net of \$500 by determining which tax method is specified for the earnings and calculating the gross based on the tax variables.

In a gross-up you are indicating, in effect, that the company is paying all employer and employee taxes. That is, the employee is getting an actual net bonus of \$500, as opposed to \$500 minus taxes.

Zero Net Gross-Ups

For example, you might award a vacation cruise worth \$1,500 to the employee of the year. The \$1,500 would be added to the employee's taxable wage base, but you would not want the employee to pay the taxes incurred on this additional income. You could do a zero net gross up that calculates the taxes on the \$1,500 and the additional gross incurred by the employee as a result of the company paying the taxes.

Selecting Processing Options

With gross-ups, you have a number of processing options with regard to taxes and deductions:

- You may use any Earnings Code you need. It may be Regular, Bonus, Gifts, or any special Earnings Code you've set up.
- Any Tax Method can be selected.

The default tax method is usually Annualized. (The Earnings Code itself may determine the tax method.) If you choose either Annualized or Cumulative, the system uses the employee's federal and state marital status and number of exemptions. If you choose the Supplemental tax method, the system ignores the employee's filing status and uses the supplemental rates in the Federal/State Tax Tables.

- You may specify the exact Tax Period for the gross-up.
- The system takes Deductions automatically, unless you override them on the Paysheet One-Time Deduction Page.

These deductions *will* reduce the net pay.

- The system may not be able to calculate Additional Tax Amounts or Percents.

When calculating gross-ups, the calculation program may go through several iterations to arrive at the requested net. If, after a number of attempts, the gross-up cannot be calculated, you receive an error message. To correct this situation, you should clear the Additional Tax Amounts or Percents on the Employee Tax Data pages.



You may not override a tax amount using the Paysheet/Payline One-Time Tax Override Pages. You may, however, stop a particular tax from being applied.

Running a Gross-Up

Let's say you want to give an employee a \$500 bonus for exceptional performance. We'll assume you'll be creating a gross-up check during an off-cycle run, and that the bonus is to be calculated with the Supplemental tax method.

First you want to add a Paysheet page. Select **Compensate Employees, Manage Payroll Process, Use, Paysheet, Add** and fill out the page.

When the blank Paysheet appears, enter the Employee ID and move out of the field. The system transmits information to various fields.

Example 1: Net Pay Gross-Up

This is an example of a Paysheet page for a net pay gross-up.

The screenshot displays the 'Paysheet' page with tabs for 'One-Time Deductions', 'One-Time Garnishment', 'One-Time Taxes', and 'Page Balances'. The 'Paysheet Details' section shows Line 1 for Employee L00028 (Reise, Janet) with a Gross-Up checkbox. The 'Earnings' section has 'OK to Pay' checked and shows a Regular Salary of 20.769231. The 'Other Earnings' section lists a Bonus (BNS) with an Amount of \$500.00.

Net-Pay Gross-Up Paysheet page

Select **Gross-Up**.

Next, determine the Earnings Code to be used to gross up. This may be Regular, in which case you use the **Earnings** group box. On the other hand, you may have created a specific Earnings Code for these situations, in which case you use the **Other Earnings** group box.

Let's say you want to use an **Other Earnings Cd** of **BNS** (Bonus). Enter this code, then enter the net pay **Amount**.

To enter the **Tax Periods**, **Pay Frequency**, and **Tax Method** you want to use, click **Addl Data**.

If you're ready to pay the employee, select **OK to Pay**.



Note on Canadian Gross-Up Processing. The gross-up process for Canada only considers legislated deductions (both employee and employer contributions) when determining gross pay. Non-statutory deductions (both employee and employer contributions) are deducted from the desired net pay unless Deductions Taken is set to None.

Example 2: Zero Net Gross-Up

This is an example of a Paysheet page for a zero net gross-up.

The screenshot displays the 'Paysheet' window with tabs for One-Time Deductions, One-Time Garnishment, One-Time Taxes, and Page Balances. The 'Paysheet Details' section shows the following information:

- Company: DC, Pay Group: LBH, Pay Period End Date: 01/02/1999, Page: 1
- Line 1: ID L00028, Empl Rcd# 0, Ben Rcd# 0, Name Reise, Janet
- Manual Check: ☐
- Check #: , Check Date: , Total Gross: , Net Pay:
- No Message

The 'Earnings' section includes the following fields and values:

- OK to Pay: ☒ Override Hourly Rate: ☐ No Direct Deposit: ☐ Gross-Up: ☒ TL Records: ☐
- Reg Rt Cd: , Reg Hrs: 40.00, OT Rt Cd: , OT Hrs: , Hourly Rate: 20.769231, Regular Salary:
- Earnings Begin/End Dates: 12/20/1998 to 01/02/1999, Shift: N/A, State: DC, Locality:
- Additional Data: [Additional Data](#)

The 'Other Earnings' section shows a table with the following data:

*Code	Seq #	Rate Code	Hours	Rate	Amount
NCA					1500.00

Zero Net Gross-Up Paysheet page

Select **Gross-Up**.

Next, determine the Earnings Code to be used to gross up. This must be an Earnings Code that does not add to gross. You may have created a specific Earnings Code for these situations, in which case you'd use the **Other Earnings** group box.

Let's say you want to use an Other Earnings Code of **NCA** (Non-Cash Award). Enter this code, then enter \$1,500 in the **Amount** field of the **Other Earnings** box.

Click the **Addl Data** button to display a page where you can select the appropriate Tax Method—in this example, Supplemental—and Pay Frequency—Monthly.

If you're ready to pay the employee, select **OK to Pay**.

Overriding Taxes for a Gross-Up

Determine what taxes you want grossed up. By default, the system attempts to take all taxes normally associated with the employee. Remember, you may only indicate what taxes not to take. You cannot indicate an override amount, additional amount, or refund amount.



For more information about One-Time Tax Overrides, see the Working with Paysheets section of this PeopleBook.

Overriding Deductions for a Gross-Up

Remember, the system takes deductions automatically from a grossed-up check unless you override them. So you must determine whether you want deductions taken from net pay. If you don't want any deductions taken, go to the Paysheet One-Time Deductions page and select None for Deductions Taken.



For more information about One-Time Deduction Overrides, see the Working with Paysheets section of this PeopleBook.

Once you've specified taxes and deductions, you can run Pay Calculation and Pay Confirmation in the normal fashion.



For more information about these steps, see the Calculating Pay and USF Setting Up and Processing Agency Interfaces sections of this PeopleBook. You might also find it helpful to review Processing Checks Off-Cycle.

Viewing Results of a Gross-Up

To review Paycheck results, including Gross-Up results, select Compensate Employees, Manage Payroll Process, Inquire.



For more information and an example of the Paycheck Earnings and Paycheck Taxes inquiry pages, see the Calculating Pay section of this PeopleBook.

CHAPTER 27

Working With Tipped Employees

The PeopleSoft Payroll for North America product is equipped to work with both tipped and non-tipped employees, using U.S. rules and regulations. The system accommodates the differences between the two types of employees, as well as processes and reports information, according to their own specified regulations. The system can handle tip credits, allocations, and adjustments, as needed. In addition, the system maintains balances that are specific to tipped employees for W-2 tax reporting purposes.

Setting Up Your Payroll System for Tipped Employees

Specific pages must be set up so that your payroll system can accommodate your tipped employees. Most of the pages have already been documented, but they will be shown again, for illustration purposes. If you have additional questions regarding the pages, see the section of this PeopleBook that describes them in more detail.

Setting Up the Company Table for Tipped Employees

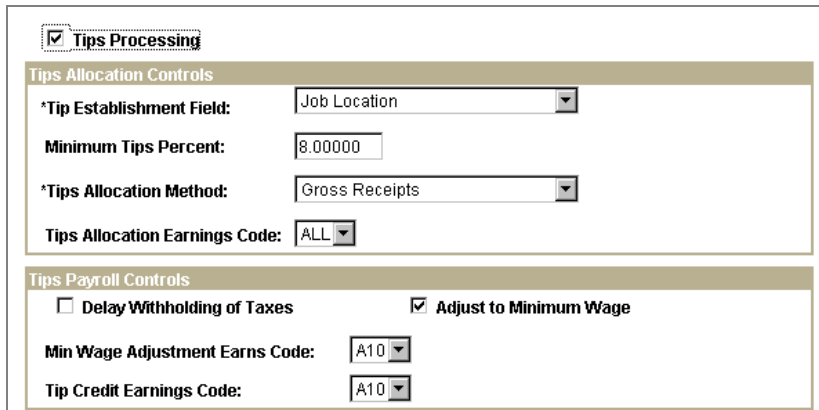
Default Settings		View All	First	1 of 1	Last
Effective Date:	01/01/1990	Status:	Active		
Description:	State of Accord				
Pay Group:	PAM	Accord Monthly			
Default Earnings Program:	PRG	E&G Non-Contract			
Points Value:					
Currency Code:	USD				
*Lines on Paysheet:	15	Terminated Employees- Payroll Activity Days:	30		
Belgium					
Canada					
Switzerland					
Germany					
Spain					
France					
United Kingdom					
Italy					
Netherlands					
USA					
Federal Tax Deduction Priority:	100	☐ Single Chk for Multiple Jobs			
State Tax Deductn Priority:	110	☒ Pay Taxes through AP			
EEO Company Code:					
Tips Processing Liability/Expense Acct Codes FICA/Tax Details					

Setting up the Company Table for Tipped Employees

For companies that have employees who receive tips, tips processing is initially established at the company level, as follows:

Select the **Tips Processing** link to access the Tips Processing page. This is required for the system to account for tipped employees throughout the payroll process.

Setting up the Tips Processing page



The screenshot shows the 'Tips Processing' page. At the top, there is a checkbox labeled 'Tips Processing' which is checked. Below this, there are two main sections: 'Tips Allocation Controls' and 'Tips Payroll Controls'.

Tips Allocation Controls:

- *Tip Establishment Field: Job Location (dropdown menu)
- Minimum Tips Percent: 8.00000 (text input)
- *Tips Allocation Method: Gross Receipts (dropdown menu)
- Tips Allocation Earnings Code: ALL (dropdown menu)

Tips Payroll Controls:

- ☐ Delay Withholding of Taxes
- ☒ Adjust to Minimum Wage
- Min Wage Adjustment Earns Code: A10 (dropdown menu)
- Tip Credit Earnings Code: A10 (dropdown menu)

Setting up the Tips Processing Page

- Select field values for the following required fields: Tip Establishment Field, Minimum Tips Percent, Tips Allocation Method, and Tips Allocation Earnings Code. The Tip Establishment Field and the Tips Allocation Earnings Code field values will permanently default into the Tip Establishment Table; they cannot be overridden. The field values for Minimum Tips Percent and Tips Allocation Method will default into the Tip Establishment Table, where it can be overridden.



The Minimum Tips Percent value is based on federal and state regulations.

- Set up the fields in the **Tips Payroll Controls** group box. You can select values for the following fields: **Delay Withholding of Taxes**, **Adjust to Minimum Wage**, **Min Wage Adjustment Earns Code** (minimum wage adjustment earnings code), and **Tip Credit Earnings Code**. Each of these values will default into the Pay Group Table, where it can be overridden. If you select the **Delay Withholding of Taxes** check box, the system will delay withholding federal and state taxes for each earning that is indicated for tax withholding on the Federal/State Tax Table. Unless the company has a special agreement with the IRS, the **Adjust to Minimum Wage** check box should be selected. This will ensure that tipped employees who need a tip adjustment will receive it, to bring them up to the minimum wage.



For more information about Tip Allocation methods, see Tip Allocation Methods. For more information about the Tip Allocation/Payroll pages in the Company Table, see Tips Processing Page.

Setting Up the Pay Group Table for Tipped Employees

Report Parameters Bank/Tip Info Time and Labor

Company: DC Department of Communications

Pay Group: LBS Biweekly Salary Payroll

Pay Group Information Find First 1 of 1 Last

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

Delay Withholding of Taxes

☐ Delay Withholding of Taxes ☒ Adjust to Minimum Wage

Min Wage Adjustment Earns Code:

Tip Credit Earns Code:

Source Bank ID: State Bank

Min Net Pay / *Max Net Pay: /

Pages 1 - 3 Pages 4 - 6 Pages 7 - 9

[Report Parameters](#) | [Bank/Tip Info](#) | [Time and Labor](#)

Setting Up the Pay Group Table 8 page

- Select the earnings codes for the **Min Wage Adjustment Earns Code** and **Tip Credit Earnings Code** fields. The Company Table values default here; however, if you select different values, those values will override the Company Table setup.



For more information about setting up tips on the Pay Group Table, see Pay Group Table – Bank/Tip Info Page.

Setting Up the Federal and State Tax Table for Tipped Employees

These tables are maintained by PeopleSoft.



For more information about federal and state tax tables, see Federal/State Tax Table - General Page.

Setting Up the Tip Establishments Table for Tipped Employees

Usage	Use the Tip Establishment page to set up tip establishment parameters for allocating employee tips.

Object Name	TIPS_ESTAB_TBL
Navigation	Home, Define Business Rules, Define Tips Allocation, Setup, Tip Establishment
Prerequisites	The Tip Establishment field must be defined on the Company Table before you enter information on this page.
Access Requirements	Enter a Company and Business Unit.

Tip Establishment

Company: ACC State of Accord

Business Unit: EGVBU Educ & Govt/State

Default SetID: SHARE

Tips Establishment Find | View All First 1 of 1 Last

*Effective Date: 08/29/2000 *Status: A Active

Tips Establishment Detail Find | View All First 1 of 1 Last

Tips Establishment ID	Minimum Tips Percent	Tips Allocation Method
PACB	8.00000	Gross Receipts

Description

Setting Up the Tip Establishment Table page

Company	The company you specified in the entry page displays here.
Business Unit	The business unit you specified in the entry page displays here.
Default SetID	The default SetID displays here.
Effective Date	Enter an effective date for the tip establishment.
Status	Valid values are <i>A</i> (active) and <i>I</i> (inactive).
Tip Establishment ID	Select a tip establishment ID. You must set up information for each tip establishment.
Minimum Tips Percent	Enter a minimum tips percent to allocate tips when employees report total tips less than a set minimum percent of total sales. The default value comes from the Company Table setup, but they can be overridden here, if necessary.

Tips Allocation Method

Select a tip allocation method. Valid values are **Gross Receipts**, **Hours Worked**, and **Good Faith (Custom)**. The default is **Gross Receipts**. The default value comes from the Company Table setup, but they can be overridden here, if necessary.

For more information about tip allocation methods, see Tip Allocation Methods.

Description

You can enter a text description of each tip establishment ID you set up.



For more information about setting up the tips processing, see the Tips Processing Page.

Setting Up Earnings Codes for Tipped Employees

Before you set up earnings codes, you need to understand how reported tips, tip credit, and minimum wage adjustments are related.

How Reported Tips, Tip Credit, and Minimum Wage Adjustments Are Related

Allocated tips are the total amount of tips that the federal or state regulation believes that an establishment should make in a particular period.

According to the Department of Labor, tipped employees can be paid at a rate that is less than the federal minimum wage. A below-minimum rate is permitted because a portion of the employee's tip income can be applied to offset the remainder of the federal minimum wage. This special reduction in paid wages for a tipped employee is called the *tip credit*. Tip credit is defined as the remainder of the statutory minimum wage that an employee should make through tips. The system calculates the tip credit as follows:

Tip Credit = (Statutory Minimum Wage Pay) - (Regular Rate of Pay from Employer * Hours Worked)

Each state has a law that accepts or rejects tip credit as a component of the statutory minimum wage. For states that accept tip credit, the tip credit is calculated using the higher of the federal or state minimum wage. The law (federal or state) that pays the employee the highest minimum wage is the law that must be followed. In this section, references to *statutory minimum wage* refer to the higher of the two minimum wages.

The employer can choose the minimum hourly rate to enter on an employee's job data record, provided that the rate does not go below the regulation requirement. The system then determines what portion of the tips reported for an employee constitute the tip credit for the particular pay

period. The tip credit, in addition to the pay received from the employer, should bring the employee up to the statutory minimum wage pay.



It is the employer's responsibility to know whether the state offers tip credit as an option; some states do not accept tip credit as a component of the statutory minimum wage.

If the employee does not make enough in tips to cover the remainder of the statutory minimum wage, a minimum wage adjustment will be necessary. *Minimum wage adjustment* is defined as the amount that the employer must contribute, to ensure that the employee makes at least the minimum wage. The system calculates the minimum wage adjustment as follows:

Minimum Wage Adjustment = (Statutory Minimum Wage Pay) – (Employer Paid Wages + Tips)

You must set up earnings codes for Tips Reported, Allocated Tips, Tip Credit, and Minimum Wage Adjustment. There are three pages that will be used to set up each earnings code: General, Tax and Calculation pages.

Earnings Table - General Page Setup

For each tip category, you can set up the general information as follows. However, this is only a recommendation. Depending on the company, you may need to change some selections. For more information about field descriptions, see the table below the following page.

The screenshot displays the 'General' tab of the Earnings Code setup page. The 'Earnings Code' is set to 'ALL'. The 'Effective Date' is '01/01/1980' and the 'Status' is 'Active'. The 'Description' is 'Allocated Tips' and the 'Short Description' is 'Alloc Tips'. The 'Allowable Employee Types' are set to 'All'. Under 'Payment Type', 'Amounts Only' is selected. Under 'Effect on FLSA', 'None' is selected. Under 'Eligible for Retro Pay', both 'Eligible for Retro Pay' and 'Used to Pay Retro' are unchecked. There are also checkboxes for 'Hours Distribution' and 'Administrative Stipend Flag' at the bottom.

Setting up General page for Tipped Employees

The table below suggests field values that you might select to set up each tip category.

<i>Description</i>	<i>Payment Type</i>	<i>Effect on FLSA?</i>	<i>Eligible for Retroactive Pay</i>
Allocated Tips	Amounts only	None	Not applicable

Tip Credit	Amounts only	None	Not applicable
Minimum Wage Adjustment	Amounts only	Amounts only	*Selection depends on company policy.
Reported Tips	Amounts only	None	Not applicable



For more information about the General page of the Earnings Table, see Earnings Table – General Page.

Earnings Table - Taxes Page Setup

According to federal law, tips of more than \$20 a month are subject to FIT, OASDI, Medicare and FUTA withholding. Employers do not have to wait until the employee receives \$20 in tips before withholding taxes. The system is flexible enough to withhold taxes before or after the employee's receipt of the \$20.

Employers must pay their portions of OASDI and Medicare taxes even if the employee does not have enough earnings to cover the employee's share. If the employee cannot pay the OASDI and the Medicare taxes owed, the uncollected amount will be calculated by the W-2 process and reported in box 13 on the employee's Form W-2. The uncollected amount for each tax will be reported separately.

If the employee does not have sufficient net pay to withhold the total tax amounts, the taxes will be withheld in a specific order. The system calculates taxes on earnings and tips separately. First, the system withholds taxes on earnings; then, if there is enough pay available, it withholds taxes on the tips.

Some states consider tips as earnings for SIT (state income tax) and SUI (state unemployment insurance) taxes and some do not. Some follow the federal \$20 a month rule and some do not. Other state taxes such as SDI, OFLT, HCSF, WFDP, and Workers' Compensation may or may not include tips in the gross that is used to calculate the tax. The taxation of tips for all states is on the Federal/State Tax tables that are maintained by PeopleSoft.

As for localities, tips are usually considered wages if the state considers tips as wages for income tax purposes.

For each tip category, you can set up the tax information as follows. However, this is only a recommendation. Depending on the company, you may need to change some selections. For more information about field descriptions, see the table below the following page.

Setting up the Taxes page for Tipped Employees

The table below suggests field values that you might select to set up each tip category.

<i>Description</i>	<i>Tax Method</i>	<i>Earnings</i>	<i>U.S. Only</i>
Allocated Tips	Specified on Paysheet	Maintain Earnings Balances	* Not subject to withholding, therefore, leave everything blank*
Tip Credit	Specified on Paysheet	Maintain Earnings Balances	* Not taxed;, therefore, leave everything blank
Minimum Wage Adjustment	Specified on Paysheet	* Add to Gross Pay * Maintain Earnings Balances * Depending on company's discretion, this can be subject to garnishments	* Subject to all taxes
Reported Tips	Supplemental	* Maintain Earnings Balances	* Subject to all taxes * Taxable Gross Component ID = TIP*

* Companies do not have to withhold taxes on Allocated Tips; however, the employee will eventually pay taxes on them.

* Selecting TIP ensures that tips are taxed according to each state's tax regulations.



For more information about the Taxes page of the Earnings Table, see Earnings Table – Taxes Page.

Earnings Table - Calculation Page Setup

For each tip category, you can set up the tax calculation as follows. However, this is only a recommendation. Depending on the company, you may need to change some selections. For more information about field descriptions, see the table following the page below.

Setting up the Calculation page for Tipped Employees

The table below suggests field values that you might select to set up each tip category.

Description	Tips Category
Allocated Tips	Tip Alloc (tip allocation)
Tip Credit	Tip Credit
Minimum Wage Adjustment	Not Tips
Reported Tips	Rept Tip (report tip)



For more information about the Calculation page of the Earnings Table, see Earnings Table – Calculation Page.

Earnings Table - Special Process Page Setup

This page does not apply to any of the tip categories; thus, you do not need to set up anything.

Setting Up the Job Data Record for Tipped Employees

In the Job Data - Payroll page you must indicate whether the employee is tipped.

The screenshot shows the 'Job Data - Payroll' page for employee Thomas, Christopher (ID: TZ100, Empl Rcd#: 0). The 'Payroll Info' section includes fields for Effective Date (02/15/1988), Effective Sequence (0), Job Indicator (Primary Job), and Action / Reason (Hire). The 'Payroll System' is set to 'North American Payroll'. The 'Payroll for North America' section contains fields for Pay Group (T8A), Employee Type (H), Tax Location Code (TNM1), GL Pay Type, and Account Code. The 'Holiday Schedule' is set to TC1 (ST Holiday). The 'Tipped' status is set to 'Not Tipped' and the 'FICA Status' is set to 'Subject'. The page has tabs for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation.

Setting Up the Job Data – Payroll page for Tipped Employees

Select *Not Tipped*, *Directly Tipped*, or *Indirectly Tipped* in the **Tipped** field. The **Tipped** field is available only when Tips Processing has been selected on the Company Table.

Directly tipped employees are employees who normally receive tips directly from customers (for example, waiters and waitresses). *Indirectly tipped employees* are employees who do not normally receive tips directly from customers, but who may receive tips occasionally (for example, cooks and kitchen helpers).



For more information about the Payroll page of the Job Data Record, see Job Data - Payroll Page.

Setting Up the W-2 Form for Tipped Employees

Federal and state regulations require that tip information be reported on the employee's Form W-2. So Form W-2 needs to be set up. PeopleSoft sets up all tax reporting information, except the earnings code for allocated tips. For allocated tips, select your user-defined earnings code in the Earnings Code field on the Tax Form Definition page.

Tip Allocation Process

Most large hospitality industry employees are required to report additional information to the IRS concerning the establishment's receipts and the employees' tip incomes, by establishment. A large establishment is any establishment that employs more than 10 people on a typical business day. If the employees of such an establishment report tips totaling less than 8 percent of the total

gross receipts, additional tip income must be allocated to tipped employees. This is done through a process called *Tip Allocation*.

Tip allocation is required when the amount of tips reported by tipped employees for a pay period is less than a specified percentage of an establishment's gross receipts for that period. Currently, the percentage specified by federal regulations is 8 percent. Thus, the amount to be allocated is the difference between the total reported tips and 8 percent of the establishment's gross receipts. An employer can apply for a lower percentage, if it can be shown, in writing, that the tip rate at the employer's establishment is less than 8 percent.

Tip allocation is done for each tip establishment. An establishment is an individual restaurant, hotel, and so on, at a unique location. If a company has 15 restaurants, tips are allocated separately for each restaurant. In addition, allocated tips are not subject to withholding; therefore, the system does not withhold taxes. However, the system maintains the year-to-date allocated tips shortfall balance and reports it on the employee's Form W-2. Also, allocated tips are reported on the paycheck stub as memo earnings because memo earnings do not add to the check gross and are not included in any taxable grosses.

Tip Allocation Methods

There are three acceptable allocation methods: gross receipts, hours worked, and good faith agreement. In each method, the company can choose to allocate tips once a month, quarterly, annually, or for each pay period.

Gross Receipts Method

This method calculates an allocation amount for each directly tipped employee, using the gross receipts that are attributable to directly tipped employees, and consists of the following steps. These steps are based on Form 8027.

Using the Gross Receipts Method:

1. Calculate the Allocation Base for a particular allocation period by multiplying the gross receipts in that period by the specified percent.
2. Calculate the Tipped Employee Allocation Base by subtracting the total amount of tips reported by indirectly tipped employees from the Allocation Base.
3. For each directly tipped employee, calculate the employee's Gross Receipt Ratio. You do this by dividing the total gross receipts for all tipped employees by the gross receipts attributable to the employee.
4. Calculate the employee's share of the Allocation Base by multiplying the Tipped Employee Allocation Base by the employee's Gross Receipt Ratio.
5. Calculate the employee's Shortfall by subtracting the employee's reported tips from the employee's share of the Allocation Base. If the amount is less than zero, it will be considered zero.

6. Calculate the Total Shortfall by summing all employees' shortfall amounts.
7. Calculate the total tips by summing all the tips reported by directly and indirectly tipped employees.
8. Calculate the Total Allocation amount by subtracting total tips from the Allocation Base.
9. Calculate the employee's Shortfall Ratio by dividing the employee's Shortfall by the Total Shortfall.

Calculate the employee's allocated amount by multiplying the Total Allocation amount by the employee's Shortfall Ratio.

Example:

Sam's Seafood allocates tips using actual pay periods. During one pay period, Sam's Seafood had gross receipts of \$100,000. Directly tipped employees reported a total of \$5700 in tips, and indirectly tipped employees reported \$500 in tips. Sam's Seafood uses the federal gross receipt percent of 8 percent.

Allocation base: $\$100,000 * 8\% = \$8000$

Tipped employee allocation base: $\$8000 - \$500 = \$7500$

Total tips: $\$5700 + \$500 = \$6200$

<i>Directly Tipped Empl's</i>	<i>Gross Receipts</i>	<i>Report ed Tips</i>	<i>Gross Receipt Ratio</i>	<i>Share of Allocatio n Base</i>	<i>Shortfa ll</i>	<i>Shortfall Ratio</i>	<i>Allocate d Amount ♦♦</i>
Empl. A	18,000	1080	18,000/100,000 =0.18	0.18*7500 =1350	1350-1080 =270	270/1885 =0.14324	0.14324*1800 =258
Empl. B	16,000	880	16,000/100,000=0.16	0.16*7500 =1200	1200-880 =320	320/1885 =0.16976	0.16976*1800 =306
Empl. C	23,000	1810	23,000/100,000 =0.23	0.23*7500 =1725	1725-1810 =0*	0/1885 =0	0*1800 =0
Empl. D	17,000	800	17,000/100,000 =0.17	0.17*7500 =1275	1275-800 =475	475/1885 =0.25199	0.25199*1800 =454

<i>Directly Tipped Empl's</i>	<i>Gross Receipts</i>	<i>Reported Tips</i>	<i>Gross Receipt Ratio</i>	<i>Share of Allocation Base</i>	<i>Shortfall</i>	<i>Shortfall Ratio</i>	<i>Allocated Amount ♦♦</i>
Empl. E	12,000	450	12,000/100,000 =0.12	0.12 *7500 =900	900-450 =450	450/1885 =0.23873	0.23873 *1800 =430
Empl. F	14,000	680	14,000/100,000 =0.14	0.14 *7500 =1050	1050-680 =370	370/1885 =0.19629	0.19629 *1800 =353
TOTAL	100,000	5700		7500	1885		1719

♦ If the Employee Shortfall is negative, the employee made enough tips so that the employee does not need to be allocated anymore. Thus, we enter 0.

♦♦ The total allocation amount is equal to the allocation base - total tips (directly or indirectly). Thus the total allocation equals \$8,000-\$6,200 = \$1,800 Hours Worked Method

This method calculates an allocation amount for each directly tipped employee, using the hours worked by the employee.

Hours Worked Method

This method calculates an allocation amount for each directly tipped employee using the hours worked by the employee.



Only establishments that employ fewer than 25 employees (tipped and non-tipped) during a pay period can use the hours worked method shown below.

Using the Hours Worked Method

1. Calculate the Allocation Base for a particular allocation period by multiplying the gross receipts in that period by the specified percent.
2. Calculate the Tipped Employee Allocation Base by subtracting the total amount of tips reported by indirectly tipped employees from the Allocation Base.
3. For each directly tipped employee, calculate the employee's Hours Worked Ratio. You can do this by dividing the employee's total hours worked during this period by the total hours worked by all tipped employees that worked during this period.
4. Calculate the employee's share of the Allocation Base by multiplying the Tipped Employee

Allocation Base by the employee's Hours Worked Ratio.

5. Calculate the employee's Shortfall by subtracting the employee's reported tips from the employee's share of the Allocation Base. If the amount is less than zero, it will be considered zero.
6. Calculate the Total Shortfall by summing all employees' shortfall amounts.
7. Calculate the total tips by summing all tips reported by both directly and indirectly tipped employees.
8. Calculate the Total Allocation amount by subtracting total tips from the Allocation Base.
9. Calculate the employee's Shortfall Ratio by dividing the employee's Shortfall by the Total Shortfall.

Calculate the employee's allocated amount by multiplying the Total Allocation amount by the employee's Shortfall Ratio.

Example:

Café Olé allocates tips using actual pay periods. During one pay period, directly tipped employees reported a total of \$5,700 in tips and indirectly tipped employees reported \$500 in tips. Café Olé uses the federal gross receipt percent of 8 percent.

Allocation base: $\$100,000 * 8\% = \$8000$

Tipped employee allocation base: $\$8000 - \$500 = \$7500$

Total tips: $\$5700 + \$500 = \$6200$

<i>Directly Tipped Empl's</i>	<i>Hrs. Worked</i>	<i>Reported Tips</i>	<i>Hours Worked Ratio</i>	<i>Share of Allocation Base</i>	<i>Shortfall</i>	<i>Shortfall Ratio</i>	<i>Allocated Amount**</i>
Empl. A	75	1080	75/428 =0.17523	0.17523 *2208 =1314	1314-1080 =234	234/2208 =0.10609	0.10609 *1800 =234
Empl. B	60	880	60/428 =0.14019	0.14019 *2208 =1051	1051-880 =171	171/2208 =0.07763	0.07763 *1800 =171
Empl. C	80	1810	80/428 =0.18692	0.18692 *2208 =1402	1402-1810 =0*	0/2208 =0.00000	0.00000 *1800 =0
Empl. D	78	800	78/428 =0.18224	0.18224 *2208 =1367	1367-800 =567	567/2208 =0.25671	0.25671 *1800 =567

<i>Directly Tipped Empl's</i>	<i>Hrs. Worked</i>	<i>Reported Tips</i>	<i>Hours Worked Ratio</i>	<i>Share of Allocation Base</i>	<i>Shortfall</i>	<i>Shortfall Ratio</i>	<i>Allocated Amount**</i>
Empl. E	55	450	55/450 =0.128 50	0.12850 *2208 =964	964- 450 =514	514/2208 =0.23269	0.23269 *1800 =514
Empl. F	80	680	80/680 =0.186 92	0.18692 *2208 =1402	1402- 680 =722	1402/220 8 =0.32693	0.32693 *1800 =722
TOT AL	428	5700		7500	2208		2208

♦ If the Employee Shortfall is negative, the employee made enough tips so that the employee does not need to be allocated anymore. Thus, we enter 0.

** The total allocation amount is equal to the allocation base minus total tips (direct and indirect). Thus, the total allocation is \$8000 - \$6200 = \$1800

Good Faith Agreement Method

A good faith agreement is a written agreement between the employer and at least two-thirds of the employees in each occupational category that receives tips (for example, waiters, waitresses, and bus persons). The agreement must provide an allocation of the difference between total tips reported and 8 percent of the gross receipts among the tipped employees. The company can configure the system to allocate tips the way they want to; however, the formula the company creates must allocate tips based on the actual distribution of tip income among the employees.

Entering Employee Tip Allocation Data

If you're required to allocate tips, you allocate according to the type of establishment—individual restaurant, hotel, and so on. If you have 15 restaurants, for example, you have to allocate tips separately for each of them.

Tips Empl Input Page

Usage	Use the Tips Empl Input (tips employee input) page to specify the gross receipts to which an employee's tips apply in each of your Tip Establishments.
Object Name	TIPS_EMPL_INPUT
Navigation	Compensate Employees, Manage Tips Allocatn. Process, Use, Employee Allocatn Data
Prerequisites	None

Access Requirements	Enter a Company.

Employee Allocation Data

Company: GBI Global Business Unit

Business Unit: GBIBU Global Business Unit

Tips Establishment ID: 1234

Details

View All First 1 of 1 Last

Input data:

Empl ID: **Empl Rcd Nbr:**

ReceiptsData

Gross Receipts:

Tips Employee Input page

Company	The Company you specified in the entry dialog box displays here.
Business Unit	The business unit displays here.
Tips Establishment ID	The tip establishment ID displays here.
Input Date	Enter the date the employee allocation data was input.
Employee ID	Select the ID of the employee whose allocation data you're entering.
Employment Rcd Nbr (employment record number)	Enter an employment record number for employees with multiple jobs.
Receipts Data	
Gross Receipts	Enter the gross receipts to which the employee's tips apply.

Allocation End Date

Usage	Use the Allocation End Date page to select the end date for the Tip Allocation.
Object Name	TIPS_ALLOC_PD

Navigation	Define Business Rules, Define Tips Allocation, Setup, Allocation End Date
Prerequisites	None
Access Requirements	Enter the Company name.

Alloc End Date

Company: GBI Global Business Institute

Date Posted: 07/12/2000

Find View All First 1 of 1 Last

Company

The Company you selected on the entry dialog box displays here.

Posted Date

Select the end date for the Tip Allocation. This date has to correspond with the date on which you are processing the tip allocation.

Calculating Allocated Tips

The tip allocation process consists of four steps. First, you must calculate the allocated tips. Second, use the SQR reports to check your results. If necessary, you can recalculate the allocated tips. You can calculate allocated tips any number of times for a specified allocation date before approving the calculation. Third, you need to approve the tips. Once you approve the calculation for a specific allocation date, you cannot recalculate for that date. Fourth, you must update the allocated tips balances. The Approve Allocated Tips process is required before you can update allocated tips balances.

Calc Allocatd Tip page Page

Usage	Use the Calculate Allocated Tips page to run the Tip Allocation calculation process and (after you have checked the results and are satisfied that they are correct), approve the allocated tips.
Object Name	RUNCTL_TIPS_ALLOC
Navigation	Compensate Employees, Manage Tip Allocation Process, Process,

	Calculate Allocated Tips
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Calc Allocatd Tip

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

Process Request Parameter(s) Find | View All First 1 of 1 Last

*Company:

*Posted Date: Start Date:

☐ Calculate Allocated Tips

☐ Approve Allocated Tips

Calc Allocatd Tip page (Calculate Allocated Tip page)

User ID The User ID displays here.

Run Control ID The Run Control ID displays here.

Process Request Parameters

Company Select the company for which you are calculating or approving tip allocation.

Posted Date Select the end date of the period for which you're calculating or approving tip allocation. The system calculates tip allocation from the beginning of the year to this date, to provide you with a year-to-date calculation.

Start Date Select the start date for running the Allocation process.

Calculate Allocated Tips Select this check box to run or rerun the Calculate Allocated Tips process. You can run the calculation process as many times as you like *until* you run the Approve Allocated Tips process. Once you've run the Approve Allocated Tips process, you cannot run the Calculate Allocated Tips process again for that **Company** and **Allocation Date**.

Approve Allocated Tips

Once you've checked the results of the Calculate Allocated Tips process, and you are satisfied with the calculation, select this check box to run the Approve Allocated Tips process.

Update Allocated Tips Balances

Usage	Use the Update Allocated Tips Balances page to update allocated tips balances for all earnings codes for which Tip Allocation is the tip.
Object Name	RUNCTL_TIPS_ALLOC
Navigation	Compensate Employees, Manage Tips Allocatn. Process, Process, Update Allocated Tips Balnces
Prerequisites	You must approve the allocated tips calculation before running the Update Allocated Tips Balances process.
Access Requirements	Enter a Company, Business Unit, and Tip Establishment ID.

Update Alloc Bals

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

Process Request Parameter(s) [Find | View All](#) First 1 of 1 Last

*Company: ACC State of Accord

*Posted Date:

Update Allocated Tips Balances page.

User ID

The User ID displays here.

Run Control ID

The Run Control ID displays here.

Page Controls**Company**

Select the company for which you're updating tip allocation balances.

Allocation Date

Select the end date of the period for which you're updating tip allocation balances. The system updates allocated tips on the Earnings Table from the beginning of the year to this date. The field values come from the Allocation End Date Setup.

Allocations by Employee Page

Usage	Use the Empl Allocation (employee allocation) page to view the record of a specific employee's allocations. You can scroll through the allocations of an individual employee even if that employee has allocations in more than one Establishment ID.
Object Name	TIPS_EMPL_PD
Navigation	Compensate Employees, Manage Tip Allocation, Inquire, Allocations by Employee
Prerequisites	None
Access Requirements	Enter an Employee ID number.

The screenshot shows the 'Empl Allocation' window. At the top, it displays 'EmplID: KE0002', 'Empl Rcd#: 0', and 'Gonzalez Izquierdo, Maria'. Below this is a 'Details' section with a blue header bar containing 'Find | View All' and navigation controls 'First', '1 of 1', and 'Last'. The details are organized into two columns:

Posted Date:			
Company:			
Business Unit:			
Tips Establishment ID:			
YTD Gross Tippable Hours:	0.00	YTD Gross Tips:	\$0.00
YTD Gross Receipts:	\$0.00	YTD Shortfall Ratio:	0.00000
YTD Rcpt or Hrs Ratio:	0.00000	YTD Total Alloc Amt:	\$0.00
YTD Employee Share:	\$0.00	YTD Prev Alloc Tips:	\$0.00
YTD Employee Shortfall:	\$0.00	Current Allocation:	\$0.00

Allocations by Employee page

Empl ID (employee identification)

The employee's identification number displays here.

Empl Rcd # (employee record number)

The employee's record number displays here.

Allocation Date

The allocation date displays here.

Company	The company displays here.
Business Unit	The business unit displays here.
Tips Establishment ID	The tips establishment identification number displays here.
YTD Gross Tippable Hours	The year-to-date tippable hours are displayed here.
YTD Gross Tips	The year-to-date gross tips amount displays here.
YTD Gross Receipts	The year-to-date gross receipts amount displays here.
YTD Shortfall Ratio	The year-to-date Shortfall Ratio displays here.
YTD Rcpt or Hrs Ratio (year-to-date receipts or hours ratio)	The year-to-date Receipts Ratio or Hours Ratio displays here.
YTD Total Alloc Amt (year-to-date total allocation amount)	The year-to-date total allocation base amount displays here.
YTD Employee Share	The year-to-date employee's share of the allocation base displays here.
YTD Prev Alloc Tips (year-to-date previous allocation tips)	The year-to-date allocated tips ending with the previous tip allocation period displays here.
YTD Employee Shortfall	The year-to-date employee's Shortfall displays here.
Current Allocation	The tip allocation amount for the current allocation period displays here.

Allocations by Establishment Page

Usage	Use the Allocation by Establishment page to view the results of the process for an individual Tip Establishment.
Object Name	RUNCTL_TIPS_ALLOC
Navigation	Compensate Employees, Manage Tip Allocation, Report, Allocations by Establishment, Tips Establishment Data
Prerequisites	Tip establishment(s) must be set up and tips must be allocated for there to be any tip balances.
Access Requirements	Enter a Company.

Allocate by Estab

Run Control ID: 1

[Report List](#) [Process Monitor](#) [Process F](#)

Process Request Parameter(s)

*Company:

*Posted Date:

Find | View All | First | 1 of 1 | Last

Allocate by Establishment page

User ID The User ID displays here.

Run Control ID The Run Control ID displays here.

Process Request Parameters

Company Select the company.

Posted Date Select the posted date.

Reviewing Tip Allocations by Employee Within Establishment

Usage	Use the Employee Data page to view tip allocation data, by employee, within the specified Establishment. You can use the subtotals on this page for troubleshooting.
Object Name	
Navigation	Compensate Employees, Manage Tip Allocation, Inquire, Allocations by Establishment, Employee Data
Prerequisites	None
Access Requirements	Enter a Company.

Employee Data page

Reporting on the Tip Allocation Process

To run the Tip Allocation reports, select **Compensate Employees, Manage Tip Allocation, Report**. The Tip Allocation reports delivered with the system are:

- Allocation Earnings Balances (Pay 052)
- Employee Receipts (Pay 055)
- Allocations by Establishment (Pay 050)
- Allocations by Employee (Pay 051)



For more information and examples of these and other Payroll reports, see Running Payroll Reports in this PeopleBook. For an overview of all reports for Payroll for North America, see Overview of Payroll for North America Reports.

Reviewing the Status of the Tip Allocation Process

The Allocation Process Inquire options enable you to review Allocation Status, Allocations by Establishment, and Allocations by Employee.

Tips Allocation Status Page

Usage	The system uses the check boxes in the Tip Allocations Status Window group box to indicate the status of tip allocation for the company you specified as of the Allocation End date. Use the Allocation Status page to review the status of a Tip Allocation process for a company.
Object Name	TIPS_ALLOC_ST
Navigation	Compensate Employees, Manage Tip Allocation, Inquire, Allocation Status
Prerequisites	None
Access Requirements	Enter a Company.

The screenshot shows a web interface for 'Tips Alloc Status'. At the top, there's a tab labeled 'Tips Alloc Status'. Below it, the 'Company' is set to 'GBI' with the full name 'Global Business Institute' displayed. A 'Details' section has a 'Posted Date' of '07/12/2000'. Below this is a 'Tips Allocation Status' box containing three checkboxes: 'Allocated Tips Calculated', 'Allocated Tips Approved', and 'Allocated Tip Balances Updated'. All checkboxes are currently unchecked. Navigation links like 'Find', 'View All', 'First', and 'Last' are visible at the top right of the details section.

Tips Alloc Status (tips allocation status) page

Company The company you entered on the entry dialog box displays here.

Details

Posted Date The posted date displays here.

Tips Allocation Status

Allocated Tips Calculated This check box is selected if the allocated tips have been calculated for the specified posted date.

Allocated Tips Approved This check box is selected if the allocated tips have been approved for the specified posted date.

Allocated Tip Balances Updated This check box is selected if the allocated tips shortfall balances have been updated for the specified posted date.

Reviewing and Reporting on Payroll Data

In Maintain Payroll Data, the Inquire menu provides pages for reviewing employee balances for deductions, garnishments, special accumulators, earnings, taxes, arrears, and year-to-date paycheck totals. All of these Inquiry pages correspond with Balance Adjustment pages in the Use menu and enable you to review any online adjustments you've made to employee balances. The information contained in these pages is automatically updated each time you confirm a payroll or make an online adjustment.



For more information about these processes, see the Calculating Pay, USF Setting Up and Processing Agency Interfaces, Working with Checks, and Adjusting Employee Balances sections of this PeopleBook.

Check Balances Year-to-Date Page

Usage	Use the Check Balances Year-to-Date page to view an employee's paycheck balances.
Object Name	BALANCES_CHK1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Check Balances Year-to-Date, Check Balances Year-to-Date • Compensate Employees, Maintain Payroll Data (USF), Inquire, Check Balances Year-to-Date, Check Balances Year-to-Date
Prerequisites	None
Access Requirements	Enter an Employee ID.

Check Balances Year-to-Date page

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

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Balances for Year	The year for which these balances are applicable is displayed here.
Cheque Balances	
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Total Gross YTD	The total gross, year-to-date, is displayed here.
Total Taxes YTD	The total taxes paid, year-to-date, is displayed here.
Total Deductions YTD	The total deductions paid, year-to-date, is displayed here.
Net Pay YTD	The net pay, year-to-date, is displayed here.

Paycheck balances are stored year-to-date and include certain earnings, taxes, deductions, and net pay information.

CAN Check Balances Year-to-Date Page

Usage	Use the Check Balances Year-to-Date page to view an employee's

	paycheck balances.
Object Name	BALANCES_CN_CHK1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Check Balances Year-to-Date, Check Balances Year-to-Date
Prerequisites	None
Access Requirements	Enter an Employee ID.



All fields on this page have the same functionality as the fields on the Check Balances Year-to-Date page, except the fields defined below.

In addition to **Company** and **Balance ID**, Canadian users may also recall information according to **Wage Loss Plan** and **Province**.

Check Balance Adjustment Page

Usage	Use the Check Balance Adjustment page to view the online year-to-date adjustments you've made to an employee's check balances.
Object Name	BALANCES_CHK2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Check Balances Year-to-Date, Check Balance Adjustment • Compensate Employees, Maintain Payroll Data (USF), Inquire, Check Balances Year-to-Date, Check Balance Adjustment
Prerequisites	Check Balance Adjustment is the second page in the Check Balances Year-to-Date component. You must first enter data on the Check Balances Year-to-Date page.
Access Requirements	Enter an Employee ID.

Check Balances Year-to-Date		Check Balance Adjustments	
Griffiths, Martina Rae		Employee ID: KC0001	
Period Information Find View All First 1 of 1 Last			
Company:	GBI Global Business Institute		
Balance ID:			
Balances for Year:			
Quarter:			
Period:			
Adjustment Reason:			
Sequence Number:	Date Entered:		
Check Balance Adjustments			
	Before YTD	Adjustment to YTD	After YTD
Total Gross:			
Total Taxes:			
Total Deductions:			
Net Pay:			

Check Balance Adjustment page

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

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Balances for Year	The year is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Adjustment Reason	If there is a description of the adjustment, it is displayed here.
Sequence Number	The sequence number is displayed here.
Date Entered	The date the adjustment was entered is displayed here.
Total Gross	The adjustment made to the total gross, plus the totals before and after the change are displayed here.
Total Taxes	The adjustment made to the total taxes, plus the totals before and after the change, are displayed here.
Total Deduction	The adjustment made to the total deduction, plus the totals before and after the change, are displayed here.
Net Pay	The adjustment made to the net pay, plus the net pay before and after the change, are displayed here.

CAN Check Balance Adjustment Page

Usage	Use the Check Balance Adjustment page to view the online year-to-date adjustments you've made to an employee's check balances.
Object Name	BALANCES_CN_CHK2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Check Balances Year-to-Date, Check Balance Adjustment
Prerequisites	Check Balance Adjustment is the second page in the Check Balances Year-to-Date component. You must first enter data on the Check Balances Year-to-Date page.
Access Requirements	Enter an Employee ID.



All fields on this page have the same functionality as the fields on the Check Balance Adjustment page, except the fields defined below.

In addition to **Company** and **Balance ID**, Canadian users may also recall information according to **Wage Loss Plan** and **Province**.

Deduction Balances Page

Usage	Use the Deduction Balances page to scroll through an employee's deduction balances.
Object Name	BALANCES_DED1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Deduction Balances, Deduction Balances • Compensate Employees, Maintain Payroll Data (USF), Inquire, Deduction Balances, Deduction Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.

The screenshot shows a web-based interface for viewing deduction balances. At the top, there are two tabs: 'Deduction Balances' (selected) and 'Deduction Balance Adjustments'. Below the tabs, the employee's name 'Griffiths, Martina Rae' and 'Employee ID: KC0001' are displayed. A 'Period Information' section includes a 'Find | View All' link and navigation buttons for 'First', '1 of 1', and 'Last'. The main content area lists various deduction details: Company (GBI Global Business Institute), Balance ID, Balances for Year, and a list of deduction items including Quarter, Period, Plan Type, Benefit Plan, Deduction Code, Deduction Class, Balance YTD, Balance QTD, and Balance MTD. Each item has a corresponding 'Find | View All' link and navigation buttons.

Deduction Balances page

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

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Balances for Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Plan Type	The plan type is displayed here.
Benefit Plan	The benefit plan is displayed here.
Deduction Code	The deduction code is displayed here.
Deduction Class	The deduction class is displayed here.
Deduction Balance YTD	The deduction balance, year-to-date, is displayed here.
Deduction Balance QTD	The deduction balance, quarter-to-date, is displayed here.
Deduction Balance MTD	The deduction balance, month-to-date, is displayed here.

CAN Deduction Balances Page

Usage	Use the Deduction Balances page to scroll through an employee's deduction balances.

Object Name	BALANCES_CN_DED1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Deduction Balances, Deduction Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.



All fields on this page have the same functionality as the fields on the Deduction Balances page, except the fields defined below.

In addition to **Company** and **Balance ID**, Canadian users may also recall information according to **Wage Loss Plan** and **Province**.

Deduction Balance Adjustment Page

Usage	Use the Deduction Balance Adjustment page to review online adjustments made to an employee's deduction balance.
Object Name	BALANCES_DED2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Deduction Balances, Deduction Balance Adjustment • Compensate Employees, Maintain Payroll Data (USF), Inquire, Deduction Balances, Deduction Balance Adjustment
Prerequisites	Deduction Balance Adjustment is the second page in the Deduction Balances component. You must first enter data on the Deduction Balances page.
Access Requirements	Enter an Employee ID.

Deduction Balances		Deduction Balance Adjustments	
Griffiths, Martina Rae		Employee ID: KC0001	
Period Information Find View All First 1 of 1 Last			
Company:	GBI	Plan Type:	
Balance ID:		Benefit Plan:	
Balances for Year:		Benefit Record Number:	0
Quarter:		Deduction Code:	
Period:		Deduction Classification:	
Adjustment Reason:			
Sequence Number:		Date Entered:	
Deduction Balance Adjustments			
Adjustment:	Before	After	
Balance MTD:			
Balance QTD:			
Balance YTD:			

Deduction Balance Adjustment page

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

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Bal. Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Plan Type	The plan type is displayed here.
Benefit Plan	The benefit plan is displayed here.
Benefit Record Number	The benefit record number is displayed here.
Deduction Code	The deduction code is displayed here.
Deduction Classification	The deduction classification is displayed here.
Adjustment Reason	If there is a description of the adjustment, it is displayed here.
Sequence Number	The sequence number is displayed here.
Date Entered	The date the adjustment was made is displayed here.
Adjustment	The adjustment amount is displayed here.

Deduction Balance MTD	The month-to-date deduction balances for before and after the adjustment are displayed here.
Deduction Balance QTD	The quarter-to-date deduction balances for before and after the adjustment are displayed here.
Deduction Balance YTD	The year-to-date deduction balances for before and after the adjustment are displayed here.

CAN Deduction Balance Adjustment Page

Usage	Use the Deduction Balance Adjustment page to review online adjustments made to an employee's deduction balance.
Object Name	BALANCES_CN_DED2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Deduction Balances, Deduction Balance Adjustment
Prerequisites	Deduction Balance Adjustment is the second page in the Deduction Balances component. You must first enter data on the Deduction Balances page.
Access Requirements	Enter an Employee ID.



All fields on this page have the same functionality as the fields on the Deduction Balance Adjustment page, except the fields defined below.

In addition to **Company** and **Balance ID**, Canadian users may also recall information according to **Wage Loss Plan** and **Province**.

E&G Reviewing Contract Prepay Balances

If you are using the Contract PrePay feature to prepay benefits deductions, you can use the PrePay Balances component to review a contract employee's prepay balances.

E&G Balances PrePay1 Inquire Page

Usage	Use the Balances PrePay1 inquire page to view a contract employee's benefits deduction prepay balance.
Object Name	BALANCES_PREPAY1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, PrePay Balances, Balances PrePay1

	• Compensate Employees, Maintain Payroll Data (CAN), Inquire, PrePay Balances, Balances PrePay1
Prerequisites	Contract PrePay Option page
Access Requirements	Enter the EmplID and Company.

Prepay Balances		Prepay Balance Adjustments	
Griffiths, Martina Rae		Employee	ID: KC0001
Company:	GBI Global Business Institute		
PrePay Balance:			

Balances PrePay1 inquire page

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

Company Displays the **Company** that issued the contract.

PrePay Balance Displays the employee's benefits deduction **PrePay Balance**, that is, how much has been overpaid in anticipation of benefits coverage that extends past the pay period.

E&G Balances PrePay2 Inquire Page

Usage	Use the Balances PrePay2 inquire page to view a contract employee's benefits deduction prepay balance and balance history.
Object Name	BALANCES_PREPAY2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, PrePay Balances, Balances PrePay2 • Compensate Employees, Maintain Payroll Data (CAN), Inquire, PrePay Balances, Balances PrePay2
Prerequisites	Contract PrePay Option page
Access Requirements	Enter an EmplID and Company in the search dialog box.

Prepay Balances		Prepay Balance Adjustments	
Griffiths, Martina Rae		Employee	ID: KC0001
Company: GBI Global Business Institute			
Prepay Information		Find View All First 1 of 1 Last	
Adjustment Reason:			
Sequence Number:		Date Entered:	
PrePay Balance Adjustment			
Adjustment:			
Before		After	
PrePay Balance:			

Balances PrePay2 inquire page

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

Company	The company is displayed here.
Adjustment Reason	Displays the reason an adjustment was made to the employee's benefits prepayment balance.
Sq Nbr (Sequence Number)	Displays the sequence number of the Adjustment Reason . If more than one adjustment is made on any given day, the number in the Sq Nbr field indicates which adjustment took place first.
Date Entered	The date the adjustment was entered is displayed here.
PrePay Bal Adj (PrePay Balance Adjustment)	Displays the amount of the prepay balance adjustment. For example, if you increase prepayments by \$20 a month for the remaining 6 months of the contract period, this field displays \$120 (\$20 * 6 months).
Prepay Total	
Before	Displays the prepay balance before the adjustment.
After	Displays the prepay balance after the adjustment.

Garnishment Balances Page

Usage	If you are garnishing an employee's wages, the Garnishment Balances page shows you a clear picture of the garnishments that have been taken.
Object Name	BALANCES_GRN1
Navigation	- Compensate Employees, Maintain Payroll Data (US), Inquire, Garnishment Balances, Garnishment Balances - Compensate Employees, Maintain Payroll Data (CAN), Inquire,

	Garnishment Balances, Garnishment Balances • Compensate Employees, Maintain Payroll Data (USF), Inquire, Garnishment Balances, Garnishment Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.

Garnishment Balances		Garnishment Balance Adjustment	
Griffiths, Martina Rae		Employee ID: KC0001	
Find View All First 1 of 4 Last			
Company: GBI Global Business Institute Balance ID: CY Calendar Year Balances for Year: 2000			
Garnishment Balances			
Quarter:	Quarter 1	Period:	January
Plan Type:	General	Benefit Plan:	
Deduction Code:	KCAGR N	Deduction Class:	After-Tax
Garnishment ID:	KCON2 Writ of Garnishment		
Vendor:			
	Year-to-Date	Quarter-to-Date	Month-to-Date
Total Deducted:	\$115.38	\$115.38	\$115.38
Garnishment:	\$115.38	\$115.38	\$115.38
Company Fee:			
Payee Fee:			

Garnishment Balances page

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

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Balances for Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Plan Type	The plan type is displayed here.
Benefit Plan	The benefit plan is displayed here.
Deduction Code	The deduction code is displayed here.
Deduction Class	The deduction class is displayed here.
Garnish ID	The garnish ID is displayed here.

Vendor	The vendor is displayed here.
Total Deducted	The deduction year-to-date, quarter-to-date and month-to-date totals are displayed here.
Deduct for Garnish	The garnishment year-to-date, quarter-to-date and month-to-date totals are displayed here.
Deduct for Company Fee	The company fee year-to-date, quarter-to-date and month-to-date totals are displayed here.
Deduct for Payee Fee	The payee fee year-to-date, quarter-to-date and month-to-date totals are displayed here.

Garnishment Balance Adjustment Page

Usage	The Garnishment Balance Adjustment page shows you online adjustments you've made to garnishment balances.
Object Name	BALANCES_GRN2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Garnishment Balances, Garnishment Balance Adjustment • Compensate Employees, Maintain Payroll Data (CAN), Inquire, Garnishment Balances, Garnishment Balance Adjustment • Compensate Employees, Maintain Payroll Data (USF), Inquire, Garnishment Balances, Garnishment Balance Adjustment
Prerequisites	Garnishment Balance Adjustment is the second page in the Garnishment Balance component. You must first enter data on the Garnishment Balances page.
Access Requirements	Enter an Employee ID.

Garnishment Balances		Garnishment Balance Adjustment	
Parsons, Jean		Employee ID: KU0003	
Company Information Find View All First 1 of 1 Last			
Company:	GBI Global Business Institute		
Plan Type:	Garnishment ID:	Ded Code:	Ded Class:
Balance ID:	Year:	Quarter:	Period:
Adjustment Reason:		Date Entered:	
Sequence Number:			
Garnishment Balance Adjustment			
	Deduction	Garnishment	Company Fee
Before MTD:			
Before QTD:			
Before YTD:			
Adjustment:			
After MTD:			
After QTD:			
After YTD:			

Garnishment Balance Adjustment page

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

Company	The company is displayed here.
Plan Type	The plan type is displayed here.
Garnishment ID	The garnishment ID is displayed here.
Ded Code	The deduction code is displayed here.
Ded Class	The deduction class is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Adjustment Reason	If there is a description of the adjustment, it is displayed here.
Sequence Number	The sequence number is displayed here.
Date Entered	The date the adjustment was entered is displayed here.
Deductions	The totals before and after the adjustment, as well as the adjustment itself, are displayed here.

Garnishment	The totals before and after the adjustment, as well as the adjustment itself, are displayed here.
Company Fee	The totals before and after the adjustment, as well as the adjustment itself, are displayed here.
Payee Fee	The totals before and after the adjustment, as well as the adjustment itself, are displayed here.

Arrears Balances Page

Usage	Use the Arrears Balances page to review an employee's arrears balance information.
Object Name	BALANCES_ARREARS
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Arrears Balances, Arrears Balances • Compensate Employees, Maintain Payroll Data (CAN), Inquire, Arrears Balances, Arrears Balances • Compensate Employees, Maintain Payroll Data (USF), Inquire, Arrears Balances, Arrears Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.

Arrears Balances **Arrears Balance Adjustments**

Griffiths, Martina Rae Employee ID: KC0001

Company: GBI Global Business Institute

Arrears Information Find | View All First 1 of 1 Last

Plan Type: + -

Benefit Plan:

Benefit Record Number: 0

Deduction Code:

Deduction Classification:

Arrears Balance:

Arrears Balances page

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

Company	The company is displayed here.
Plan Type	The plan type is displayed here.

Benefit Plan	The benefit plan is displayed here.
Benefit Record Number	The benefit record number is displayed here.
Deduction Code	The deduction code is displayed here.
Deduction Classification	The deduction classification is displayed here.
Arrears Balance	The arrears balance is displayed here.

Typically, an arrears balance is created when an employee's net pay in a pay period is insufficient to cover a deduction (provided, that is, that the deduction code has been set up in the Deduction Table to allow arrears). A deduction arrears balance can also be created as a payback balance for recapture in the next pay period, such as for a draw.

Arrears Balances Adjustments Page

Usage	The Arrears Balances Adjustments page displays online adjustments you've made to arrears amounts and the new arrears balance after the online adjustments.
Object Name	BALANCES_ARR
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Arrears Balances, Arrears Balances Adjustments • Compensate Employees, Maintain Payroll Data (CAN), Inquire, Arrears Balances, Arrears Balances Adjustments • Compensate Employees, Maintain Payroll Data (USF), Inquire, Arrears Balances, Arrears Balances Adjustments
Prerequisites	Arrears Balances Adjustments is the second page in the Arrears Balances component. You must first enter data on the Arrears Balances page.
Access Requirements	Enter an Employee ID.

Arrears Balances		Arrears Balance Adjustments	
Griffiths, Martina Rae		Employee ID: KC0001	
Arrears Information Find View All First 1 of 1 Last			
Company:	GBI GBI	Benefit Record Number:	0
Plan Type:		Benefit Plan:	
Deduction Code:		Deduction Classification:	
Adjustment Reason:		Date Entered:	
Sequence Number:			
Arrears Balance Adjustment			
Adjustment:			
Arrears Balance:	Before	After	

Arrears Balances Adjustments page

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

Company	The company is displayed here.
Benefit Record Number	The benefit record number is displayed here.
Plan Type	The plan type is displayed here.
Benefit Plan	The benefit plan is displayed here.
Deduction Code	The deduction code is displayed here.
Deduction Classification	The deduction classification is displayed here.
Adjustment Reason	If there is a description of the adjustment, it is displayed here.
Sequence Number	The sequence number is displayed here.
Date Entered	The date the adjustment was entered is displayed here.
Adjustment	The adjustment is displayed here.
Arrears Balance	The arrears balance, before and after the adjustment is displayed here.

Earnings Balances Page

Usage	Use the Earnings Balances page to review an employee's earnings balances and the associated hours.
Object Name	BALANCES_ERN1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire,

	Earnings Balances, Earnings Balances • Compensate Employees, Maintain Payroll Data (USF), Inquire, Earnings Balances, Earnings Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.

The screenshot shows the 'Earnings Balances' page. At the top, there are two tabs: 'Earnings Balances' and 'Earnings Balance Adjustments'. Below the tabs, the employee's name 'Griffiths, Martina Rae' and 'Employee ID: KC0001' are displayed. The company is 'GBI Global Business Institute'. The page is divided into several sections: 'Period Information' with a search bar and navigation links; 'Company' (GBI Global Business Institute); 'Balance ID'; 'Balances for Year'; and a main 'Earnings Balances' section. This section contains a table with columns for 'Hours YTD', 'Hours QTD', 'Hours MTD', and 'Gross Earnings YTD', 'Gross Earnings QTD', 'Gross Earnings MTD'. The table is currently empty.

Earnings Balances page

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

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Balances for Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Earnings Type	The earnings type is displayed here.
Hours	Hours balances appear for hourly and exception hourly employees. For salaried employees, Hours balances appear for earnings for which hours are accumulated, such as vacation.
Gross Earnings	The gross earnings year-to-date, quarter-to-date, and month-to-date are displayed here.

CAN Earnings Balances Page

Usage	Use the Earnings Balances page to review an employee's earnings balances and the associated hours.
Object Name	BALANCES_CN_ERN1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Earnings Balances, Earnings Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.



All fields on this page have the same functionality as the fields on the Earnings Balances page, except the fields defined below.

In addition to **Company** and **Balance ID**, Canadian users may also recall information according to **Wage Loss Plan** and **Province**.

Earnings Balance Adjustment Page

Usage	Use this page to review the online adjustments you've made to earnings balances.
Object Name	BALANCES_ERN2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Earnings Balances, Earnings Balance Adjustment • Compensate Employees, Maintain Payroll Data (USF), Inquire, Earnings Balances, Earnings Balance Adjustment
Prerequisites	Earnings Balance Adjustments is the second page in the Earnings Balance component. You must first enter data on the Earnings Balance page.
Access Requirements	Enter an Employee ID.

Earnings Balances		Earnings Balance Adjustments	
Griffiths, Martina Rae		Employee ID: KC0001	
Period Information Find View All First ◀ 1 of 1 ▶ Last			
Company:	GBI Global Business Institute		
Balance ID:			
Balances for Year:			
Quarter:	Empl Rcd#: 0		
Period:	Earnings Type:		
Adjustment Reason:	Date Entered:		
Sequence Number:			
Earnings Balance Adjustments			
	Hours Adjustment:		Earnings Adjustment:
	Before	After	Before After
Balance MTD:			
Balance QTD:			
Balance YTD:			

Earnings Balance Adjustment page

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

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Bal Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Earnings Type	The earnings type is displayed here.
Adjustment Reason	If there is a description of the adjustment, it is displayed here.
Sequence Number	The sequence number is displayed here.
Date Entered	The date the adjustment was entered is displayed here.
Hours Adjustment	The hours adjustment is displayed here.
Earnings Adjustment	The earnings adjustment is displayed here.
MTD	The hours and earnings month-to-date totals for before and after the adjustment are displayed here.
QTD	The hours and earnings quarter-to-date totals for before and after the adjustment are displayed here.

YTD

The hours and earnings year-to-date totals for before and after the adjustment are displayed here.

CAN Earnings Balance Adjustment Page

Usage	Use this page to review the online adjustments you've made to earnings balances.
Object Name	BALANCES_CN_ERN2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Earnings Balances, Earnings Balance Adjustment
Prerequisites	Earnings Balance Adjustments is the second page in the Earnings Balance component. You must first enter data on the Earnings Balance page.
Access Requirements	Enter an Employee ID.



All fields on this page have the same functionality as the fields on the Earnings Balance Adjustment page, except the fields defined below.

In addition to **Company** and **Balance ID**, Canadian users may also recall information according to **Wage Loss Plan** and **Province**.

Special Accumulator Balances Page

Usage	Use the Special Accumulator Balances page to review an employee's hours and earnings balances for special accumulators such as 401(k) and TSP.
Object Name	BALANCES_SPC1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Special Accumulator Balances, Special Accumulator Balances • Compensate Employees, Maintain Payroll Data (USF), Inquire, Special Accumulator Balances, Special Accumulator Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.

Special Accumulator Balances **Spcl Accum Balance Adjustment**

Griffiths, Martina Rae Employee ID: KC0001

Company Information Find | View All First 1 of 1 Last

Company: GBI Global Business Institute

Balance ID:

Balances for Year:

Special Accumulator Balances Find | View All First 1 of 1 Last

Quarter:

Period:

Spcl Accum Code:

Hours YTD: Gross Earnings YTD:

Hours QTD: Gross Earnings QTD:

Hours MTD: Gross Earnings MTD:

Special Accumulator Balances page

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

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Balances for Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Spcl Accum Cd	The special accumulator code is displayed here.
Hours	The hours year-to-date, quarter-to-date and month-to-date totals are displayed here.
Gross Earnings	The gross earnings year-to-date, quarter-to-date and month-to-date totals are displayed here.

CAN Special Accumulator Balances Page

Usage	Use the Special Accumulator Balances page to review an employee's hours and earnings balances for special accumulators such as 401(k) and TSP.
Object Name	BALANCES_CN_SPC1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Special Accumulator Balances, Special Accumulator Balances

Prerequisites	None
Access Requirements	Enter an Employee ID.



All fields on this page have the same functionality as the fields on the Special Accumulator Balances page, except the fields defined below.

In addition to **Company** and **Balance ID**, Canadian users may also recall information according to **Wage Loss Plan** and **Province**.

Special Accumulator Balance Adjustment Page

Usage	You can review the online adjustments made to special accumulators on the Special Accumulator Balance Adjustment page.
Object Name	BALANCES_SPC2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Special Accumulator Balances, Spcl Accum Balance Adjustment • Compensate Employees, Maintain Payroll Data (USF), Inquire, Special Accumulator Balances, Spcl Accum Balance Adjustment
Prerequisites	Special Accumulator Balance Adjustment is the second page in the Special Accumulator Balances component. You must first enter data on the Special Accumulator Balances page.
Access Requirements	Enter an Employee ID.

Special Accumulator Balances

Spcl Accum Balance Adjustment

Griffiths, Martina Rae
Employee
ID: KC0001

Company Information
Find | View All
First 1 of 1 Last

Company: GBI Global Business Institute
Balance ID:
Balances for Year:
Quarter: **Empl Rcd#:** 0
Period: **Spcl Accum Code:**
Adjustment Reason:
Sequence Number: **Date Entered:**

Spcl Accum Balance Adjustments

	Hours Adjustment:		Earnings Adjustment:	
	Before	After	Before	After
Balance MTD:				
Balance QTD:				
Balance YTD:				

Special Accumulator Balance Adjustment page

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

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Bal Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Spcl Accum Cd	The special accumulator code is displayed here.
Adjustment Reason	If there is a description of the adjustment, it is displayed here.
Sequence Number	The sequence number is displayed here.
Date Entered	The date the adjustment was entered is displayed here.
Hours Adjustment	The hours adjustment is displayed here.
Earnings Adjustment	The earnings adjustment is displayed here.
MTD	The hours and earnings month-to-date totals for before and after the adjustment are displayed here.
QTD	The hours and earnings quarter-to-date totals for before and after the adjustment are displayed here.
YTD	The hours and earnings year-to-date totals for before and after the adjustment are displayed here.

CAN Special Accumulator Balance Adjustment Page

Usage	You can review the online adjustments made to special accumulators on the Special Accumulator Balance Adjustment page.
Object Name	BALANCES_CN_SPC2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Special Accumulator Balances, Spcl Accum Balance Adjustment
Prerequisites	Special Accumulator Balance Adjustment is the second page in the Special Accumulator Balances component. You must first enter data on the Special Accumulator Balances page.
Access	Enter an Employee ID.

Requirements	



All fields on this page have the same functionality as the fields on the Special Accumulator Balance Adjustment Page, except the fields defined below.

In addition to **Company** and **Balance ID**, Canadian users may also recall information according to **Wage Loss Plan** and **Province**.

Reviewing US Tax Balances

The Maintain Payroll Data, Inquire menu provides pages where you can view US Tax balances.

Tax Balances Page

Usage	Use the Tax Balances page to review an employee's federal, state, and local tax balances.
Object Name	BALANCES_TAX1
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Tax Balances, Tax Balances • Compensate Employees, Maintain Payroll Data (USF), Inquire, Tax Balances, Tax Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.

Tax Balances
Tax Balance Adjustments

Griffiths, Martina Rae
Employee
ID: KC0001

Company Information
Find | View All
First 1 of 1 Last

Company: GBI Global Business Institute
Balance ID:
Balances for Year:

Tax Balances
Find | View All
First 1 of 1 Last

Quarter:
Period:
State:
Locality:
Tax Balance Class:

Taxes Taxable Gross No Limit Gross Tips Earnings

Balance YTD:
Balance QTD:
Balance MTD:

Tax Balances page

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

Company	The company is displayed here.
Balance ID	The balance ID is displayed here.
Balance for Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Locality	The locality is displayed here.
Tax Balance Class	The tax balance class is displayed here.
Taxes	The year-to-date, quarter-to-date and month-to-date tax totals are displayed here.
Taxable Gross	The year-to-date, quarter-to-date and month-to-date taxable gross totals are displayed here.
No Limit Gross	The year-to-date, quarter-to-date and month-to-date no limit gross totals are displayed here.
Tips Earnings	The year-to-date, quarter-to-date and month-to-date tips earnings totals are displayed here.

Tax Balance Adjustment Page

Usage	Use the Tax Balance Adjustment page to review any online adjustments made to an employee's tax balance record.
Object Name	BALANCES_TAX2
Navigation	• Compensate Employees, Maintain Payroll Data (US), Inquire, Tax Balances, Tax Balance Adjustment • Compensate Employees, Maintain Payroll Data (USF), Inquire, Tax Balances, Tax Balance Adjustment
Prerequisites	Tax Balances Adjustment is the second page in the Tax Balances component. You must first enter data on the Tax Balances page.
Access Requirements	Enter and Employee ID

Tax Balances		Tax Balance Adjustments	
Griffiths, Martina Rae		Employee ID: KC0001	
Company Information Find View All First 1 of 1 Last			
Company:	GBI	Locality:	Balance ID:
State:		Tax Class:	Quarter:
Adjustment Reason:		Year:	Period:
Sequence Number:		Date Entered:	
Tax Balance Adjustments			
	Taxes	Taxable Gross	No Limit Gross
Before MTD:			
Before QTD:			
Before YTD:			
Adjustment:			
After MTD:			
After QTD:			
After YTD:			

Tax Balance Adjustment page

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

Company	The company is displayed here.
Locality	The locality is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year for which these balances are applicable is displayed here.
Tax Class	The tax class is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Adjustment Reason	If there is a description of the adjustment, it is displayed here.
Sequence Number	The sequence number is displayed here.
Date Entered	The date the adjustment was entered is displayed here.
Taxes	The tax adjustment, as well as the year-to-date, quarter-to-date and month-to-date tax totals, are displayed here.
Taxable Gross	The taxable gross adjustment, as well as the year-to-date, quarter-to-date and month-to-date totals, are displayed here.

No Limit Gross	The no limit gross adjustment, as well as the year-to-date, quarter-to-date and month-to-date totals, are displayed here.
Tips Earnings	The tips earnings adjustment, as well as the year-to-date, quarter-to-date and month-to-date totals, are displayed here.

Reviewing Canadian Tax Balances

The Maintain Payroll Data Canada, Inquire menu provides pages where you can view Canadian Tax balances. Although similar to the U.S. version, the Canadian Tax Balances page and the Canadian Tax Balance Adjustment page feature additional information reflective of the Canadian tax system. Use the Canadian Tax Balances page to view an employee's balances for the following information:

- Canadian Income Tax (CIT) - Tax and Gross amounts
- Canadian Income Tax (T4A) - Tax and Gross amounts
- Quebec Income Tax (QIT) - Tax and Gross amounts
- Quebec Income Tax (RL-2) - Tax and Gross amounts
- Canada/Quebec Pension Plan (CPP/QPP) - Tax and Gross amounts
- Employment Insurance (EI) - employee & employer - Tax and Gross amounts
- Total Gross
- Provincial Health Tax - Tax and Gross amounts
- Payroll Tax - Tax & Gross amounts
- True T4
- True RL

Canadian Tax Balances Page

Usage	Use the Canadian Tax Balances page to view employee balances for Canadian or Quebecois income tax, pension plan, Employment Insurance, Provincial Health tax, and Payroll tax.
Object Name	BALANCES_CN_TAX1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Tax Balances, Canadian Tax Balances
Prerequisites	None

Access Requirements	Enter an Employee ID.

Canadian Tax Balances		Canadian Tax Balance Adjust	
Griffiths, Martina Rae		Employee	ID: KC0001
Period Information		Find View All First 1 of 8 Last	
Company:	GBI Global Business Institute	Wage Loss Plan:	KRG
Balance ID:	CY Calendar Year	Province:	ON
Balances for Year:	2000		
Tax Balances		Find View All First 1 of 7 Last	
Quarter:	Quarter 1		
Period:	January		
Tax Class:	ALL Total Gross		
	Tax/PA	Taxable Gross	No Limit Gross
Balance YTD:			\$3,065.29
Balance QTD:			\$3,065.29
Balance MTD:			\$3,065.29

Canadian Tax Balances page

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

Company	The company is displayed here.
Wage Loss Plan	The wage loss plan is displayed here.
Balance ID	The balance ID is displayed here.
Balances for Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.
Period	The period for which these balances are applicable is displayed here.
Tax Type	The tax type is displayed here.
Tax/PA	The tax/PA year-to-date, quarter-to-date and month-to-date totals are displayed here.
Taxable Gross	The taxable gross year-to-date, quarter-to-date and month-to-date totals are displayed here.
No Limit Gross	The no limit gross year-to-date, quarter-to-date and month-to-date totals are displayed here.

Canadian Tax Balance Adjustment Page

Usage	Use the Canadian Tax Balance Adjustment page to view an employee's online Canadian tax balance adjustments.
Object Name	BALANCES_CN_TAX2
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Tax Balances, Canadian Tax Balance Adjust
Prerequisites	Canadian Tax Balance Adjustment is the second page in the Canadian Tax Balances component. You must first enter data on the Canadian Tax Balances page.
Access Requirements	Enter an Employee ID.

Canadian Tax Balances Canadian Tax Balance Adjust

Griffiths, Martina Rae Employee ID: KC0001

Period Information Find | View All First 1 of 1 Last

Company: GBI Wage Loss Plan: Province: Balance ID: Year: Quarter: Period: Sequence Number: Date Entered: Tax Class: Adjustment Reason:

	Tax/PA	Taxable Gross	No Limit Gross
Before MTD:			
Before QTD:			
Before YTD:			
Adjustment:			
After MTD:			
After QTD:			
After YTD:			

Canadian Tax Balance Adjustment page

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

Company	The company is displayed here.
Wage Loss Plan	The wage loss plan is displayed here.
Tax Type	The tax type is displayed here.
Balance ID	The balance ID is displayed here.
Year	The year for which these balances are applicable is displayed here.
Quarter	The quarter for which these balances are applicable is displayed here.

Month	The month for which these balances are applicable is displayed here.
Adjustment Reason	If there is a description of the adjustment, it is displayed here.
Sequence Number	The sequence number is displayed here.
Date Entered	The date the adjustment was entered is displayed here.
Tax/PA	The tax/PA adjustment, as well as the year-to-date, quarter-to-date and month-to-date totals, are displayed here.
Taxable Gross	The taxable gross adjustment, as well as the year-to-date, quarter-to-date and month-to-date totals, are displayed here.
No Limit Gross	The no limit gross adjustment, as well as the year-to-date, quarter-to-date and month-to-date totals, are displayed here.

Examining and Correcting W-2 Data (US)

You can examine and correct W-2 information on the W-2 pages under the Inquire menu.

Examining and Correcting Year-End Slips (Canada)

You can correct an employee's personal information and examine the following information:

- Employee Data
- T4 Slip
- T4A Slip
- RL-1 Slip
- RL-2 Slip



For more information about Year-end, see the Accessing Year-End Processing Instructions section in this PeopleBook.

ROE Balances Page

Usage	Use the ROE Balances page to review an employee's ROE information.

Object Name	BALANCES_UI1_CAN
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Inquire, ROE Balances, ROE Balances
Prerequisites	None
Access Requirements	Enter an Employee ID.

ROE Balances ROE Balance Adjustments

Griffiths, Martina Rae Employee ID: KC0001

Period Information Find | View All First 1 of 5 Last

Company: GBI Global Business Institute

Wage Loss Plan: KRG

EI Period Date: 01/28/2000

Employment Insurance Balances Find | View All First 1 of 1 Last

Earnings End Date: 01/28/2000

EI Period Earnings: 1615.69

EI Period Hours: 86.00

ROE Balances page

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

Company	The company is displayed here.
Wage Loss Plan	The wage loss plan is displayed here.
EI Period Date	The employment insurance period date is displayed here.
Earnings End Date	The earnings end date is displayed here.
EI Weekly Earnings	The employment insurance weekly earnings balance is displayed here.
EI Weekly Hours	The employment insurance period hours balance is displayed here.

ROE Balance Adjustment Page

Usage	Use the ROE Balance Adjustment page to view an employee's online ROE balance adjustments.
Object Name	BALANCES_UI1_CAN

Navigation	Compensate Employees, Maintain Payroll Data Canada, Inquire, ROE Balances, ROE Balance Adjustment
Prerequisites	ROE Balance Adjustment is the second page in the ROE Balances component. You must first enter data on the ROE Balances page.
Access Requirements	Enter an Employee ID.

ROE Balances ROE Balance Adjustments

Griffiths, Martina Rae Employee ID: KC0001

Period Information Find | View All First 1 of 1 Last

Company: GBI Global Business Institute

Wage Loss Plan:

EI Period Date: Earnings End Date:

Adjustment Reason:

Sequence Number: Date Entered:

ROE Balance Adjustments

	EI Period Earnings	EI Period Hours
Balance Before:		
Adjustment:		
Balance After:		

ROE Balance Adjustment page

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

Company	The company is displayed here.
Wage Loss Plan	The wage loss plan is displayed here.
EI Period Date	The employment insurance period date is displayed here.
Earnings End Date	The earnings end date is displayed here.
Adjustment Reason	If there is a description of the adjustment, it is displayed here.
Sequence Number	The sequence number is displayed here.
Date Entered	The date the adjustment was entered is displayed here.
EI Period Earnings	The employment insurance earnings adjustment and balances are displayed here.
EI Period Hours	The employment insurance period hours adjustment and balances are displayed here.

USF Reviewing Individual Retirement Records

We address some special situations related to the IRR here.

Changing Retirement Coverage

During an employee's employment, if there's a change of retirement coverage from CSRS to FERS, or vice versa, then two separate IRRs are created. The SF-2806 reflects the employee's coverage period under CSRS and the SF-3100 reflects the employee's coverage period under FERS.

IRR Control Page

Usage	Use the IRR Control page to track an employee's IRR information, such as IRR Type and IRR Status, after an IRR control record is created.
Object Name	GVT_IRR_CNTRL_HDR
Navigation	Compensate Employees, Manage Payroll Process (USF), Inquire, Individual Retirement Records, IRR Control
Prerequisites	None
Access Requirements	Enter an Employee ID.

IRR Control | IRR Service Hist | Fiscal History | IRR Remarks

Jones, Gloria Employee ID: L00008 Empl Rcd#: 0

Individual Retirement Record View All First 1 of 1 Last

IRR Type: Transfer/Resignation Effective Date: 04/06/1999 Sequence: 11

IRR Status: Pending IRR Retirement Form Number: N/A	ROST Page Number: 0 ROST Year: 0 ROST Series Designation:

[Employee ID](#)

IRR Control page

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

Empl Rcd# The employee record number is displayed here.

IRR Type The IRR type is displayed here.

Sequence	The sequence number is displayed here.
IRR Status	You can specify whether this is a <i>Pending</i> or <i>Final</i> IRR in the IRR Status field. The system opens the IRR Control inquiry page.
IRR Retirement Form Number	The form number is displayed here, if applicable.
ROST Page Number	The page number is displayed here.
ROST Year	The ROST year is displayed here.
ROST Series Designation	The ROST series designation is displayed here.
Employee ID	Click on the Employee ID link to access the Employee page.



For more information about the **IRR Control** page, see IRR Control Page in the Maintaining Payroll Data section in this PeopleBook.

IRR Service History Page

Usage	Use the IRR Service History page to track an employee's PARs.
Object Name	GVT_IRR_CNTRL_SERV
Navigation	Compensate Employees, Manage Payroll Process (USF), Inquire, Individual Retirement Records, IRR Service History
Prerequisites	IRR Service History is the second page in the Individual Retirement Records component. You must first enter data on the IRR Control page.
Access Requirements	Enter an Employee ID.

IRR Control	IRR Service Hist	Fiscal History	IRR Remarks

Jones, Gloria Employee ID: L00008 Empl Rcd#: 0

Individual Retirement Record Service History View All First 1 of 1 Last

IRR Type: Transfer/Resignation Effective Date: 04/06/1999 Sequence: 11

Service History Details				
View All First 1-7 of 7 Last				
Effective Date	Seq. Nbr.	Description	Base Pay	PAR Remarks
04/05/1999	11	Resignation	58808.000000	
04/01/1999	11	Pay Adj	58808.000000	
05/01/1996	11	WGI	54508.000000	
05/01/1993	11	WGI	51042.000000	
07/15/1991	11	Return to Pay Status	45995.000000	
04/04/1991	11	LWOP NTE	45995.000000	
02/20/1990	11	Career Appt	44183.000000	

IRR Service History page

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

Empl Rcd #	The employee record number is displayed here.
IRR Type	The IRR type is displayed here.
Sequence	The sequence number is displayed here.
Effdt	The effective date associated with each PAR is displayed here.
Seq. Nbr.	The sequence number associated with each PAR is displayed here.
Description	The description associated with each PAR is displayed here.
Base Pay	The base pay associated with each PAR is displayed here.
PAR Remarks	Personnel action requests are reported in the service history details area. Each HR change (PAR) has a remark associated with it.



For more information about the **IRR Service History** page, see IRR Service Hist Page in the Maintaining Payroll Data section in this PeopleBook

Fiscal History Page

Usage	Use the Fiscal History page to track an employee's current year and accumulated fiscal data.
Object Name	GVT_IRR_CNTRL_FIN
Navigation	Compensate Employees, Manage Payroll Process (USF), Inquire, Individual Retirement Records, Fiscal History
Prerequisites	Fiscal History is the third page in the Individual Retirement Records component. You must first enter data on the IRR Control and IRR Service History pages.
Access Requirements	Enter an Employee ID.

Fiscal History page

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

Empl Rcd#	The employee record number is displayed here.
IRR Type	The individual retirement record is displayed here.
Sequence	The sequence number is displayed here.
Basic Pay prior to CSRS/FERS appt	The basic pay for year prior to enrollment in CSRS or FERS is displayed here.
LWOP	The year and corresponding hours accumulated and are displayed here.

Retirement Deductions

Retirement deductions are displayed here, divided into year of contribution, amount of deduction, and percent of employee contribution.



For more information about the **Fiscal History** page, see Fiscal History Page in the Maintaining Payroll Data section in this PeopleBook.

IRR Remarks Page

Usage	Use the IRR Remarks page to add remarks to an employee's IRR.
Object Name	GVT_IRR_REMARK
Navigation	Compensate Employees, Manage Payroll Process (USF), Inquire, Individual Retirement Records, IRR Remarks
Prerequisites	IRR Remarks is the fourth page in the Individual Retirement Records component. You must first enter data on the IRR Control, IRR Service History and Fiscal History pages.
Access Requirements	Enter an Employee ID.

IRR Remarks page

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

Empl Rcd#

The employee record number is displayed here.

IRR Type	The individual retirement record type is displayed here.
Sequence	The sequence number is displayed here.
IRR Remark	Select an IRR remark code from the IRR Remark drop-down list. When you select an IRR remark code for an employee, the system provides you with a format with which you can complete the employee-specific component. The components of the IRR remark code, as defined in the IRR Remarks Table, appear sequentially. The IRR remark code is comprised of multiple pieces, including Sequence Number, Remark Type, Field Type, and Label. On the left side of the inner scroll bar, you'll see the sequence level for each remark component. On the right side of the inner scroll bar, you'll see user entry fields for text, date, or number entries. Depending on the remark type selected, different fields will appear. For example, fields that have a Text remark type will have the text appear as display-only on the page, without any user entry fields. Fields that have an Employee-specific remark type will have user entry fields available. These fields can be used to indicate employee-specific remarks, such as specifying the dollar amount of indebtedness (a number) or a reason for the indebtedness (text). As you complete the employee-specific information, the remarks are dynamically generated and displayed in the comment box at the bottom of this page. You can add as many remarks as necessary for an employee.



For more information about the **IRR Remarks** page, see IRR Remarks Page in the Maintaining Payroll Data section of this PeopleBook.

Reporting on Payroll Data



For a description and an example of each Payroll report, see Overview of Payroll for North America Reports. For more information on generating reports in the PeopleSoft HRMS system, see Introduction to PeopleSoft Reporting.

Generating a Canadian Record of Employment (ROE)

PeopleSoft Payroll NA (North American) supports legislated Canadian Payroll reporting requirements, including the Record of Employment (ROE) form. The ROE is used to report an employee's interruption of earnings to Human Resources Development Canada (HRDC). HRDC uses the employment history provided on the ROE to determine whether an applicant qualifies for Employment Insurance (EI) benefits, to calculate the EI benefit rate, to establish the duration of eligibility for benefits, and to detect fraud and abuse of the EI program.

The information provided in this section will help you identify the online (manual) and batch (electronic) components of PeopleSoft HRMS that contribute to successful ROE processing. The accuracy of the data reported on the ROE form depends on the integrity and timeliness of the information in the system. Manual cheques that have been issued to the employee, as well as any final earnings payable, must be entered into the system prior to generating a ROE.

Understanding the ROE Process

The production of ROE forms consists of four major phases:

- Phase 1: Preliminary Setup
 - Defining earnings for reporting in Block 17 of the ROE form, using the Tax Form Definition table.
- Phase 2: Creating ROEs
 - Creating ROE data electronically, using the ROE Mass Create program.
 - Creating ROE data manually, for exception handling.
- Phase 3: Reviewing and Updating ROEs Online
 - Reviewing ROE data records.
 - Updating ROE data records with additional information and comments.
 - Triggering the ROE data records to enable printing.
- Phase 4: Printing ROEs
 - Running the ROE Print program to print new and amended ROEs.

Phase 1: Preliminary Setup

Before a ROE can be processed, you must first define earnings on the Tax Form Definitions page for translation to Block 17 of the ROE form.

Tax Form Definition Page

Usage	Use the Tax Form Definitions page specify the earnings used for vacation pay, statutory holiday pay, and other monies for translation to boxes 17A, 17B, and 17C on the ROE form.
Object Name	TAXFORM_DEFN_TBL
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Setup, Tax Form Definition, Tax Form Definition
Prerequisites	None
Access Requirements	Enter a Tax Form Identification of <i>ROE</i> and an Effective Date.

Tax Form Definition - Tax Form Definitions page

Tax Form Definition - Tax Form Definitions 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**.

Tax Form Identification This value should be *ROE*.

Earnings Code

Specify the appropriate Earnings Codes used for vacation pay, statutory holiday pay, and other monies for translation to boxes 17A, 17B, and 17C on the ROE form.

By defining this information, you tell the system the following:

- How to distribute earnings information that is manually entered on the ROE Data 2 page to the appropriate boxes in Block 17 on the ROE form.
- How to distribute vacation pay and other monies paid in the final pay period using the pay calculation process to the appropriate boxes in Block 17 on the ROE form.

The following table describes the earnings information that you should enter into each ROE **Box** on the Tax Form Definitions page:

Box	Description	Earnings Code	Explanation
17A	Vacation Pay	Vacation Payout	Specify the earnings code used to pay out vacation pay in <i>addition</i> to regular earnings.
17B	Statutory Holiday Pay	Statutory Holiday Payout	Specify the earnings code used to pay out statutory holiday pay in <i>addition</i> to regular earnings. Do <i>not</i> enter the earnings code defined in the Holiday field of the Pay Group table, which is used to process normal statutory holiday pay as an offset to regular earnings.
17C	Other Monies		Specify any other payments that may be owed to an employee after an interruption of earnings. Earnings that must be reported in this box include pension payments, both lump sum and ongoing severance payments or retiring allowances, wages in lieu of notice, and retroactive wage increases.

Phase 2: Creating ROE Data

You can create ROE data electronically through the use of the ROE Mass Create SQR program, or manually through the online ROE Data component.



PeopleSoft Payroll NA provides the capability to manually enter ROE information directly in the ROE Data component for the purpose of managing exception circumstances. For normal creation of ROE data, use the electronic ROE Mass Create SQR program PAY124CN.

Automated ROE Creation

You can create ROEs automatically within a range of dates using the SQR program PAY124CN. This process creates ROE data for all employees who had, within the date range you specify, a change in status requiring a ROE. The system uses this data to populate the ROE Data 1 and ROE Data 2 pages. For details of the data that will be created by this SQR program, as well as descriptions of the fields located on the ROE Data 1 and ROE Data 2 pages, see the ROE Data 1 page, the ROE Data 2 age, and Understanding ROE Data Sources.

ROE Mass Create, Run Parameters Page

Usage	Use the ROE Mass Create page to create ROEs electronically within a range of dates using the SQR program PAY124CN.
Object Name	RUNCTL_FRMTHRU_PAY
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Report, ROE Mass Create
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Report - ROE Mass Create page

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

From Date and Thru Date
(through date)

Enter dates to define the activity period from which the system will select employees qualifying for a ROE. To specify a *single* date, enter the same date in the **From Date** and **Thru Date** fields. Click the **Run** button to execute the SQR.



For details of the data that will be created by this SQR program, as well as descriptions of the fields located on the ROE Data 1 and ROE Data 2 pages, refer to the ROE Data 1 Page, the ROE Data 2 Page, and Understanding ROE Data Sources.



For more information about how the system selects and processes automated ROEs and calculates insurable earnings and hours, see the remaining topics in this section.

The Selection of Amended ROE Records

Through the Pay Calculation and Pay Confirm processes, the system identifies previously reported employee EI insurable earnings balance records (PS_INS_EARNS_BAL) that have been updated with earnings or hours adjustments. It then updates these records to an *Amended* status for reporting by the ROE Mass Create SQR program PAY124CN.

The ROE Mass Create program scans the employee EI insurable earnings balance history records for records that reflect an *Amended* status. If the system finds any within the reporting period, it creates a ROE amendment record.

The Selection of New ROE Records

The date range you specify in the ROE Mass Create page is passed to SQR program PAY124CN and defines the activity period from which the system will select employees qualifying for a ROE. PAY124CN inspects the database for employees who have *nonactive* job records (based on the field EMPL_STATUS in PS_JOB record) and an effective date within the specified date range. A record is flagged for ROE creation if it is assigned one of the following statuses:

- L (Leave of Absence)
- P (Leave with Pay)
- Q (Retired with Pay)
- R (Retired)
- S (Suspended)
- T (Terminated)
- U (Terminated with Pay)

- V (Terminated Pension Payout)
- X (Retired-Pension Administration)

Even if an employee is flagged using the preceding criteria, the system will suppress the ROE under either of the following conditions:

- There is a subsequent effective-dated action that becomes active within seven consecutive calendar days of the interruption action.
- The insurable earnings balance history records do not contain any insurable earnings for the period being reported.



The system will generate ROE records for all leaves, terminations, and retirements with pay (an employee status of P, Q, or T). You need to examine the ROE records that have been created by the ROE Mass Create program so that you can identify to the system those employees for whom a ROE should be issued. To print and issue a ROE, update the ROE process field on the ROE Data 1 page from *Hold* to *Generate*.

Understanding the Calculation of Insurable Earnings and Hours

Insurable earnings and hours are calculated during the Pay Calculation process, and the insurable earnings balance records are updated with the Pay Confirm process. The insurability of earnings and their associated hours are determined by the following fields on the Earnings table:

- Subject EI Earn (subject employment insurance earnings)
- Subject EI Hrs (subject employment insurance hours)

Although the EI premium deduction stops when the annual maximum insurable earnings amount is reached (for example, \$39,000 in 2000), the insurable earnings and hours balances continue to accumulate for ROE reporting purposes.

Amended ROE Records Processing

If the criteria specified for amended ROE records processing are met, the system flags all of the earnings associated with the original ROE to indicate that they need to be reported again, and the SQR program PAY124CN creates a ROE amendment record (PS_ROE).

The ROE amendment record contains data from the original ROE, plus the amended information about insurable earnings and hours. Review and update the original employment data, if necessary, using the ROE Data component.



The ROE Mass Create process automatically triggers the creation of ROE amendment records. The manual ROE creation process does not support the creation and printing of amended ROEs.

For tracking purposes, the system populates the ROE# Amended (record of employment number amended) field in the ROE amendment record with the original ROE number. The system also populates the Sequence # (sequence number) field in sequential order, starting with the first amendment created. The ROE Process field will have a status of *Hold*.

New ROE Records Processing

If the criteria specified for new ROE records processing are met, PAY124CN.SQR creates a ROE record with a status of *Hold*. This process uses data from the following records:

- PS_JOB
- PS_EMPLOYMENT
- PS_PAYGROUP_TBL
- PS_PERSONAL_DATA
- PS_INS_EARNS_BAL



For more information about the fields populated during the automated ROE creation process, see Understanding ROE Data Sources.

Manual ROE Creation

PeopleSoft Payroll NA provides the capability to manually create ROE data online using the ROE Data component for the purpose of managing exception circumstances. This process requires that you *manually* enter all employment-related ROE reporting details into the system.

As you load information manually into the ROE Data component, be aware that there is no online editing feature to validate your entries. In other words, the data entry fields in the ROE process are free-form edit boxes into which you can enter *any* valid value from the prompt tables and drop-down lists. Enter information into these fields carefully.

After reviewing your entries for accuracy, select *Generate* from the ROE Process drop-down list to indicate that you want this ROE printed when you run the ROE Print program PAY101CN.



The manual ROE creation process does not support the creation and printing of amended ROEs.



If you need to create multiple ROEs, you'll probably want to automate the process by running the ROE Mass Create SQR program PAY124CN. This program will create ROEs automatically, based on certain criteria, as described in the following sections.

ROE Data 1 Page

Usage	Use the ROE Data 1 page to manually create a ROE in PeopleSoft Payroll NA and enter employment-related details into the system.
Object Name	ROE_DATA1
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Use, ROE Data, ROE Data 1
Prerequisites	None
Access Requirements	Enter the employee ID of the employee for whom the ROE is being prepared. Enter the appropriate date. The system uses this date for the Date EI Payable field.

ROE Data - ROE Data 1 page

Enter data in the following fields:

Company

Enter the company as entered in the job record.

ROE Date (record of employment date)

This date is for internal reference only. The default is the current date. During automated ROE creation, the default is the system date.

ROE# (record of employment number)

The system adds this number when the final ROE is printed and stamps it onto relevant Insurable Earnings Balance records.

Wage Loss Plan

Enter the employee's **Wage Loss Plan**.

Date EI Payable (date employment insurance payable)

Enter the last date to which the EI premium is paid.

	During manual ROE creation, the default for this date comes from the Add - ROE Data dialog box. During automated ROE creation, the default for this date is the end date of the last Insurable Earnings Balance record or the last date worked, whichever is earlier.
ROE# Amended (record of employment number amended)	Leave this field empty because the manual ROE creation process does not support amended ROEs. During automated ROE creation, the system will generate the original ROE number if the record is an amendment or replacement to an existing ROE.
Sequence # (sequence number)	Leave this field empty because the manual ROE creation process does not support amended ROEs. During automated ROE creation, the system will assign a sequential number to identify different versions of an amended ROE.
ROE Process (record of employment process)	This field identifies the status of the ROE. Available selections include the following: Hold. The ROE has been created but is not yet ready for printing. Generate. The ROE is ready to be printed. Complete. The final ROE has been printed. Note. After confirming that all information is correct, change the status from Hold to Generate so that the ROE Print process will report this record. After the ROE has been set to a status of Complete, the ROE Process field will be hidden and replaced with a ROE Msg (record of employment message) display field having a value of Complete.
Business Unit	Enter the business unit as entered in the job record.
Job	Enter the job code as entered in the job record.
Age	No entry is needed. The system calculates this value.
Multi-Job (multiple jobs)	Select this check box if the employee has multiple jobs.
Pay Group	Enter the pay group as entered in the job record.
Pay Freq (pay frequency)	The system populates this entry according to the pay group.
Action	Select the appropriate action as entered in the job record.

Reason Code

Select the appropriate reason as entered in the job record.

Note. You *must* make a selection for the **Reason** field. It populates Block 16 on the ROE form.

ROE Issuer ID (record of employment issuer ID)

Select the EmplID (employee ID) of the person who issued the ROE.

ROE Contact ID (record of employment contact ID)

Select the EmplID (employee ID) of the person who can be contacted for additional information.

First Date Worked

Enter the **First Date Worked** for reporting in Block 10 of the ROE form.

Last Date Worked

Enter the **Last Date Worked** for reporting in Block 11 of the ROE form.

ROE Data 2 Page

Usage	Use the ROE Data 2 page to enter more employment-related details, once you've finished entering data on the ROE Data 1 page.
Object Name	ROE_DATA2
Navigation	Compensate Employees, Maintain Payroll Data, Use, ROE Data, ROE Data 2
Prerequisites	You must first enter data on the ROE Data 1 page.
Access Requirements	Enter the employee ID of the employee for whom the ROE is being prepared. Enter the appropriate date. The system uses this date in the Date EI Payable field on the ROE Data 1 page.

ROE Data 1 ROE Data 2

Campbell, Barry Robert ID: KC0015 SIN: 997000039

Record of Employment Find | View All First 1 of 1 Last

Company: GBI ROE Date: 06/28/2000 ROE#: 700.00 + -

Wage Loss Plan: KLO Date EI Payable: 01/28/2000 ROE# Amended:

Sequence #: ROE Process: Generate

Box 14 (Recall)

Recall Date:

☒ Not Returning

Box 19 (Paid Leave Payments)

Start Date: Amount: Frequency:

Box 15A (Insurable Hours)

ROE Override Hours:

Box 18 (Comments):

Box 17 (Future Pays Only) Find | View All First 1-2 of 2 Last

Earnings Type	Amount	Holiday
CBN	700.00	... + -
VAO	332.31	... + -

ROE Data - ROE Data 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: employee **ID** and **Company**.

ROE Date	The ROE is displayed here.
ROE#	The record of employment number is displayed here.
Wage Loss Plan	The wage loss plan is displayed here.
Date EI Payable	The date employment insurance payable is displayed here.
ROE# Amended	The record of employment number amended is displayed here.
Sequence #	The sequence number is displayed here.
ROE Process	The record of employment process is displayed here.

Enter data in the following fields, where applicable:

Box 14 (Recall)

Recall Date Enter the Expected Return Date as entered in the employment data record.

Not Returning Select this check box if the employee will not be returning to work (for example, the employee is retired or terminated).

If the **Not Returning** check box is not selected and the **Recall Date** field is empty, the system will select the Unknown check box in Block 14 on the ROE form.

Box 19 (Paid Leave Payments)

The **Box 19** region corresponds to Block 19 of the ROE form. Only complete these fields if the employee receives paid sick, maternity, or parental leave, or group wage loss indemnity payments after the last day worked. These fields are printed on the ROE form as you enter them here. The program does not validate them.

Start Date	Enter the paid leave start date.
Amount	Enter the amount paid per interval.
Frequency	Enter the payment interval.

Box 15A (Insurable Hours)

ROE Override Hours (record of employment override hours)	Enter the ROE override hours if the ROE insurable hours need to be corrected.

Box 18 (Comments)

Comments entered here will appear in Block 18 of the ROE form.

Box 17 (Future Pays Only)

Enter earnings that are to be paid to the employee after the employee's final pay period.

Earnings Type	Enter the appropriate payout earnings type. The earnings code selected in Box 17 <i>must</i> be defined on the Tax Form Definitions page.
Amount	Enter the amount paid out to the employee <i>after</i> the final period. The amount entered in this box will <i>not</i> automatically be added to balances for year-end reporting. When you use the Amounts field, <i>you</i> are responsible for ensuring that the balance records are updated to reflect these amounts.
Holiday	Enter the date of the holiday paid out. This field is used for Box 17B, Statutory Holiday.



For more information about setting up the Tax Form Definitions page, see Phase 1: Preliminary Setup. For more information about filling out Box 17, see Special Notes About Box 17.

Special Notes About Box 17

Box 17 on the ROE form is used for reporting payments of benefits paid in or in anticipation of the final pay period, or benefits payable at a later date.

The following table describes how the system reports these earnings. Remember that you must first correctly define all earnings on the Tax Form Definitions page.

Box	<i>Earnings Paid in Final Pay Period</i>	<i>Earnings Paid After Final Pay Period</i>
Box 17A Vacation Pay	Earnings will be reported in Box 15B or 15C, and Box 17A.	You must enter the earnings manually on the ROE Data 2 page, Box 17. These earnings will only be reported in Box 17A.
Box 17B Statutory Holiday Pay	Earnings will be reported in Box 15B or 15C only. For the earnings to be reported in Box 17B, you must also enter the same earnings information on the ROE Data 2 page.	You must enter the earnings manually on the ROE Data 2 page, Box 17. These earnings will only be reported in Box 17B.
Box 17C Other Monies	Earnings will be reported in Box 15B or 15C, and Box 17C.	You must enter the earnings manually on the ROE Data 2 page, Box 17. These earnings will only be reported in Box 17C.



For more information about setting up the Tax Form Definitions page, see Phase 1: Preliminary Setup.

Phase 3: Reviewing and Updating ROEs Online

Once you've created ROE records, you can use the ROE Data 1 and 2 pages to perform the following actions:

- Review the data.

- Add or update data as required to complete the ROE—for example, Box 17 (Future Pays Only) and Box 18 (Comments) fields.
- Update all acceptable records from *Hold* to *Generate* status by selecting *Generate* from the ROE Process drop-down list on the ROE Data 2 page and saving the records.



For more information about using the ROE Data component, see the ROE Data 1 Page, ROE Data 2 Page, and Understanding ROE Data Sources.

Phase 4: Printing ROEs

The ROE Print program, PAY101CN, prints ROEs that conform to the prescribed form supplied by HRDC. This is a multipart tractor feed form that requires an impact printer. You can run this program repeatedly until the final print option is selected, at which time the system will assign ROE numbers.

ROE Print, Run Parameters Page

Usage	Use the ROE Print page to set your report parameters.
Object Name	RUNCTL_PAY101CN
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Report, ROE Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Report - ROE Print page

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

Enter data in the following fields:

ROE Final Print (record of employment final print) Select this check box for the final printing.

A ROE serial number will be stamped on the Insurable Earnings Balance record upon final print. The last ROE number used will also be stamped on the same field defined on the Installation table.

ROE Start Number (record of employment start number) Used only for final printing. Enter a number consisting of a maximum of eight characters. This number should match the serial number preprinted on the ROE form. It is stamped on the Insurable Earnings Balance History records during the final printing.

If you do *not* enter a **ROE Start Number**, the program will use the last ROE number defined on the Installation table to determine the next number.

ROE Form Language (record of employment form language) This parameter is matched with the language code on the employee's personal data record for printing purposes only. For example, if you select a **ROE Form Language** of *French*, the system will only print ROEs for those employees with a language code of *French*. You must load the French forms to print this batch of ROEs.

Alignment Count Determines how many alignment pages are created at the beginning of the print files.

Remember that the ROE Print program, PAY101CN, only prints the following:

- ROE records flagged as *Generate*.
- ROE records for employees with *no outstanding cheques* (that is, all cheques for the employees involved must be calculated and confirmed).

Because Manual ROE Creation is designed for exception circumstances, it bypasses edits that are used when running the automated Mass ROE Create process, SQR program PAY124CN. Therefore, a manually created ROE could be printed for an employee who does not actually have an interruption in service, provided that the above two criteria are fulfilled.

The ROE Print program, PAY101CN, will extract data from the ROE data and the insurable earnings balance records to calculate the insurable earnings amounts and hours to be reported on the ROE forms.



Important! The ROE Print program will report all earnings within the reporting period that have been paid up to the point at which you run the program. If you create your ROEs, wait several days, and then run the ROE Print program, the ROE Print program will pick up any earnings paid in the interim, including earnings that were input as future earnings on the ROE Data 2 page and have now been paid. You must delete the Future Pays row for any amounts that should not be included in Box 17 at the time of the final print run.



Important! The ROE Print program is *not* designed to *reprint* ROEs once they have been generated. Each employer receives ROEs that have been assigned serial numbers to keep track of the forms. Because of this strict tracking of the forms and the design of the create and print processes, you will need to issue a ROE amendment instead of reprinting the ROE.

ROE Tips and Techniques

This section offers a number of miscellaneous tips and techniques for processing ROEs with PeopleSoft Payroll NA.

Processing Job Status Changes

The human resources data describing returns from leaves of absence and rehires needs to be processed in a timely manner, to avoid the creation of a ROE for an employee who has returned to active status without an interruption of earnings (as interpreted by HRDC).

Moving ROE Balance Amounts

You can adjust EI insurable earnings and hours online using the Adjust ROE Balance component. You can use the Adjust ROE Balance page to move ROE balance amounts from one period to another. To protect the integrity of the EI earnings and hours balance details, the system does not allow for one-sided adjustments resulting in the addition or deletion of insurable earnings amounts or hours. For example, you cannot add \$50.00 or 5 hours to an EI period. You must enter this type of adjustment the proper way—by processing manual cheques. Note that the `INS_EARNS_BAL` record will be flagged as *Amended* when an online adjustment is processed and therefore will trigger the ROE Mass Create program to generate a ROE Amendment.

Managing Concurrent Multiple Jobs

If an employee has concurrent multiple jobs, the ROE Mass Create program will generate a ROE reflecting the First Date Worked (original hire date) and Last Date Worked (termination date minus one day) that are associated directly with the job that is being terminated. The system will process the ROE, although one or more concurrent jobs may continue to remain active. The

system will report the *total* insurable earnings and hours accumulated during the required ROE reporting period, for *any and all* jobs combined. This information will assist HRDC in determining whether the reduction to the employee's work schedule entitles the applicant to receive EI benefits.

When creating ROE data for an employee with multiple jobs, the ROE Mass Create program will generate an exception report to identify the situation. Review the First Date Worked and, if necessary, update it to correctly reflect either 1) the hire date of the earliest job, or 2) the termination date of the most recent job that required the issuance of a ROE.

Reallocating Insurable Earnings and Hours to Prior Pay Periods

To allocate *pay corrections* (as defined by HRDC) to the pay periods *for which they were paid*, or to allocate earnings to the last pay period in which regular wages were paid upon termination, layoff, or leave, use the EI Period Correction check box on the paysheet. If this check box is not selected, the insurable earnings and hours will be allocated to the prior EI periods for which they were paid, as defined by the dates you specify in the Earnings Begin and End Date fields of the paysheet. To allocate the earnings to a prior EI period, the Earnings Begin and End Dates specified on the paysheet must correspond exactly with the beginning and ending dates of the EI period being adjusted.

When you are using off-cycle payroll transactions to issue final payments or monies owed to employees upon an interruption of earnings, the Earnings Begin and End Dates specified on the off-cycle paysheet must correspond exactly with the beginning and ending dates of the employee's final EI period. If the paysheet reflects earnings beginning and ending dates dated later than the interruption of earnings date, those earnings will not be included for reporting on the ROE. The ROE process *only* selects insurable earnings balance records with a period end date that is equal to or prior to the job interruption date.

Reporting of Earnings When Pay Frequencies Change

If an employee changed pay frequencies within the ROE reporting period, you will need to complete the ROE manually because the system cannot accommodate this situation. To identify this scenario, the ROE Mass Create program PAY124CN will create an exception report containing the message *ROE not created due to Pay Frequency change....*

Recreating ROE Data

As a result of updates and corrections to ROE-related information, you may need to recreate the ROE Data pages before you print a ROE (for example, when a termination date is changed or corrected). This situation is different from the ROE amendment process, which occurs when changes occur after the ROE has already been *printed* in final mode and *assigned a ROE number*.

ROE Data pages can be recreated repeatedly *before* a ROE is printed in final mode and updated as *Completed*. However, if a ROE data record has been generated and subsequently becomes redundant due to a change or correction to dates, you would need to manually delete the original ROE data record through the online ROE Data component.

Understanding ROE Data Sources

The following table describes the sources of all the data that PeopleSoft Payroll NA uses during the ROE Mass Create and ROE Print processes.



For more information about using the ROE Data component, see the ROE Data 1 Page and ROE Data 2 Page.

ROE Block No.	Description	Data Source
1	Serial Number	This number is preprinted on the ROE form and is stamped by the system on the Insurable Earnings Balance History record (PS_INS_EARNS_BAL) when the ROE is printed in Final Print mode. The number is either input as a run parameter to the ROE Print program PAY101CN or maintained by the Last ROE# (record of employment number) field (ROE_NBR_LAST), on the Installation table.
2	Serial Number of ROE Amended or Replaced	This block applies to amended ROEs only. The ROE Mass Create program PAY124CN retrieves the ROE# of the original ROE record from the ROE_NBR_REPL field of the PS_ROE record.
3	Employer's Payroll Reference Number	The government ignores this block so the employer can insert any information deemed appropriate. Currently, the ROE Print program links the ROE Payroll Ref# (record of employment payroll reference number) on the Pay Group table (PS_PAYGROUP_TBL) with the ROE# for reporting into this block.
4	Employer's Name & Address	Retrieved from the Company table (PS_COMPANY_TBL).
5	Revenue Canada Business Number (BN)	The Business Number field on the Wage Loss Plan table (PS_WAGELS_PLAN_TBL), derived from the Wage Loss Plan field of the ROE record. Note that the employment record number on the Canadian Income Tax Data page defines the employee's wage loss plan.
6	Pay Period Type	Retrieved from the Pay Group table (PS_PAYGROUP_TBL).
7	Postal Code	Retrieved from the Company table (PS_COMPANY_TBL).

8	Social Insurance Number	Retrieved from the National ID field on the Personal NID table (PS_PERS_NID). This field is defined on the Personal Data Eligibility/Identity page.
9	Employee's Name & Address	Retrieved from the employee's name and address defined on the Personal Data table (PS_PERSONAL_DATA).
10	First Day Worked	The system determines this date by retrieving the Insurable Earnings Balance History records and identifying the earliest period Earnings End Date that was not previously reported on a ROE. The system then inspects the Job Data records for the <i>Hire</i>, <i>Rehire</i>, <i>Recall</i>, <i>Return from Leave</i>, or <i>Return from Disability</i> action record with an effective date closest to (but not occurring after) the earliest period Earnings End Date. It uses the effective date of that action, if found. If no such action is found, the system retrieves the employee's Hire Date from Employment Data (PS_EMPLOYMENT).
11	Last Day for Which Paid	The system determines this date by retrieving the Effective Date of the Job Data action that triggered the ROE, then subtracts one day.
12	Final Pay Period Ending Date	This date is determined during the ROE Print process. It is the EI period date of the latest Insurable Earnings Balance record (PS_INS_EARNS_BAL) reported on the ROE.
13	Occupation	The Job Title field on the Job Code table (PS_JOBCODE_TBL), derived from the job code on the employee's job record.
14	Expected Day of Recall	This is the expected return to work date retrieved from the Employment record (PS_EMPLOYMENT) if the employee's status is: L = Leave of Absence P = Leave With Pay S = Suspended

14	Not Returning	The system will select the Not Returning check box if the employee's status is: Q = Retired With Pay R = Retired T = Terminated U = Terminated With Pay V = Terminated Pension Payout X = Retired-Pension Administration
14	Unknown	If the Not Returning check box is not selected and the system is unable to retrieve information for the Expected Date of Recall, the Unknown check box will be selected.
15A	Total Insurable Hours	Total number of insurable hours accumulated in the Insurable Earnings Balance History record (PS_INS_EARNS_BAL) for the reporting period, as specified by HRDC. For example, for a <i>Biweekly</i> pay period type, the total insurable hours will be reported for the last consecutive 27 pay periods (or less, if the period of employment is shorter).
15B	Total Insurable Earnings	Total insurable earnings accumulated in the Insurable Earnings Balance History record (PS_INS_EARNS_BAL) for the reporting period, as specified by HRDC. For example, for a <i>Biweekly</i> pay period type, the total insurable earnings will be reported for the last 14 consecutive pay periods (or less, if the period of employment is shorter). Note that all vacation pay and other monies paid out in the final pay period will be included in Box 15B and/or 15C, as well as in Box 17. Statutory holiday pay that is paid out in the final pay period will only be reported in Box 15B and/or 15C. For more information about Box 17, see Special Notes on Box 17 in this section.

15C	Insurable Earnings by Pay Period	Information in this block will only be completed if there are pay periods in which the employee has had no insurable earnings, within the required reporting period. The system will report a breakdown of the insurable earnings from the Insurable Earnings Balance History record (PS_INS_EARNS_BAL) by pay period. For example, for a <i>Biweekly</i> pay period type, the insurable earnings will be reported for the last 14 consecutive pay periods (or less, if the period of employment is shorter). Where there is a pay period with zero or no insurable earnings, <i>NIL</i> will be reported. When block 15C is filled, block 15B will be left blank.
16	Reason for Issuing This ROE	The system retrieves the reason from the Action and Reason fields of the Job Data record that triggered the ROE, then translates it to the ROE reason codes provided by HRDC.
16	For Further Information Contact	The system retrieves the contact from the Contact ID field of the Pay Group table that is associated with the employee's pay group.
16	Telephone No.	The system retrieves the telephone number of the contact from the employee's Employment Data record (PS_EMPLOYMENT).
17	Payments or Benefits Paid In or In Anticipation of the Final Pay Period, or Payable at a Later Date	These boxes (17A, B, and C) should be completed if payments or benefits (other than regular pay) are paid in or in anticipation of the final pay period, or payable at a later date. The system retrieves this information from Box 17 on the ROE Data 2 page. All vacation pay and other monies paid out in the final pay period will automatically be included in Box 17, as well as Boxes 15B and/or 15C. Statutory holiday pay that is paid out in the final pay period will not be included in Box 17, and will only be reported in Boxes 15B and/or 15C. As a result, you must manually enter all statutory holiday pay paid, or owed to the employee on the interruption of earnings, on the ROE Data 2 page.

		For example, if an employee was paid \$500 of vacation pay in the final pay period, plus another \$200 of vacation pay after the final pay period, a total amount of \$700 should be reported in Box 17A. To correctly report \$700, you must manually enter the \$200 paid at a later date on the ROE Data 2 page. In the second example, if an employee was paid \$200 of statutory holiday pay in the final pay period, plus another \$100 of statutory holiday pay after the final pay period, a total amount of \$300 should be reported in Box 17B. To correctly report \$300, you must manually enter both the \$200 entry plus the \$100 entry on the ROE Data 2 page. For more information about Box 17, see Special Notes on Box 17 in this section.
17A	Vacation Pay	As entered in Box 17 on the ROE Data 2 page (see the preceding notes).
17B	Statutory Holiday Pay: Holiday Date Amount	As entered in Box 17 on the ROE Data 2 page (see the preceding notes).
17C	Other Monies Earnings Description Amount	As entered in Box 17 on the ROE Data 2 page (see the preceding notes).
18	Comments	As manually entered on the ROE Data 2 page. Document any information that may help prevent a phone call from HRDC.
19		This box should be completed if the employee is paid sick, maternity, or parental leave, or a group wage loss indemnity payment after the last day worked. The system retrieves this information from Box 19, as entered on the ROE Data 2 page.
	Payment Start Date	As manually entered on the ROE Data 2 page.
	Amount	As manually entered on the ROE Data 2 page. This will only be printed if the Payment Start Date has been altered.

	Per Day Per Week	Check the relevant box, as manually entered on the ROE Data 2 page. This will only be printed if the Payment Start Date has been entered.
20	Communication Preferred in English French	Language Code field on the Personal Data table (PS_PERSONAL_DATA) that is associated with the Issuer defined on the Pay Group table for this employee's pay group.
21	Telephone Number	The system retrieves the telephone number of the Issuer from the employee's Employment Data record (PS_EMPLOYMENT).
22	Signature of Issuer	Left blank for signature.
	Name of Issuer	The system retrieves the Issuer from the Issuer ID field of the Pay Group table that is associated with the employee's pay group.
	Date	Left blank for Issuer to complete.

USF Processing Individual Retirement Records (IRRs)

Overview of the IRR Process



Before you can create an Individual Retirement Record (IRR), you need to specify which Nature of Action (NOA) Codes can be reported to the Office of Personnel Management (OPM) on IRRs. For more information about NOA Codes, see *USF Setting Up Individual Retirement Record Processing*.

The IRR process begins when an employee, supervisor, or human resources official creates a Personnel Action Request (PAR) for a separation. You'll link the PAR with an NOA Code that indicates that this PAR can be reported on the IRR.



For more information about creating a PAR, see *PeopleSoft Human Resources Business Processes: USF Administering Personnel Action Requests*.

Setting Up Your PAR Remarks

You can set up PAR remarks associated with the IRR in the PAR Remarks Table. Once a separation NOA Code is linked to a PAR, an IRR control record is generated and the IRR process begins. For example, when an employee retires, a retirement PAR is created. An NOA Code associated with that IRR Type (**Retirement**) was defined previously to indicate that a Retirement IRR Control Record will be generated. Once this PAR is saved, an IRR control record is created.

Creating IRR Remarks on the IRR Remarks Table

You can also create IRR Remarks in the IRR Remarks Table. These remarks are text or employee-specific information that needs to be documented in the IRR. Once the IRR control record is created, you can select applicable remarks for an employee in the IRR Remarks page, if necessary.

Viewing IRR-Related Information

You can view IRR-related information in the Individual Retirement Record component. These pages enable you to track an employee's IRR information and add remarks to a pending IRR before running the final IRR.

We've designed the online IRR to look like the SF-2806 and SF-3100 forms you're already using. The IRR Control page corresponds to the header part of the forms and contains a summary of information for the employee. The IRR Service History page corresponds to the left side of the form and contains all the PARs for the employee. The Fiscal History page corresponds to the right side of the form and contains a summary, by year, of all retirement deductions for the employee.

Creating an IRR Worksheet

When an employee separates, you can create an IRR Worksheet, which enables you to print a pending IRR, review it, and make corrections, if necessary, before generating a final IRR. You can also use the IRR Worksheet to view service history and fiscal history for a current employee.

Generating a Final IRR

Once the data is verified, you can generate the final IRR that's sent to OPM by running the IRR process. At this point, the IRR status for an employee changes to *final* in the system, and the SF-2806 or SF-3100 form is created. You can now view PARs for an employee only through the Supplemental IRR and Correction IRR components.

The final IRR is combined with a Register of Separations and Transfers (ROST) form that summarizes the information on all the IRRs for that payroll run. The IRRs and ROST are then submitted together to OPM.



For more information about the ROST, see Overview of the Register of Separations and Transfers (ROST).

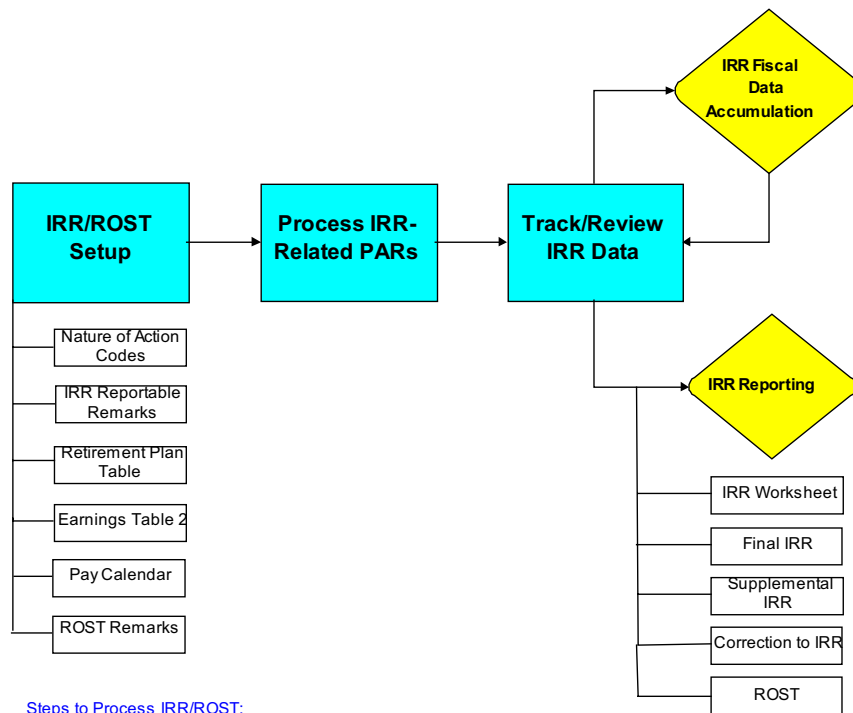
Accumulating IRR Fiscal Data

You can accumulate fiscal data for employees in your agency with the IRR Fiscal Data Accumulation report. This report accumulates all retirement deductions for employees, as well as any leave without pay (LWOP) hours and any basic pay that was received when the employee was not covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) retirement plans. You run this process at the end of a tax year.

Generating a Supplemental IRR or Correction IRR

Finally, you can generate a Supplemental IRR or Correction IRR if you need to make adjustments to an IRR that's already been submitted. Use a Supplemental IRR when an employee's retirement deductions were originally underreported. The system automatically calculates the difference once the payroll adjustments are processed. You can create a Supplemental IRR to report the difference in the retirement deduction amount to OPM. Use a Correction IRR (SF-2806-1 or SF3101) when you have to make corrections to the original IRR or if retirement deductions were overreported.

The following diagram shows an overview of IRR and ROST processing:



Steps to Process IRR/ROST:

1. Create PAR with specific Nature of Action
2. Review data online Print IRR Worksheet
3. Run Final IRR Report
4. Run the ROST Report

IRR/ROST Processing

Generating IRRs

You'll use different Payroll features to generate an accurate IRR.

First, you'll create an IRR Worksheet to verify all of the information stored in the IRR pages. You can add or edit information as necessary.

When the information is correct, you can process the final IRR and print an official SF-2806 or SF-3100 form on OPM stock for transfer to OPM.

You can also process an IRR Fiscal Data Accumulation report yearly to track accumulated fiscal data for employees in your agency.

If you discover inaccuracies in the IRR after you send it to OPM, you can generate a Supplemental IRR or Correction IRR to make the necessary adjustments to an employee's IRR.

Processing an IRR Worksheet

You can use the IRR Worksheet to prepare a preliminary IRR for a separated employee and review it before generating a final IRR. You can also use the IRR Worksheet to view up-to-date service history and fiscal data for a current employee.

IRR Worksheet - Separated Employee Page

Usage	Use the IRR Worksheet - Separated Empl page to set up your parameters for creating an IRR Worksheet for a separated employee. As a federal agency, you have thirty days after an employee separates to prepare and submit an IRR to OPM. During that time you can print an IRR Worksheet for a separated employee. The system enables you to print a pending IRR, review it, and make corrections before you create the final IRR that you send to OPM.
Object Name	RUN_FGPY009
Navigation	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, IRR Worksheet - Separated Empl
Prerequisites	None
Access Requirements	Enter a Run Control ID.

IRR Worksheet - Separated Empl (individual retirement record worksheet - separated employee) page

Operator ID and Run Control ID

These are the values you entered to access this page.

Language

Select the language in which you would like the report printed.

The system opens the run control page for the **IRR Worksheet - Separated Empl** page.

IRR Ret Form (individual retirement record return form)	For the Civil Service Retirement System, select CSRS . For the Federal Employees Retirement System, select FERS .
Filter	Select this option to retrieve the names of those employees within the system whom you selected in the IRR Ret Form field.
Add Selected	Use this option to select the IRRs you want included in this payroll run.
Add All	Use this option to select all the listed IRRs.
Remove Selected	Use this option to select the IRRs you want removed from this payroll run.
Remove All	Use this option to remove all the listed IRRs.

Only those IRRs listed in the **Selected IRRs** region will print from this run control.



You don't need to select any check boxes at this point.

Click **Run** to run the report using Process Scheduler.



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

Reviewing the IRR Worksheet

The IRR Worksheet for a separated employee contains the same information that appears on the final IRR, but the Worksheet is not formatted to print on OPM stock and is for internal agency use only. If you find mistakes on an employee's IRR Worksheet, you can correct or add remarks using the online pages before generating the final IRR.



For more information about the final IRR, see Individual Retirement Record Page.

IRR Worksheet - Current Employee Page

Usage	Use the IRR Worksheet - Current Empl page to set up the parameters for creating an IRR Worksheet for a current employee. You can also use the IRR Worksheet to view up-to-date service history and fiscal data for a current employee.

Object Name	RUN_FGPY010
Navigation	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, IRR Worksheet – Current Empl
Prerequisites	None
Access Requirements	Enter a Run Control ID.

IRR Worksheet - Current Empl (individual retirement record worksheet - current employee) page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID**, **Run Control ID**, **Employee ID**, and **Rcd#** (record number).

The system opens the run control page for the **IRR Worksheet - Current Empl** page. Select the **Employee ID** of the current employee for whom you are viewing an IRR. You can view IRRs for as many employees as you want by using the scroll bar to enter their employee IDs.

Click **Run** to run the report using Process Scheduler.



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

Individual Retirement Record Page

Usage	Use the Individual Retirement Record page to generate a final IRR (SF-2806 or SF-3100) once you have verified that all the data is correct.
Object Name	RUN_FGPY007
Navigation	Compensate Employees, Manage Payroll Process (USF), Process, Individual Retirement Records
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Individual Retirement Record page

**Operator ID and
Run Control ID**

These are the values you entered to access this page.

Language

Select the language in which you would like the report printed.

IRR Ret Form (individual
retirement record return form)

For the Civil Service Retirement System, select **CSRS**.
For the Federal Employees Retirement System, select **FERS**.

Filter

Select this option to retrieve the names of those employees within the system whom you selected in the **IRR Ret Form** field.

Add Selected

Use this option to select the IRRs you want included in this payroll run.

Add All

Use this option to select all the listed IRRs.

Remove Selected

Use this option to select the IRRs you want removed from this payroll run.

Remove All

Use this option to remove all the listed IRRs.



You can select only pending IRRs on this page. Once a final IRR has been generated, you cannot rerun it.

Only those IRRs listed in the **Selected IRRs** (selected individual retirement records) region will print from this run control.



You don't have to select the check boxes on the left side of this page. Use these check boxes only to navigate through the different records.

Click **Run** to run the report using Process Scheduler.



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

At this point, you'll follow a similar process for the Register of Separations and Transfers (ROST).



For more information about the ROST, see USF Processing the Register of Separations and Transfers (ROST).

Generating Supplemental or Correction IRRs

You can generate a Supplemental IRR or Correction IRR the same way you generate a final IRR. However, you need to link the original IRR that you are changing to the Supplemental IRR or Correction IRR. You'll do this by specifying the original **IRR Type** (individual retirement record type) that you are correcting in the **Cor** (correction) field. Select **Home, Compensate Employees, Manage Payroll Process (USF), Process, Individual Retirement Records**. The system prompts you for a **Run Control ID**. You'll access the Individual Retirement Record Page discussed previously.

This process creates an IRR control record that has an **IRR Type** of *Supplemental* or *Correction*.

To generate a Supplemental IRR or Correction IRR, click the **Filter** button. At this point, the system selects only pending IRRs, so the original IRR will not be available for selection. When you want to print an IRR whose **IRR Type** is **S** (supplemental) or **C** (correction), you need to enter the **IRR Type** that's associated with the original IRR in the **Cor** field. For example, if the original **IRR Type** was **R** (retirement), you need to enter **R** in the **Cor** field.

Click the **Run** button to generate the Supplemental IRR or Correction IRR.

When the system generates a Supplemental IRR or Correction IRR, it prints only the IRR reportable Personnel Action Requests (PARs) that were created since the original IRR, along with any IRR remarks and adjustments to fiscal data.

You'll send the Supplemental IRR or Correction IRR, accompanied by a ROST form (SF-2807 or SF3103), to the OPM.



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

IRR Fiscal Data Accumulation Page

Usage	Use the IRR Fiscal Data Accum page to run the IRR Fiscal Data Accumulation report. Running this report transfers all of the fiscal data that you have recorded on an employee's IRR and stored in your Payroll system to the fiscal data portion of the IRR. You should run the IRR Fiscal Data Accumulation report at the end of the tax year to accumulate and store fiscal information on IRRs for all employees. The process looks at payroll earnings and deductions for the current year and accumulated fiscal data for all prior years. You will not need to run this process for an employee whose separation occurs mid-year. All IRR pages and reports will automatically select and summarize payroll detail earnings and deductions.
Object Name	RUN_FGPY006
Navigation	Compensate Employees, Mange Payroll Process (USF), Process, IRR Fiscal Data Accumulation
Prerequisites	None
Access Requirements	Enter a Run Control ID.

IRR Fiscal Data Accum

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

*Agency: AG Department of Agriculture

*Pay Year: 1999

Employees			View All	First	1 of 1	Last
EmpID:	K0G005	Emp Rcd#: 0	Buckalew, Ginger			

IRR Fiscal Data Accum (individual retirement record fiscal data accumulation) page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**, **Language**, **Agency**.

Pay Year

Enter the pay year for which you're running the fiscal data accumulation.

Note. For every Pay Calendar you establish, you'll specify the Pay Year on the Year Settings page of the Pay Calendar Table. This will be defined automatically during Pay Calendar creation, and it should generally be the same as the pay end-date year. When processing IRRs, the IRR Fiscal Data Accumulation process identifies all monies that come from the Pay Year. Enter the Pay Year to which this Pay Calendar applies in the **Pay Year** field.

Note. If you're populating historical data, you need to go back and fill in prior year pay calendars to make this process work.

For more information about defining the Pay Year in the Pay Calendar, see PeopleSoft 8 Payroll for North America, "Using Calendars"

EmplID and Empl Rcd#

Enter the **EmplID** and **Empl Rcd#** for those employees to run the IRR Fiscal Data Accumulation process. The scroll bar enables you to enter as many employees as you need. If you do not enter any employees, this process runs for your agency's employee population.

If you need to run this process at any time other than the end of the tax year, or if you need to make a correction to an employee's fiscal data, you can do so for specific employees whose IRRs are affected.

Click **Run** to run the report using Process Scheduler.



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

If run regularly at the end of the tax year, this report will process records for all employees in your agency. If run for selected employees, it will process records for those employees only.



For more information about IRR Fiscal Data Accumulation reports, see Overview of Payroll for North America Reports.

Adding or Correcting IRR PAR Information



The Supplemental IRR and the Correction IRR pages are identical.

Usage	Use the Supplemental IRR page when an employee's original deductions have been underreported. Use the Correction IRR page (SF-2806-1 or SF-3101) to correct reported PAR information and overreported retirement deductions to the OPM. Mistakes can be related to a PAR or to the payroll. To begin, you'll have a final IRR that has been processed. After the IRR is final, you may find that you need to supplement or make corrections to an employee's IRR. This will require you to create another PAR.
Object Name	
Navigation	• Home, Administer Workforce, Administer Workforce (USF), Use, Supplemental to IRR • Home, Administer Workforce, Administer Workforce (USF), Use, Correction to IRR
Prerequisites	None
Access Requirements	Enter an Employee ID.

The screenshot displays the 'Data Control' tab for a Supplemental IRR. At the top, navigation tabs include 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The employee information is 'Rodriguez, Anna Lucia' with 'EmplID: L00001' and 'Empl Rcd#: 0'. The 'Data Control' section has a 'View All' link and pagination 'First 1 of 1 Last'. The form contains several input fields and buttons: 'Actual Effective Date' (02/01/1998), 'Proposed Effective Date' (02/01/1998), 'Transaction # / Sequence' (1 / 1), 'Not To Exceed Date', 'Action' (PAY), 'Pay Rate Change', 'PAR Status' (PRO), 'Reason Code' (SPG), 'Step Progression', 'Contact Emplid', 'NOA Code' (893), 'WGI', 'Authority (1)' (Q7M), 'Reg 531.404', 'Authority (2)', 'PAR Request#' (empty), 'Print SF-52' (yellow button), 'Print SF-50' (yellow button), 'PAR Remarks' (blue link), 'Award Data' (blue link), and 'Tracking Data' (blue link).

Supplemental IRR and Correction IRR page

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

When you create the new PAR, the system creates an IRR control record with an IRR Type of **C** (correction) or **S** (supplemental).

In a Correction IRR, IRR remarks are listed in the Reason for Correction box. In a Correction PAR, IRR remarks are listed in the Corrected Data section of the SF-2806-1 (CSRS) or the SF-3101 (FERS) form.



A Supplemental IRR reports only the retirement deduction adjustment and IRR Remarks associated with the supplemental action. Unlike a regular IRR, it does not display a full history of all PARs. The Supplemental IRR displays only the difference between the original under reported amount and the new amount.

Actual Effective Date	Enter the Actual Effective Date that you want the Supplemental IRR or Correction IRR to go into effect.
Proposed Effective Date	The proposed effective date is displayed here.
Transaction #/Sequence	The transaction and sequence numbers are displayed here.
Not to Exceed Date	The Not to Exceed Date is displayed here.
Action	The action is displayed here.
PAR Status	The personnel action request status is displayed here.
Reason Code	The reason code is displayed here.
Contact EmplID	The contact employee ID is displayed here.
NOA Code	The nature of action code is displayed here.
Authority (1)	Authority (1) is displayed here.
Authority (2)	Authority (2) is displayed here.
PAR Request #	The personnel action request number is displayed here.
Print SF-52	Select this field to Print SF-52.
Print SF-50	Select this field to Print SF-50.
PAR Remarks	The personnel action request remarks are displayed here.
Award Data	The award data is displayed here.
Tracking Data	The tracking data is displayed here.



For more information about Supplemental and Correction IRRs, see *Global Human Resources: Assigning Employee IDs*. Although all PAR processing runs on both 2-tier and 3-tier systems, some differences exist in printing the SF-50 and SF-52 reports from the Print button on the PAR pages. You can print SF-50 or SF-52 from the PAR pages in a 2-tier system by selecting the Print button on the page or the Print menu option. You can print SF-50 or SF-52 from the PAR pages in a 3-tier system only by selecting the Print menu option.

USF Processing the Register of Separations and Transfers (ROST)

Overview of the Register of Separations and Transfers (ROST)

The Register of Separations and Transfers (ROST) is a regulatory compliance document that summarizes information in the Individual Retirement Records (IRRs). As a federal agency, you need to generate a ROST that accompanies the IRRs being submitted to the Office of Personnel Management (OPM).

The PeopleSoft Payroll for U.S. Federal Government system provides you with the capability to capture and maintain data that is needed to report retirement-related information to OPM. You'll also be able to process the ROST online. The system generates the ROST SF-2807 form for employees covered by the Civil Service Retirement System (CSRS) and the SF-3103 form for employees covered by the Federal Employees Retirement System (FERS).

The IRR and the ROST are linked together. You can't submit one to OPM without the other. In the PeopleSoft Payroll system, the ROST process is also closely linked to the IRR process. You can create a ROST only after you've generated final IRRs.

Defining the ROST Process

The ROST is a summary header page that accompanies a batch of IRRs and contains information that appears in detail on the individual IRRs. It has three main sections. The top part of the ROST contains information that identifies your agency, such as agency name, payroll office name, and location of payroll office. The middle part contains information about each employee, as derived from his or her IRR. This includes employee name, date of birth, and total retirement deductions made during the calendar year. The bottom part of the ROST contains page totals, totals brought forward from the prior page, and accumulated totals to date for the current page.

You initiate the ROST process when your agency prepares to report the ROST and IRRs to OPM. If there are specific Personnel Action Request (PAR) remarks associated with the ROST, your project team should have previously defined each of these on the PAR Remarks Table by selecting the ROST Remark check box.



For more information about identifying a ROST-related PAR Remark, see IRR Service Hist Page.

Updating IRR and ROST Control Records

Next, you'll run the ROST report. By creating the ROST report, the system automatically updates the ROST Series, Year, and Page information on the individual IRRs so that it's not reported to OPM again in future ROST runs.

Generating the ROST Reports (SF-2807 and SF-3103)

You can create a ROST report to print on official OPM form SF-2807 (for CSRS) or form SF-3103 (for FERS). The SF-2807 form summarizes all SF-2806 and SF-2806-1 IRRs, and the SF-3103 form summarizes all SF-3100 and SF-3101 IRRs.



The system groups IRR batches together by form type (either SF-2806 or SF-3100). You should generate a separate ROST for each IRR batch type.

Once you've created the batch of final IRRs, you'll generate the ROST in the Process window. The system selects all the IRRs that are in final status and have not been previously reported to OPM. Next, it creates summarized information for each IRR. The ROST report displays one employee per line, with his or her total current year retirement deductions and total retirement deductions. The current year retirement deductions should match those reported in the individual IRRs. The total retirement deductions should match the last cumulative deduction reported in the IRRs.

When you create a ROST report, you'll have a new ROST control record for each ROST page by Agency, ROST Type, Current Year, and ROST Page Number. Page totals for IRRs are also recorded.

Register of Separation and Transfer Page

Usage	Use the Reg of Separation and Transfer page to establish the criteria for your ROST report.
Object Name	RUN_FGPY008
Navigation	Compensate Employees, Manage Payroll Process (USF), Process, Reg of Separations, Transfers
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Reg of Separation and Transfer page

**Operator ID and
Run Control ID**

These are the values you entered to access this page.

Language

Select the language in which you would like the report printed.

Agency

Select a value from the drop-down list. The Agency Table provides the defaults for this list.



For more information about the Agency Table, see *Designing Your Payroll System: Entering Company Information*.

Rost Form Type (register of separations and transfers form type)

You can select either **CSRS**, for Civil Service Retirement System, or **FERS**, for Federal Employee Retirement System. The default values come from the Translate Table.

Series

The **Series** field sets up a page-numbering scheme for the form. The Office of Personnel Management requires a specific **Series**, so **OPM** is the valid selection for this form.

Click **Run** to run the report using Process Scheduler.



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

Reviewing the ROST Summary

Usage	Use the ROST Summary page to view the cover page that accompanies

	the IRRs that you submit to OPM. The system generates the ROST Summary when you process the ROST. You can also review a processed ROST report online through the ROST Summary.
Object Name	GVT_ROST_SUMMARY
Navigation	Compensate Employees, Manage Payroll Process (USF), Inquire, ROST Summary
Prerequisites	None
Access Requirements	Enter a Company Code.

ROST Summary

Company: GBI Global Business

ROST Summary View All First 1 of 1 Last

Series: OPM Seq Year: 00

Effective Date: 07/15/2000 Page Number: 1

Current Year Deductions		Total Deductions	
YTD Total:	5000.000000	YTD Total:	15500.000000
Page Total:	1500.000000	Page Total:	3000.000000

ROST Summary page

This page is display-only.

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**.

Agency	The agency is displayed here.
Series	The series is displayed here.
Seq Year	The sequence year is displayed here.
Page Number	The page number is displayed here.
Current Year Deductions	
YTD Total	The year-to-date total is displayed here.
Page Total	The page total is displayed here.

Total Deductions**YTD Total**

The year-to-date total is displayed here.

Page Total

The page total is displayed here.

CHAPTER 32

Accessing Year-End Processing Instructions

PeopleSoft Payroll is designed to help you efficiently organize and process your year-end data and reports.

Specific documentation on how to undertake year-end processing is not included in this documentation, because such year-end processing documentation usually changes annually, due to legislative changes in your region.

You should download the documentation appropriate for your needs from the PeopleSoft Customer Connection web site. If you do not currently have access to the Customer Connection web site, contact the PeopleSoft Global Support Center.

Year-end processing documentation is available each year for these countries:

- United States
- Canada
- Puerto Rico

Overview of Payroll for North America Reports

When it comes to reporting, you couldn't ask for more versatility. PeopleSoft applications offer a wide range of query and reporting possibilities with the standard reports we deliver and with the reporting tools that you can use to create new reports from scratch.

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 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. That means you can get all the information you need when you need it.

In this section, we cover the following topics:

- A brief discussion of PeopleSoft reporting tools.
- An overview of Payroll report naming conventions.
- Names and descriptions of the reports provided with PeopleSoft Payroll.

PeopleSoft Reporting Tools

We deliver PeopleSoft applications with a set of standard reports designed to provide the kind of business information many companies need. Running a report is as easy as selecting it from a menu and entering any necessary parameters. If you want to modify our standard reports, create your own reports, or reformat report output, we also offer a variety of reporting tools.

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 you want using visual representations of your PeopleSoft database. The queries can be as simple or as complex as necessary, and they can be one-time ad-hoc queries or queries that you 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.

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 pages in PeopleSoft applications enable you to select a predefined query or create a new one rather than enter search criteria for the records you want to find.

- To check the database for conditions that trigger workflow events.

Using PeopleSoft Workflow, you can specify that certain conditions—such as, 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 databases 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 are, modify them, or, if needed, 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

Process Scheduler is not a reporting tool, but it plays an important role in PeopleSoft reporting. It's the part of the system that actually runs most of the reports. When you request one of the standard reports, you're really asking Process Scheduler to run it for you.

Process Scheduler is a PeopleTool that performs tasks behind the scenes of your application. It can run several kinds of processes—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. Process Scheduler handles reports, because you usually want the system to generate the report while you continue to work on something else. Process Scheduler also enables you to track the status of the report.

Identifying Reports

Each SQR has a prefix to associate it with a specific payroll function. All SQRs are stored in the \PS\SQR directory on either your workstation or file server.

<i>PeopleSoft Payroll Function</i>	<i>Prefix</i>	<i>SQR Function</i>
Direct Deposit	DDP	SQRs relating to the transmittal of payroll funds directly into employee bank accounts functionality begin with the prefix "DDP".
Payroll	PAY	SQRs involving paychecks, deductions, earnings, and other payroll functions functionality begin with the prefix "PAY".
Taxes	TAX	SQRs related to taxes and wage reporting requirements functionality begin with the prefix "TAX".
Canadian Taxes	CTX	Canadian year end reports begin with the prefix "CTX".
Federal	FG	SQRs specifically related to Federal functionality begin with the prefix "FG".

The last part of the report ID is usually a three-digit numerical identifier; however, additional letters, such as CN, follow some report numbers to identify them as designed to meet Canadian requirements.

Numerical Series

Table reports are in the numerical sequence 700-799. For example, the Bank Table report (PAY701) lists the contents of the Bank Table.

We use two other numerical series for tax-related SQRs:

TAX800-899	Create file for submitting quarterly state wage listings on magnetic tape.
TAX900-999	Related to W-2 and 1099 wage reporting processes.

List of PeopleSoft Payroll Reports

The following lists show the Report ID, name, and location where each PeopleSoft Payroll report can be found. The first table lists all reports in alphabetical order. All subsequent tables group reports by Report ID.

Alphabetical List

Report Name	Report ID	Navigation
E&G 1042-S Form (paper or electronic) Report	TAX950	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1042-S Print and Mag
Account Code Table Report	PAY710	Define Business Rules, Define Payroll Process, Report, Account Code
Allocation By Employee Report	PAY051	Compensate Employees, Manage Tip Allocation Process, Report, Allocations by Employee
Allocation By Establishment Report	PAY050	Compensate Employees, Manage Tip Allocation Process, Report, Allocations by Establishment
Annual Reporting Error Listing (Annual Wage Data Edit) Report	TAX900	Compensate Employees, Manage Annual Tax Rptg (US), Report, Georgia Wage List on Diskette
Balance Adjustment Audit Report	PAY025	• Compensate Employees, Maintain Payroll Data (US), Report, Balance Adjustment Report • Compensate Employees, Maintain Payroll Data (USF), Report, Balance Adjustment Report, Balance Adjustment Report
CAN Balance Adjustment Report	PAY025CN	Compensate Employees, Maintain Payroll Data (CAN), Report, Balance Adjustments
Balance Verification Report	PAY052	Compensate Employees, Manage Tip Allocation Process, Report, Allocation Earnings Balances
Bank Table Report	PAY701	Define Business Rules, Define Payroll Process, Report, Bank
Bond Purchases - Federal Reserve System Format Report	PAY016B	Compensate Employees, Report Payroll (US), Report, Bond – Fed Reserve
USF Bond Purchases – Federal Reserve System Format Report	FGPY011B	Compensate Employees, Report Payroll Info (USF), Report, Bond - Fed Reserve
Bond Purchases Report	PAY016A	Compensate Employees, Report Payroll Info (US), Report, Bond Purchase
USF Bond Purchases Report	FGPY011A	Compensate Employees, Report Payroll

		Info (USF), Report, Bond Purchase
Bond Table Report	PAY706	Define Business Rules, Define Payroll Process, Report, Bond
CAN Business Payrolls Survey	PAY104CN	Compensate Employees, Report Payroll Info (CAN), Report, Business Payrolls Survey
CAN Nunavut Payroll Tax Annual report	TAX906CN	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Nunavut Payroll Tax
ChartKey Listing Report	PAY752	Compensate Employees, Administer GL Interface, Report, ChartKey Values
Check Print	PAY003	• Compensate Employees, Manage Payroll Process (US), Report 1, Check Print • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Check Print, Check Print
Check Reconciliation Process	PAY015A	Compensate Employees, Report Payroll Info (US), Report, Check Reconciliation Process
Check Reconciliation Report	PAY015B	Compensate Employees, Report Payroll Info (US), Report, Check Reconciliation Report
CAN Cheque Print	PAY003CN	Compensate Employees, Manage Payroll Process (CAN), Reports 1, Cheque Print
Company Local Tax Table Report	TAX705	Define Business Rules, Define Payroll Taxes, Report, Company Local Tax
Company State Tax Table Report	TAX704	Define Business Rules, Define Payroll Taxes, Report, Company State Tax
Company Table - GL Data Report	PAY702	Define Business Rules, Define Payroll Process, Report, Company
Cost Center Report	PAY005	Compensate Employees, Manage Payroll Process (US), Report 1, Cost Center
Create W-2 Diskette - SSA Report	TAX911FD	Compensate Employees, Manage Annual Tax Rptg (US), Report, Create W-2 Diskette - SSA
Create W-2 Federal Tape File Report	TAX910FD	Compensate Employees, Manage Annual Tax Rptg (US), Report, Create W-2 Federal Tape File
Create W-2 Print File Report	TAX910PR	Compensate Employees, Manage Annual Tax Rptg (US), Report, Create W-2 Print

		File
CAN CSB (Canada Savings Bond) Purchase Report	PAY131CN	Compensate Employees, Maintain Payroll Data (CAN), Report, Canada Savings Bond Purchase
Database Audit Prior to Paysheet Report	PAY034	Compensate Employees, Manage Payroll Process (US), Report 2, Presheet Audit
Deduction Classes Report	PAY705A/PAY705B	Define Business Rules, Define Payroll Process, Report, Deduction Class
Deduction Register	PAY001	Compensate Employees, Manage Payroll Process (US), Report 1, Deduction Register
CAN Deduction Register	PAY001CN	Compensate Employees, Manage Payroll Process (CAN), Reports 1, Deduction Register
Deduction/Deduction Frequency Table Report	PAY704	Define Business Rules, Define Payroll Process, Report, Deduction/Frequency
Deductions and Benefits Register	PAY031	Compensate Employees, Administer Payroll Interface, Report, Ded/Benefits Register
Deductions in Arrears Report	PAY007	Compensate Employees, Manage Payroll Process (US), Report 1, Deductions in Arrears
Deductions Not Taken Report	PAY008	Compensate Employees, Manage Payroll Process (US), Report 1, Deductions Not Taken
Default Tax Data Report	TAX016	• Compensate Employees, Report Payroll Info (US), Report, Default Tax Data, Default Tax Data Report • Compensate Employees, Report Payroll Info (USF), Report, Default Tax Data, Default Tax Data Report
CAN Default Tax Data Report	TAX016CN	Compensate Employees, Report Payroll Info (CAN), Report, Default Tax Data
Direct Deposit Advice Print	DDP003	• Compensate Employees, Manage Payroll Process (US), Report 1, DDP Advice Print • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, DDP Advice Print
CAN Direct Deposit Advice Print	DDP003CN	Compensate Employees, Manage Payroll Process (CAN), Reports 1, DDP Advice

		Print
Direct Deposit Create File	DDP001	• Compensate Employees, Manage Payroll Process (US), Process, DDP Create File • Compensate Employees, Manage Payroll Process (USF), Process, DDP Create File
CAN Direct Deposit Create File	DDP001CN	Compensate Employees, Manage Payroll Process (CAN), Process, DDP Create File
Direct Deposit Prenote Memo Report	DDP006	Compensate Employees, Manage Payroll Process (US), DDP Prenote Memo
Direct Deposit Prenotification Report	DDP005	Compensate Employees, Manage Payroll Process (US), DDP Prenotification
Direct Deposit Register	DDP002	• Compensate Employees, Manage Payroll Process (US), Report 1, DDP Register • Compensate Employees, Manage Payroll Process (CAN), Report 1, DDP Register
Disposable Earnings Definition Report	PAY716	Define Business Rules, Define Payroll Process, Report, Disposable Earnings Def
Earnings Program Table Report	PAY717	Define Business Rules, Define Payroll Process, Report, Earnings Program
Earnings Table Report	PAY712A/B/C	Define Business Rules, Define Payroll Process, Report, Earnings
CAN EI Rebate Report	TAX101CN	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, EI Rebate
Employee Check Information Report	TAX018	• Compensate Employees, Manage Payroll Process (U.S.), Report 1, Employee Check Information • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Employee Check Information • Compensate Employees, Manage Payroll Process (CAN), Report 1, Employee Check Information
USF Employee Count Report	TAX004ST	Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Report, Employee Count

CAN Employee Earnings Record	PAY014CN	Compensate Employees, Report Payroll Info (CAN), Report, Employee Earnings Record
Employee Earnings Record	PAY014	Compensate Employees, Report Payroll Info (US), Report, Employee Earnings Record
Employee Earnings Snapshot Report	PAY013	• Compensate Employees, Report Payroll Info (US), Report, Employee Earnings Snapshot • Compensate Employees, Report Payroll Info (USF), Report, Employee Earnings Snapshot
CAN Employee Earnings Snapshot Report	PAY013CN	Compensate Employees, Report Payroll Info (CAN), Report, Employee Earnings Snapshot
Employee Gross Receipts Report	PAY055	Compensate Employees, Manage Tip Allocation Process, Report, Employee Receipts
Employee Tax Information Report	TAX019	• Compensate Employees, Manage Payroll Process (U.S.), Report 1, Employee Tax Information • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Employee Tax Information • Compensate Employees, Manage Payroll Process (CAN), Report 1, Employee Tax Information
Employees Not Processed Report	PAY010	• Compensate Employees, Manage Payroll Process (US), Report 1, Employees Not Processed • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Employees Not Processed • Compensate Employees, Manage Payroll Process (CAN), Report 1, Employees Not Processed
Employer Benefit Contribution Report	PAY021	Compensate Employees, Manage Payroll Process (US), Report 1, Employer Benefit Contribution Report
CAN Employer Benefit Contribution Report	PAY021CN	Compensate Employees, Manage Payroll Process (CAN), Reports 1, Employee Benefit Contribution

CAN Employer Contribution to CNT Report	TAX105CN	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Employer Contribution to CNT
CAN Exemption Report	TAX100CN	Compensate Employees, Report Payroll Info (CAN), Report, Exemption
Federal Liability By State Report	TAX014	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Fed Liability by State
Federal/State Tax Table Report	TAX702	Define Business Rules, Define Payroll Taxes, Report, Federal/State Tax
Final Check Program Table Report	PAY751	• Define Business Rules, Define Payroll Process, Report, Final Check Program • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Final Check Program, FC Program Report
Final Check Reconcile Report	PAY057	Compensate Employees, Manage Payroll Process (US), Report 1, Final Check Reconcile Report
Final Check Request Report	PAY056	• Compensate Employees, Manage Payroll Process (US), Report 1, Final Check Requests Report • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Final Check Requests Report • Compensate Employees, Manage Payroll Process (CAN), Report 1, Final Cheque Requests Report
Fiscal Year Budget Report	BUD004	• Compensate Employees, Manage Payroll Process (US), Report 1, Fiscal Year Budget Reports • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Fiscal Year Budget Reports • Compensate Employees, Manage Payroll Process (CAN), Reports 1, Fiscal Year Budget Reports
FLS Interface Report	FLS001	• Compensate Employees, Manage Payroll Process (U.S.), Report 1, FLS Interface • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, FLS

		Interface
E&G Form 1042 Tax Liability Data Report	TAX955	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1042 Data
E&G Form 1042-S Tax Liability Data by Pay Period Report	TAX030	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Form 1042 Audit Report
Form 1096 – 1099R Transmittal Report	TAX935	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1096 – 1099R Transmittal
Form 1099R Audit Report	TAX930AU	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1099R Audit Report
Form 1099R Print and Mag File Report	TAX930PM	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1099R Print and Mag File
Form 6559 Transmitter Report	TAX914	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 6559 Transmitter Report
FUTA Wage Reconciliation Report	TAX940	Compensate Employees, Manage Annual Tax Rptg (US), Report, FUTA Wage Reconciliation Rpt
USF G/L Distribution Summary Report	GLX002	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, G/L Distribution Summary
CAN G/L Interface – Cost Center	GLX003CN	Compensate Employees, Manage Payroll Process (CAN), Process, GL Interface – Cost Center
G/L Interface – Cost Center	GLX001B	Compensate Employees, Manage Payroll Process (US), Process, GL Interface – Cost Center
CAN G/L Interface – Pay Type	GLX001CN	Compensate Employees, Manage Payroll Process (CAN), Process, GL Interface – Pay Type
G/L Interface – Pay Type	GLX001A	Compensate Employees, Manage Payroll Process (US), Process, GL Interface – Pay Type
Garnishment Rules Table Report	PAY715	Define Business Rules, Define Payroll Process, Report, Garnishment Rules (U.S.)
CAN Garnishment Rules Table Report	PAY715CN	Define Business Rules, Define Payroll Process, Report, Garnishment Rules (CAN)

General Deduction/Deduction Frequency Table Report	PAY703	Define Business Rules, Define Payroll Process, Report, General Ded/Frequency
CAN Health Insurance Premium Report	TAX102CN	Compensate Employees, Report Payroll Info (CAN), Report, Health Insurance Premium
HR Accounting Line (Used to be known as GL Extraction Report)	PAY039	Compensate Employees, Administer GL Interface, Report, HR Accounting Line
Imputed Income Adjustment Report	PAY033	Compensate Employees, Manage Payroll Process (US), Report 1, Imputed Income Adjustment Rpt
USF Individual Retirement Record Report	FGPY007	Compensate Employees, Manage Payroll Process (USF), Process, Individual Retirement Records
USF IRR fiscal data accum Report	FGPY006	Compensate Employees, Manage Payroll Process (USF). Process, IRR Fiscal Data Accum
USF IRR Worksheet – Current Employees Report	FGPY010	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, IRR Worksheet – Current Empl
USF IRR Worksheet – Separated Employees Report	FGPY009	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, IRR Worksheet – Separated Empl
USF Leave Accruals Report page	FGPY013	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Leave Accruals
Load Paysheet Trans Report	PAY305RT	• Compensate Employees, Manage Payroll Process (US), Report 2, Load Paysheet Trans Rpt • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Load Paysheet Trans Rpt • Compensate Employees, Manage Payroll Process (CAN), Reports 2, Load Paysheet Trans Rpt
CAN Load Year End Slip Data	CTX910LD	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Load Year End Slip Data
Local Reciprocity Rules Table Report	TAX709	Define Business Rules, Define Payroll Taxes, Report, Local Reciprocity Rules
Local Tax Deposit Summary	TAX009	Compensate Employees, Manage Payroll

Report		Process (U.S.), Report 1, Local Tax Deposit
Local Tax Table Report	TAX703	Define Business Rules, Define Payroll Taxes, Report, Local Tax
Local W-2 Tax Totals Report	TAX916LC	Compensate Employees, Manage Annual Tax Rptg (US), Report, Local W-2 Tax Totals Report
Marital Status Codes Report	TAX711	Define Business Rules, Define Payroll Taxes, Report, SWT Marital Status Codes
USF Military Deposit OPM-1514 Report	FG1514	Compensate Employees, Maintain Payroll Data (USF), Report, Military Deposits OPM-1514
USF Military Deposits Closed Accounts Report	FGPY012	Compensate Employees, Maintain Payroll Data (USF), Report, Military Deposits Closed Accts
Multiple Worksite Report	TAX004	Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Report, Multiple Worksite
CAN NW Territories Payroll Tax Report	TAX905CN	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, NW Territories Payroll Tax
Ohio Local Tax Reconciliation Report	TAX012	• Compensate Employees, Manage Payroll Process (U.S.), Report 2, Reconciliation, Ohio Local • Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Reconciliation, Ohio Local
Open/Close Year End Off-Cycle	PAY130	Compensate Employees, Manage Annual Tax Rptg (US), Report, Open/Close Pay Calendar
CAN Open/Close Year End Off-Cycle	PAY130CN	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Open/Close Pay Calendar
Other Earnings Register	PAY006	• Compensate Employees, Manage Payroll Process (US), Report 2, Other Earnings Register • Compensate Employees, Manage Payroll Process (CAN), Report 2, Other Earnings Register
CAN Overtime Bank Report	PAY103CN	Compensate Employees, Report Payroll Info (CAN), Report, Overtime Bank

Pay Calendar Table Report	PAY714	Define Business Rules, Define Payroll Process, Report, Pay Calendar
Paycheck Reprint	PSPRPRNT	• Compensate Employees, Manage Payroll Process (USF), Process, Paycheck Reprint • Compensate Employees, Manage Payroll Process (US), Process, Paycheck Reprint • Compensate Employees, Manage Payroll Process (CAN), Process, Paycheque Reprint
Pay Group Table Report	PAY711	Define Business Rules, Define Payroll Process, Report, Pay Group
Payroll Advice Register	DDP004	• Compensate Employees, Manage Payroll Process (US), Report 1, DDP Advice Register • Compensate Employees, Manage Payroll Process (CAN), Report 1, DDP Advice Register
Payroll Check Register	PAY004	• Compensate Employees, Manage Payroll Process (US), Report 1, Check Register • Compensate Employees, Manage Payroll Process (CAN), Report 1, Check Register
Payroll Error Messages Report	PAY011	• Compensate Employees, Manage Payroll Process (US), Report 2, Payroll Error Messages • Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Payroll Error Messages • Compensate Employees, Manage Payroll Process (CAN), Report 2, Payroll Error Messages
Payroll Register	PAY002	• Compensate Employees, Manage Payroll Process (US), Report 2, Payroll Register • Compensate Employees, Manage Payroll Process (CAN), Report 2, Payroll Register
CAN Payroll Savings Create	PAY132CN	Compensate Employees, Manage Payroll Process (CAN), Process, Payroll Savings

File		Create File
Payroll Summary Report	PAY018	• Compensate Employees, Manage Payroll Process (US), Report 2, Payroll Summary • Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Payroll Summary
CAN Payroll Summary Report	PAY018CN	Compensate Employees, Manage Payroll Process Canada, Reports 2, Payroll Summary
Paysheet Records Audit Prior to Calc Pay Report	PAY035	Compensate Employees, Manage Payroll Process (US), Report 2, Precalculation Audit
Paysheet Records Audit Prior to Confirm Report	PAY036	Compensate Employees, Manage Payroll Process (US), Report 2, Preconfirm Audit
Paysheets Distributed Earnings Report	PAY017	Compensate Employees, Manage Payroll Process (US), Report 2, Paysheets Earnings Distributn
Paysheets Report	PAY009	• Compensate Employees, Manage Payroll Process (US), Report 2, Paysheets • Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Paysheets • Compensate Employees, Manage Payroll Process (CAN), Report 2, Paysheets
CAN Pension Adjustment Calculation	TAX104CN	Compensate Employees, Manage Annual Tax Rptg (CAN), Report 1, Calc Pension Adjustment (PA)
CAN Print RL-1 Slips	CTX910RP	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-1 slips
CAN Print RL-2 Slips	CTX910VP	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-2 slips
CAN Print T4 Slips	CTX910TP	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 slips
CAN Print T4A Slips	CTX910AP	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A slips
Print Tax Form Print Parm Table	TAX712	Compensate Employees, Manage Annual Tax Rptg (US), Report, Tax Form Print

		Parms Tbl
Quarterly Federal Tax Summary Report	TAX007	Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Report, Federal Tax Summary
Quarterly State Employee Wage Listing Report (CA)	TAX002XX	Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Report, State Wage Listing, California
Quarterly State Tax Summary Report	TAX008	Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Report, State Tax Summary
Quarterly State Unemployment Tax Verification Report	TAX017	Compensate Employees, Manage Quarterly Tax Rptg (US), Report State Unemployment Tax Verify
Quarterly Tax Balances Audit Report	TAX015	• Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Report, Tax Balance Audit • Compensate Employees, Manage Quarterly Tax Rptg (USF), Report, Tax Balance Audit
Quarterly UI Wage Diskette for Georgia Report	TAX811GA	Compensate Employees, Manage Annual Tax Rptg (US), Report, Error Listing
Quarterly UI Wage Tape Report	TAX810XX	Define Business Rules, Define Payroll Taxes, Report, Magnetic Media
USF Register of Separations and Transfers Report	FGPY008	Compensate Employees, Mange Payroll Process (USF), Process, Reg of Separations, Transfers
Reset W-4 Exempt Employees Report	TAX103	• Compensate Employees, Maintain Payroll Process (US), Report, Reset W-4 Exempt Employees • Compensate Employees, Maintain Payroll Process (USF), Report, Reset W-4 Exempt Employees
Reset W-5 EIC Employees Report	TAX113	• Compensate Employees, Maintain Payroll Data (US), Report, Reset W-5 EIC Employee • Compensate Employees, Maintain Payroll Data (USF), Report, Reset W-5 EIC Employee
Retro Pay All Calculated Report	PAY301RT	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay All Calculated

Retro Pay Request Summary Report	PAY300RT	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay Request Summary
Retro Pay Summary Report	PAY302RT	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay Summary
Retro Pay Terms Calculated	PAY303RT	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay Summary
CAN RL-1 Magnetic Media Audit Report	CTX912R	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-1 Magnetic Media Audit
CAN RL-1 Magnetic Media Reporting	CTX910RM	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-1 Magnetic Media Reporting
CAN RL-1 Summary Report	CTX915R	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-1 Summary
CAN RL-2 Magnetic Media Audit Report	CTX912V	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-2 Magnetic Media Audit
CAN RL-2 Magnetic Media Reporting	CTX910VM	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-2 Magnetic Media Reporting
CAN RL-2 Summary Report	CTX915V	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-2 Summary
CAN ROE Mass Create	PAY124CN	Compensate Employees, Maintain Payroll Data (CAN), Report, ROE Mass Create
CAN ROE Print	PAY101CN	Compensate Employees, Maintain Payroll Data (CAN), Report, ROE Print
Shift Table Report	PAY708	Define Business Rules, Define Payroll Process, Report, Shift
Special Accumulator Table Report	PAY713	Define Business Rules, Define Payroll Process, Report, Special Accumulator
State Reciprocity Rules Table Report	TAX708	Define Business Rules, Define Payroll Taxes, Report, State Reciprocity Rules
State Tax Rate Table Report	TAX707	Define Business Rules, Define Payroll Taxes, Report, State Tax Rate
State W-2 Tape Audit	TAX912XX	Compensate Employees, Manage Annual

Report		Tax Rptg (US), Report, W-2 Tape Audit Report
State W-2 Tax Totals Report	TAX916ST	Compensate Employees, Manage Annual Tax Rptg (US), Report, State W-2 Tax Totals Report
CAN Statistics Canada, Educational Institutions Report	PAY110CN	Compensate Employees, Report Payroll Info (CAN), Report, Stats (Educ Inst)
Statistics Canada, Non-Educational Institutions Report	PAY100CN	Compensate Employees, Report Payroll Info (CAN), Report, Stats (Non Educ)
CAN T4 Magnetic Media Audit Report	CTX912T	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 Magnetic Media Audit
CAN T4 Magnetic Media Reporting	CTX910TM	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 Magnetic Media Reporting
CAN T4 Summary/Segment Report	CTX915T	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 Summary/Segment
CAN T4, T4A, RL-1, RL-2 Audit Report	CTX910AU	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4, T4A, RL-1, RL-2 Audits
CAN T4A Magnetic Media Audit Report	CTX912A	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A Magnetic Media Audit
CAN T4A Magnetic Media Reporting	CTX910AM	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A Magnetic Media Reporting
CAN T4A Segment/Segment Report	CTX915A	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A Summary/Segment
Tax Deposit Summary Report	TAX001	Compensate Employees, Manage Payroll Process (U.S.), Report 1, FLS Interface
Tax Form Definition Table Report	TAX710	• Compensate Employees, Manage Annual Tax Rptg (US), Report, Tax Form Definitions • Compensate Employees, Manage Annual Tax Rptg (CAN), Report, Tax Form Definitions • Compensate Employees, Manage Annual Tax Rptg P.Rico, Report, Tax

		Form Definition Tbl, Tax Form Definitions Report
CAN Tax Form Footnote Table Report	TAX710FT	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Tax Form Footnotes
Tax Location Table	TAX718	Define Business Rules, Define Payroll Taxes, Report, Tax Location
Tax Submission Summary Report	TAX003CN	Compensate Employees, Manage Payroll Process (CAN), Reports 2, Tax Submission by BN
USF Tax Summary - PA Report	TAX010PA	• Compensate Employees, Manage Payroll Process (U.S.), Report 2, Tax Summary PA OPT • Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Tax Summary PA OPT
Tax Summary Report	TAX010	• Compensate Employees, Manage Payroll Process (U.S.), Report 2, Tax Summary • Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Tax Summary
E&G Tax Treaty Table Report	TAX720	Define Business Rules, Define Payroll Taxes, Report, Treaty/NR Alien
Taxable Gross Definition Table Report	TAX706	Define Business Rules, Define Payroll Taxes, Report, Taxable Gross Def
Tip Establishment Table Report	PAY750	Define Business Rules, Define Tips Allocation, Report, Tip Establishments
Update Allocated Tip Balances Report	PAY053	Compensate Employees, Manage Tip Allocation Process, Inquire, Update Allocated Tips Balnces
CAN Update Source Deductions	TAX103CN	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Update Source Deductions
Update W-2 Information Report	TAX504	Compensate Employees, Manage Annual Tax Rptg (US), Report, Update W-2 Reporting Info
VDI Administrator Table Report	TAX715	Define Business Rules, Define Payroll Taxes, Report, VDI Administrator
W-2 Data Audit Report	TAX910AU	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2 Data Audit

		Report
W-2 Record Error Report	TAX910ER	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2 Record Error Report
W-2: Program to create file for federal W-2 magnetic tape reporting	TAX910LD	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2 Data Record Load
Reconciliation Report	BUD002	• Compensate Employees, Manage Payroll Process (US), Report 2, Reconciliation Report • Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Reconciliation Report • Compensate Employees, Manage Payroll Process (CAN), Reports 2, Reconciliation Report
W-2c Data Audit Report	TAX920AU	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2c Data Audit Report, W-2c Data Audit Report
W-2c Process	TAX920	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2c Process, W-2c
W-3 Transmittal Totals Report	TAX915	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-3 Transmitter Totals Rpt
W-4 Audit Report	TAX107	• Compensate Employees, Report Payroll Info (US), Report, W-4 Audit Report • Compensate Employees, Report Payroll Info (USF), Report, W-4 Audit Report
W-4 Exemptions Report	TAX100	• Compensate Employees, Report Payroll Info (US), Report, W-4 Exemptions • Compensate Employees, Report Payroll Info (USF), Report, W-4 Exemptions
W-4 IRS Report	TAX106	• Compensate Employees, Report Payroll Info (US), Report, W-4 IRS Report • Compensate Employees, Report Payroll Info (USF), Report, W-4 IRS

		Report
CAN Wage Loss Plan Table Report	PAY709	Define Business Rules, Define Payroll Taxes, Report, Wage Loss Plan
CAN Workers Compensation Report	PAY102CN	Compensate Employees, Report Payroll Info (CAN), Report, Workers Compensation
Work-Work Reciprocity Rules Table Report	TAX713	Define Business Rules, Define Payroll Taxes, Report, Work-Work Reciprocity Rules
CAN Year End Error Report	CTX910ER	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Year End Error Report
CAN Year End Personal Data Audit Report	CTX900ER	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Year End Personal Data Audit
Year to Date Edit Report (Canada)	CTX900	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Year to Date Edits

ID List of Reports

Direct Deposit Reports



For more information about these reports, see the Running Direct Deposit Reports.

Report ID	Report Name
DDP001	Direct Deposit Create File
DDP001CN	CAN Direct Deposit Create File
DDP002	Direct Deposit Register
DDP003	Direct Deposit Advice Print
DDP003CN	CAN Direct Deposit Advice Print
DDP004	Payroll Advice Register
DDP005	Direct Deposit Prenotification Report
DDP006	Direct Deposit Prenote Memo Report

FG1514	USF Military Deposit OPM-1514 Report

Payroll Reports



For more information about these reports, see Running Payroll Reports.

Report ID	Report Description
BUD002	Reconciliation Report
BUD004	Fiscal Year Budget Report
FGPY006	USF IRR fiscal data accum Report
FGPY007	USF Individual Retirement Record Report
FGPY008	USF Register of Separations and Transfers Report
FGPY009	USF IRR Worksheet - Separated Employees Report
FGPY010	USF IRR Worksheet - Current Employees Report
FGPY011A	USF Bond Purchases Report
FGPY011B	USF Bond Purchases - Federal Reserve System Format Report
FGPY012	USF Military Deposits Closed Accounts Report
FGPY013	USF Leave Accruals Report page
GLX001A	G/L Interface - Pay Type
GLX001B	G/L Interface - Cost Center
GLX001CN	CAN G/L Interface - Pay Type
GLX002	USF G/L Distribution Summary Report
GLX003CN	CAN G/L Interface - Cost Center
PAY001	Deduction Register
PAY001CN	CAN Deduction Register
PAY002	Payroll Register
PAY003	Check Print
PAY003CN	CAN Cheque Print

PAY004	Payroll Check Register
PAY005	Cost Center Report
PAY006	Other Earnings Register
PAY007	Deductions in Arrears Report
PAY008	Deductions Not Taken Report
PAY009	Paysheets Report
PAY010	Employees Not Processed Report
PAY011	Payroll Error Messages Report
PAY013	Employee Earnings Snapshot Report
PAY013CN	CAN Employee Earnings Snapshot Report
PAY014	Employee Earnings Record
PAY014CN	CAN Employee Earnings Record
PAY015A	Check Reconciliation Process
PAY015B	Check Reconciliation Report
PAY016A	Bond Purchases Report
PAY016B	Bond Purchases - Federal Reserve System Format Report
PAY017	Paysheets Distributed Earnings Report
PAY018	Payroll Summary Report
PAY018CN	CAN Payroll Summary Report
PAY021	Employer Benefit Contribution Report
PAY021CN	CAN Employer Benefit Contribution Report
PAY025	Balance Adjustment Audit Report
PAY025CN	CAN Balance Adjustment Report
PAY031	Deductions and Benefits Register
PAY033	Imputed Income Adjustment Report
PAY034	Database Audit Prior to Paysheet Report
PAY035	Paysheet Records Audit Prior to Calc Pay Report

PAY036	Paysheet Records Audit Prior to Confirm Report
PAY039	HR Accounting Line (Used to be known as GL Extraction Report)
PAY050	Allocation By Establishment Report
PAY051	Allocation By Employee Report
PAY052	Balance Verification Report
PAY053	Update Allocated Tip Balances Report
PAY055	Employee Gross Receipts Report
PAY056	Final Check Request Report
PAY057	Final Check Reconcile Report
PAY100CN	Statistics Canada, Non-Educational Institutions Report
PAY101CN	CAN ROE Print
PAY102CN	CAN Workers Compensation Report
PAY103CN	CAN Overtime Bank Report
PAY104CN	CAN Business Payrolls Survey
PAY110CN	CAN Statistics Canada, Educational Institutions Report
PAY124CN	CAN ROE Mass Create
PAY130	Open/Close Year End Off-Cycle
PAY130CN	CAN Open/Close Year End Off-Cycle
PAY131CN	CAN CSB (Canada Savings Bond) Purchase Report
PAY132CN	CAN Payroll Savings Create File
PAY300RT	Retro Pay Request Summary Report
PAY301RT	Retro Pay All Calculated Report
PAY302RT	Retro Pay Summary Report
PAY303RT	Retro Pay Terms Calculated
PAY305RT	Load Paysheet Trans Report
PAY701	Bank Table Report
PAY702	Company Table - GL Data Report

PAY703	General Deduction/Deduction Frequency Table Report
PAY704	Deduction/Deduction Frequency Table Report
PAY705A/PAY705B	Deduction Classes Report
PAY706	Bond Table Report
PAY708	Shift Table Report
PAY709	CAN Wage Loss Plan Table Report
PAY710	Account Code Table Report
PAY711	Pay Group Table Report
PAY712A/B/C	Earnings Table Report
PAY713	Special Accumulator Table Report
PAY714	Pay Calendar Table Report
PAY715	Garnishment Rules Table Report
PAY715CN	CAN Garnishment Rules Table Report
PAY716	Disposable Earnings Definition Report
PAY717	Earnings Program Table Report
PAY750	Tip Establishment Table Report
PAY751	Final Check Program Table Report
PAY752	ChartKey Listing Report
PAYGL01	Payroll General Ledger Interface Process
PAYXTRCT	AP Extract Audit Report
PSPRPRNT	Paycheck Reprint

Tax Reports



For more information about these reports, see Running Tax Reports.

Report ID	Report Description
CTX900	Year to Date Edit Report (Canada)

CTX900ER	CAN Year End Personal Data Audit Report
CTX910AM	CAN T4A Magnetic Media Reporting
CTX910AP	CAN Print T4A Slips
CTX910AU	CAN T4, T4A, RL-1, RL-2 Audit Report
CTX910ER	CAN Year End Error Report
CTX910LD	CAN Load Year End Slip Data
CTX910RM	CAN RL-1 Magnetic Media Reporting
CTX910RP	CAN Print RL-1 Slips
CTX910TM	CAN T4 Magnetic Media Reporting
CTX910TP	CAN Print T4 Slips
CTX910VM	CAN RL-2 Magnetic Media Reporting
CTX910VP	CAN Print RL-2 Slips
CTX912A	CAN T4A Magnetic Media Audit Report
CTX912R	CAN RL-1 Magnetic Media Audit Report
CTX912T	CAN T4 Magnetic Media Audit Report
CTX912V	CAN RL-2 Magnetic Media Audit Report
CTX915A	CAN T4A Segment/Segment Report
CTX915R	CAN RL-1 Summary Report
CTX915T	CAN T4 Summary/Segment Report
CTX915V	CAN RL-2 Summary Report
FLS001	FLS Interface Report
TAX001	Tax Deposit Summary Report
TAX002XX	Quarterly State Employee Wage Listing Report (CA)
TAX003CN	Tax Submission Summary Report
TAX004	Multiple Worksite Report
TAX004ST	USF Employee Count Report
TAX007	Quarterly Federal Tax Summary Report

TAX008	Quarterly State Tax Summary Report
TAX009	Local Tax Deposit Summary Report
TAX010	Tax Summary Report
TAX010PA	USF Tax Summary - PA Report
TAX012	Ohio Local Tax Reconciliation Report
TAX014	Federal Liability By State Report
TAX015	Quarterly Tax Balances Audit Report
TAX016	Default Tax Data Report
TAX016CN	CAN Default Tax Data Report
TAX017	Quarterly State Unemployment Tax Verification Report
TAX018	Employee Check Information Report
TAX019	Employee Tax Information Report
TAX030	E&G Form 1042-S Tax Liability Data by Pay Period Report
TAX100	W-4 Exemptions Report
TAX100CN	CAN Exemption Report
TAX101CN	CAN EI Rebate Report
TAX102CN	CAN Health Insurance Premium Report
TAX103	Reset W-4 Exempt Employees Report
TAX103CN	CAN Update Source Deductions
TAX104CN	CAN Pension Adjustment Calculation
TAX105CN	CAN Employer Contribution to CNT Report
TAX106	W-4 IRS Report
TAX107	W-4 Audit Report
TAX113	Reset W-5 EIC Employees Report
TAX504	Update W-2 Information Report
TAX702	Federal/State Tax Table Report
TAX703	Local Tax Table Report

TAX704	Company State Tax Table Report
TAX705	Company Local Tax Table Report
TAX706	Taxable Gross Definition Table Report
TAX707	State Tax Rate Table Report
TAX708	State Reciprocity Rules Table Report
TAX709	Local Reciprocity Rules Table Report
TAX710	Tax Form Definition Table Report
TAX710FT	CAN Tax Form Footnote Table Report
TAX711	Marital Status Codes Report
TAX712	Print Tax Form Print Parm Table
TAX713	Work-Work Reciprocity Rules Table Report
TAX715	VDI Administrator Table Report
TAX718	Tax Location Table
TAX720	E&G Tax Treaty Table Report
TAX810XX	Quarterly UI Wage Tape Report
TAX811GA	Quarterly UI Wage Diskette for Georgia Report
TAX900	Annual Reporting Error Listing (Annual Wage Data Edit) Report
TAX905CN	CAN NW Territories Payroll Tax Report
TAX906CN	CAN Nunavut Payroll Tax Annual report
TAX910AU	W-2 Data Audit Report
TAX910ER	W-2 Record Error Report
TAX910FD	Create W-2 Federal Tape File Report
TAX910LD	W-2: Program to create file for federal W-2 magnetic tape reporting
TAX910PR	Create W-2 Print File Report
TAX911FD	Create W-2 Diskette - SSA Report
TAX912XX	State W-2 Tape Audit Report

TAX914	Form 6559 Transmitter Report
TAX915	W-3 Transmittal Totals Report
TAX916LC	Local W-2 Tax Totals Report
TAX916ST	State W-2 Tax Totals Report
TAX920	W-2c Process
TAX920AU	W-2c Data Audit Report
TAX930AU	Form 1099R Audit Report
TAX930PM	Form 1099R Print and Mag File Report
TAX935	Form 1096 - 1099R Transmittal Report
TAX940	FUTA Wage Reconciliation Report
TAX950	E&G 1042-S Form (paper or electronic) Report
TAX955	E&G Form 1042 Tax Liability Data Report

Common Run Control Pages for Payroll for North America Reports

There are a few Run Control pages that run several reports and processes. The Run Control pages might vary slightly, but overall, the object name remains the same throughout, as do the fields. However, the actual names of the page and reports produced vary, depending on the business process.

Listing of All PRCRUNCNTL Run Control Page Reports

Following is a list of the various report page names that share the PRCRUNCNTL object page name and the report produced by each.

- USF Generating a Leave Accruals Report page generates the USF Leave Accruals report.
- USF Generating a G/L Distribution Summary Report page generates the USF G/L Distribution Summary report.
- CAN Generating an Employee Earnings Record page generates the CAN Employee Earnings Record report.
- Generating a Check Reconciliation Process page begins the Check Reconciliation process.
- Generating a Bank Table Report page generates the Bank Table report.
- Generating a General Deduction/Deduction Frequency Table Report page generates the General Deduction/Deduction Frequency Table report.

- Generating a Deduction/Deduction Frequency Table Report page generates the Deduction/Deduction Frequency Table report.
- Generating a Deduction Classes Report page generates the Deduction Classes report.
- Generating a Bond Table Report page generates the Bond Table report.
- Generating a Shift Table Report generates the Shift Table report.
- CAN Generating a Wage Loss Plan Table Report page generates the Wage Loss Table - GL Data - Canada report.
- Generating an Account Code Table Report page generates the Account Code Table report.
- Generating a Pay Group Table Report page generates the Pay Group Table report.
- Generating a Earnings Table Report page generates the Earnings Table report.
- Generating a Special Accumulator Table Report page generates the Special Accumulator Table report.
- Generating a Pay Calendar Table Report page generates the Pay Calendar Table report.
- Generating a Garnishment Rules Table Report page generates the Garnishment Rules Table report.
- CAN Generating a Garnishment Rules Table Report page generates the CAN Garnishment Rules Table report.
- Generating a Disposable Earnings Definition Report page generates the Disposable Earnings Definition report.
- Generating an Earnings Program Table Report page generates the Earnings Program Table report.
- Generating a Tip Establishment Table Report page generates the Tip Establishment Table report.
- Generating an Employee Earnings Record page generates the Employee Earnings Record report.
- Generating a Company Table - GL Data Report page generates the Company Table - GL Data report.
- CAN Generating a Year End Personal Data Audit Report page generates the CAN Year End Personal Data Audit report.
- CAN Generating a Year End Error Report page generates the CAN Canada - Year End Error report.
- CAN Generating a T4A Magnetic Media Audit Report page generates the CAN Print T4A Magnetic Media Audit
- CAN Generating a RL-1 Summary Report page generates the CAN Print RL-1 Summary report.

- CAN Generating an Employer Contribution to CNT Report page generates the CAN Employer Contribution to CNT report.
- Generating a Work-Work Reciprocity Rules Table Report page generates the Work-Work Reciprocity Rules Table report.
- Generating a VDI Administrator Table Report page generates the VDI Administrator Table report.
- E&G Generating a Tax Treaty Table Report page generates the E&G Tax Treaty Table report.
- W-3 Transmittal Totals Report Details page generates the W-3 Transmittal Totals report.
- FUTA Wage Reconciliation Report Details page generates the FUTA Wage Reconciliation report.
- CAN Generating a RL-2 Magnetic Media Audit Report page generates the CAN Print RL-1 Magnetic Media Audit report.
- CAN Generating a T4 Magnetic Media Audit Report page generates the CAN Print T4 Magnetic Media Audit report.
- CAN Generating a RL-2 Magnetic Media Audit Report page generates the RL-2 Magnetic Media Audit report.
- CAN Generating a RL-2 Summary Report page generates the CAN Print RL-2 Summary report.
- Generating a Presheet Audit Report page generates a Presheet Audit report.
- Generating a Tax Location Report page generates a Tax Location report.

Common Page Elements

The following elements are common to all of these pages: **Run Control ID, Language, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, Thru, On-Cycle, Off-Cycle, Both, User ID, Empl ID, Rcd#, As of Date, Thru Date, Starting Check/Advice Number, and Message.** You can find definitions for these elements in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions.

Listing of All PRCSRUNCNTRL Run Control Page Reports

Following is a list of the various report page names that share the PRCSRUNCNTRL object page name and the report produced by each.

- Generating a Quarterly State Unemployment Tax Verification Report page generates the Quarterly Federal Tax Summary report.
- Generating a Quarterly State Tax Summary Report page generates the Quarterly State Tax

Summary report.

- Generating a Federal/State Tax Table Report page generates the Federal/State Tax Table report.
- Generating a Local Tax Table Report page generates the Local Tax Table report.
- Generating a Company State Tax Table Report page generates the Company State Tax Table report.
- Generating a Company Local Tax Table Report page generates the Company Local Tax report.
- Generating a State Tax Rate Table Report page generates the State Tax Rate Table report.
- Generating a State Reciprocity Rules Table Report page generates the State Reciprocity Rules Table report.
- Generating a Local Reciprocity Rules Table Report page generates the Local Reciprocity Rules Table report.
- Generating a Marital Status Codes Report page generates the Marital Status Codes report.
- Generating an Annual Reporting Error Listing (Annual Wage Data Edit) Report page generates the Annual Reporting Error Listing (Annual Wage Data Edit) report.
- Generating a Taxable Gross Definition Table Report page generates the Taxable Gross Definition Table report.

Common Page Elements

The following elements are common to all of these pages: **Run Control ID, Language, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, Thru, On-Cycle, Off-Cycle, Both, User ID, Empl ID, Rcd#, As of Date, Thru Date, Starting Check/Advice Number, and Message.** You can find definitions for these elements in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions.

Listing of all RUNCTL_PAYINIT Run Control Page Reports

Following is a list of the various report page names that share the RUNCTL_PAYINIT object page name and the report produced by each.

- CAN Generating a Deduction Register page generates the CAN Deduction Register report.
- Generating a Deductions Not Taken Report page generates the Deductions Not Taken report.
- CAN Generating a Payroll Summary Report page generates the CAN Payroll Summary report.
- CAN Generating an Employer Benefit Contribution Report page generates the CAN Employer Benefit Contribution report.

- Generating a Final Check Reconcile Report page generates the Final Check Reconcile report.
- CAN Generating a Tax Submission Summary Report page generates the CAN Tax Submission Summary Report Details

Common Page Elements

- The following elements are common to all of these pages: Run Control ID, Language, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, Thru, On-Cycle, Off-Cycle, Both, User ID, Empl ID, Rcd#, As of Date, Thru Date, Starting Check/Advice Number, and Message. You can find definitions for these elements in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions.

Listing of All RUNCTL_PAYINIT2 Run Control Page Reports

Following is a list of the various report page names that share the RUNCTL_PAYINIT2 object page name and the report produced by each.

- Generating a Direct Deposit Register page generates the Direct Deposit Register report.
- Generating a Payroll Advice Register Report page enerates the Direct Deposit Payroll Advice Register report.
- Generating a Direct Deposit Prenotification Report page generates the Direct Deposit Prenotification report.
- Generating a Direct Deposit Prenote Memo Report page generates the Direct Deposit Prenote report.
- Generating a Deduction Register Report page generates the Deduction Register report.
- Generating a Payroll Register Report page generates the Payroll Register report.
- Generating a Check Register Report page generates the Check Register report.
- Generating a Cost Center Report page generates the Cost Center report.
- Generating an Other Earnings Register Report page generates the Other Earnings Register report.
- Generating a Deductions in Arrears Report page generates the Deductions in Arrears report.
- Generating a Paysheets Report page generates the Paysheets report.
- Generating a Bond Purchases Report page generates the Bond Purchases report.
- USF Generating a Bond Purchases Report page generates the USF Bond Purchases report.
- USF Generating a Bond Purchases - Federal Reserve System Format Report page generates the USF Bond Purchases - Federal Reserve System Format report.

- Generating a Paysheets Distributed Earnings Report page generates the Paysheets Distributed Earnings report.
- Generating a Deductions and Benefits Register Report page generates the Deductions and Benefits Register report.
- Generating an Employer Benefit Contribution Report page generates the Employer Benefit Contribution report.
- Generating an Imputed Income Adjustment Report page generates the Imputed Income Adjustment report.
- Generating a Check Reconciliation Process page generates the Check Reconciliation Process report.
- Generating a Tax Deposit Summary Report page generates the Tax Deposit Summary report.
- Generating a Local Tax Deposit Summary Report page generates the Local Tax Deposit Summary report.
- Generating a Federal Liability By State Report page generates the Federal Liability By State report.

Common Page Elements

- The following elements are common to all of these pages: Run Control ID, Language, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, Thru, On-Cycle, Off-Cycle, Both, User ID, Empl ID, Rcd#, As of Date, Thru Date, Starting Check/Advice Number, and Message. You can find definitions for these elements in the preface of this in PeopleBooks Standard Page Element Definitions.

CHAPTER 34

Running Direct Deposit Reports

Direct Deposit reports have the prefix DDP. This section contains a description of each Payroll Direct Deposit report.

Generating a Direct Deposit Create File Process

Usage	Use the Direct Deposit Create File (CAN) page to create an electronic transmittal file used to transfer payroll funds directly into an employee's bank account.
Object Name	RUNCTL_DDP001
Navigation	• Compensate Employees, Manage Payroll Process (USF), Process, DDP Create File, Run Parameters • Compensate Employees, Manage Payroll Process (US), Process, DDP Create File, Run Parameters
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Direct Deposit Create 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: **User ID, Run Control ID, Pay Run ID, Company, Pay Group, Pay Period End Date**

Pay Calendar

If the **Pay Run ID** includes multiple pay calendar entries, you may include all entries for the **Pay Run ID** or limit the report to a single pay calendar entry. To specify a single pay calendar, enter the **Company, Pay Group, and Pay End Date**.

Prenote Date

You may enter the date of prenotification.

Text (20 Characters)

Insert up to 20 characters of text that you would like to appear on the direct deposit file.

File Header Company

Bank ID

Enter the Bank Transit Number.

Company

Enter the company the direct deposit is for.



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

Direct Deposit Create File Details

Description	Use the Direct Deposit Create File process to create an electronic transmittal file used to transfer payroll funds directly into an employee's

	bank account. The file contains direct deposit records for each company and bank/branch combination within the Pay Run ID. The report shows the transaction file generated, including the direct payment routing numbers used to direct deposit employee's paychecks, employee name, and all the other information the system needs to complete direct deposits of payroll funds. You must run DDP005 and DDP006 prior to running DDP001. The direct payment routing numbers generated by the program will be formatted according to the Routing Format you specify on the Source Bank Accounts page.
Report ID	DDP001
Type of Report	SQR
Parameters	User ID, Pay Run ID, Company, Pay Group, Pay Period End Date, Pay Calendar, Prenote Date, Company, Text 20 Characters), Bank ID.
Source	RUNCTL_DDP001
Sorted By	Pay Run ID, Company, Transit number.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Direct Deposit Create File Process

Usage	Use the Direct Deposit Create File (CAN) page to create an electronic transmittal file used to transfer payroll funds directly into an employee's bank account.
Object Name	RUNCTL_DDP001CN
Navigation	Compensate Employees, Manage Payroll Process (CAN), Process, DDP Create File, DDP Create File
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Direct Deposit Create 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: **Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, Description.**



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

CAN Direct Deposit Create File Details

Description	Use the Direct Deposit Create File (Can) process to create an electronic transmittal file used to transfer payroll funds directly into an employee's bank account. The file contains direct deposit records for each company and bank/branch combination within the Pay Run ID. The report shows the transaction file generated, including the direct payment routing numbers used to direct deposit employee's pay cheques, employee name, and all the other information the system needs to complete direct deposits of payroll funds. The direct payment routing numbers generated by the program will be formatted according to the Routing Format you specify on the Source Bank Accounts page.
Report ID	DDP001CN
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, Description.
Source	RUNCTL_DDP001CN

Source Records	PAY_CHEQUE, PAY_DISTRIBUTN
Sorted By	In accordance with the Canadian Payment Association's file standards and specifications.



To see a sample of this report, see DDP001, Create DDP File (US). For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Direct Deposit Register

Usage	Use the Direct Deposit Register page to run a Direct Deposit Register Report.
Navigation	• Compensate Employees, Manage Payroll Process (US), Report 1, DDP Register • Compensate Employees, Manage Payroll Process (CAN), Reports 1, DDP Register
Prerequisites	None
Access Requirements	Enter the Run Control ID.

DDP Register

Run Control ID: 12
[Report Manager](#)
[Process Monitor](#)

Report Request Parameter(s)

On-Cycle Run

Pay Run ID:

or

Off-Cycle Pay Calendar

Company:

Pay Group:

Pay End Date:

Process:

Page #: Thru:

Payroll Cycle

☐ On-Cycle
☐ Off-Cycle
☒ Both

Direct Deposit Register 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

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, Pay Run ID, Company, Pay Group, Pay End Date, On-Cycle, Off-Cycle, Both.**

Direct Deposit Register Details

Description	The Direct Deposit Register lists all direct deposits for employees within each company in the organization. It includes employee name and ID, check date, Department ID, the advice number associated with the amount, net pay, and any check amounts deducted before deposit. The deposit detail includes type of account, bank transit number, employee bank account number, and total amount of the employee deposit. The report totals deposit amounts by department at the end of each department grouping. In addition, it supplies totals for pay group, pay period, company, and a grand total of all deposits.
Report ID	DDP002
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, On-Cycle, Off-Cycle, Both, Process Page #
Source	RUNCTL_PAYINIT2
Sorted By	Company, Pay Period, Pay Group, Department ID, Employee ID.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Direct Deposit Advice Print Report

Usage	Use the Direct Deposit Advice Print page to print paycheck information onto direct deposit advice forms.

Object Name	RUNCTL_CHK_ADV1
Navigation	• Compensate Employees, Manage Payroll Process (US), Reports 1, Check Print • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Check Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.

DDP Advice Print

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameter(s)

On-Cycle Run or Off-Cycle Pay Calendar

Pay Run ID:

Company:

Pay Group:

Pay End Date:

Process Page: Thru:

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Starting Check/Advice Number: Thru:

Message:

DDP Advice Print 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: **Run Control ID**, **User ID**, **Pay Run ID**, **Company**, **Pay Group**, **Pay End Date**, **Process Page**, **On-Cycle**, **Off-Cycle**, **Both**, **Start Check/Advice Number**, **Message**.

You may opt to suppress the printing of an employee's direct deposit advice form by selecting the **Suppress DDP Advice Print** check box located on the employee Direct Deposit page (Compensate Employees, Maintain Payroll Data (CAN), Use, Direct Deposit). By turning this check box on, you will indicate to the system that the employee has elected to receive the pay advice electronically, and not in paper form.

On-Cycle Run group box selection

- If only a pay run ID is specified the system selects checks that are run under that Run ID and based on the **Payroll Cycle** option of only **On-Cycle**, **Off-Cycle**, or **Both**.
- If Pay Run ID and the check range are specified, the system selects only the checks that fall within the check range numbers. Again this is also based on the **Payroll Cycle** option of only **On-Cycle**, **Off-Cycle**, or **Both**.

Off-Cycle Pay Calendar group box selection

If this group box is used, then the user must enter a Company, Paygroup and Pay End Date. Depending on which option is chosen in the **Payroll Cycle** group box, additional fields may be available for entry and different tasks will be completed.

- If the **On-Cycle** option in the **Payroll Cycle** group box is selected, then:
 - the **Page#** fields are unavailable
 - the system will select only the on-cycle checks for the company and paygroup with the check pay end date
 - and if a check number range is specified, the system will only select those checks
- If **Off-Cycle** option in the **Payroll Cycle** group box is selected then:
 - the **Page#** fields are available for entry
 - the system will select only the off-cycle checks for the company and paygroup with the specified check pay end date
 - and if the page number range is specified, all checks within that page range are selected
 - and if a check number range is specified, only those checks are selected
- If radio button **Both** in the **Payroll Cycle** group box is selected:
 - the **Page#** fields are available for entry
 - the system will select both, the off-cycle checks and the on-cycle checks, for the company and paygroup with the specified check pay end date
 - and if the page range is specified, all checks within that page range are selected
 - and if a check range is specified, only those checks are selected



The Check Print (PAY003 & PAY003CN) and DDP Advice Print (DDP003 and DDP003CN) SQR programs will suppress the 'Current' Hours and Rate information from printing, when salaried employees' Standard Hours are distributed to earnings code(s) other than the regular earnings code as defined on the Pay Group Table.



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

Direct Deposit Advice Print Details

Description	This program prints paycheck and pay stub information on direct deposit

	advice forms. Information on the advice form includes employee name, delivery address, department, location, date, advice number, and check amount. The report also breaks down the gross amount into earnings, taxes, deductions, and employer paid benefits, with both pay period totals and year-to-date totals. The stub information identifies the company, employee, deposit amount, and distribution details of the account(s) receiving the funds. The Pay Group Table pages Check Distribution and Check Sequencing, and employee Payroll Data pages 1 and 2 contain extensive choices for sorting and sequencing your employees' direct deposit advises, including specifying an address for the advice form. The printed information on the advice comes from these pages.
Report ID	DDP003
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, On-Cycle, Off-Cycle, Both, Process Page #, Message, Starting Check/Advice Number.
Source	RUNCTL_CHK_ADV1
Sorted By	Determined on Pay Group Table pages Check Distribution and Check Sequencing, and Payroll Data pages 1 and 2.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Direct Deposit Advice Print Report

Usage	Use the (CAN) Direct Deposit Advice Print page to print Canadian paycheque information onto direct deposit advice forms.
Object Name	RUNCTL_CHK_ADV
Navigation	Compensate Employees, Manage Payroll Process (CAN), Reports 1, DDP Advice Print, DDP Advice Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Direct Deposit Advice Print 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**, **Pay Run ID**, **Company**, **Pay Group**, **Pay End Date**, **Process Page #**, **On-Cycle**, **Off-Cycle**, **Both**, **Start Check/Advice Number**, **Message**.

You may opt to suppress the printing of an employee's direct deposit advice form by selecting the **Suppress DDP Advice Print** check box located on the employee Direct Deposit page (Compensate Employees, Maintain Payroll Data (CAN), Use, Direct Deposit). By turning this check box on, you will indicate to the system that the employee has elected to receive the pay advice electronically, and not in paper form.

On-Cycle Run group box selection

- If only a pay run ID is specified the system selects cheques that are run under that Run ID and based on the **Payroll Cycle** option of only **On-Cycle**, **Off-Cycle**, or **Both**.
- If Pay Run ID and the cheque range are specified, the system selects only the cheques that fall within the cheque range numbers. Again this is also based on the **Payroll Cycle** option of only **On-Cycle**, **Off-Cycle**, or **Both**.

Off-Cycle Pay Calendar group box selection

If this group box is used, then the user must enter a Company, Paygroup and Pay End Date. Depending on which option is chosen in the **Payroll Cycle** group box, additional fields may be available for entry and different tasks will be completed.

- If the **On-Cycle** option in the **Payroll Cycle** group box is selected, then:
 - the **Page#** fields are unavailable
 - the system will select only the on-cycle cheques for the company and paygroup with the cheque pay end date
 - and if a cheque number range is specified, the system will only select those cheques

- If **Off-Cycle** option in the **Payroll Cycle** group box is selected then:
 - the **Page#** fields are available for entry
 - the system will select only the off-cycle cheques for the company and paygroup with the specified cheque pay end date
 - and if the page number range is specified, all cheques within that page range are selected
 - and if a cheque number range is specified, only those cheques are selected
- If radio button **Both** in the **Payroll Cycle** group box is selected:
 - the **Page#** fields are available for entry
 - the system will select both, the off-cycle cheques and the on-cycle cheques, for the company and paygroup with the specified cheque pay end date
 - and if the page range is specified, all cheques within that page range are selected
 - and if a cheque range is specified, only those cheques are selected



The Check Print (PAY003 & PAY003CN) and DDP Advice Print (DDP003 and DDP003CN) SQR programs will suppress the 'Current' Hours and Rate information from printing, when salaried employees' Standard Hours are distributed to earnings code(s) other than the regular earnings code as defined on the Pay Group Table.



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

CAN Direct Deposit Advice Print Details

Description	This program prints paycheque and pay stub information on direct deposit advice forms. Information on the advice form includes employee name, delivery address, department, location, date, advice number, and cheque amount. The report also breaks down the gross amount into earnings, taxes, deductions, and employer paid benefits, with both pay period totals and year-to-date totals. The stub information identifies the company, employee, deposit amount, and distribution details of the account(s) receiving the funds. The Pay Group Table pages Check Distribution and Check Sequencing, and employee Payroll Data pages 1 and 2 contain extensive choices for sorting and sequencing your employees' direct deposit advices, including specifying an address for the advice form. The printed information on the advice comes from these pages.

Report ID	DDP003CN
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, On-Cycle, Off-Cycle, Both, Process Page #, Message, Starting Check/Advice Number. Language
Source	RUNCTL_CHK_ADV
Source Records	PAY_CHEQUE, PAY_DISTRIBUTN, PAY_EARNINGS, PAY_OTH_EARNS, CAN_ERN_BALANCE, PAY_TAX_CAN, CAN_TAX_BALANCE, PAY_DEDUCTION, PAY_GARNISH, CAN_DED_BALANCE, GARN_BALANCE, CAN_CHEQUE_YTD, LEAVE_ACCRUAL
Sorted By	Determined on Pay Group Table pages Check Distribution and Check Sequencing, and Payroll Data pages 1 and 2.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Payroll Advice Register Report

Usage	Use the Payroll Advice Register page to run a Direct Deposit Payroll Advice Register Report.
Navigation	• Compensate Employees, Manage Payroll Process (US), Report 1, DDP Advice Register • Compensate Employees, Manage Payroll Process (CAN), Reports 1, DDP Advice Register
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Payroll Advice Register 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Payroll Advice Register Report Details

Description	This report is similar to PAY004, the Payroll Check Register. It reports those payroll amounts paid directly into the employee's bank account as direct deposits. It lists the direct deposit transactions by advice number. The Payroll Advice Register shows the check date for each advice, the net amount deposited, the employee name and ID, employee department information, pay group, and the employee choice for delivery address. It totals the advice amounts at the company level and prints a grand total of all companies reported.
Report ID	DDP004
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, On-Cycle, Off-Cycle, Both, Process Page #,
Source	RUNCTL_PAYINIT2
Sorted By	Company, Advice Number.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Direct Deposit Prenotification Report

Usage	Use the Direct Deposit Prenotification Report page to run a Direct Deposit Prenotification Report.
Navigation	Compensate Employees, Manage Payroll Process (US), Report 1,DDP Prenotification
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Direct Deposit Prenotification 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Direct Deposit Prenotification Report Details

Description	The Direct Deposit Prenotification report provides notification of the amounts slated for deposit and the associated accounts, before the transactions actually take place, so that your employees can verify that the information is correct and make changes if necessary. For each company and pay period, this reports lists the employees who have been added to the direct deposit instructions since the last pay period was completed. It shows the employee ID, priority of the types of deposits, the code (such as checking or savings) for the type of account designated to receive the deposit, the bank transit number, and the checking account number. You must run this report before the Direct Deposit Prenote Memo (DDP006) to provide the necessary employee data for producing printed prenotification notices for employees who are affected.
Report ID	DDP005
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, On-Cycle, Off-Cycle, Both, Process Page #.
Source	RUNCTL_PAYINIT2
Sorted By	Company, Employee ID, Priority



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Direct Deposit Prenote Memo Report

Usage	Use the Direct Deposit Prenote Memo Report page to run a Direct Deposit Prenote Memo Report.
Navigation	Compensate Employees, Manage Payroll Process (US), Report 1, DDP Prenote Memo
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Direct Deposit Prenote Memo 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Direct Deposit Prenote Memo Report Details

Description	This report prints notifications for employees who are having their pay deposited directly into their checking accounts for the first time. The program is set up to print the memo on your company stationery or memo forms. The text of the memo informs the employee of the direct deposit and lists the bank transit number, account number, account type, and deposit instructions for verification, as recorded in the Direct Deposit Prenotification Report (DDP005). This report contains no data if you do not run DDP005 first.
Report ID	DDP006
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, On-Cycle, Off-Cycle, Both, Process Page #.
Source	RUNCTL_PAYINIT2
Sorted By	Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

USF Generating a Military Deposit OPM-1514 Report

Usage	Use the USF Military Deposit OPM-1514 Report page to run a USF Military Deposit OPM-1514 Report. You can produce this OPM Military Deposit Worksheet for reporting to OPM when the Military Service deposit is completed.
Object Name	RUN_FG1514
Navigation	Compensate Employees, Maintain Payroll Data (USF), Report, Military Deposit OPM-1514, Military Deposit OPM-1514
Prerequisites	None
Access Requirements	Enter a Run Control ID.

OPM 1514

Run Control ID: 12 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Status Account: ☐ Print All Status 1514 Reports

Employee ID Entry View All First 1 of 1 Last

EmpIID:

Military Deposit OPM-1514 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: **User ID, Run Control ID, Process, EmpIID**

Status Account

Select **Cancelled** to print cancelled Military Service deposit reports.

Select ***Closed*** if to print closed Military Service deposit reports.

Select ***Open*** if to print open Military Service deposit reports.

Select ***None*** to print all reports.

Print All Status 1514 Reports

Select this check box to print a report for each employee of the designated status.

Employee ID Entry

EmplID

Select the Employee ID of each employee for whom you will print a report.



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

Military Deposit OPM-1514 Report

Description	This report creates an Office of Personnel Management Military Deposit Worksheet for Service Credit Payments for Post-1956 Military Service.
Report ID	FG1514
Type of Report	SQR
Parameters	User ID, Run Control ID, EmplID, Status Account, Print All Status 1514 Reports.
Source	RUN_FG1514
Sorted By	Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CHAPTER 35

Running Payroll Reports

Payroll reports contain information about paychecks, deductions, earnings, and other payroll functions. Other Payroll SQR programs print paysheets, paychecks, and advice vouchers. Payroll reports have the prefix PAY. Federal-specific reports have the prefix FG. This section contains a description of each of the PeopleSoft Payroll reports.

USF Generating an IRR Fiscal Data Accum Report

Usage	Use the USF IRR fiscal data Accum Report page to run a USF IRR fiscal data accum Report.
Object Name	RUN_FGPY006
Navigation	Compensate Employees, Manage Payroll Process (USF), Process, IRR Fiscal Data Accum, IRR Fiscal Data Accum
Prerequisites	None
Access Requirements	Enter a Run Control ID.

IRR Fiscal Data Accum

Run Control ID: sample Report Manager Process Monitor Run

*Agency:

*Pay Year:

Employees		View All	First	1 of 1	Last
EmpID:	Empl Rcd#: 0				

USF IRR Fiscal Data Accum 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: **Run Control ID**.

Agency Select the agency.

Pay Year Enter a pay year.

Employees

EmplID Select an employee.

Empl Rcd# Select the employee's record number.



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

IRR Fiscal Data Accum Report

Description	This reports on Individual Retirement Report (IRR) fiscal data accumulation.
Report ID	FGPY006
Type of Report	SQR
Parameters	Run Control ID, Agency, Pay Year, EmplID, Empl Rcd#
Source	RUN_FGPY006



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

USF Generating an Individual Retirement Record Report

Usage	Use the USF Individual Retirement Record Report page to run a USF Individual Retirement Record Report.
Object Name	RUN_FGPY007
Navigation	Compensate Employees, Manage Payroll Process (USF), Process, Individual Retirement Records, Individual Retirement Record

Prerequisites	None
Access Requirements	Enter a Run Control ID.

USF Individual Retirement Record 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: **Run Control ID**, **Empl ID**, **Rcd#**, **Effective Date**.

Form Select the appropriate IRR retirement form. Valid options are **CSRS**, **FERS**, and **N/A**.

Filter button Click the **Filter** button to filter out all employees except for the ones with the form you selected in the **Form** field.

Available IRRs

You can select individual employees that are listed using the checkbox.

Empl ID The employee's identification displays here.

Rcd# The employee's record number displays here.

Name The employee's name displays here.

National ID The employee's national ID displays here.

Eff Date (Effective Date) The effective date displays here.

IRR Type The IRR type displays here.

Form The form type displays here.

Add Selected button	Select this button to add only the selected IRRs that are displayed in the Available IRRs group box.
Add All button	Select this button to add all IRRs that are displayed in the Available IRRs group box.
Remove Selected button	Select this button to remove only the selected IRRs that are displayed in the Available IRRs group box.
Remove All button	Select this button to remove all IRRs that are displayed in the Available IRRs group box.

Selected IRRs

The selected IRRs display here.



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

Individual Retirement Record Report

Description	This process report produces an Individual Retirement Record (IRR).
Report ID	FGPY007
Type of Report	SQR
Parameters	Run Control ID, Form, Filter, Empl ID, Rcd#, Name, National ID, Eff Date, IRR Type, Form, Cor.
Source	RUN_FGPY007
Sorted By	Employee.

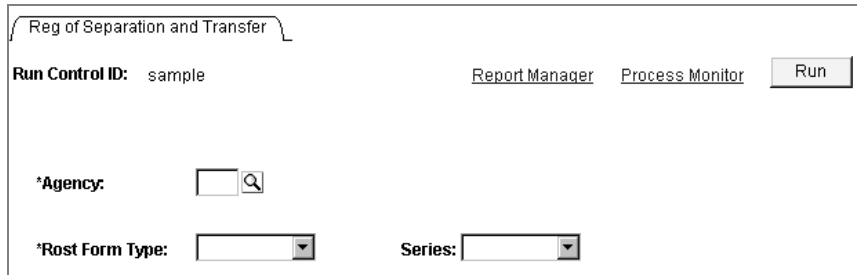


For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

USF Generating a Register of Separations and Transfers Report

Usage	Use the USF Register of Separations and Transfers Report page to run a USF Register of Separations and Transfers Report.
Object Name	RUN_FGPY008

Navigation	Compensate Employees, Manage Payroll Process (USF), Process, Reg of Separations, Transfers, Reg of Separation and Transfer
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Register of Separations and Transfers 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: **Run Control ID**

Agency Enter an agency.

Rost Form Type Select the Rost form type. Valid options are **CSRS**, **FERS**, and **N/A**.

Series Select a series. Valid options are **IA** and **OPM**.



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

Register of Separations and Transfers Report

Description	The process report produces a Register of Separations and Transfers for the Civil Service Retirement System.
Report ID	FGPY008
Type of Report	SQR
Parameters	Run Control ID, Agency, Rost Form Type, Series
Source	RUN_FGPY00

Sorted By	Agency, Retirement Form Type



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

USF Generating an IRR Worksheet - Separated Employees Report

Usage	Use the USF IRR Worksheet - Separated Employees Report page to run a USF IRR Worksheet - Separated Employees Report.
Object Name	RUN_FGPY009
Navigation	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, IRR Worksheet - Separated Empl, IRR Worksheet - Separated Empl
Prerequisites	None
Access Requirements	Enter a Run Control ID.

IRR Worksheet – Separated Employee 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: **User ID**, **Run Control ID**.

Form

Select the appropriate IRR retirement form. Valid options are *CSRS*, *FERS*, and *N/A*.

Filter button

Click the **Filter** button to filter out all employees except for the ones with the form you selected in the **Form** field.

Available IRRs

You can select individual employees that are listed using the checkbox.

Empl ID

The employee's identification displays here.

Rcd#

The employee's record number displays here.

Name

The employee's name displays here.

National ID

The employee's national ID displays here.

Eff Date (Effective Date)

The effective date displays here.

IRR Type

The IRR type displays here.

Form

The form type displays here.

Add Selected button

Select this button to add only the selected IRRs that are displayed in the Available IRRs group box.

Add All button

Select this button to add all IRRs that are displayed in the Available IRRs group box.

Remove Selected button

Select this button to remove only the selected IRRs that are displayed in the Available IRRs group box.

Remove All button

Select this button to remove all IRRs that are displayed in the Available IRRs group box.

Selected IRRs

The selected IRRs display here.



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

IRR Worksheet - Separated Employees Report

Description	This report produces an IRR (Individual Retirement Record) worksheet for all separated employees.
Report ID	FGPY009
Type of Report	SQR

Parameters	User Id, Empl ID, Rcd#, Name, National ID, Eff Date, IRR Type, Form, Cor, Add Selected, Add all , Remove Selected, Remove All
Source	RUN_FGPY009
Sorted By	Employee



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

USF Generating an IRR Worksheet - Current Employees Report

Usage	Use the USF IRR Worksheet - Current Employees Report page to run a USF IRR Worksheet - Current Employees Report.
Object Name	RUN_FGPY010
Navigation	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, IRR Worksheet - Current Empl, IRR Worksheet- Current Empl
Prerequisites	None
Access Requirements	Enter a Run Control ID.

IRR Worksheet Current Employee 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: **User ID, Run Control ID, Employee ID, Rcd#, Name**

Name The employee's name displays here.



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

IRR Worksheet - Current Employees Report

Description	This report produces an IRR (Individual Retirement Record) worksheet for all current employees.
Report ID	FGPY010
Type of Report	SQR
Parameters	User ID, Run Control ID, Employee ID, Rcd#, Name
Source	RUN_FGPY010
Sorted By	Employee



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

USF Generating a Military Deposits Closed Accounts Report

Usage	Use the USF Military Deposits Closed Accounts Report page to run a USF Military Deposits Closed Accounts Report. You use the Military Deposits Closed Accounts SQR report (FGPY012) to identify accounts that were closed during RITS Interface processing. For the accounts identified, you will need to process a PAR to change the SCD-Retire, print OPM Form 1514, and generate an IRR.
Object Name	RUN_FGPY012
Navigation	Compensate Employees, Maintain Payroll Data (USF), Report, Military Deposits Closed Accts, Military Deposits Closed Accts
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Military Deposits Closed Accounts 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: **User ID, Run Control ID**

As of Date Select a date. The report identifies Military Deposit accounts closed on or before the date selected. The default value is the system date.



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

Military Deposits Closed Accounts Report

Description	This report creates an Office of Personnel Management Military Deposit Worksheet for Service Credit Payments for Post-1956 Military Service for all closed accounts.
Report ID	FGPY012
Type of Report	SQR
Parameters	User ID, Run Control ID, As of Date
Source	RUN_FGPY012
Sorted By	Employee



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

USF Generating a Leave Accruals Report

Usage	Use the USF Leave Accruals Report page to run a USF Leave Accruals Report.
Navigation	Compensate Employees, Manage Payroll Process USF, Rpt A-M, Leave Accruals
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Leave Accruals 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Leave Accruals Report

Description	This generates a report that lists employee accrual detail for each Earnings Accrual Class, including leave accrual, usage, transfer, and adjustment activity.
Report ID	FGPY013
Type of Report	SQR
Parameters	User ID, Run Control ID
Source	PRCSRUNCNTL



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

USF Generating a G/L Distribution Summary Report

Usage	Use the USF G/L Distribution Summary Report page to run a USF G/L Distribution Summary Report.
Navigation	Compensate Employees, Manage Payroll Process USF, Rpt A-M, G/L Distribution Summary
Prerequisites	None
Access Requirements	Enter a Run Control ID.

G/L Distribution Summary Report page



A variation of this 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

G/L Distribution Summary Report

Description	This report is a summary of the distribution of payroll-related amounts for a specific pay period to their respective general ledger account numbers. The report lists the account numbers and shows the debit and credit entries for each and includes a description of the account transaction.

	The report totals the debits and credits for the pay period, the agency, and for all agencies included. Use it to verify general ledger entries for payroll expenses.
Report ID	GLX002
Type of Report	SQR
Parameters	User ID, Run Control ID
Source	PRCSRUNCNTL
Sorted By	Agency, GL Account Number



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Deduction Register Report

Usage	Use the Deduction Register Report page to run a Deduction Register Report.
Navigation	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Deduction Register
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Deduction Register 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Deduction Register Report

Description	This report shows the amount of money deducted from each employee's paycheck for general deductions, garnishments and benefits including sales taxes, as of the end of a pay period. PeopleSoft Payroll defines deductions as well as all non-taxable amounts subtracted from employee pay. If the current deduction amount contains adjustments for refunds, amounts paid in arrears, or amounts excluded, the report lists them in separate columns and provides column totals. The report includes totals for month-to-date, quarter-to-date, and year-to-date deductions by employee and a grand total for the pay period. It also prints Goal Amounts. The report lists each deduction type on a separate page and the cumulative totals on the last page.
Report ID	PAY001
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2

Sorted By	Company, Pay Group, Deduction Type, Employee ID.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Deduction Register

Usage	Use the CAN Deduction Register page to run a CAN Deduction Register Report.
Navigation	Compensate Employees, Manage Payroll Process (CAN), Reports 1, Deduction Register
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Deduction Register 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 Listing of all RUNCTL_PAYINIT Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

CAN Deduction Register

Description	This report shows the amount of money deducted from each employee's paycheck for general deductions, garnishments and benefits including sales taxes, as of the end of a pay period. PeopleSoft Payroll defines deductions as well as all non-taxable amounts subtracted from employee pay. If the current deduction amount contains adjustments for refunds, amounts paid in arrears, or amounts excluded, the report lists them in separate columns and provides column totals. The report includes totals for month-to-date, quarter-to-date, and year-to-date deductions by employee and a grand total for the pay period. It also prints Goal Amounts. The report lists each deduction type on a separate page and the cumulative totals on the last page.
Report ID	PAY001CN
Type of Report	SQR
Parameters	User ID, Run Control ID, Language, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT
Source Records	PAY_CHEQUE, PAY_DEDUCTION, GENL_DEDUCTION
Sorted By	Company, Pay Period End Date, Pay Group, Plan Type, Deduction Code, Employee Name, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Payroll Register Report

Usage	Use the Payroll Register page to run a Payroll Register Report.
Navigation	Compensate Employees, Manage Payroll Process (US), Report 2, Payroll Register Compensate Employees, Manage Payroll Process (CAN), Reports 2, Payroll Register
Prerequisites	None
Access Requirements	Enter a Run Control ID

Payroll Register 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Payroll Register Report

Description	The Payroll Register prints the name, Employee ID, and Department ID for all employees who receive a paycheck within a particular Pay Run and pay calendar. The report divides the employees by pay group and provides totals by Department ID. It provides totals at the company, pay period, and pay group levels on the last page and a grand total for all paychecks. The report inserts page breaks after each pay group. For each employee listed, the report shows the check date and number, the hours worked and earnings, and the gross and net amounts of the check. Note. The check number will show only if the report is run after confirm. Prior to confirm, you will not see a check number. It further divides the number of hours worked and the associated earnings into regular, overtime, and other pay types. The report contains a column for the gross amount of the check and the net amount. There are also breakdown columns reducing the gross amount by tax type and each separate deduction. Each net amount is labeled as to the

	type of payment document given to employee: check (C) or direct deposit advice (A).
Report ID	PAY002
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Company, Pay Group, Department, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Check Print Report

Usage	Use the Check Print Report page to run a Check Print Report.
Object Name	RUNCTL_CHK_ADV1
Navigation	• Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Check Print, Check Print • Compensate Employees, Manage Payroll Process (US), Report 1, Check Print, Check Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Check Print

Run Control ID: DeptSecurity Report Manager Process Monitor Run

Report Request Parameter(s)

On-Cycle Run or: Off-Cycle Pay Calendar

Pay Run ID: [] [Q]

Company: [] [Q]

Pay Group: [] [Q]

Pay End Date: [] [Q]

Process Page: [] Thru: []

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Starting Check/Advice Number: [] Thru: []

Message: []

Check Print 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: **User ID, Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, Process Page, On-Cycle, Off-Cycle, Both, Starting Check/Advice Number, Message.**

On-Cycle Run group box selection

- If only a pay run ID is specified the system selects checks that are run under that Run ID and based on the **Payroll Cycle** option of only *On-Cycle*, *Off-Cycle*, or *Both*.
- If Pay Run ID and the check range are specified, the system selects only the checks that fall within the check range numbers. Again this is also based on the **Payroll Cycle** option of only *On-Cycle*, *Off-Cycle*, or *Both*.

Off-Cycle Pay Calendar group box selection

If this group box is used, then the user must enter a Company, Paygroup and Pay End Date. Depending on which option is chosen in the **Payroll Cycle** group box, additional fields may be available for entry and different tasks will be completed.

- If the *On-Cycle* option in the **Payroll Cycle** group box is selected, then:
 - the **Page#** fields are unavailable
 - the system will select only the on-cycle checks for the company and paygroup with the check pay end date
 - and if a check number range is specified, the system will only select those checks
- If *Off-Cycle* option in the **Payroll Cycle** group box is selected then:
 - the **Page#** fields are available for entry
 - the system will select only the off-cycle checks for the company and paygroup with the specified check pay end date

- and if the page number range is specified, all checks within that page range are selected
- and if a check number range is specified, only those checks are selected
- If radio button **Both** in the **Payroll Cycle** group box is selected:
 - the **Page#** fields are available for entry
 - the system will select both, the off-cycle checks and the on-cycle checks, for the company and paygroup with the specified check pay end date
 - and if the page range is specified, all checks within that page range are selected
 - and if a check range is specified, only those checks are selected



Note. The Check Print (PAY003 & PAY003CN) and DDP Advice Print (DDP003 and DDP003CN) SQR programs will suppress the 'Current' Hours and Rate information from printing, when salaried employees' Standard Hours are distributed to earnings code(s) other than the regular earnings code as defined on the Pay Group Table.



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

Check Print Report

Description	This report prints paychecks and accompanying check stubs. You run this report after you have performed pay confirmation for a payroll run. It prints the employee name, address and location, date, check number, and check amount on the check stock. The stub information identifies the company, employee, and check. The report breaks down the gross amount into earnings, taxes, deductions, and employer paid benefits. It shows pay period totals and year-to-date totals. Pay Group Table pages Check Distribution and Check Sequencing, and employee Payroll Data pages 1 and 2 contain extensive choices for sorting and sequencing your employees' paychecks. You can also specify which address appears on the check. Information printed on the check depends on the choices you make on the pages. On the paycheck stub, the check print program prints different descriptive information for Garnishment deductions, depending whether monies were deducted. If money is deducted, the words "Garnishment - Tax Levy" print. When no money is deducted the words "GARN01 - Tax Levy" print.

Report ID	PAY003
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both, Pay Run ID, Starting Check/Advice Number, Message
Source	RUNCTL_CHK_ADV1
Source Records	PAY_CHECK, PAY_DISTRIBUTN, PAY_EARNINGS, PAY_OTH_EARNS, CAN_ERN_BALANCE, PAY_TAX_CAN, CAN_TAX_BALANCE, PAY_DEDUCTION, PAY_GARNISH, CAN_DED_BALANCE, GARN_BALANCE, CAN_CHECK_YTD, LEAVE_ACCRUAL
Sorted By	Determined by Pay Group Table pages Check Distribution and Check Sequencing, Payroll Data.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Printing Paycheques

Usage	Use the CAN Cheque Print Report page to run a CAN Cheque Print Report.
Object Name	RUNCTL_CHK_ADV
Navigation	Compensate Employees, Manage Payroll Process (CAN), Reports 1, Cheque Print, Cheque Print
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Cheque Print 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: **User ID, Run Control ID, Language, Specified, Recipient's, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both, Start Check/Advice Number, Message.**

On-Cycle Run group box selection

- If only a pay run ID is specified the system selects cheques that are run under that Run ID and based on the **Payroll Cycle** option of only *On-Cycle*, *Off-Cycle*, or *Both*.
- If Pay Run ID and the cheque range are specified, the system selects only the cheques that fall within the cheque range numbers. Again this is also based on the **Payroll Cycle** option of only *On-Cycle*, *Off-Cycle*, or *Both*.

Off-Cycle Pay Calendar group box selection

If this group box is used, then the user must enter a Company, Paygroup and Pay End Date. Depending on which option is chosen in the **Payroll Cycle** group box, additional fields may be available for entry and different tasks will be completed.

- If the *On-Cycle* option in the **Payroll Cycle** group box is selected, then:
 - the **Page#** fields are unavailable
 - the system will select only the on-cycle cheques for the company and paygroup with the cheque pay end date
 - and if a cheque number range is specified, the system will only select those cheques
- If *Off-Cycle* option in the **Payroll Cycle** group box is selected then:
 - the **Page#** fields are available for entry
 - the system will select only the off-cycle cheques for the company and paygroup with the specified cheque pay end date

- and if the page number range is specified, all cheques within that page range are selected
- and if a cheque number range is specified, only those cheques are selected
- If radio button **Both** in the **Payroll Cycle** group box is selected:
 - the **Page#** fields are available for entry
 - the system will select both, the off-cycle cheques and the on-cycle cheques, for the company and paygroup with the specified cheque pay end date
 - and if the page range is specified, all cheques within that page range are selected
 - and if a cheque range is specified, only those cheques are selected



The Check Print (PAY003 & PAY003CN) and DDP Advice Print (DDP003 and DDP003CN) SQR programs will suppress the 'Current' Hours and Rate information from printing, when salaried employees' Standard Hours are distributed to earnings code(s) other than the regular earnings code as defined on the Pay Group Table.



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

CAN Cheque Print

Description	This report prints paycheques and accompanying cheque stubs. You run this report after you have performed pay confirmation for a payroll run. It prints the employee name, address and location, date, cheque number, and cheque amount on the cheque stock. The stub information identifies the company, employee, and cheque. The report breaks down the gross amount into earnings, taxes, deductions, and employer paid benefits. It shows pay period totals and year-to-date totals. Pay Group Table pages Check Distribution and Check Sequencing, and employee Payroll Data pages 1 and 2 contain extensive choices for sorting and sequencing your employees' paycheques. You can also specify which address appears on the cheque. Information printed on the cheque depends on the choices you make on the pages.
Report ID	PAY003CN
Type of Report	SQR

Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both, Pay Run ID, Starting Check/Advice Number, Message
Source	RUNCTL_CHK_ADV
Source Records	PAY_CHECK, PAY_DISTRIBUTN, PAY_EARNINGS, PAY_OTH_EARNS, CAN_ERN_BALANCE, PAY_TAX_CAN, CAN_TAX_BALANCE, PAY_DEDUCTION, PAY_GARNISH, CAN_DED_BALANCE, GARN_BALANCE, CAN_CHECK_YTD, LEAVE_ACCRUAL
Sorted By	Determined by Pay Group Table pages Check Distribution and Check Sequencing, Payroll Data.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Check Register Report

Usage	Use the Check Register Report page to run a Check Register Report.
Navigation	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Check Register Compensate Employees, Manage Payroll Process (CAN), Reports 1, Check Register
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Check Register 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Check Register Report

Description	The check register report lists all checks, in check number order, written in the pay period for each company within the organization. It prints the following information about the checks: date, amount, name of payee employee, Employee ID, department name and ID, location name and ID, and pay group and address option for the employee. Each company within the organization has its own register page. The report totals the check amounts and number of checks written by company and shows a grand total for all companies included in the report.
Report ID	PAY004
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both,
Source	RUNCTL_PAYINIT2
Sorted By	Company, Check Number.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Cost Center Report

Usage	Use the Cost Center Report page to run a Cost Center Report.
Navigation	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Cost Center
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Cost Center 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Cost Center Report

Description	This report groups employee hours and earnings by cost center. It reports cost center information by pay period for each company within the organization. Totals are supplied at the cost center level. Within the cost center, the report lists employee name and ID and the hours and earnings represented in the current pay period. The hours and earnings are further grouped into regular, overtime, and other types, including a total earnings column for each employee line.
Report ID	PAY005
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Company, Cost Center, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Other Earnings Register Report

Usage	Use the Other Earnings Register Report page to run an Other Earnings Register Report.
Navigation	• Compensate Employees, Manage Payroll Process (US), Report 2, Other Earnings Register • Compensate Employees, Manage Payroll Process (CAN), Reports 2, Other Earnings Register
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Other Earnings Register 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Other Earnings Register Report

Description	This report supplies a breakdown of wages other than regular and overtime, such as automobile allowances or expense reimbursements. The report prints each Other Earnings type on a separate page and totals by hours and amounts. It divides earnings information by pay periods for each company within the organization and pay periods by pay groups. Under each earnings type, the report lists the names and ID numbers of employees in Employee ID order. It shows amounts and hours for the current pay period and by month-to-date, quarter-to-date, and year-to-date totals. The report prints a grand total of hours and amounts for all earnings types for the pay group, the pay period, the company, and all companies at the bottom of the last earnings type page in the report.
Report ID	PAY006
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both

Source	RUNCTL_PAYINIT2
Sorted By	Company, Pay Group, Other Earnings Type, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Deductions in Arrears Report

Usage	Use the Deductions in Arrears Report page to run a Deductions in Arrears Report.
Navigation	Compensate Employees, Manage Payroll Process (US), Report 1, Deductions in Arrears
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Parameters

User ID: PS

Run Control ID: 1

Report Manager Process Monitor Schedule

Report Request Parameters

On-Cycle Run Pay Run ID:	or	Off-Cycle Pay Calendar Company: GBI Q GBI Pay Group: KC1 Q Cdn Weekly Pay End Date: 12/05/1999 Q Process Page #: Q Thru: Q

Payroll Cycle

☐ On-Cycle
 ☐ Off-Cycle
 ☒ Both

Deductions in Arrears 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Deductions in Arrears Report

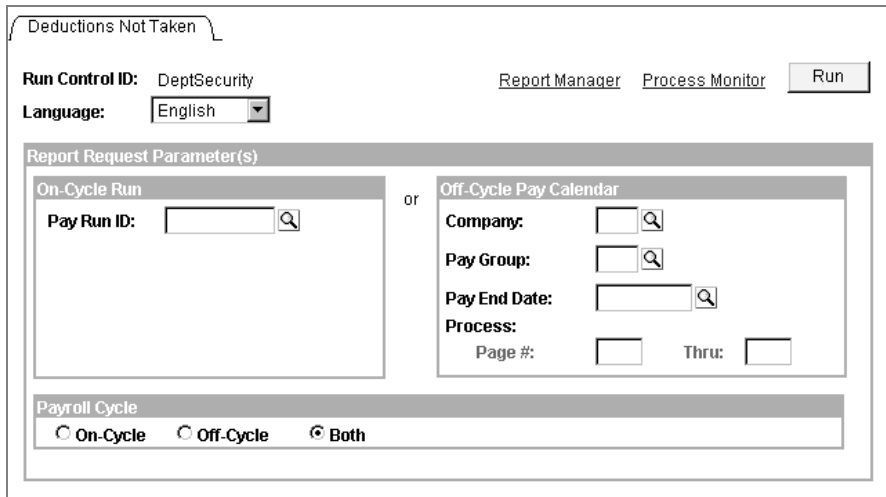
Description	This report lists deductions in arrears you take from employee paychecks at a date later than the regularly scheduled pay period. The report shows the type of deduction and the associated benefit plan type for each employee affected. A balance column shows the amount still due in arrears. The report shows totals for the deduction listed, for all deductions for the company, and for all companies in the report.
Report ID	PAY007
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Company, Deduction Code.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Deductions Not Taken Report

Usage	Use the Deductions Not Taken Report page to run a Deductions Not Taken Report.
Navigation	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Deductions Not Taken
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Deductions Not Taken 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 Listing of all RUNCTL_PAYINIT Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Deductions Not Taken Report

Description	This report lists employees who have had benefits deductions omitted for a particular pay period. For each employee, it lists the pay group, deduction name and code, and the amount omitted. If this amount is in arrears, the report shows a "Y" in the Added to Arrears column and the new total of the arrears amount for that employee. It also prints the number and date of the check affected. The report supplies totals for all deductions not taken in the pay period, for each company, and includes a grand total for all companies.
Report ID	PAY008
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT
Sorted By	Company, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Paysheets Report

Usage	Use the Paysheets Report page to run a Paysheets Report.
Navigation	• Compensate Employees, Manage Payroll Process (US), Reports 2, Paysheets • Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Paysheets • Compensate Employees, Manage Payroll Process (CAN), Reports 2, Paysheets
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Paysheets 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 on the common fields and for a listing of the other variations of this report page, see Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Paysheets Report

Description	This report prints the results of the Paysheet Creation process. The system creates paysheets in a batch process, during which it scans all employee records and selects the ones that must be paid in the pay period you specify. For each set of applicable employee records found, it creates a payline showing pertinent payroll information. You can view the results of this process online, or print them (usually on a preprinted form). You might want to modify this report for your organization's unique needs. You specify the paysheet contents on Pay Group Table pages 4-6 and Payroll Data pages 1-2. Each payline consists of information, such as amount or hours of regular pay, job data such as department, location and job code, additional pays, if any, and tax information. For each page, the system creates a paysheet balance, which counts total number of paylines, total number of regular hours, and total amount of regular pay.
Report ID	PAY009
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Determined on Pay Group Table pages 4-6, Payroll Data pages 1-2.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Employees Not Processed Report

Usage	Use the Employees Not Processed Report page to run an Employees Not Processed Report.
Object Name	RUNCTL_RPT_RUNID
Navigation	• Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Employees Not Processed, Employees Not Processed • Compensate Employees, Manage Payroll Process (CAN), Reports 1, Employees Not Processed, Employees Not Processed • Compensate Employees, Manage Payroll Process (US), Report 1, Employees Not Processed, Employees Not Processed
Prerequisites	None

Access Requirements	Enter a Run Control ID.

Employees Not Processed

Run Control ID: DeptSecurity
Report Manager
Process Monitor
Run

Language: English

Report Request Parameter(s)

Pay Run ID:

Employees Not Processed 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: **User ID, Run Control ID, Language, Pay Run ID.**



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

Employees Not Processed Report

Description	For the employees listed, the report shows the hours and earnings not processed for the pay period and breaks them down by regular, overtime, and other earnings. The report supplies totals for the pay group, the pay period, each company, and includes a grand total for all companies.
Report ID	PAY010
Type of Report	SQR
Parameters	User ID, Run Control, Pay Run ID, Language
Source	RUNCTL_RPT_RUNID
Sorted By	Company, Pay Group, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Payroll Error Messages Report

Usage	Use the Payroll Error Messages Report page to run a Payroll Error Messages Report.
Object Name	RUNCTL_RPT_RUNID
Navigation	• Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Payroll Error Messages, Payroll Error Messages • Compensate Employees, Manage Payroll Process (CAN), Reports 2, Payroll Error Messages, Payroll Error Messages • Compensate Employees, Manage Payroll Process (US), Report 2, Payroll Error Messages, Payroll Error Messages
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Payroll Messages 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: **User ID, Run Control ID, Language, Pay Run ID.**



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

Payroll Error Messages Report

Description	This report prints a list of the system error messages generated during the payroll process. If the system encounters any errors during processing, it creates a message describing the condition causing the error. The system displays “Check Messages!!!” and stores the message for viewing online or in a printed report. The report prints the messages by company for all pay groups within a pay period. It shows the

	following information in Employee ID order: Employee name and ID, Department ID, the page and line, a separate check indicator, and the Message ID number and its text. Use this report to analyze and help resolve payroll problems before you run Pay Confirmation.
Report ID	PAY011
Type of Report	SQR
Parameters	User ID, Run Control, Pay Run ID, Language
Source	RUNCTL_RPT_RUNID
Sorted By	Company, Pay Group, Employee ID, Page/Line



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Employee Earnings Snapshot Report

Usage	Use the Employee Earnings Snapshot Report page to run an Employee Earnings Snapshot Report.
Object Name	RUNCTL_PAY013
Navigation	• Compensate Employees, Report Payroll Info (USF), Report, Employee Earnings Snapshot, Employee Earnings Snapshot • Compensate Employees, Report Payroll Info (US), Report, Employee Earnings Snapshot, Employee Earnings Snapshot
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Employee Earnings Snapshot 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: **User ID, Run Control ID, As of Date, Enter Employee ID or Partial Name**

Employee Name (ID or Partial Last Name). Enter the employee's name, partial last name, or Employee ID.



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

Employee Earnings Snapshot Report

Description	The Employee Earnings Snapshot Report prints a breakdown of earnings information for employees as of the date you specify. The system prompts you for the employee name. You can specify any number of employees. The report shows the following information for each employee you request: Employee name and ID, date hired, date rehired (if applicable), service date, termination date, leave return date, status, regular/temporary, full-time/part-time, FLSA status, and employee type. If the job action dates do not apply to the employee selected, the column remains blank. The report shows the following job information: job code and title, and department name and ID. Earnings information includes pay group, pay rate, monthly rate, annual rate, earnings code, and earnings for current month, quarter-to-date, and year-to-date. The report lists earnings codes separately and as total amounts.
Report ID	PAY013
Type of Report	SQR

Parameters	User ID, As of Date, Enter Employee ID or Partial Name, Run Control ID
Source	RUNCTL_PAY013
Source Record	Personnel View
Sorted By	Company, Employee ID, Job Code



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating an Employee Earnings Snapshot Report

Usage	Use the CAN Employee Earnings Snapshot page to run a Canadian Employee Earnings Snapshot Report.
Object Name	RUNCTL_PAY013CN
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Employee Earnings Snapshot, Employee Earnings Snapshot
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Employee Earnings Snapshot 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: **Run Control ID, Language, As of Date.**

Employee Name (ID or Partial Last Name) Enter the employee's name, partial last name, or Employee ID.



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

CAN Employee Earnings Snapshot Report

Description	The report shows the following job information: job code and title, department name and ID, and business unit. Earnings information includes pay group; pay rate; monthly rate; annual rate; earnings code; and earnings for current month, quarter-to-date, and year-to-date. The earnings show balances across all wage loss plans and provinces. The report lists earnings codes separately and as total amounts.
Report ID	PAY013CN
Type of Report	SQR
Parameters	User ID, As of Date, Enter Employee ID or Partial Name, Run Control ID, Language
Source	RUNCTL_PAY013CN
Source Records	PERSONNEL, CAN_ERN_BALANCE, CAN_CHECK_YTD
Sorted By	Company, Employee ID, Job Code



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Employee Earnings Record

Usage	Use the Employee Earnings Record page to produce an Employee Earnings Record.

Navigation	Compensate Employees, Report Payroll Info (U.S.), Report, Employee Earnings Record
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Earnings 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Employee Earnings Record

Description	This report displays the quarterly earnings summary record for each employee selected. It meets the requirements for reporting on Canadian employees whether employed by a U.S. or a Canadian company. Each employee is reported on a separate page, and includes the following information: pay period end date; Department ID; Check and advice numbers written in the quarter; hours and earnings for regular, overtime, and other earnings; gross pay amounts, federal and provincial tax types and amounts, deduction amounts and their codes; and net pay for the quarter. A new page will be started for each different employee but an employee may have multiple pages depending on the volume of data to be reported.
Report ID	PAY014
Type of Report	SQR

Parameters	User ID, Run Control ID
Source	PRCSRUNCNTRL
Sorted By	Company, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating an Employee Earnings Record

Usage	Use the CAN Earnings Record page to produce a Canadian Employee Earnings Record.
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Employee Earnings Record
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Employee Earnings Record 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: **User ID, Run Control ID.**

Use the **Calendar Year** and **Quarter** fields on the Manage Annual Tax Rptg CAN, Setup, Tax Reporting Parameters page to determine the period of data to be included.



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

CAN Employee Earnings Record

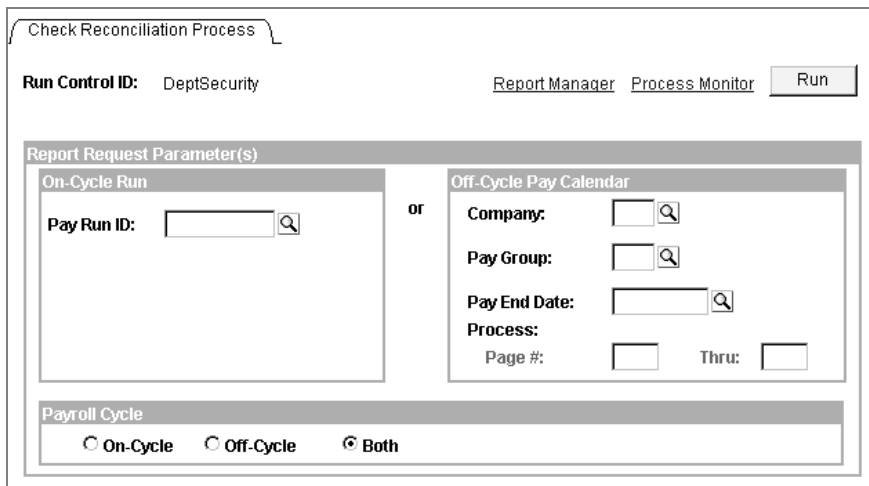
Description	This report displays the quarterly earnings summary record for each employee selected. It meets the requirements for reporting on Canadian employees whether employed by a U.S. or a Canadian company. Each employee is reported on a separate page, and includes the following information: pay period end date; Department ID; Cheque and advice numbers written in the quarter; hours and earnings for regular, overtime, and other earnings; gross pay amounts, federal and provincial tax types and amounts, deduction amounts and their codes; and net pay for the quarter. A new page will be started for each different employee but an employee may have multiple pages depending on the volume of data to be reported.
Report ID	PAY014CN
Type of Report	SQR
Parameters	User ID, Run Control ID
Source Records	PAY_CHECK, PAY_EARNINGS, PAY_OTH_EARNS, PAY_TAX_CAN, PAY_DEDUCTION
Sorted By	Employee Name, Employee ID, Pay End Date, Department ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Check Reconciliation Process

Usage	Use the Check Reconciliation Process to reconcile the checks cleared at your financial institution.
Navigation	Compensate Employees, Report Payroll Info (US), Report, Check Reconciliation Process
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Check Reconciliation Process Page



A variation of this report page appears several times under the same menu or under different menus in this application. For more information on the common fields and for a listing of the other variations of this report page, see Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Check Reconciliation Process

Description	You can run this report for both U.S. and Canadian companies. To perform check reconciliation, you run two SQR reports: PAY015A and PAY015B. PAY015A Identifies all computer and manual checks, including check reversals, processed by the payroll system during the current payroll periods specified by the Pay Run ID. It then inserts one entry for each check into the temporary Check Reconciliation file. It then identifies all outstanding checks; that is, all checks that have been confirmed and are not reversing entries and have not yet been cashed. It then inserts one entry for each outstanding check into the temporary Check Reconciliation file. Next, the program identifies all unprocessed manual checks and inserts one entry for each into the temporary Check Reconciliation file. Note. The Process-Bank-File in PAY015A MUST be adjusted to match the record layout of the file from the customer's bank. Each client's requirements could be different.

Report ID	PAY015A
Type of Report	SQR
Parameters	User ID, Run control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Check Reconciliation Report

Usage	Use the Check Reconciliation Report page to run a Check Reconciliation Report.
Navigation	Compensate Employees, Report Payroll Info (US), Report, Check Recon Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Check Reconciliation 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 on the common fields and for a listing of the other variations of this report page, see Listing of All PRCRUNCTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Check Reconciliation Report

Description	You can run this report for both U.S. and Canadian companies. To perform check reconciliation, you run two SQR reports: PAY015A and PAY015B. PAY015B This program lists the entries in the temporary Check Reconciliation file, divided by predetermined report types. A page break is supplied for each report type within this category and totals are given for Item Count and Net Pay. Report Types included are: Issued Cheques (Computer), Cheques Reconciled From Bank Cheques File, Outstanding Cheques, and Unprocessed Manual Cheques.
Report ID	PAY015B
Type of Report	SQR
Parameters	User ID, Run control
Source	PRCSRUNCNTL
Sorted By	Bank Transit Number, Account Number, Report Type, Cheque Number



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Bond Purchases Report

Usage	Use the Bond Purchases Report page to run a Bond Purchases Report.
Navigation	Compensate Employees, Report Payroll Info (U.S.), Report, Bond Purchase
Prerequisites	None
Access Requirements	Enter a Run Control ID.

The screenshot shows a web-based form titled "Run Parameters". At the top, it displays "Run Control ID: DeptSecurity" and navigation links for "Report Manager", "Process Monitor", and a "Run" button. Below this is a section titled "Report Request Parameter(s)" which is divided into two panels: "On-Cycle Run" and "Off-Cycle Pay Calendar". The "On-Cycle Run" panel contains a "Pay Run ID:" field with a search icon. The "Off-Cycle Pay Calendar" panel contains fields for "Company:", "Pay Group:", "Pay End Date:", "Process:", "Page #:", and "Thru:". At the bottom, there is a "Payroll Cycle" section with three radio buttons: "On-Cycle", "Off-Cycle", and "Both", where "Both" is currently selected.

Bond Purchases 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Bond Purchases Report

Description	This report lists all bonds purchased since the last program run. It selects all Bond Log records with status of "R" and prepares the report. It then sets the status to "distributed" (D) for each record selected. The report identifies relevant information about co-owners and/or beneficiaries. It supplies a page break after each different bond denomination, and totals each denomination and all bonds purchased. PAY016A also prepares a Bond Purchase File.
Report ID	PAY016A
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Company, Bond Denomination, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

USF Generating a Bond Purchases Report

Usage	Use the USF Bond Purchases Report page to run a USF Bond Purchases Report.
Navigation	Compensate Employees, Report Payroll Info USF, Report, Bond Purchase
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Parameters

Run Control ID: DeptSecurity Report Manager Process Monitor Run

Report Request Parameter(s)

On-Cycle Run	or	Off-Cycle Pay Calendar
Pay Run ID:		Company:
		Pay Group:
		Pay End Date:
		Process:
		Page #: Thru:

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

USF Bond Purchases 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

USF Bond Purchases Report

Description	This report lists all bonds purchased since the last program run. It selects all Bond Log records with status of “R” and prepares the report. It then sets the status to “distributed” (“D”) for each record selected. The report identifies relevant information about co-owners and/or beneficiaries. It supplies a page break after each different bond denomination and totals each denomination and all bonds purchased. PAY016A also prepares a Bond Purchase File; each transaction contains the fields shown on the following table: Denomination 5 positions No. of Bonds Purchased 3 positions Purchase Date 6 positions – YYMMDD Owner Name 30 positions Owner SSN 9 positions Other Registrant Name 30 positions; optional Other Registrant SSN 9 positions Other Registrant Type 1 position; optional You can easily change this format to accommodate your particular interface requirements.
Report ID	FGPY011A
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Company, Bond Denomination, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Bond Purchases - Federal Reserve System Format Report

Usage	Use the Bond Purchases - Federal Reserve System Format Report page to run a Bond Purchases - Federal Reserve System Format Report.
Object Name	RUNCTL_PAY016B
Navigation	Compensate Employees, Report Payroll Info (US), Report, Bond - Fed Reserve, Run Parameters

Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Parameters

Run Control ID: DeptSecurity

Report Manager

Process Monitor

Run

Report Request Parameters

As Of Date:
Reporting Medium:

You must use the filename "PSBOS.DAT" when submitting savings bond purchase data to the Federal Reserve Bank on diskette. You will be required to rename the PAY016B.SQR output file(s) as "PSBOS.DAT" when creating the diskette.

Bond Purchases – Federal Reserve System Format Report

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: **User ID, Run Control ID, As of Date.**

Reporting Medium

Select *Cartridge* to use a cartridge for your reporting medium.

Select *Diskette* to use a diskette for your reporting medium.

Select *Tape* to use a tape for your reporting medium.



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

Bond Purchases - Federal Reserve System Format Report

Description	PAY016B produces magnetic media output in Federal Reserve System format for the purchase of bonds. This report lists all bonds purchased since the last program run. It selects all Bond Log records with status of "R" and prepares the report. It then sets the status to "distributed" (D) for each record selected. The report identifies relevant information about co-owners and/or beneficiaries. It supplies a page break after each different bond

	denomination, and totals each denomination and all bonds purchased. PAY016B also prepares a Bond Purchase File.
Report ID	PAY016B
Type of Report	SQR
Parameters	User ID, Run Control ID, Process Monitor, As of Date, Reporting Medium
Source	RUNCTL_PAY016B



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

USF Generating a Bond Purchases - Federal Reserve System Format Report

Usage	Use the USF Bond Purchases - Federal Reserve System Format Report page to run a USF Bond Purchases - Federal Reserve System Format Report.
Navigation	Compensate Employees, Report Payroll Info USF, Report, Bond - Fed Reserve
Prerequisites	None
Access Requirements	Enter a Run Control ID.

USF Bond Purchases - Federal Reserve System Format 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

You must use the filename PAYROLL.DK when submitting savings bond purchase data to the Federal Reserve Bank on diskette. In some environments, you may be required to rename the PAY016B.SQR output file as PAYROLL.DK when creating the diskette.

USF Bond Purchases - Federal Reserve System Format Report

Description	PAY016B produces magnetic media output in Federal Reserve System format for the purchase of bonds. This report lists all bonds purchased since the last program run. It selects all Bond Log records with status of “R” and prepares the report. It then sets the status to “distributed” (“D”) for each record selected. The report identifies relevant information about co-owners and/or beneficiaries. It supplies a page break after each different bond denomination and totals each denomination and all bonds purchased. PAY016B also prepares a Bond Purchase File; each transaction contains the fields shown on the following table: Denomination 5 positions No. of Bonds Purchased 3 positions Purchase Date 6 positions – YYMMDD Owner Name 30 positions Owner SSN 9 positions

	Other Registrant Name 30 positions; optional Other Registrant SSN 9 positions Other Registrant Type 1 position; optional You can easily change this format to accommodate your particular interface requirements.
Report ID	FGPY011B
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Paysheets Distributed Earnings Report

Usage	Use the Paysheets Distributed Earnings Report page to run a Paysheets Distributed Earnings Report.
Navigation	Compensate Employees, Manage Payroll Process (U.S.), Report 2, Paysheets Earnings Distributn
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Paysheets Distributed 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Paysheets Distributed Earnings Report

Description	This report prints paysheets for distributed earnings. PAY017 is similar to PAY009 (Print Paysheets), but scans employee records for paylines related to distributed earnings.
Report ID	PAY017
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Company, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Payroll Summary Report

Usage	Use the Payroll Summary Report page to run a Payroll Summary Report.
Object Name	RUNCTL_PAYINIT4
Navigation	• Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Payroll Summary, Payroll Summary • Compensate Employees, Manage Payroll Process (US), Report 2, Payroll Summary, Payroll Summary
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Payroll Summary 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: **Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both.**

Report Style

Summary by Selection

Select this option if you want it to report only summary sub-totals.

Detail Report

Select this option if you want detail for the report.



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

Payroll Summary Report

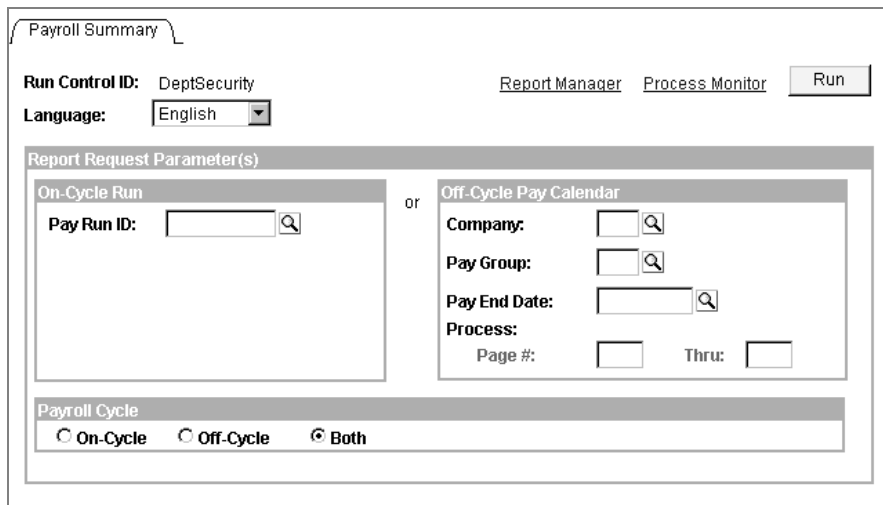
Description	This report summarizes, on separate pages, information for paycheck amounts, regular earnings amounts, special accumulator amounts, employee deduction amounts, employer contribution amounts, employee/employer tax amounts, and other earnings amounts.
Report ID	PAY018
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both, Summary by Selection, Detailed Report
Source	RUNCTL_PAYINIT4
Sorted By	Pay Run ID.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Payroll Summary Report

Usage	Use the CAN Payroll Summary Report page to run a Canadian Payroll Summary Report.
Navigation	Compensate Employees, Manage Payroll Process Canada, Reports 2, Payroll Summary
Prerequisites	None
Access Requirements	Enter a Run Control ID.



CAN Payroll Summary 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 Listing of all RUNCTL_PAYINIT Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

CAN Payroll Summary Report

Description	This report summarizes, on separate pages, information for paycheck amounts, regular earnings amounts, special accumulator amounts, employee deduction amounts, employer contribution amounts, employee/employer tax amounts, and other earnings amounts.
Report ID	PAY018CN
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both, Language
Source	RUNCTL_PAYINIT
Source Records	PAY_CHECK, PAY_EARNINGS, PAY_OTH_EARNS, PAY_SPCL_EARNS, PAY_DEDUCTION, PAY_TAX_CAN
Sorted By	Pay Run ID, Company, Pay Period End Date, Pay Group



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Employer Benefit Contribution Report

Usage	Use the Employer Benefit Contribution Report page to run Employer Benefit Contribution Report.
Navigation	Compensate Employees, Manage Payroll Process (US), Report 1, Employer Benefit Contribution Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Employer Benefit Contribution 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Employer Benefit Contribution Report

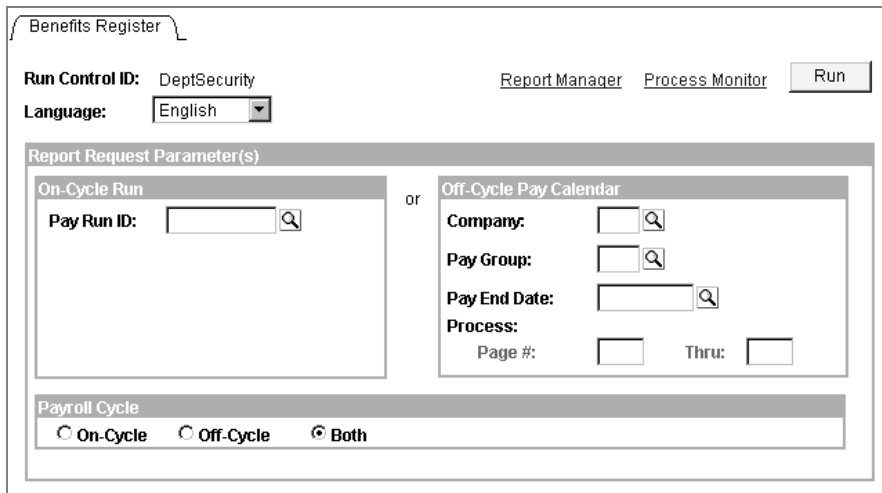
Description	This report prints information about employer paid benefits by plan type. It includes both taxable and non-taxable amounts for the selected pay period and year-to-date month, quarter, and year.
Report ID	PAY021
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Company, Pay Period End Date, Pay Group, Plan Type, Deduction Code, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating an Employer Benefit Contribution Report

Usage	Use the CAN Employer Benefit Contribution Report page to run a CAN Employer Benefit Contribution Report.
Navigation	Compensate Employees, Manage Payroll Process (CAN), Reports 1, Employee Benefit Contribution
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Benefits Register

Run Control ID: DeptSecurity Report Manager Process Monitor Run

Language: English

Report Request Parameter(s)

On-Cycle Run or Off-Cycle Pay Calendar

Pay Run ID: [] [Q]

Company: [] [Q]

Pay Group: [] [Q]

Pay End Date: [] [Q]

Process: [] Page #: [] Thru: []

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

CAN Employer Benefit Contributions Report



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 Listing of all RUNCTL_PAYINIT Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

CAN Employer Benefit Contributions Report

Description	This report prints information about employer paid benefits by plan type. It includes both taxable and non-taxable amounts for the selected pay period and year-to-date month, quarter, and year.
Report ID	PAY021CN
Type of Report	SQR
Parameters	User ID, Run Control, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both, Language
Source	RUNCTL_PAYINIT
Source Record	PAY_CHECK, PAY_DEDUCTION
Sorted By	Company, Pay Period End Date, Pay Group, Plan Type, Deduction Code, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Balance Adjustment Report

Usage	Use the Balance Adjustment Audit Report page to run a Balance Adjustment Audit Report.
Object Name	RUNCTL_PAY025
Navigation	- Compensate Employees, Maintain Payroll Data (USF), Report, Balance Adjustment Report, Balance Adjustment Report - Compensate Employees, Maintain Payroll Data (US), Report, Balance Adjustments, Balance Adjustment Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Balance Adjustment 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: **User ID**, **Run Control ID**, **Company**, **From Date**, **As of Date**.

Select Date Type

Select Date Type

Select *Use Balance Date* to report balance records for periods within the specified date range, that have had adjustments applied.

Select ***Use Adjustment Date*** to report all balance records that were ***adjusted*** on dates within the specified date range.



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

Balance Adjustment Report

Description	This report details the information recorded with each balance adjustment processed through the balance adjustment pages. Adjusted balance information is reported in the order of checks, earnings/special accumulators, deductions, garnishments, taxes, and ROE insurable earnings/hours on separate pages.
Report ID	PAY025
Type of Report	SQR
Parameters	User ID, Run Control, From Date, As of Date, Use Balance Date, Use Adjustment Date
Source	RUNCTL_PAY025
Sorted By	Employee ID, Company



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Balance Adjustment Report

Usage	Use the CAN Balance Adjustment Report page to run a CAN Balance Adjustment Report.
Object Name	RUNCTL_PAY025CN
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Report, Balance Adjustments, Balance Adjustment Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Balance Adjustment 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: **User ID, Run Control ID, Language, Company, From Date, As of Date.**

Select Date Type

Select Date Type

Select *Use Balance Date* to report balance records for periods within the specified date range, that have had adjustments applied.

Select *Use Adjustment Date* to report all balance records that were *adjusted* on dates within the specified date range.



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

CAN Balance Adjustment Report

Description	This report details the information recorded with each balance adjustment processed through the balance adjustment pages. Adjusted balance information is reported in the order of cheques, earnings/special accumulators, deductions, garnishments, taxes, and ROE insurable earnings/hours on separate pages.
Report ID	PAY025CN
Type of Report	SQR
Parameters	User ID, Run Control, From Date, As of Date, Use Balance Date, Use Adjustment Date, Language, Company

Source	RUNCTL_PAY025CN
Source Records	BAL_ADJ_CN_CHK, BAL_ADJ_CN_ERN, BAL_ADJ_CN_DED, BAL_ADJ_CN_GRN, BAL_ADJ_CN_CN_TAX, BAL_ADJ_CN_UI_CAN.
Sorted By	Employee ID, Date Adjusted, Sequence Number.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Deductions and Benefits Register Report

Usage	Use the Deductions and Benefits Register Report page to run a Deductions and Benefits Register Report.
Navigation	Compensate Employees, Administer Payroll Interface, Report, Ded/Benefits Register
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Parameters

Run Control ID: DeptSecurity
Report Manager Process Monitor Run

Report Request Parameter(s)

On-Cycle Run

Pay Run ID:

or

Off-Cycle Pay Calendar

Company:
Pay Group:
Pay End Date:
Process:
Page #: Thru:

Payroll Cycle
☐ On-Cycle ☐ Off-Cycle ☒ Both

Deductions and Benefits Register 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Deductions and Benefits Register Report

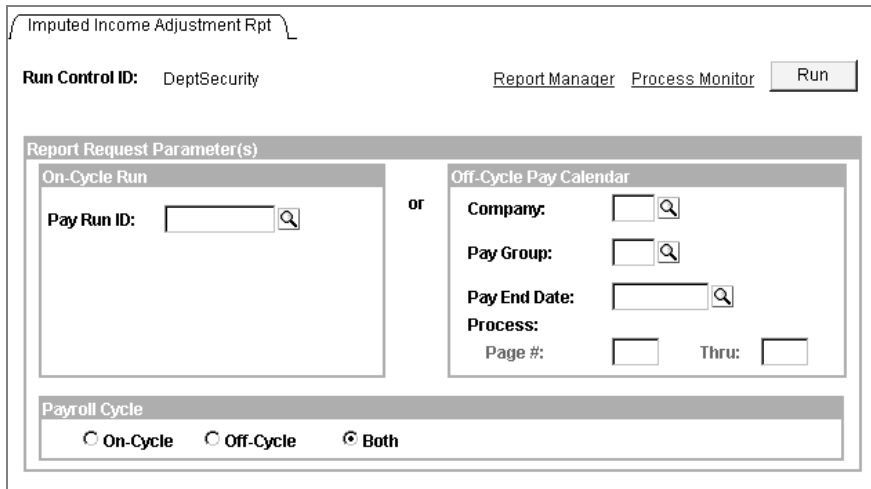
Description	For use with the PeopleSoft Payroll Interface product. Shows deductions taken sorted by deduction code.
Report ID	PAY031
Type of Report	SQR
Parameters	Run Control ID, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Company, Pay Group



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Imputed Income Adjustment Report

Usage	Use the Imputed Income Adjustment Report page to run an Imputed Income Adjustment Report.
Navigation	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Imputed Income Adjustment Rpt
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Imputed Income Adjustment 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Imputed Income Adjustment Report

Description	This report prints data on imputed income adjustments.
Report ID	PAY033
Type of Report	SQR
Parameters	Run Control ID, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Company, Pay Group



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Presheet Audit Report

Usage	Use the Database Audit Prior to Paysheet Report page to run a Database Audit Prior to Paysheet Report.
Object Name	PRCSRUNCNTL
Navigation	Compensate Employees, Manage Payroll Process (US), Report 2, Presheet Audit
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Presheet Audit 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**.



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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Presheet Audit Report

Description	Before creating paysheets, you should run the Presheet Audit Report. This is an optional SQR that verifies the integrity of your Payroll and Benefits setup as well as your employee data. 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



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Paysheet Records Audit Prior to Calc Pay Report

Usage	Use the Paysheet Records Audit Prior to Calc Pay Report page to run a Paysheet Records Audit Prior to Calc Pay Report.
Object Name	RUNCTL_AUDIT
Navigation	Compensate Employees, Manage Payroll Process (US), Report 2, Precalculation Audit
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Precalculation Audit 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, Language, Pay Run ID.**



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

Paysheet Records Audit Prior to Calc Pay Report

Description	This precalculation audit report provides a detailed listing by company, pay group, and pay end date of information that may cause problems during the Pay Calculation process.
Report ID	PAY035
Type of Report	SQR
Parameters	Run Control ID, Language, Pay Run ID
Source	RUNCTL_AUDIT
Sorted By	Company, Pay Group, Pay End Date



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Paysheet Records Audit Prior to Confirm Report

Usage	Use the Paysheet Records Audit Prior to Confirm Report page to run a Paysheet Records Audit Prior to Confirm Report.
Object Name	
Navigation	Compensate Employees, Manage Payroll Process (US), Report 2, Preconfirm Audit
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Preconfirm Audit

Run Control ID: DeptSecurity
Report Manager
Process Monitor
Run

Language: English

Report Request Parameter(s)

Pay Run ID:

Preconfirm Audit 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, Language, Pay Run ID.**



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

Paysheet Records Audit Prior to Confirm Report

Description	This precalculation audit report provides a detailed listing by company, calendar year, pay group, month code, pay end date, and employee ID of information that might cause problems during the Pay Confirmation process.
Report ID	PAY036
Type of Report	SQR
Parameters	Run Control ID, Language, Pay Run ID
Source	RUNCTL_AUDIT
Sorted By	Company, Pay Group, Pay End Date



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a HR Accounting Line Report

Usage	Use the HR Accounting Report page to run a HR Accounting Report.
Object Name	RUN_PAY752
Navigation	Compensate Employees, Administer GL Interface, Report, HR Accounting Line
Prerequisites	You must first run the PAYGL01. To access PAYGL01, go to Compensate Employees, Administer GL Interface, Process, GL Intfc - Non Comm Acctg.
Access Requirements	Enter a Run Control ID.

HR Accounting Line		
Run Control ID: DeptSecurity	Report Manager Process Monitor	Run

HR Accounting Line 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**.



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

HR Accounting Line Report

Description	The HR Accounting Report lists all the accounting line entries created by running GL Interface. The report shows the following accounting line information: Line Description, General Ledger Account and Department ID, Check Number, Payroll Check Date and Foreign Amount, GL Monetary Amount, Payroll and GL Currency Codes, and the Conversion Rate Multiplier and Divisor.
Report ID	PAY039
Type of Report	SQR
Parameters	Run Control ID
Source	RUN_PAY752
Source Record	HR_ACCTG_LINE
Sorted By	Run Date, Sequence Number, HR Business Unit, Line Description. Totaling is by Line Description.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Allocation By Establishment Report

Usage	Use the Allocation By Establishment Report page to run an Allocation By Establishment Report.

Object Name	RUNCTL_TIPS_ALLOC
Navigation	• Compensate Employees, Manage Tips Allocatn. Process, Report, Allocations by Establishment, Allocate by Estab
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Allocation by Establishment 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: **Run Control ID, Company.**

Posted Date Enter the posted date you wish to view the allocated tips for the establishment.



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

Allocation By Establishment Report

Description	The Allocation By Establishment report shows the to-date totals for gross receipts (if tip allocation method is gross receipts), direct tips, indirect tips, allocation base, direct tipped allocation base, total shortfall,

	total allocation, tip hours (if tip allocation method is hours), and the employee count for each tip establishment.
Report ID	PAY050
Type of Report	SQR
Parameters	Run Control ID, Company, Posted Date
Source	RUNCTL_TIPS_ALLOC
Sorted By	Business Unit, Tip Establishment ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Allocation By Employee Report

Usage	Use the Allocation By Employee Report page to run an Allocation By Employee Report.
Object Name	RUNCTL_TIPS_ALLOC
Navigation	Compensate Employees, Manage Tips Allocatn. Process, Report, Allocations by Employee, Allocate by Empl
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Allocation By Employee 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: **Run Control ID, Company.**

Posted Date

Enter the posted date you wish to view the allocated tips for the employee.



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

Allocation By Employee Report

Description	The Allocation By Employee report lists tip employees by establishment and shows for each employee the hours or receipts and the reported tips used to calculate the allocated tips. For each employee, the report also shows the YTD allocated tips, previously allocated tips, and the current allocated tips. The report has subtotals for each establishment and a grand total for the company.
Report ID	PAY051
Type of Report	SQR
Parameters	Run Control ID, Posted Date, Company
Source	RUNCTL_TIPS_ALLOC
Sorted By	Business Unit, Tip Establishment, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Allocation Earnings Report

Usage	Use the Balance Verification Report page to run a Balance Verification Report.
Object Name	RUNCTL_TIP_PAY
Navigation	Compensate Employees, Manage Tips Allocatn. Process, Report, Allocation Earnings Balances, Verify Balance
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Allocation Earnings 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: **Run Control ID, Company.**

Year Enter the year you wish to view the balances for.

Quarter Enter the quarter you wish to view the balances for.



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

Allocation Earnings Report

Description	The Balance Verification report lists directly tipped employees and their YTD and pending allocated tips. The report is a point-in-time report of all employees with allocated tips by company.
Report ID	PAY052
Type of Report	SQR
Parameters	Run Control ID, Company, Year, Quarter
Source	RUNCTL_TIP_PAY
Sorted By	Company, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Update Allocated Tip Balances Report

Usage	Use the Update Allocated Tip Balances Report page to run an Update Allocated Tip Balances Report.
Object Name	RUNCTL_TIPS_ALLOC
Navigation	Compensate Employees, Manage Tips Allocatn. Process, Process, Update Allocated Tips Balnces, Update Alloc Bals
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Update Allocated Tips Balances 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: **User ID, Run Control ID, Company.**

Posted Date

The system will update allocated tips using the first day of the year as the starting date and ending with the date you enter in this field.



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

Update Allocated Tips Balance Report

Description	The Update Allocations Balances Audit Report is produced automatically when the Update Allocated Tips Balances process is run. The report lists by employee, the current allocation amount, the YTD allocation amount after the current update, the YTD hours (if tip allocation method is hours), and the allocated tips earnings code that is updated.
Report ID	PAY053
Type of Report	SQR
Parameters	Run Control ID, Posted Date, Company
Source	RUNCTL_TIPS_ALLOC
Sorted By	Company, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Employee Gross Receipts Report

Usage	Use the Employee Gross Receipts Report page to run an Employee Gross Receipts Report.
Object Name	RUNCTL_TIP_PAY055
Navigation	Compensate Employees, Manage Tips Allocatn. Process, Report, Employee Receipts, Employee Receipts
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Employees Gross Receipts 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: **Run Control ID, Company, From Date, Thru Date.**



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

Employee Gross Receipts Report

Description	The Employee Gross Receipts report lists gross receipts by input date for each employee for a selected time period. The report also provides subtotals for each tip establishment and total receipts for the company.
Report ID	PAY055
Type of Report	SQR
Parameters	Run Control ID, Company, From Date, Thru Date
Source	RUNCTL_TIP_PAY055
Sorted By	Business Unit, Tip Establishment, Employee Name, Input Date



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Final Check Request Report

Usage	Use the Final Check Request Report page to run a Final Check Request Report.
Object Name	RUNCTL_PAY056
Navigation	• Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Final Check Requests Report, FC Requests Report • Compensate Employees, Manage Payroll Process (CAN), Reports 1, Final Cheque Requests Report, FC Requests Report • Compensate Employees, Manage Payroll Process (US), Report 1, Final Check Requests Report, FC Requests Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Final Check Requests 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: **Run Control ID, Language, From Date, Thru Date**

Final Check Processing Status

Extracted: All employees whose final check request processing status is *Not Processed* or *Loaded to Paysheets*.

Loaded to Paysheets: All employees whose final check processing status is “loaded to paysheets” print on the report.

Not Processed: All employees whose final check processing status is “not processed” print on the report.

Paysheet Created: All employees whose final check processing status has paysheets created.



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

Final Check Request Report

Description	This report lists Final Check requests where an employee’s Final Check processing status is either “N” (“Not Processed”) or “P” (“Loaded to Paysheets”).
Report ID	PAY056
Type of Report	SQR
Parameters	Run Control ID, Final Check Processing Status, Language, Thru Date

Source	RUNCTL_PAY056
Sorted By	Final Check Request Table



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Final Check Reconcile Report

Usage	Use the Final Check Reconcile Report page to run a Final Check Reconcile Report.
Navigation	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Final Check Reconcile Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

FC Reconcile Report

Run Control ID: DeptSecurity
Report Manager
Process Monitor
Run

Language: English

Report Request Parameter(s)

On-Cycle Run

Pay Run ID:

or

Off-Cycle Pay Calendar

Company:

Pay Group:

Pay End Date:

Process:

Page #:
Thru:

Payroll Cycle

On-Cycle
Off-Cycle
Both

Final Check Reconcile 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 Listing of all RUNCTL_PAYINIT Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Final Check Reconcile Report

Description	This report reconciles employees who have Final Checks processed based on the Pay Calendar information you specify with data from their Employment record. A warning message is generated on the report when an employee is not really terminated, but has a final check produced.
Report ID	PAY057
Type of Report	SQR
Parameters	Run Control ID, Language, On-Cycle, Off-Cycle, Both, Language, Process Page #, Pay End Date, Company
Source	RUNCTL_PAYINIT
Sorted By	Pay Earnings records, Employment records



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Statistics, Non-Educational Institutions Report

Usage	Use the CAN Statistics Canada, Non-Educational Institutions Report page to run a Statistics Canada, Non-Educational Institutions Report.
	For more information, see PAY110CN. PAY110CN differs from PAY100CN in that it divides employees into teaching staff, non-teaching staff, and supply or substitute teachers, rather than hourly, salaried, and other employees.
Object Name	RUNCTL_PAY100CN

Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Stats(Non Educ), Statistics Canada (Non-Educ)
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Statistics Canada (Non-Educational) Institutions 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: **Run Control ID**, **As of Date**.

CRFN (Computer Numeric File Number) Type in the Computer Numeric File Number for the report.

Reasons for Variation Type in an explanation for any large variations from the previous month's report.



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

CAN Statistics Canada, Non-Educational Institutions Report

Description	This report format conforms to Canadian wage reporting requirements. It is in the accepted report format for the <i>Survey of Employment for Non-Educational Institutions, Payrolls, and Hours</i> , required by the Canadian Labour Division of Statistics. It divides employees by hourly, salaried, and other pay types. For each type, it totals employees in the group and their regular gross pay, overtime pay, hours paid, and overtime hours paid.

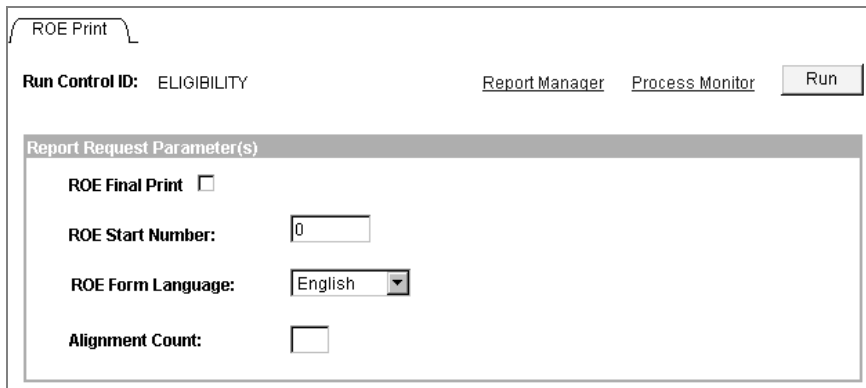
	The first part of this report applies to the last pay period of the month. In the second part, it displays information for the complete month at the bottom of the page and includes a breakdown for irregular payments, total payroll, and employees absent without pay. It further breaks down the irregular payments and employees absent without pay by payment type and employee category, respectively.
Report ID	PAY100CN
Type of Report	SQR
Parameters	Run Control ID, As of Date., Reasons for Variation, CRFN (Computer Numeric File Number)
Source	RUNCTL_PAY100CN
Source Records	CAN_ERN_BALANCE, PAY_EARNINGS, PAY_OTH_EARNS, CAN_DED_BALANCE
Sorted By	Province, Census Metropolitan Area



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Printing ROE Forms

Usage	Use the CAN ROE Print page to print ROE data onto pre-printed forms supplied by Human Resources Development Canada (HRDC).
Object Name	RUNCTL_PAY101CN
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Report, ROE Print, ROE Print
Prerequisites	Must be printed using either Line Printer (LP) or HP format.
Access Requirements	Enter a Run Control ID.



ROE Print

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

Report Request Parameter(s)

ROE Final Print ☐

ROE Start Number:

ROE Form Language:

Alignment Count:

ROE Print 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: **Run Control ID**

ROE Final Print

Indicate Final Print if the ROEs produced are intended to be distributed. During Final Print, INS_EARNS_BAL records reported are stamped with ROE # and the ROE records are marked as Completed. The Last ROE # used is also stamped onto the same field defined in the Installation Table.

ROE Start Number

Enter a maximum of eight characters. If an **ROE Start Number** is not entered, the program uses the Last ROE Number defined on the Installation Table to determine the next number to use.

ROE Form Language

The system matches this parameter with the PREFERRED_LANGUAGE field on the employee's PERSONAL_DATA record.

Alignment Count

This is an optional parameter that specifies the number of alignment pages to be printed prior to printing the ROE data. This is generally used in conjunction with impact printers and allows for the proper positioning of the data into the pre-printed boxes of the ROE forms.



For more information see CAN Mass Generating ROE Data(PAY124CN) in this section. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

CAN ROE Print

Description	The Record of Employment (ROE) is used to report an employee's interruption of earnings to Human Resources Development Canada (HRDC). The ROE Print program extracts data from the ROE Data pages and the EI insurable earnings balance records. The output conforms to the prescribed format and must be printed on multi-part tractor feed forms supplied by HRDC. The system assigns the ROE number during the final print process.
Report ID	PAY101CN
Type of Report	SQR
Parameters	Run Control ID,ROE Final Print, ROE Start Number, ROE Form Language, Alignment Count
Source	RUNCTL_PAY101CN
Source Records	ROE, INS_EARNS_BAL
Sorted By	Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Workers Compensation Report

Usage	Use the CAN Workers Compensation Report page to run a CAN Workers Compensation Report.
Object Name	RUNCTL_PAY102CN
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Workers Compensation, Workers Compensation Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Workers Compensation 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: **Run Control ID**, **Language**, **Pay Run ID**, **From Date**, **Thru Date**.

Processing Option

Select *All Provinces* to report for all provinces.

Select *Selected Province(s)* to report for selected provinces.

Provinces Selected for Reporting**Province**

If you selected a **Processing Option** of *Selected Province(s)*, specify the province(s) that the program should select for reporting in this field.



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

CAN Workers Compensation Report

Description	This report meets Canadian requirements for Workers Compensation Board (WCB) payroll reporting. Based on the date range or pay run ID you enter when requesting the report, it displays by province, the number of employees, their total non-limited assessable earnings, total assessed earnings, assessment rate, assessment amount and any limits that apply. Where there are employees who exceed the limit, the report prints the total number with the total amount of their excess earnings.

	In accordance with WCB requirements, this report excludes certain employees, based on the status of their Officer Code on the Job record. For the Northwest Territories, Nunavut, Ontario, and Prince Edward Island, employees whose Officer Code is other than "N" ("None") are excluded. For Alberta, Manitoba, and Quebec, employees with an Officer Code of "D" ("Director") and "C" ("Chairman") are excluded.
Report ID	PAY102CN
Type of Report	SQR
Parameters	Run Control ID, Language, Pay Run ID, From Date, Thru Date, Processing Option, Province
Source	RUNCTL_PAY102CN
Source Records	PAY_EARNS, PAY_TAX_CAN, CAN_TAX_PROV, PAY_OTH_EARNS, PAY_DEDUCTION, CAN_JOBCODE_CU, CAN_WCB_PROV, CAN_WCB_CU, CAN_WCB_RT_GRP
Sorted By	Province



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating an Overtime Bank Report

Usage	Use the CAN Overtime Bank Report page to run a CAN Overtime Bank Report.
Object Name	RUNCTL_PAY103CN
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Overtime Bank, Overtime Bank Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Overtime Bank 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: **Run Control ID, Language, From Date, Thru Date.**

Minimum Overtime Hours Type the number of minimum hours that the program should select for reporting, or leave this field blank to select all.



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

CAN Overtime Bank Report

Description	This report lists overtime hours for both union and non-union employees. You request this report for a specific date range. It shows the union (or non-union) employees by department and lists the total number of overtime hours for each employee by employment record number.
Report ID	PAY103CN
Type of Report	SQR
Parameters	Run Control ID, Language, From Date, Thru Date, Minimum Overtime Hours.
Source	RUNCTL_PAY103CN
Source Record	PAY_EARNINGS
Sorted By	Company, Union (or non-union), Department ID, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Business Payrolls Survey (BPS) Electronic Data Transmission File

Usage	Use the CAN Business Payrolls Survey (BPS) page to create a Business Payrolls Survey electronic data report (EDR) file for transmission to Statistics Canada, and a summary report for your reference. The transmission file is produced in accordance with the format provided by Statistics Canada.
Object Name	RUNCTL_PAY104CN
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Business Payrolls Survey, Business Payrolls Survey (BPS)
Prerequisites	Confirmed payroll runs for the reference month that is being reported.
Access Requirements	Enter a Run Control ID.

Business Payrolls Survey (BPS)

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

Report Request Parameter(s)

Year: Period:

Reporting Companies		Find View All	First	1 of 1	Last
*Company:	🔍				+ -

Comments:

CAN Business Payrolls Survey (BPS) 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, Comments**

Report Request Parameter(s)

Year	Select the year for which the EDR transmission file should be generated.
Period	Select the period for which the EDR transmission file should be generated.

Reporting Companies

The following tips and definitions are provided to help you better understand the system's BPS reporting process:

- A reference month is the month for which payroll data is reported in the Business Payrolls Survey. The system will process the selection of payroll information for a reference month as follows:
 - Payroll information for the "Last Pay Period" blocks of the report will be selected from the pay period with a pay period end date that is closest to but not later than the 3rd day of the month following the reference month. For example, for the reference month of October, 2000, the pay period with a pay period end date that is closest to but not later than November 3, 2000 will be selected.
 - Payroll information for the "Gross Monthly Payroll" block of the report will be selected from pay periods with pay period end dates which fall between the 4th day of the reference month and the 3rd day of the following month. For example, for the reference month of October 2000, the pay periods with pay period end dates from October 4, 2000 to November 3, 2000 inclusive will be selected.
 - Special Payment amounts reported in Blocks 1 through 6 of the report will be selected from pay periods with cheque dates which fall between the 4th day of the reference month and the 3rd day of the following month. For example, for the reference month of October 2000, the pay periods with cheque dates from October 4, 2000 to November 3, 2000 inclusive will be selected.
- In processing the Business Payrolls Survey, PeopleSoft will classify employees into either 'Hourly' or 'Salaried' based on the Employee Type in Job Data. 'Exception Hourly' employees will be processed as 'Hourly' employees. Employees can also be classified as Working Owners by the Officer Code in Job Data, in which case they will be excluded from the 'Hourly' and 'Salaried' categories. Employees assigned to the following Officer Codes will be classified as 'Working Owners' and reported in 'Category D - Working Owners of Incorporated Businesses':
 - Chairman
 - Director
 - President
 - Vice President

CAN Business Payrolls Survey (BPS)

Description	Use the Business Payrolls Survey (BPS) page to create a Business Payrolls Survey electronic data report (EDR) file for transmission to Statistics Canada, and a summary report for your reference. The transmission file is produced in accordance with the format provided by Statistics Canada.
Report ID	PAY104CN
Type of Report	SQR
Parameters	Run Control ID, Year, Period, Company, Comments
Source	RUNCTL_PAY104CN
Source Records	RC_PAY104CN, BPS_REPORT_UNIT, BPS_ACTIVITY, BPS_LOCATION, PAY_CHECK, PAY_EARNINGS, PAY_DEDUCTION, PAY_TAX_CAN
Sorted By	In accordance with Statistics Canada's record layout requirements.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Locating the BPS Electronic Data Report Output

SQR program PAY104CN will create the BPS EDR file in your PeopleSoft report output directory. The following chart illustrates the naming convention of the output files that will be generated on each platform:

Platform	Output File Name
DB2/AS400	BPS001
MVS	BPS(D001)
Others	BPS.001

You must rename the file to meet Statistics Canada requirements for submission. We recommend that you rename the file using the following convention:

BPSyymm.txt

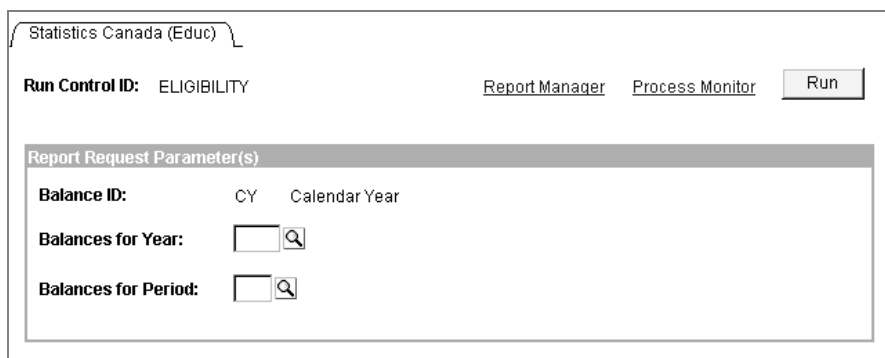
Where ***BPS*** refers to the Business Payrolls Survey

yymm refers to the Year and Reference Month for which the file is generated

txt is the file extension

CAN Generating a Statistics Canada, Educational Institutions Report

Usage	Use the CAN Statistics Canada, (Educ) page to run a Statistics Canada Educational Institutions Report.
Object Name	RUNCTL_MO_YR_PAY
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Stats(Educ Inst), Statistics Canada (Educ)
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Statistics Canada (Educ)

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

Report Request Parameter(s)

Balance ID: CY Calendar Year

Balances for Year: 

Balances for Period: 

CAN Statistics Canada, Educational Institutions 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: **Run Control ID**

Report Request Parameter(s)

Balance ID A Balance ID of Calendar Year will be defaulted and displayed. This parameter is unavailable for selection.

Balances for Year Enter the year for which you want to run this report.

Balances for Period Enter the month for which you want to run this report.



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

CAN Statistics Canada, Educational Institutions Report

Description	This report format conforms to Canadian wage reporting requirements and is in the accepted report format for the <i>Survey of Employment for Educational Institutions, Payrolls, and Hours</i> , required by the Canadian Labour Division of Statistics. PAY110CN is similar to PAY100CN with the exception that PAY110CN divides employees into teaching staff, non-teaching staff, and supply or substitute teachers, rather than hourly, salaried, and other employees.
Report ID	PAY110CN
Type of Report	SQR
Parameters	Run Control ID, Balance ID, Balances for Year, Balances for Period
Source	RUNCTL_MO_YR_PAY
Source Records	PAY_CHECK, CAN_CHECK_YTD, PAY_EARNINGS, PAY_OTH_EARNS, JOBCODE_TBL
Sorted By	Company



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Mass Generating ROE Data

Usage	Use the CAN ROE Mass Create page to electronically create ROE data within a range of specified dates.
Object Name	RUNCTL_FRMTHRU_PAY
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Report, ROE Mass Create, ROE Mass Create
Prerequisites	None
Access Requirements	Enter a Run Control ID.

ROE Mass Create

Run Control ID: ELIGIBILITY Report Manager Process Monitor Run

Language: English

Report Request Parameter(s)

Start Date:

End Date:

ROE Mass Create 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: **Run Control ID, Language.**

Enter the From Date and Thru Date to define the activity period from which the system will select employees qualifying for a ROE. To specify a single date, enter the same date in both fields.



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

CAN ROE Mass Create

Description	This process creates ROE data for all employees who had, within the date range you specify, a change in employee job status requiring an ROE. It generates entries into the ROE Data 1 and 2 pages for your review and updates as applicable. This process does not produce a printed report unless the system generates an exception message, in which case an exception report will be produced. For more information, see CAN Printing ROE Forms.
Report ID	PAY124CN
Type of Report	SQR
Parameters	Run Control ID, Language, From Date, Thru Date
Source	RUNCTL_FRMTHRU_PAY
Source Records	ROE, INS_EARNS_BAL, PERSONAL_DATA, JOB



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Opening/Closing the Year End Pay Calendar

Usage	Use the Open/Close Pay Calendar page to reopen and reclose a closed pay calendar for the purpose of entering year-end adjustments through off-cycle processing, after confirming the first payroll of the new year.
Object Name	RUNCTL_PAY130
Navigation	Compensate Employees, Manage Annual Tax Rptg (US), Report, Open/Close Pay Calendar, Open/Close Pay Calendar
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Re-Open/Close Year End Off-Cycle 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: **Run Control ID, Company, Pay Group.**

Year-End Off-Cycle Calendar

Open Close Flag

Select this option to update the status of the Year-End Calendar to *Open* or *Close* status.



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

Open/Close Pay Calendar

Description	This process enables you to update the Off-cycle status of a closed Pay Calendar. When you run this process, the system selects the last pay calendar entry of the year as the Year End Calendar. This process does not produce printed output.
Report ID	PAY130
Type of Report	SQR
Parameters	Run Control ID, Company, Pay Group, Open Close Flag.
Source	RUNCTL_PAY130
Source Record	PAY_CALENDAR.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Opening/Closing the Year End Pay Calendar

Usage	Use the CAN Open/Close Pay Calendar page to reopen and reclose a closed pay calendar for the purpose of entering year-end adjustments through off-cycle processing, after confirming the first payroll of the new year.
Object Name	RUNCTL_PAY130CN
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Open/Close Pay Calendar, Open/Close Pay Calendar
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Open/Close Pay Calendar 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, Company, Pay Group**

Year-End Off-Cycle Calendar

Open Close Flag Select this option to update the status of the Year-End Calendar to *Open* or *Close* status.



For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook. For more information about year end processing, see Year End Processing documentation on Customer Connection.

CAN Open/Close Pay Calendar

Description	This process enables you to update the Off-cycle status of a closed Pay Calendar. When you run this process, the system selects the last pay calendar entry of the year as the Year End Calendar. This process does not produce printed output.
Report ID	PAY130CN
Type of Report	SQR
Parameters	Run Control ID, Company, Pay Group, Open Close Flag
Source	RUNCTL_PAY130CN
Source Record	PAY_CALENDAR



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Canadian Savings Bond (CSB) Purchase Report

Usage	Use the CAN Canada Savings Bonds Purchase Report page to run a Canada Savings Bonds Purchase Report .
Object Name	RUNCTL_PAY131CN
Navigation	Compensate Employees, Maintain Payroll Data (CAN), Report, Canada Savings Bond Purchase, Canada Savings Bond Purchase
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Canada Savings Bond Purchase 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: **Run Control ID, Language**

CSB Series Code

Enter the Canadian Savings Bond series code for which you want to run this report.



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

CAN Canada Savings Bond Purchase Report

Description	The report shows the Canada Savings Bond purchases of employees for the CSB series code you specify. The report prints the following information for each participating employee: • employee ID and name • principal registrant/Social Insurance Number (SIN) • number of bonds by denomination • bond value • carrying charge • goal amount • employee deduction • and bond cancel date It also prints the total value of bonds by denomination for all employees of the CSB series code.
Report ID	PAY131CN
Type of Report	SQR
Parameters	Run Control ID, Language, CSB Series Code
Source	RUNCTL_PAY131CN
Source Records	CSB_SERIES_TBL, CSB_DENOM_TBL, CSB_REG_DENOM, CSB_REGISTRANT
Sorted By	Company, Pay Group, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating the Canadian Payroll Savings (CPS) Electronic Data Transmission File

Usage	Use the Payroll Savings Create File page to create a CPS electronic data transmission file, and a Transmission Summary Report for your reference. The transmission file is produced in accordance with the format provided by the Bank of Canada. The file for each pay period should be executed once, and created only after the corresponding Pay Confirmation has been completed. The

	system automatically maintains a record of the Pay Run ID's that have been processed to prevent duplication of the file. The system also uses the Last CPS Transmission ID # field on the Installation Table to ensure that each Transmission ID number generated is unique.
Object Name	RUNCTL_PAY132CN
Navigation	Compensate Employees, Manage Payroll Process (CAN), Process, Payroll Savings Create File, Payroll Savings Create File
Prerequisites	None
Access Requirements	Enter an Run Control ID.

Payroll Savings Create File

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

Process Request Parameter(s)

Pay Run ID:

Reference ID:

CAN Payroll Savings Create File page

Pay Run ID Enter the Pay Run ID for the data you're transmitting.

Reference ID Enter optional reference information you require to recognize the transmission.

CAN Payroll Savings Create File

Description	The Canada Payroll Savings (CPS) electronic data transmission file includes detailed employee contribution information by Pay Run ID. The employee deduction detail information to support this summary report is available on the corresponding Deduction Register, SQR program PAY001CN.
Report ID	PAY132CN

Type of Report	SQR
Parameters	Pay Run ID, Reference ID
Source	RUNCTL_PAY132CN
Source Records	RC_PAY, PAY_DEDUCTION, PAY_LINE, CPS_CAMP_TBL, CPS_ORG_ID_TBL
Sorted By	In accordance with the Bank of Canada's record layout requirements.

Locating the CPS Transmittal File Output

SQR program PAY132CN will create the CPS transmittal file in your PeopleSoft report output directory. The following chart illustrates the naming convention of the output files that will be generated on each platform:

Platform	Output File Name
DB2/AS400	CPSCN(D0001)
MVS	CPSC0001
Others	CPS_0001

‘CPS’ refers to Canada Payroll Savings

‘0001’ refers to the uniquely generated CPS Transmission ID number.

Generating a Retro Pay Request Summary Report

Usage	Use the Retro Pay Request Summary Report page to run a Retro Pay Request Summary Report.
Object Name	RUNCTL_RTRORQST
Navigation	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay Request Summary, Run Control
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Report Request Parameter(s)

☐ Job Request

☐ Additional Pay Request

☐ Mass Request

☐ All Requests

Retro Pay Request Summary Report – 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: **Run Control ID**

Report Request Parameters

Job Request	To view the retro pay requests generated by a change to Job.
Additional Pay Request	To view the retro pay requests generated by a change to Additional Pay.
Mass Request	To review a retro pay request generated by Mass Retro.
All Requests	To view all retro pay requests.



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

Retro Pay Request Summary Report

Description	The report prints all the information recorded in the Retro Pay Request Table.
Report ID	PAY300RT
Type of Report	SQR
Parameters	Run Control ID, Job Request, Additional Pay Request, Mass Request, All Requests.
Source	RUNCTL_RTRORQST

Source Record	Retro Pay Request Table
Sorted By	Request Type/Mass Retro ID, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Retro Pay Request Summary Report

Usage	Use the Retro Pay Request Summary Report page to run a Retro Pay Request Summary Report.
Object Name	RUNCTL_RTRORQST
Navigation	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay Request Summary, Run Control
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

Run Control ID: ELIGIBILITY

Report Manager Process Monitor Run

Report Request Parameter(s)

- ☐ Job Request
- ☐ Additional Pay Request
- ☐ Mass Request
- ☐ All Requests

Retro Pay Request Summary 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: **Run Control ID**

Report Request Parameters

Job Request

To view the retro pay requests generated by a change to Job.

Additional Pay Request	To view the retro pay requests generated by a change to Additional Pay.
Mass Request	To review a retro pay request generated by Mass Retro.
All Requests	To view all retro pay requests.



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

Retro Pay Request Summary Report

Description	The report prints all the information recorded in the Retro Pay Request Table.
Report ID	PAY300RT
Type of Report	SQR
Parameters	Run Control ID, Job Request, Additional Pay Request, Mass Request, All Requests
Source	RUNCTL_RTRORQST
Source Record	Retro Pay Request Table
Sorted By	Request Type/Mass Retro ID, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Retro Pay All Calculated Report

Usage	Use the Retro Pay All Calculated Report page to run a Retro Pay All Calculated Report.
Object Name	RUNCTL_RTRODETAIL
Navigation	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay All Calculated, Run Control
Prerequisites	None

Access Requirements	Enter a Run Control ID.

Retro Pay All Calculated 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: **Run Control ID**, **Language**

Mass Request Parameters

Mass Request Select this check box to view the retro calculation for Mass Retro requests.

Mass Retro Request ID Enter the Mass Retro ID.

Online Request Parameters

Job Request Select this check box to view the retro calculations for Job Retro Requests.

Additional Pay Request Select this check box to view the retro calculations for Additional Pay Retro requests.



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

Retro Pay All Calculated Report

Description	This report provides you with a detailed listing of the retro pay calculation by employee and by earnings type. It lists the original hours, hourly rate, earnings amount, new hourly rate, earnings amount, and the retro pay amount; the effective date, begin and end dates, if you have

	performed an override; the OK to Pay status, if this is a duplicate request, if you are processing Off Cycle, or if there is an exception; and the exception message. This report can be used as a hardcopy audit report. The same information is available online.
Report ID	PAY301RT
Type of Report	SQR
Parameters	Run Control ID, Language, Job Request, Additional Pay Request
Source	RUNCTL_RTRODETAIL
Source Record	Retro Pay Request Table
Sorted By	Request Type/Mass Retro ID, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Retro Pay Summary Report

Usage	Use the Retro Pay Summary Report page to run a Retro Pay Summary Report.
Object Name	RUNCTL_RTROSUMM
Navigation	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay Summary, Run Control
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Retro Pay Summary 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: **Run Control ID**, **Language**

Mass Request Parameters

Mass Request Select this check box to view the retro calculation for Mass Retro requests.

Mass Retro Request ID Enter the Mass Retro ID.

Online Request Parameters

Job Request Select this check box to view the retro calculations for Job Retro Requests.

Additional Pay Request Select this check box to view the retro calculations for Additional Pay Retro requests.



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

Retro Pay Summary Report

Description	This report creates a summary of each request type with a grand total of both request types.
Report ID	PAY302RT
Type of Report	SQR
Parameters	Run Control ID, Language, Monitor, Terminated Employees

Source	RUNCTL_RTROSUMM
Sorted By	Request Type/Mass Retro ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Retro Pay Terms Calculated Report

Usage	Use the Retro Pay Terms Calculated Report page to run a Retro Pay Terms Calculated Report.
Object Name	RUNCTL_RTROTERM
Navigation	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay Terms Calculated, Run Control
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Retro Pay Terms Calculated 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: **Run Control ID**, **Language**.

Report Request Parameter(s)

Terminated Employees Check this box to include terminated employees.



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

Retro Pay Terms Calculated Report

Description	This report lists all terminated employees for whom retro pay has been calculated. This lists the same information as PAY301RT.
Report ID	PAY303RT
Type of Report	SQR
Parameters	Run Control ID, Language, Terminated Employees
Source	RUNCTL_RTROTERM
Sorted By	Request Type/Mass Retro ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Load Paysheet Trans Report

Usage	Use the Load Paysheet Trans Report page to create a Load Paysheet Trans Report.
Object Name	RUNCTL_PSHUPLD
Navigation	• Compensate Employees, Manage Payroll Process (US), Report 2, Load Paysheet Trans Rpt • Compensate Employees, Manage Payroll Process (CAN), Reports 2, Load Paysheet Trans Rpt • Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Load Paysheet Trans Rpt
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Load Paysheet Trans Report page (Load Paysheet Transaction 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: **Run Control ID**.

Paysheet Update Source

Select *Expense Interface* to see the expense data to be loaded to paysheets.

Other Sources (to be used if you have customized the program to load outside data to paysheets)

Select *Stock Admin – ESPP Refunds* to view the ESPP refunds to be loaded to paysheets.

Select *Stock Admin – Options & ESSP* to view the Options & ESSP data to be loaded to paysheets.

Select *Variable Compensation* to view the Variable Comp information to be loaded to paysheets.

Select *What-if* to view the what-if records generated by stock to be loaded to paysheets.

Transaction Status

Select *Active* to view all of the records that have not yet been loaded to paysheets.

Select *Inactive* to view all of the records that have already been loaded to paysheets.



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

Load Paysheet Trans Report Details

Description	Use this report to view transactions that originated in other applications and are to be loaded to paysheets
Report ID	PAY305RT
Type of Report	SQR
Parameters	Run Control ID, Paysheet Update Source, Transaction Status
Source	RUNCTL_PSHUPLD
Source Record	PSHUPD_TBL
Sorted By	Source, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Bank Table Report

Usage	Use the Bank Table 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/Branch 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 Listing of All PRCRUNCTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Bank Table Report

Description	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. 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.
Report ID	PAY701
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Company Table - GL Data Report

Usage	Use the Company Table - GL Data Report page to run a Company Table - GL Data Report.
Navigation	Define Business Rules, Define Payroll Process, Report, Company
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Company Table - GL Data 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Company Table - GL Data Report

Description	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. 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.
Report ID	PAY702
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a General Deduction/Deduction Frequency Table Report

Usage	Use the General Deduction/Deduction Frequency Table Report page to run a General Deduction/Deduction Frequency Table Report.
Navigation	Define Business Rules, Define Payroll Process, Report, General Ded/Frequency
Prerequisites	None
Access Requirements	Enter a Run Control ID.

General Ded/Frequency Report		
Run Control ID: ELIGIBILITY	Report Manager Process Monitor	Run

General Deduction/Deduction Frequency Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

General Deduction/Deduction Frequency Table Report

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 amount.
Report ID	PAY703
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Deduction/Deduction Frequency Table Report

Usage	Use the Deduction/Deduction Frequency Table Report page to run a Deduction/Deduction Frequency Table Report.

Navigation	Define Business Rules, Define Payroll Process, Report, Deduction/Frequency
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Deduction/Frequency Report

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

Deduction/Deduction Frequency Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Deduction/Deduction Frequency Table Report

Description	In PeopleSoft Payroll, deductions refer to all non-tax amounts, such as benefits and general deductions that are 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	PRCSRUNCNTL



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Deduction Classes Report

Usage	Use the Deduction Classes Report page to run a Deduction Classes Report.
Navigation	Define Business Rules, Define Payroll Process, Report, Deduction Class
Prerequisites	None
Access Requirements	Enter a Run Control ID.



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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Deduction Classes Report

Description	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 by its ID number: 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 pages, such as effect of federal withholding amounts, maximum deductions, and associated general ledger account numbers. PAY705B (Part 2) This format lists the same data as for Canadian companies.
Report ID	PAY705

Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	Deduction Class



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Bond Table Report

Usage	Use the Bond Table 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 Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Bond Table Report

Description	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.

	The report lists all valid bond types by ID number. Each type has an effective date, description, the purchase amount, and value at maturity.
Report ID	PAY706
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Pay Process Table, U.S. Savings Bond Table.
Sorted By	Bond Type



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Shift Table Report

Usage	Use the Shift Table 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 Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Shift Table Report

Description	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 the shift differential, this table works with the Earnings and Special Accumulator Table to calculate earnings. 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



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Wage Loss Plan Table Report

Usage	Use the CAN Wage Loss Plan Report page to run a Wage Loss Plan Table 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		
Run Control ID: ELIGIBILITY	Report Manager Process Monitor	Run

CAN 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

CAN Wage Loss Plan Table Report

Description	This report prints the contents of the Wage Loss Plan Table for Canadian employers.
Report ID	PAY709
Type of Report	SQR
Parameters	User ID, Run Control ID
Source	PRCSRUNCNTL
Source Records	Canadian Wage Loss Plan Table



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Account Code Table Report

Usage	Use the Account Code Table Report page to run an Account Code Table Report.
Navigation	Define Business Rules, Define Payroll Process, Report, Account Code
Prerequisites	None

Access Requirements	Enter a Run Control ID.

Account Code Report

Run Control ID: ELIGIBILITY

Report Manager Process Monitor

Run

Account Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Account Code Table Report

Description	The Account Code Table is an edit table for paysheet processing. The report prints the contents of this table.
Report ID	PAY710
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Account Code Table
Sorted By	Account Code



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Pay Group Table Report

Usage	Use the Pay Group Table Report page to run a Pay Group Table Report.

Navigation	Define Business Rules, Define Payroll Process, Report, Pay Group
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Pay Group Report

Run Control ID: ELIGIBILITY
Report Manager
Process Monitor
Run

Pay Group Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Pay Group Table Report

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 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



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Earnings Table Report

Usage	Use the Earnings Table Report page to run a Earnings Table Report.
Navigation	Define Business Rules, Define Payroll Process, Report, Earnings
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Earnings Report

Run Control ID: ELIGIBILITY
Report Manager Process Monitor Run

Earnings Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Earnings Table Report

Description	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 with the payroll calculation characteristics you assign to each. It comes in three parts: PAY712A. Lists selected tax effects related to earnings. PAY712B. Lists selected tax effects related to earnings. PAY712C. Contains the Canadian requirements for earnings types.
Report ID	PAY712

Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Earnings Table
Sorted By	Earnings Code



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Special Accumulator Table Report

Usage	Use the Special Accumulator Table Report page to run a Special Accumulator Table Report.
Navigation	Define Business Rules, Define Payroll Process, Report, Special Accumulator
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Special Accumulator Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Special Accumulator Table Report

Description	The Special Accumulator Table is an edit table for payroll processing. It contains separate codes that isolate particular earnings where deductions are stated as a percent of gross. For example, you establish 401(k) plan codes in this table. The report prints the table ID and the special accumulator code with their effective dates.
Report ID	PAY713
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Special Accumulator Table
Sorted By	Special Accumulator ID, Special Accumulator Code



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Pay Calendar Table Report

Usage	Use the Pay Calendar Table Report page to run a Pay Calendar Table 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: ELIGIBILITY
[Report Manager](#)
[Process Monitor](#)

Pay Calendar Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Pay Calendar Table Report

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



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Garnishment Rules Table Report

Usage	Use the Garnishment Rules Table Report page to run a Garnishment Rules Table Report.
Navigation	Define Business Rules, Define Payroll Process, Report, Garnishment Rules (U.S.)
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Garnishment Rules Rpt (U.S.)		
Run Control ID: ELIGIBILITY	Report Manager Process Monitor	Run

Garnishment Rules Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Garnishment Rules Table Report

Description	You set up the garnishment rules for Canadian provinces in this table. After the U.S. state listings, the report lists rules for provinces that have enacted such laws.
Report ID	PAY715
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Record	Garnishment Rules Table
Sorted By	Country, State, Garnishment Rules ID, Effective Date



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Garnishment Rules Table Report

Usage	Use the CAN Garnishment Rules Report page to run a CAN Garnishment Rules Table Report.
Navigation	Define Business Rules, Define Payroll Process, Report, Garnishment Rules CAN

Prerequisites	None
Access Requirements	Enter a Run Control ID.

Garnishment Rules Report (Can)

Run Control ID: ELIGIBILITY

Report Manager Process Monitor

Run

CAN Garnishment Rules 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

CAN Garnishment Rules Table Report

Description	The report prints the Garnishment Rule Table by listing the rules for each province and territory. You use the Garnishment Rules Table to set up the types of garnishments that federal courts and provinces with garnishment laws may institute. Each entry in the table lists the effective date of the garnishment rule and gives basic criteria, including whether exemptions are allowed. The calculation steps for each garnishment rule are also provided by this report. Note. For an example of this report, see PAY715.
Report ID	PAY715CN
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Record	GARN_RULE_TBL
Sorted By	Province, Garnishment Rule ID, Effective Date



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Disposable Earnings Definition Report

Usage	Use the Disposable Earnings Definition Report page to run a Disposable Earnings Definition Report.
Navigation	Define Business Rules, Define Payroll Process, Report, Disposable Earn Def
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Disposable Earnings Definition 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Disposable Earnings Definition Report

Description	The Garnishment Rule Table and the Garnishment Disposable Earnings Definition Table are where you define disposable earnings subject to garnishment and various garnishment exemption parameters.
Report ID	PAY716
Type of Report	SQR

Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Garnishment Disposable Earnings Definition Table, Garnishment Rule Table
Sorted By	Garnishment Disposal Earnings Definition



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Earnings Program Table Report

Usage	Use the Earnings Program Table 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 Table 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 Listing of All PRCSRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Earnings Program Table Report

Description	This table is where you define your earnings programs.
Report ID	PAY717
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Earnings Program Table
Sorted By	Earnings Program



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Tip Establishment Table Report

Usage	Use the Tip Establishment Table Report page to run a Tip Establishment Table Report.
Navigation	Define Business Rules, Define Tips Allocation, Report, Tip Establishments
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Tip Establishments

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

Tip Establishments Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Tip Establishment Table Report

Description	The Tip Establishment Table stores the tip establishments and other data related to allocating tips to tipped employees.
Report ID	PAY750
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Tip Establishments
Sorted By	Tip Establishment



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Final Check Program Table Report

Usage	Use the Final Check Program Table Report page to run a Final Check Program Table Report.
Object Name	RUNCTL_PAY751
Navigation	Define Business Rules, Define Payroll Process, Report, Final Check Program, FC Program Report Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Final Check Program, FC Program Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

FC Program Report

Run Control ID: ELIGIBILITY Report Manager Process Monitor Run

Language: English

Report Request Parameter(s)

As Of Date: 08/29/2000

Final Check Program ID: Leave Blank for All

Final Check Program Table 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: **Run Control ID**, **Language**, **As of Date**.

Final Check Program ID To print all Final Check Program IDs, leave this field blank; otherwise, enter the specific Final Check Program ID you wish to print.



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

Final Check Program Table Report

Description	The Final Check Program Table stores Final Check processing rule definitions for earnings, leave accruals, and deductions. PAY751 prints the contents of the Final Check Program Table.
Report ID	PAY751
Type of Report	SQR
Parameters	Run Control ID, As of Date, Final Check Program ID, Language, Leave blank for All.
Source	RUNCTL_PAY751
Source Records	Final Check Program Table
Sorted By	Final Check Program, Rule Definitions



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a ChartKey Listing Report

Usage	Use the ChartKey Listing Report page to run a ChartKey Listing Report.
Object Name	RUN_PAY752
Navigation	- Compensate Employees, Administer GL Interface, Report, Chartkey Values, Run Parameters - Compensate Employees, Administer GL Interface, Report, HR Accounting Line, HR Accounting Line
Prerequisites	None
Access Requirements	Enter a Run Control ID.

ChartKey Listing Report

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**



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

ChartKey Listing Report

Description	The ChartKey Listing Report is a listing of all the HR ChartKeys and their equivalent General Ledger Accounts/Dept IDs. The report shows SetID, Activity, Account Type, GL Business Unit, ChartKey, Account Dept ID, and Line Description for every ChartKey defined.
Report ID	PAY752

Type of Report	SQR
Parameters	Run Control ID
Source	RUN_PAY752
Source Record	CHART_KEYS_HR
Sorted By	SetID, Activity, Account Type, GL Business Unit, ChartKey, Account, Department ID, Line Description



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a G/L Interface – Pay Type Process

Usage	Use the G/L Interface - Pay Type Process page to run a G/L Interface - Pay Type Process. The process should only be executed once per pay calendar table entry by either GLX001.SQR or GLX003.SQR. Both of these programs automatically updates the GL Interface Run checkbox on the Pay Calendar Table to maintain a record of the pay periods that have been processed to prevent duplication of the file.
Navigation	Compensate Employees, Manage Payroll Process (US), Process, GL Interface - Pay Type
Prerequisites	None
Access Requirements	Enter a Run Control ID.

G/L Interface – Pay Type Process 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

G/L Interface – Pay Type Process

Report ID	GLX001A
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, Thru, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Source Records	PAY_CALENDAR, R_PAY_ACCRUAL, PAY_EARNINGS, R_GLX001, PAY_OTH_EARNS, PAY_DEDUCTION, PAY_TAX_CAN, PAY_CHECK, PAY_DISTRIBUTN, WGLS_LIA_GL_ACC



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a G/L Interface – Pay Type Process

Usage	Use the CAN G/L Interface - Pay Type Process page to run a Canadian G/L Interface - Pay Type Process. The process should only be executed once per pay calendar table entry by either GLX001CN.SQR or GLX003CN.SQR. Both of these programs automatically updates the GL Interface Run checkbox on the Pay Calendar Table to maintain a record of the pay periods that have been processed to prevent duplication of the file.
Navigation	Compensate Employees, Manage Payroll Process CAN, Process, GL Interface - Pay Type
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN G/L Interface – Pay Type Process 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

CAN G/L Interface – Pay Type Process

Report ID	GLX001CN
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, Thru, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Source Records	PAY_CALENDAR, R_PAY_ACCRUAL, PAY_EARNINGS, R_GLX001, PAY_OTH_EARNS, PAY_DEDUCTION, PAY_TAX_CAN, PAY_CHECK, PAY_DISTRIBUTN, WGLS_LIA_GL_ACC



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a G/L Interface - Cost Center Process

Usage	Use the G/L Interface - Cost Center Process page to run a Canadian G/L Interface - Cost Center Process. The process should only be executed once per pay calendar table entry by either GLX001.SQR or GLX003.SQR. Both of these programs automatically updates the GL Interface Run checkbox on the Pay Calendar Table to maintain a record of the pay periods that have been processed to prevent duplication of the file.
Navigation	Compensate Employees, Manage Payroll Process (US), Process, GL Interface - Cost Center
Prerequisites	None
Access Requirements	Enter a Run Control ID.

G/L Interface - Cost Center Process 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

G/L Interface - Cost Center Process

Report ID	GLX001B
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, Thru, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Source Records	R_GLX001, PAY_CALENDAR, R_PAY_ACCRUAL, PAY_EARNINGS, PAY_OTH_EARNS, PAY_DEDUCTION, PAY_TAX_CAN, WGLS_LIA_GL_ACC, PAY_CHECK, PAY_DISTRIBUTN, PAY_SPCL_EARNS



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a G/L Interface - Cost Center Process

Usage	Use the CAN G/L Interface - Cost Center Process page to run a Canadian G/L Interface - Cost Center Process. The process should only be executed once per pay calendar table entry by either GLX001CN.SQR or GLX003CN.SQR. Both of these programs automatically updates the GL Interface Run checkbox on the Pay Calendar Table to maintain a record of the pay periods that have been processed to prevent duplication of the file.
Navigation	Compensate Employees, Manage Payroll Process (CAN), Process, GL Interface - Cost Center
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN G/L Interface - Cost Center Process 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

CAN G/L Interface - Cost Center Process

Report ID	GLX003CN
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, Thru, On-Cycle, Off-Cycle, Both.
Source	RUNCTL_PAYINIT2
Source Records	R_GLX001, PAY_CALENDAR, R_PAY_ACCRUAL, PAY_EARNINGS, PAY_OTH_EARNS, PAY_DEDUCTION, PAY_TAX_CAN, WGLS_LIA_GL_ACC, PAY_CHECK, PAY_DISTRIBUTN, PAY_SPCL_EARNS



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an AP Vendor Listing Report

Usage	Use the AP Vendor Listing Report page to run a AP Vendor Listing Report.
Object Name	AP VENDOR LISTING REPORT
Navigation	Compensate Employees, Administer AP Interface, Report, AP Vendor Listing
Prerequisites	None
Access Requirements	Enter a Run Control ID.

AP Vendor Listing

Run Control ID: ELIGIBILITY
Report Manager
Process Monitor
Run

Report Request Parameter(s)

Classification:
As Of Date: 08/29/2000

AP Vendor Listing report

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, Report Manager, Run, As Of Date.**

Report Request Parameter(s)

Classification Enter the type of vendors that you want to include in your report.



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

AP Vendor Listing Report

Description	This report generates a listing of all vendors up to a given date.
Report ID	PAYVNDR
Type of Report	SQR
Parameters	Run Control ID, Report Manager, Run, Classification, As Of Date
Source	AP Vendor Listing Report
Source Records	VENDOR, VNDR_ADDR_SCROL, VENDOR_ADDR, VENDOR_ADDR_PHN, VENDOR_LOC, VNDR_LOC_SCROL, VENDOR_PAY, VNDR_BANK_ACCT, VNDR_CNTCT_SCR, VENDOR_CNTCT, VNDR_CNTCT_PHN, VENDOR_POLICY, VNDR_PLCY_CNTCT
Sorted By	SetID, Vendor

Generating an AP Extract Audit Report

Usage	Use the AP Extract Audit Report page to run a AP Extract Audit Report.
Navigation	Compensate Employees, Administer AP Interface, Report, AP Extract Audit Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

AP Extract Audit Report		
Run Control ID:	ELIGIBILITY	Report Manager Process Monitor Run

AP Extract Audit Report

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**.



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

AP Extract Audit Report

Description	Use the Report Extract Audit Report to print details of non-tax deductions to be sent to PeopleSoft Accounts Payable.
Report ID	PAYXTRCT
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	AP_EXTRACT_HDR, AP_EXTRACT_LINE, VENDOR_ADDR, PERSONAL_DATA
Sorted By	This report is presented in SetID, Vendor and Invoice order.

Generating a Payroll General Ledger Interface Process

Usage	Use the Payroll General Ledger Interface run control page to run the Payroll General Ledger Interface process.
Object Name	RUNCTL_PAYGL01
Navigation	Compensate Employees, Administer GL Interface, Process, GL Intfc - Non Comm Acctg
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Parameters

Run Control ID: ELIGIBILITY

Report Manager Process Monitor Run

Pay Run

Pay Run ID:

or

Pay Calendar

Company:

Pay Group:

Pay End Date:

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**.



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

Payroll General Ledger Interface

Description	For employers using the GL Interface, this SQR produces accounting lines for the General Ledger system. This SQR does not produce a report.
Report ID	PAYGL01
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date
Source	RUNCTL_PAYGL01
Source Record	Bus_Unit_Tbl_GL, Bus_Unit_Tbl_HR, Chart_Dist_HR, Chart_Keys_HR, Country_Cur_Tbl, Currency_Cd_Tbl, Deduction_Class, Dept_Tbl, GL_Gen_History, GL_Jrnl_Tmpllt, Pay_Calendar, Pay_Check, Pay_Deduction, Pay_Distribution, Pay_Earnings, PayGroup_Tbl, Pay_Oth_Earnings, Pay_Tax, Pay_Tax_Can, Set_Cntrl_Group, Set_Cntrl_Rec, Wagers_Plan_Tbl



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Paycheck Reprint

Usage	Use the Paycheck Reprint page to reprint a paycheck.
Object Name	RUNCTL_PAY_REPRINT
Navigation	• Compensate Employees, Manage Payroll Process (US), Process, Paycheck Reprint • Compensate Employees, Manage Payroll Process (CAN), Process, Paycheque Reprint • Compensate Employees, Manage Payroll Process (USF), Process, Paycheck Reprint
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Paycheck Reprint 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**.



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

Paycheck Reprint

Description	Use the Paycheck Reprint process to reprint paychecks that have already been generated.
Report ID	PSPRPRNT
Type of Report	SQR
Parameters	Run Control ID, Form ID, Form Alignment Count, First Check #, Last Check # in Reprint Range, Paycheck Issue Date
Source	RUNCTL_PAY_REPRINT
Source Record	PAY_CHECK, PAY_DISTRIBUTION, PAY_EARNINGS, PAY_OTH_EARNS, CAN_ERN_BALANCE, PAY_TAX_CAN, CAN_DED_BALANCE, GARN_BALANCE, CAN_CHECK_YTD, LEAVE_ACCRUAL
Sorted By	Determined by the Pay Group Table pages 5 and 6 and Payroll Data



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Reconciliation Report

Usage	Use the Reconciliation Report page to create a Reconciliation Report.
Object Name	RUNCTL_FISCAL_YR
Navigation	• Compensate Employees, Manage Payroll Process (US), Report 2, Reconciliation Report • Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Reconciliation Report • Compensate Employees, Manage Payroll Process (CAN), Reports 2, Reconciliation Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Reconciliation 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: **Run Control ID**.

Fiscal Year Enter the fiscal year for processing.



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

Reconciliation Report Details

Description	Use this to report reconciliation details.
Report ID	BUD002
Type of Report	SQR
Parameters	Run Control ID, Fiscal Year
Source	RUNCTL_FISCAL_YR

E&G Generating the Fiscal Year Budget Reports

Usage	Use the Fiscal Year Budget Reports page to create Fiscal Year Budget Reports.
Object Name	RUNCTL_BUD004
Navigation	• Compensate Employees, Manage Payroll Process (US), Report 1, Fiscal Year Budget Reports • Compensate Employees, Manage Payroll Process (CAN), Reports 1, Fiscal Year Budget Reports

	• Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Fiscal Year Budget Reports
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Fiscal Year Budget Reports

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

Report Request Parameter(s)

Fiscal Year:

SetID: [Q](#) Table Set shared across Corp

Department ID: [Q](#)

Sort Order [Find](#) | [View All](#) First 1 of 1 Last

*Budget Level *Sequence

E&G Fiscal Year Budget Reports 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**.

Report Request Parameter(s)

Fiscal Year Select the Fiscal Year of the Department Budget you wish to report on.

SetID Select the **SetID** for the Department of the Budget you wish to report on.

Department ID Select the **Department ID** of the Budget that you wish to report on.

Budget Level Select *Appointment* if you wish to report on **Appointment Budgets** (Earnings, Deductions and Taxes) within the **Department Budget** (See **Defining Fiscal Year Budgets** for details of **Appointment Budgets**).

Select *Department* if you wish to report on the **Department Budget** (Earnings, Deductions and Taxes). If the **Department Budget** level is not selected the report will still report the **FTE max** and **FTE actual** for the department. (See **Defining Fiscal Year Budgets** for details of **Department Budgets**).

Select **Jobcode** if you wish to report on **Job Budgets** (Earnings, Deductions and Taxes) within the **Department Budget** (See **Defining Fiscal Year Budgets** for details of **Job Budgets**)

Select **Position** if you wish to report on **Position Budgets** (Earnings, Deductions and Taxes) within the **Department Budget** (See **Defining Fiscal Year Budgets** for details of **Job Budgets**)

Select **Posn Pool** (Position Pool) if you wish to report on **Position Pool Budgets** (Earnings, Deductions and Taxes) within the **Department Budget** (See **Defining Fiscal Year Budgets** for details of **Position Pool Budgets**).

Sequence (E&G)

Every **Budget Level** selected must be provided a **Sort Sequence** priority. Enter a numerical value to represent the **sort sequence** priority (1 is the highest priority, 1 will provide information for the specified **budget level** to be reported first on the report).



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

Fiscal Year Budget Reports Details

Description	Use the Fiscal Year Budget Reports to report based on the input parameters of Department Id, Fiscal Year, and Budget Level; the budget level definition for taxes, deductions, and earnings. In addition to the Budget Definition, actuals to date are reported for the budget level, FTE Cap and FTE Maximum are reported for the specified Department.
Report ID	BUD004
Type of Report	SQR
Parameters	Run Control ID, Fiscal Year, Set ID, Budget Level, Sequence
Source	RUNCTL_BUD004
Source Record	ACCT_CD_TBL, BUDGET_ACTUALS, BUDGET_SORT, DEPT_BUDGET, DEPT_BUDGET_CTX, DEPT_BUDGET_DT, DEPT_BUDGET_DED, DEPT_BUDGET_ERN, DEPT_BUDGET_TAX, DEPT_FTE_CAP, DEPT_FTE_EFFDT, DEPT_INCR_BUDGT, DEPT_TBL, JOB, POOL_TBL, RUN_CNTL_BDGT

Sorted By	Specified Budget Level, and associated Sequence



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CHAPTER 36

Running Tax Reports

Tax reports contain information related to wage reporting and provide you with the forms and formats you need for reporting payroll data to federal, state, provincial and local taxing authorities.

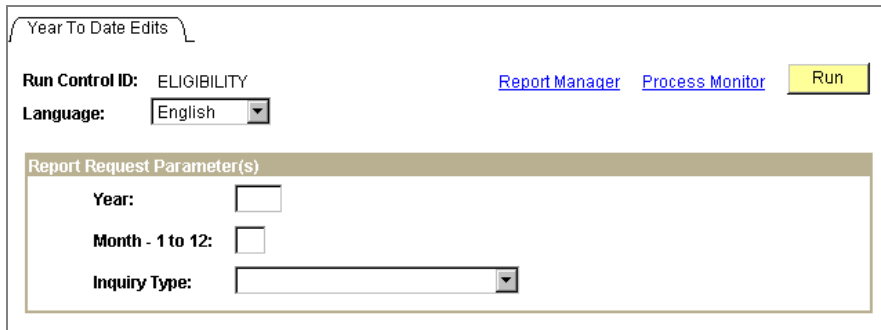
Tax reports have the prefix TAX. This section contains a description of each of the PeopleSoft Payroll Tax reports.

These are the special numerical series in the TAX SQRs:

CTX	Related to Canadian T4, T4A, RL-1 and RL-2 reporting processes.
TAX103	W-4 Exempt Employees.
TAX113	Reset W-5 EIC Employees.
TAX700-799	Tax tables.
TAX800-899	Programs to create files for states that need to submit quarterly state wage listings on magnetic tape.
TAX900-999	Related to W-2 and 1099 wage reporting processes.

CAN Generating a Year to Date Edits Report

Usage	Use the CAN Year to Date Edits Report page to produce a list of error conditions that require correction prior to loading the year end employee tax records.
Object Name	RUNCTL_CTX900
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Year to Date Edits, Year To Date Edits
Prerequisites	None
Access Requirements	Enter a Control ID.



CAN Year to Date Edits 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: **Control ID**, **Language**.

Report Request Parameter(s)

- Year** Enter the Year for which you want to run this report,
- Month – 1 to 12** Enter the Month for which you want to run this report.
- Inquiry Type** Select *Month Totals Only* to report totals for a single inquiry month.
- Select *YTD Totals Only* to report year-to-date totals as of the date the report is run. Note: If a Month is specified in conjunction with this option, it will be ignored.
- Select *YTD Totals to Inquiry Month* to report year-to-date totals up to and including the month specified.



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

CAN Year to Date Edit Report Details

Description	This year-end pre-process audit report provides PIER edits and identifies year end reporting error conditions. The report should be used to audit your database throughout the year, to identify and correct potential year end reporting problems.
Report ID	CTX900
Type of Report	SQR

Parameters	Run Control ID, Language, Year, Month – 1 to 12, Inquiry Type
Source	RUNCTL_CTX900
Sorted By	Company, Wage Loss Plan, Month, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Year End Personal Data Audit Report

Usage	Use the CAN Year End Personal Data Audit Report page to identify multiple conditions, including the assignment of duplicate social insurance numbers in the system and employees who were in multiple wage loss plans during the reporting year.
Navigation	Compensate Employees, Manage Annual Tax Rptg CAN, Reports 1, Year End Personal Data Audit
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Year End Personal Data 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 Listing of All PRCRUNCTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

CAN Year End Personal Data Audit Report Details

Description	This year-end pre-process audit report identifies multiple conditions, including the assignment of duplicate social insurance numbers in the

	system and employees who were in multiple wage loss plans during the reporting year. The report should be used to audit your database throughout the year, to identify and correct potential year end reporting problems.
Report ID	CTX900ER
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	Company, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Creating Year End Slip Data Records

Usage	Use the Load Year End Slip Data page to load employee year-to-date tax, earnings, and deduction balances, as well as other information required for reporting, to the year end slip records.
Object Name	RUNCTL_CTX910LD
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Load Year End Slip Data, Load Year End Slip Data
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Load Year End Slip Data 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, Language.**

Report Request Parameter(s)

Load Option

Select **Load All Employees** to load year end slip data for all employees in the database.

Select **Load Selected Employee(s)** to load year end slip data for selected employees as defined on the 'Load By Employee(s) page.

If a Load Option of Load Selected Employee(s) is selected, the selected employee(s) must be specified on the Load Selective YE Slip Data – Load By Employee(s) page.

Select **Load Selected Group(s)** to load year end slip data for selected company(s) and/or province(s) as defined on the Load By Group(s) page.

If a Load Option of Load Selected Group(s) is selected, the selected company(s) and/or province(s) must be specified on the Load Selective YE Slip Data – Load By Group(s) page.



If a Load Option of Load Selected Group(s) is selected, the selected company(s) and/or province(s) must be specified on the Load Selective YE Slip Data – Load By Group(s) page. Do not enter selective data for both employee(s) and group(s) at the same time. The load process will only accommodate one option at a time. Upon completion of the process, the specified data will be **cleared from both panels**.



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

CAN Load Year End Slip Data Details

Description	This SQR loads/reloads the employee year end slip data into the year end tables, according to the load option selected on the run parameters page. After this process has been run, you will be able to view T4, T4A, RL-1 and RL-2 slip information online, as well as update selected information.

	This SQR does not generate a printable report unless the program encounters errors that prevent year-end slip entries from being created. In this situation, an exception report will be produced to identify the errors.
Report ID	CTX910LD
Type of Report	SQR
Parameters	Run Control ID, Language, Load Option
Source	RUNCTL_CTX910LD



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating Year End Magnetic Media Reporting Files

There are four different programs for each of the four different year end reporting slips (T4, T4A, RL-1 and RL-2). Read on for details of each program.

CAN Generating a T4 Magnetic Media Reporting File

Usage	Use the CAN T4 Magnetic Media Reporting page to produce a file for tape or diskette reporting of T4 information, and a corresponding summary report that provides totals of each of the fields reported on the detail records.
Object Name	RUNCTL_CTX910TM
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 Magnetic Media Reporting, T4 Magnetic Media Reporting
Prerequisites	CTX910LD.SQR
Access Requirements	Enter a Run Control ID.

CAN T4 Magnetic Media Reporting 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**.

Report Request Parameter(s)

Reporting Medium Select *C* (Cartridge) if you want to use a cartridge for your reporting medium.

Select *D* (Diskette) if you want to use a diskette for your reporting medium.

Select *T* (Tape) if you want to use a tape for your reporting medium.

Diskette Type Select *0* (Not applicable) if you do not want a diskette as your reporting medium.

Select *1* (3.5 Inches High Density) if you want this type of diskette as your reporting medium.

Select *2* (3.5 Inches Double Density) if you want this type of diskette as your reporting medium.



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

CAN T4 Magnetic Media Reporting Details

Description	This SQR creates a file or (files) which can be copied to tape or diskette for submission to the government. A corresponding report provides totals of each of the fields reported on the detail records. This summary can be used to complete required government forms and for balancing. The program creates a file that is subsequently required for input to the magnetic media audit report (CTX912T.SQR).

Report ID	CTX910TM
Type of Report	SQR
Parameters	Run Control ID, Reporting Medium, Diskette Type
Source	RUNCTL_CTX910TM
Sorted By	In accordance with the CCRA's record layout requirements.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a T4A Magnetic Media Reporting File

Usage	Use the CAN T4A Magnetic Media Reporting page to produce a file for tape or diskette reporting of T4A information, and a corresponding summary report that provides totals of each of the fields reported on the detail records
Object Name	RUNCTL_CTX910AM
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A Magnetic Media Reporting, T4A Magnetic Media Reporting
Prerequisites	CTX910LD.SQR
Access Requirements	Enter a Run Control ID.

CAN T4A Magnetic Media Reporting 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**.

Report Request Parameter(s)**Reporting Medium**

Select **C** (Cartridge) if you want to use a cartridge for your reporting medium.

Select **D** (Diskette) if you want to use a diskette for your reporting medium.

Select **T** (Tape) if you want to use a tape for your reporting medium.

Diskette Type

Select **0** (Not applicable) if you do not want a diskette as your reporting medium.

Select **1** (3.5 Inches High Density) if you want this type of diskette as your reporting medium.

Select **2** (3.5 Inches Double Density) if you want this type of diskette as your reporting medium.



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

CAN Magnetic Media Reporting T4A Details

Description	This SQR creates a file or (files) which can be copied to tape or diskette for submission to the government. A corresponding report provides totals of each of the fields reported on the detail records. This summary can be used to complete required government forms and for balancing. The program creates a file that is subsequently required for input to the magnetic media audit report (CTX912A.SQR).
Report ID	CTX910AM
Type of Report	SQR
Parameters	Run Control ID, Reporting Medium, Diskette Type
Source	RUNCTL_CTX910AM
Sorted By	In accordance with the CCRA's record layout requirements.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a RL-1 Magnetic Media Reporting File

Usage	Use the CAN RL-1 Magnetic Media Reporting page to produce a file for tape, CD or diskette reporting of RL-1 information, and a corresponding summary report that provides totals of each of the fields reported on the detail records.
Object Name	RUNCTL_CTX910RM
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-1 Magnetic Media Reporting, RL-1 Magnetic Media Reporting
Prerequisites	CTX910LD.SQR
Access Requirements	Enter a Run Control ID.

CAN RL-1 Magnetic Media Reporting 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**.

Report Request Parameter(s)

Reporting Medium

Select **C** (Cartridge) if you want to use a cartridge for your reporting medium.

Select **D** (Diskette) if you want to use a diskette for your reporting medium.

Select **T** (Tape/CD) if you want to use a tape or CD for your reporting medium.

Diskette Type

Select **0** (Not applicable) if you do not want a diskette as your reporting medium.

Select **1** (3.5 Inches High Density) if you want this type of diskette as your reporting medium.

Select **2** (3.5 Inches Double Density) if you want this type of diskette as your reporting medium.



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

CAN RL-1 Magnetic Media Reporting Details

Description	This SQR creates a file or (files) which can be copied to tape, CD or diskette for submission to the government. A corresponding report provides totals of each of the fields reported on the detail records. This summary can be used to complete required government forms and for balancing. The program creates a file that is subsequently required for input to the magnetic media audit report (CTX912R.SQR) and the RL-1 Print program (CTX910RP.SQR).
Report ID	CTX910RM
Type of Report	SQR
Parameters	Run Control ID, Reporting Medium, Diskette Type
Source	RUNCTL_CTX910RM
Sorted By	In accordance with Revenu Québec's record layout requirements.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a RL-2 Magnetic Media Reporting File

Usage	Use the CAN RL-2 Magnetic Media Reporting page to produce a file for tape, CD or diskette reporting of RL-2 information, and a corresponding summary report that provides totals of each of the fields reported on the detail records.
Object Name	RUNCTL_CTX910VM
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-2 Magnetic Media Reporting, RL-2 Magnetic Media Reporting
Prerequisites	CTX910LD.SQR
Access Requirements	Enter a Run Control ID.

CAN RL-2 Magnetic Media Reporting 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**.

Report Request Parameter(s)

Reporting Medium

Select **C** (Cartridge) if you want to use a cartridge for your reporting medium.

Select **D** (Diskette) if you want to use a diskette for your reporting medium.

Select **T** (Tape/CD) if you want to use a tape or CD for your reporting medium.

Diskette Type

Select **0** (Not applicable) if you do not want a diskette as your reporting medium.

Select **1** (3.5 Inches High Density) if you want this type of diskette as your reporting medium.

Select **2** (3.5 Inches Double Density) if you want this type of diskette as your reporting medium.



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

CAN RL-2 Magnetic Media Reporting Details

Description	This SQR creates a file or files which can be copied to tape, CD or diskette for submission to the government. A corresponding report provides totals of each of the fields reported on the detail records. This summary can be used to complete required government forms and for balancing. The program creates a file that is subsequently required for input to the magnetic media audit report (CTX912V.SQR) and the RL-2 Print

	program (CTX910VP.SQR).
Report ID	CTX910VM
Type of Report	SQR
Parameters	Run Control ID, Reporting Medium, Diskette Type
Source	RUNCTL_CTX910VM
Sorted By	In accordance with Revenu Québec's record layout requirements.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a T4, T4A, RL-1, RL-2 Audit Report

Usage	Use the CAN Print T4, T4A, RV Audit Report page to run an audit register of amounts to be reported on the year end tax slips for each employee, taken from the year end slip records created by the load program (CTX910LD.SQR).
Object Name	RUNCTL_CTX910AU
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4, T4A, RL-1, RL-2 Audits, T4, T4A, RL-1, RL-2 Audits
Prerequisites	CTX910LD.SQR
Access Requirements	Enter a Run Control ID.

CAN T4, T4A, RL-1, RL-2 Audits 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: **Run Control**, **Language**.

Report Request Parameter(s)

Year End Audit Indicator	Select <i>All</i> if you want to audit all slip types (T4, T4A, RL-1 and RL-2). Select <i>T4</i> if you want to audit T4 slips only. Select <i>T4A</i> if you want to audit T4A slips only. Select <i>RL-1</i> if you want to audit RL-1 slips only. Select <i>RL-2</i> if you want to audit RL-2 slips only.
Year End Audit Sort Indicator	This field is only available for entry if you select <i>All</i> in the Year End Audit Indicator field. Select <i>Department</i> to group and report totals by department. Select <i>Last Name</i> to group and report totals by employee last name. Select <i>Location</i> to group and report totals by location. Select <i>Province</i> to group and report totals province.
Include Employee Detail	Select this check box to include employee details with the corresponding control totals.



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

CAN T4, T4A, RL-1, RL-2 Audit Report Details

Description	This report produces an audit register of amounts to be reported on the year end tax slips for each employee. You may opt to report on all slip types, or a single type of slip. If you select a single type of slip, the sort sequence will be Company, Business Number or Quebec ID number, Last Name, First Name, Employee ID. The report provides control totals for government reporting for each wage loss plan and Business Number combination for T4s and T4As, and for each Quebec Identification Number for RL slips. If you opt to report all slip types, you will be provided with sorting options for grouping and reporting sub-totals. You may also choose to include employee details with the corresponding control totals, or generate the control totals only.

Report ID	CTX910AU
Type of Report	SQR
Parameters	Run Control ID, Language, Year End Indicator, Year End Audit Sort Indicator, Include Employee Detail
Source	RUNCTL_CTX910AU
Sorted By	As specified in the run parameters.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Year End Error Report

Usage	Use the CAN Year End Error Report page to produce an audit report that identifies error conditions found in the year-end slip records created by the load program (CTX910LD.SQR).
Navigation	Compensate Employees, Manage Annual Tax Rptg CAN, Reports 1, Year End Error Report
Prerequisites	CTX910LD.SQR
Access Requirements	Enter a Run Control ID.

CAN Year End Error 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 Listing of All PRCRUNCTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

CAN Year End Error Report Details

Description	This report produces an audit report to identify error conditions found in the year end slip records created by the load program. These errors should be reviewed and corrected prior to generating the year end slips for distribution. The error conditions identified include inconsistencies in the data reported in specific boxes of the year end slips (PIER edits) and missing information. The report will also re-audit the year end slip records for conditions such as negative tax balances and invalid social insurance numbers.
Report ID	CTX910ER
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	Company, Surname, First Name, Tax Form ID, Wage Loss Plan



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Printing Year End Slips

There are four different programs for each of the four different year end reporting slips (T4, T4A, RL-1 and RL-2). Read on for details of each program.

CAN Printing T4 Slips

Usage	Use the CAN Print T4 Slips page to print formatted laser, self-mailer or standard tractor feed T4 slips with a variety of sort options and copy types. Also, they must be printed using either Line Printer (LP) or HP format
Object Name	RUNCTL_CTX910TP
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 Slips, Print T4 Slips
Prerequisites	CTX910LD.SQR.
Access Requirements	Enter a Run Control ID.

CAN Print T4 Slips 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**.

Form Type

Select **L** (Laser) to print slips in laser format.

Select **M** (Self-Mailer) to print slips in self-mailer format.

Select **S** (Standard Tractor Feed) to print slips in standard tractor feed format.

Copy Type

If you selected a Form Type of Laser, select a Copy Type of 1 (Government Copy), 2 (Employee Copy), or 4 (Company Copy). If you selected 1 (Government Copy), the only Primary Sort option available to you will be the standard government sort sequence.

If you selected a Copy Type of 2 (Employee Copy) or 4 (Company Copy), you can choose up to three levels of sorting; Primary Sort, Second Sort and Third Sort.

Primary Sort

Select **Business Number** for the system to assign business number as the primary sort option.

Select **Company** for the system to assign company as the primary sort option.

Select **Standard Govt Sort Sequence** for the system to assign the standard government sort sequence as the primary sort option.

Second Sort

Select **Department Code** for the system to assign the department code as the secondary sort option.

Select **Location Code** for the system to assign the location code as the secondary sort option.

Select **Mail Drop** for the system to assign the mail drop as the secondary sort option.

Select **None of the above** for the system not to assign a secondary sort option.

Select **Postal Code** for the system to assign the postal code as the secondary sort option.

Third Sort

Select **Employee ID** for the system to assign the employee ID as the third sort option.

Select **Employee Name** for the system to assign the employee name as the third sort option.

Select **Employee SIN** for the system to assign the employee's social insurance number as the third sort option.

Processing Type

Select **R** to print slips for all employees.

Select **S** to reprint slips for selected employees.

Note. The reprint function is to be used to produce a **duplicate** of an original slip that was either lost or damaged. The reprint function is not designed to accommodate amended slips.

Employee(s) Selected for Reprint

EmplID Select the employee(s) for whom you want to reprint slips.

Name The name of the employee selected displays here.

CAN Print T4 Slips Details

Description	This program produces a print file for T4 slips in the standard tractor feed, laser, or self-mailer format, as provided by the CCRA. The program creates two files that are subsequently required for input to the segment/summary program (CTX915T.SQR).
Report ID	CTX910TP
Type of Report	SQR
Parameters	Run Control ID, Form Type, Copy Type, Primary Sort, Second Sort, Third Sort, Processing Type, EmplID

Source	RUNCTL_CTX910TP
Sorted By	As specified in the run parameters.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Printing T4A Slips

Usage	Use the CAN Print T4A Slips page to print formatted laser or standard tractor feed T4A slips with a variety of sort options and copy types. They must be printed using either Line Printer (LP) or HP format.
Object Name	RUNCTL_CTX910AP
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A Slips, Print T4A Slips
Prerequisites	CTX910LD.SQR
Access Requirements	Enter a Run Control ID.

CAN Print T4A Slips 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**.

Form Type

Select **L** (Laser) to print slips in laser format.

	Select S (Standard Tractor Feed) to print slips in standard tractor feed format.
Copy Type	If you selected a Form Type of <i>Laser</i>, select a Copy Type of 1 (Government Copy), 2 (Employee Copy), or 4 (Company Copy). If you selected 1 (Government Copy), the only Primary Sort option available to you will be the standard government sort sequence. If you selected a Copy Type of 2 (Employee Copy) or 4 (Company Copy), you can choose up to three levels of sorting; Primary Sort, Second Sort and Third Sort.
Primary Sort	Select Business Number for the system to assign business number as the primary sort option. Select Company for the system to assign company as the primary sort option. Select Standard Govt Sort Sequence for the system to assign the standard government sort sequence as the primary sort option.
Second Sort	Select Department Code for the system to assign the department code as the secondary sort option. Select Location Code for the system to assign the location code as the secondary sort option. Select Mail Drop for the system to assign the mail drop as the secondary sort option. Select None of the above for the system not to assign a secondary sort option. Select Postal Code for the system to assign the postal code as the secondary sort option.
Third Sort	Select Employee ID for the system to assign the employee ID as the third sort option. Select Employee Name for the system to assign the employee name as the third sort option. Select Employee SIN for the system to assign the employee's social insurance number as the third sort option.
Processing Type	Select R to print slips for all employees.

Select **S** to reprint slips for selected employees.

Note. The reprint function is to be used to produce a **duplicate** of an original slip that was either lost or damaged. The reprint function is not designed to accommodate amended slips.

Employee(s) Selected for Reprint

EmplID Select the employee(s) for whom you want to reprint slips.

Name The name of the employee selected displays here.

CAN Print T4A Slips Details

Description	This program produces a print file for T4A slips in the standard tractor feed format provided by the CCRA or the PeopleSoft-designed laser form flash which has been approved by the CCRA. The program creates two files that are subsequently required for input to the segment/summary program (CTX915A.SQR).
Report ID	CTX910AP
Type of Report	SQR
Parameters	Run Control ID, Form Type, Primary Sort, Second Sort, third Sort, Processing Type, EmplID
Source	RUNCTL_CTX910AP
Sorted By	As specified in the run parameters.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Printing RL-1 Slips

Usage	Use the CAN Print RL-1 Slip page to print formatted laser or standard tractor feed RL-1 slips with a variety of sort options. They must be printed using either Line Printer (LP) or HP format.
Object Name	RUNCTL_CTX910RP
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-1 Slips, Print RL-1 Slips

Prerequisites	CTX910LD.SQR and CTX910RM.SQR
Access Requirements	Enter a Run Control ID.

CAN Print RL-1 Slips 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**.

Form Type

Select **L** (Laser) to print slips in laser format.

Select **S** (Standard Tractor Feed) to print slips in standard tractor feed format.

Primary Sort

Select **Quebec ID Number** for the system to assign business number as the primary sort option.

Select **Company** for the system to assign company as the primary sort option.

Select **Standard Govt Sort Sequence** for the system to assign the standard government sort sequence as the primary sort option.

Second Sort

Select **Department Code** for the system to assign the department code as the secondary sort option.

Select **Location Code** for the system to assign the location code as the secondary sort option.

Select **Mail Drop** for the system to assign the mail drop as the secondary sort option.

Select ***None of the above*** for the system not to assign a secondary sort option.

Select ***Postal Code*** for the system to assign the postal code as the secondary sort option.

Third Sort

Select ***Employee ID*** for the system to assign the employee ID as the third sort option.

Select ***Employee Name*** for the system to assign the employee name as the third sort option.

Select ***Employee SIN*** for the system to assign the employee's social insurance number as the third sort option.

Processing Type

Select ***R*** to print slips for all employees.

Select ***S*** to reprint slips for selected employees.

Note. The reprint function is to be used to produce a **duplicate** of an original slip that was either lost or damaged. The reprint function is not designed to accommodate amended slips.

Employee(s) Selected for Reprint

EmplID Select the employee(s) for whom you want to reprint slips.

Name The name of the employee selected displays here.

CAN Print RL-1 Slips Details

Description	This program produces a print file for RL-1 slips in the standard tractor feed or laser format as provided by Revenu Québec . The program creates a file that is subsequently required for input to the summary program (CTX915R.SQR).
Report ID	CTX910RP
Type of Report	SQR
Parameters	Run Control ID, Form Type, Primary Sort, Second Sort, Third Sort, Processing Type, EmplID
Source	RUNCTL_CTX910RP
Sorted By	As specified in the run parameters.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Printing RL-2 Slips

Usage	Use the CAN Print RL-2 Slip page to print formatted laser or standard tractor feed RL-1 slips with a variety of sort options. You must be printed using either Line Printer (LP) or HP format.
Object Name	RUNCTL_CTX910VP
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-2 Slips, Print RL-2 Slips
Prerequisites	CTX910LD.SQR and CTX910VM.SQR
Access Requirements	Enter a Run Control ID.

CAN Print RL-2 Slips 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**.

Form Type

Select **L** (Laser) to print slips in laser format.

Select **S** (Standard Tractor Feed) to print slips in standard tractor feed format.

Primary Sort

Select **Quebec ID Number** for the system to assign business number as the primary sort option.

Select ***Company*** for the system to assign company as the primary sort option.

Select ***Standard Govt Sort Sequence*** for the system to assign the standard government sort sequence as the primary sort option.

Second Sort

Select ***Department Code*** for the system to assign the department code as the secondary sort option.

Select ***Location Code*** for the system to assign the location code as the secondary sort option.

Select ***Mail Drop*** for the system to assign the mail drop as the secondary sort option.

Select ***None of the above*** for the system not to assign a secondary sort option.

Select ***Postal Code*** for the system to assign the postal code as the secondary sort option.

Third Sort

Select ***Employee ID*** for the system to assign the employee ID as the third sort option.

Select ***Employee Name*** for the system to assign the employee name as the third sort option.

Select ***Employee SIN*** for the system to assign the employee's social insurance number as the third sort option.

Processing Type

Select ***R*** to print slips for all employees.

Select ***S*** to reprint slips for selected employees.

Note. The reprint function is to be used to produce a **duplicate** of an original slip that was either lost or damaged. The reprint function is not designed to accommodate amended slips.

Employee(s) Selected for Reprint

EmplID

Select the employee(s) for whom you want to reprint slips.

Name

The name of the employee selected displays here.

CAN Print RL-2 Slips Details

Description	This program produces a print file for RL-2 slips in the standard tractor

	feed or laser format as provided by Revenu Québec. The program creates a file that is subsequently required for input to the summary program (CTX915V.SQR).
Report ID	CTX910VP
Type of Report	SQR
Parameters	Run Control ID, Form Type, Primary Sort, Second Sort, Third Sort, Processing Type, EmplID
Source	RUNCTL_CTX910VP
Sorted By	As specified in the run parameters.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Printing Year End Magnetic Media Audit Reports

There are four different programs for each of the four different year end reporting slips (T4, T4A, RL-1 and RL-2). Read on for details of each program.

CAN Generating a T4 Magnetic Media Audit Report

Usage	Use the CAN T4 Magnetic Media Audit Report page to produce an audit report that reflects the data reported in the magnetic media reporting file. Accumulated totals and summary record pages are provided for balancing purposes.
Navigation	Compensate Employees, Manage Annual Tax Rptg CAN, Reports 1, T4 Magnetic Media Audit
Prerequisites	CTX910LD.SQR and CTX910TM.SQR
Access Requirements	Enter a Run Control ID.

T4 Magnetic Media Audit

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

CAN T4 Magnetic Media 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

CAN T4 Magnetic Media Audit Report Details

Description	After you have created your T4 magnetic media reporting file, run this SQR to produce a detailed audit report of the data in the transmitter record. For balancing purposes, the report provides totals accumulated during the processing of the detail records.
Report ID	CTX912T
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	Business Number, Surname, First Name, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a T4A Magnetic Media Audit Report

Usage	Use the CAN T4A Magnetic Media Audit Report page to produce an audit report that reflects the data reported in the magnetic media reporting file. Accumulated totals and summary record pages are provided for balancing purposes..
Navigation	Compensate Employees, Manage Annual Tax Rptg CAN, Reports 1, T4A Magnetic Media Audit
Prerequisites	CTX910LD.SQR and CTX910AM.SQR
Access Requirements	Enter a Run Control ID.

T4A Magnetic Media Audit

Run Control ID: ELIGIBILITY

[Report Manager](#)
[Process Monitor](#)

Run

CAN T4A Magnetic Media 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

CAN T4A Magnetic Media Audit Report Details

Description	After you have created your T4A magnetic media reporting file, run this SQR to produce a detailed audit report of the data in the transmitter record. For balancing purposes, the report provides totals accumulated during the processing of the detail records.
Report ID	CTX912A
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	Business Number, Surname, First Name, Employee ID

CAN Generating a RL-1 Magnetic Media Audit Report

Usage	Use the CAN RL-1 Magnetic Media Audit Report page to produce an audit report that reflects the data reported in the magnetic media reporting file. Accumulated totals and summary record pages are provided for balancing purposes.
Navigation	Compensate Employees, Manage Annual Tax Rptg CAN, Reports 2, RL-1 Magnetic Media Audit
Prerequisites	CTX910LD.SQR and CTX910RM.SQR.
Access Requirements	Enter a Run Control ID.

T4A Magnetic Media Audit		
Run Control ID: 2	Report Manager Process Monitor	Run

CAN RL-1 Magnetic Media 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

CAN RL-1 Magnetic Media Audit Report Details

Description	After you have created your RL-1 magnetic media reporting file, run this SQR to produce a detailed audit report of the data in the transmitter record. For balancing purposes, the report provides totals accumulated during the processing of the detail records.
Report ID	CTX912R
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	QIN, Surname, First Name, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a RL-2 Magnetic Media Audit Report

Usage	Use the CAN RL-2 Magnetic Media Audit Report page to produce an audit report that reflects the data reported in the magnetic media reporting file. Accumulated totals and summary record pages are provided for balancing purposes.
Navigation	Compensate Employees, Manage Annual Tax Rptg CAN, Reports 2, RL-2 Magnetic Media Audit
Prerequisites	CTX910LD.SQR and CTX910VM.SQR

Access Requirements	Enter a Run Control ID.

RL-2 Magnetic Media Audit

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

CAN RL-2 Magnetic Media 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

CAN RL-2 Magnetic Media Audit Report Details

Description	After you have created your RL-2 magnetic media reporting file, run this SQR to produce a detailed audit report of the data in the transmitter record. For balancing purposes, the report provides totals accumulated during the processing of the detail records.
Report ID	CTX912V
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	QIN, Surname, First Name, Employee ID



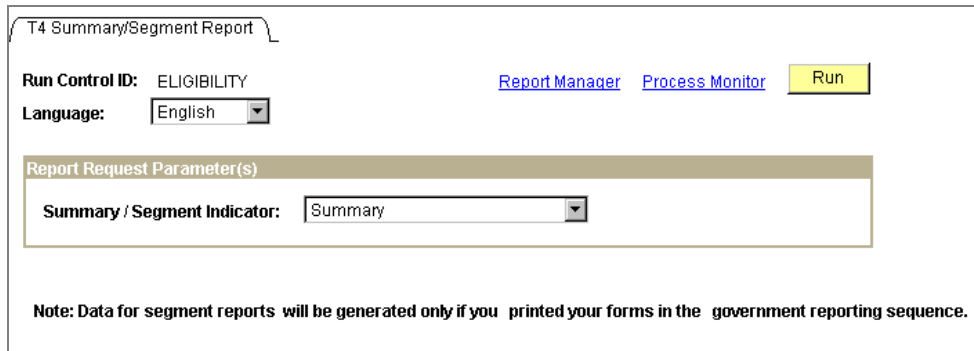
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Printing Year End Summary/Segment Reports

There are four different programs for each of the four different year end reporting slips (T4, T4A, RL-1 and RL-2). Read on for details of each program.

CAN Generating a T4 Summary/Segment Report

Usage	Use the CAN T4 Summary/Segment Report page to produce T4 Summary and Segment reports. Use the data provided by these reports to assist in the completion of the Summary and Segment reports which accompany the printed forms to the government.
Object Name	RUNCTL_CTX915T
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 Summary/Segment, T4 Summary/Segment Report
Prerequisites	CTX910LD.SQR and CTX910TP.SQR
Access Requirements	Enter a Run Control ID.



T4 Summary/Segment Report

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

Language: English

Report Request Parameter(s)

Summary / Segment Indicator: Summary

Note: Data for segment reports will be generated only if you printed your forms in the government reporting sequence.

CAN T4 Summary/Segment 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: **Run Control ID, Language.**

Report Request Parameter(s)

Summary/Segment Indicator Select *Summary* to print a summary report only.

Select *Summary and Segment* to print both summary and segment reports.

CAN T4 Summary/Segment Report Details

Description	This report provides data to assist in the completion of the Summary and Segment forms required by the CCRA. If you selected the standard government sort sequence when you ran the T4 slip print (CTX910TP), this SQR will create both Summary and Segment reports, otherwise, it will only generate a Summary report. Segment reports are required for batches of 200 forms.

Report ID	CTX915T
Type of Report	SQR
Parameters	Run Control ID, Language, Summary/Segment Indicator
Source	RUNCTL_CTX915T
Sorted By	Business Number



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a T4A Segment/Segment Report

Usage	Use the CAN T4A Segment/Segment Report page to produce T4A Summary and Segment reports. Use the data provided by these reports to assist in the completion of the Summary and Segment reports which accompany the printed forms to the government.
Object Name	RUNCTL_CTX915A
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A Summary/Segment, T4A Summary/Segment Report
Prerequisites	CTX910LD.SQR and CTX910AP.SQR
Access Requirements	Enter a Run Control ID.

T4A Summary/Segment Report

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

Language: English

Report Request Parameter(s)

Summary / Segment Indicator: Summary

Note: Data for segment reports will be generated only if you printed your forms in the government reporting sequence.

CAN T4A Segment/Segment 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: **Run Control ID, Language.**

Report Request Parameter(s)

Summary/Segment Indicator

Select **Summary** to print a summary report only.

Select **Summary and Segment** to print both summary and segment reports.

CAN T4A Segment/Segment Report Details

Description	This report provides data to assist in the completion of the Summary and Segment forms required by the CCRA. If you selected the standard government sort sequence when you ran the T4A slip print (CTX910AP), this SQR will create both Summary and Segment reports, otherwise, it will only generate a Summary report. Segment reports are required for batches of 300 forms.
Report ID	CTX915A
Type of Report	SQR
Parameters	Run Control ID, Language, Summary/Segment Indicator
Source	RUNCTL_CTX915A
Sorted By	Business Number



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a RL-1 Summary Report

Usage	Use the CAN RL-1 Summary Report page to produce a Summary report of RL-1 slips produced. Use the data provided by this report to assist in the completion of the Summary form required by Revenu Québec.
Navigation	Compensate Employees, Manage Annual Tax Rptg CAN, Reports 2, RL-1 Summary
Prerequisites	CTX910LD.SQR and CTX910RP.SQR
Access Requirements	Enter a Run Control ID.

RL-1 Summary Report

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

CAN RL-1 Summary 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

CAN RL-1 Summary Report Details

Description	This report provides data to assist in the completion of the Summary form required by required by Revenu Québec.
Report ID	CTX915R
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	Quebec Identification Number



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a RL-2 Summary Report

Usage	Use the CAN RL-2 Summary Report page to produce a Summary report of RL-2 slips produced. Use the data provided by this report to assist in the completion of the Summary form required by Revenu Québec.
Navigation	Compensate Employees, Manage Annual Tax Rptg CAN, Reports 2, RL-2 Summary
Prerequisites	CTX910LD.SQR and CTX910VP.SQR
Access	Enter a Run Control ID.

Requirements	

RL-2 Summary Report

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

CAN RL-2 Summary 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

CAN RL-2 Summary Report Details

Description	This report provides data to assist in the completion of the Summary form required by required by Revenu Québec.
Report ID	CTX915V
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Sorted By	Quebec Identification Number



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a FLS Interface Report

Usage	Use the FLS Interface Report page to run the FLS Interface Report.
Object Name	RUNCTL_FLS
Navigation	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, FLS Interface, FLS Interface Compensate Employees, Manage Payroll Process (US), Report

	1, FLS Interface, FLS Interface
Prerequisites	None
Access Requirements	Enter a Run Control ID.

FLS Interface

Operator Id: PS Run Control ID: ELIGIBILITY

Report Request Parameters

FLS Filename:

On-Cycle Run Pay Run ID:

or

Off-Cycle Pay Calendar

Company:

Pay Group:

Pay End Date:

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Process Page #: Thru:

FLS Payroll ID / Data

FLS Info. Find | View All First 1 of 1 Last

Company	Pay Group	Pay End Date	Off Cycle ?	Payroll ID	Paydate
					+ -

FLS Interface 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: **User Id, Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both.**

FLS Filename Enter a valid filename for the FLS file.

FLS Payroll ID/Paydate

Company The Company displays here.

Pay Group The pay group displays here.

Pay End Date The pay end date displays here.

Off-Cycle? The off-cycle status displays here.

Payroll ID Enter a payroll ID.

Pay Date Enter a pay date.

FLS Interface Report Details

Description	This SQR provides Federal Liaison Services data. No printed report is

	produced by this SQR.
Report ID	FLS001
Type of Report	SQR
Parameters	Run Control ID, Operator ID, Process Monitor, Process Request, Pay Run ID, Company, Pay Group, Pay End Date, On-Cycle, Off-Cycle, Both, Page #, Thru
Source	RUNCTL_FLS



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Tax Deposit Summary Report

Usage	Use the Tax Deposit Summary Report page to run the Tax Deposit Summary Report.
Navigation	Compensate Employees, Manage Payroll Process (U.S.), Report 2, Tax Deposit Summary
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Tax Deposit Summary

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

Report Request Parameter(s)

On-Cycle Run Pay Run ID: Q	or	Off-Cycle Pay Calendar Company: Q Pay Group: Q Pay End Date: Q Process: Page #: Thru:

Payroll Cycle

☐ On-Cycle
 ☐ Off-Cycle
 ☒ Both

Tax Deposit Summary 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Tax Deposit Summary Report Details

Description	This report provides pay period details of federal, state, and local taxes withheld from employees, as well as liabilities incurred for employer-paid taxes. The primary page break for the report is check date, because it usually determines when you must deposit the taxes. For each check date, the report shows taxable gross amounts and taxes listed by taxing jurisdiction. Federal taxes are first, followed by states and localities. There are separate sections for withholding, FICA/disability, and unemployment amounts on this report. It shows employee contributions to unemployment insurance separately with a tax type of UI-EE. The report shows special employer unemployment taxes—such as the medical Security Tax in Massachusetts and Louisiana’s special assessment—separately under the “Unemployment” columns of the report as a tax type of UI-SP.
Report ID	TAX001
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, On-Cycle, Off-Cycle, Both, Process Page #, Thru
Source	RUNCTL_PAYINIT2
Sorted By	Company (page break, totals), Pay Period End Date (page break, totals), Check Date (page break, totals), State/Locality



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Tax Submission Summary Report

Usage	Use the CAN Tax Submission Summary Report page to run the Canadian Tax Submission Summary Report by Business Number.
Navigation	Compensate Employees, Manage Payroll Process (CAN), Reports 2, Tax Submission by BN
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Tax Submission Summary 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 Listing of all RUNCTL_PAYINIT Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

CAN Tax Submission Summary Report Details

Description	This report summarizes Tax Submission data by Business Number. Information reported includes Income Tax, Payroll Tax, CPP, QPP, EI Deductions and Total Remittance amounts.
Report ID	TAX003CN
Type of Report	SQR

Parameters	Run Control ID, Language, Pay Run ID, Company, Pay Group, Pay End Date, Process Page #, On-Cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT
Source Record	PAY_CHECK, PAY_TAX_CAN
Sorted By	Company, Pay End Date, Cheque Date, Business Number



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Quarterly State Employee Wage Listing Report

Usage	Use the Quarterly State Employee Wage Listing Report page to run the Quarterly State Employee Wage Listing Report.
Object Name	RUNCTL_TAX002XX
Navigation	Compensate Employees, Manage Quarterly Tax Rptg(US), Report, State Wage Listing, Others
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Quarterly State Employee Wage Listing Report

For the general version of TAX002, there are no system prompts. However, you determine the time period by specifying the Calendar Year and Quarter in the Tax Reporting Parameters panel, found on the Setup menu in the Define Payroll Taxes window.

Some states have state-specific parameters:

Report ID	State-specific parameter(s)
TAX002CO	Report Due Date
TAX002MN	Report Due Date, Employer's Phone, Earnings Code
TAX002MO	Report Probationary Employees
TAX002NH	Report Due Date
TAX002NJ	Base Weeks for Each Employee, Minimum Weekly Earnings
TAX002OR	Company Coverage, Report Due Date, Employer's Phone, Earnings Code
TAX002WA	Earnings Code
TAX002WI	Report Due Date

E&G Generating a Quarterly State Employee Wage Listing Report – California

Usage	Use the E&G Quarterly State Employee Wage Listing Report page to run the E&G Quarterly State Employee Wage Listing Report. Some states have special quarterly reporting requirements for Public Sector organizations that are not currently supported by TAX002XX. These organizations must have the Public Sector indicator checked "ON" in the Installation page. If they make this selection, an additional field, Separate Tax Report , on the TAX002CA run control page will display. This field is only used by T002CAHP and will control if the SWT, SUT and DIS should be reported separately. These reports have different report identifications; they are T002XXHP, where the XX is the abbreviation for the state.
Prerequisites	You must have the Public Sector indicator checked "ON" in the Installation page.
Access Requirements	Enter a Run Control ID.

The screen shot looks just like the regular Quarterly State Employee Wage Listing report run control page.

Company Select a Company.

Month (1,2,3) Employee Count Enter a month 1, 2, or 3 employee count.

Final Report Select this box for a final report.

Quarterly State Employee Wage Listing Report – California Details

Description	This report provides state unemployment wage listings in a general format for quarterly reporting and includes page and state totals. The California report reports State Withholding, State Unemployment, and State Disability grouped by Employer ID when Employer ID is populated on the Company State Tax Table and the Separate Tax Report flag is checked on the run control page.
Report ID	T002CAHP
Type of Report	SQR
Parameters	Company, Month 1 Employee Count, Month 2 Employee Count, Month 3 Employee Count, Separate Tax Report
Source	RUNCTL_TAX002XX
Sorted By	Company, Employer ID, National ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

E&G Generating a Quarterly State Employee Wage Listing Report – Minnesota

Usage	Use the E&G Quarterly State Employee Wage Listing Report page to run the E&G Quarterly State Employee Wage Listing Report. Some states have special quarterly reporting requirements for Public Sector organizations that are not currently supported by TAX002XX.
Prerequisites	You must have the Public Sector indicator checked "ON" in the Installation page.
Access Requirements	Enter a Run Control ID.

The screen shot looks just like the regular Quarterly State Employee Wage Listing report run control page.

Company	Select a Company.
Month (1,2,3) Employee Count	Enter a month 1, 2, or 3 employee count.
Final Report	Select this box for a final report.

Quarterly State Employee Wage Listing Report – Minnesota Details

Description	This report provides state unemployment wage listings in a general format for quarterly reporting and includes page and state totals. The California report reports State Withholding, State Unemployment, and State Disability grouped by Employer ID when Employer ID is populated on the Company State Tax Table and the Separate Tax Report flag is checked on the run control page.
Report ID	T002MNHP
Type of Report	SQR
Parameters	Report Due Date, Employer's Phone, Earnings Code
Source	RUNCTL_TAX002XX
Sorted By	Company, Employer ID, Employer ID Extension, National ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

E&G Generating a Quarterly State Employee Wage Listing Report – Michigan

Usage	Use the E&G Quarterly State Employee Wage Listing Report page to run the E&G Quarterly State Employee Wage Listing Report. Some states have special quarterly reporting requirements for Public Sector organizations that are not currently supported by TAX002XX.
Prerequisites	You must have the Public Sector indicator checked "ON" in the Installation page.
Access Requirements	Enter a Run Control ID.

The screen shot looks just like the regular Quarterly State Employee Wage Listing report run control page.

Company Select a Company.

Month (1,2,3) Employee Count Enter a month 1, 2, or 3 employee count.

Final Report Select this box for a final report.

Quarterly State Employee Wage Listing Report – Michigan Details

Description	This report provides state unemployment wage listings in a general format for quarterly reporting and includes page and state totals. The California report reports State Withholding, State Unemployment, and State Disability grouped by Employer ID when Employer ID is populated on the Company State Tax Table and the Separate Tax Report flag is checked on the run control page.
Report ID	T002MIHP
Type of Report	SQR
Parameters	Company
Source	RUNCTL_TAX002XX
Sorted By	Company, Employer ID, Employer ID Extension, National ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Multiple Worksite Report

Usage	Use the Multiple Worksite Report page to run the Multiple Worksite Report.
Object Name	RUNCTL_QTR_YR_PAY
Navigation	Compensate Employees, Manage Quarterly Tax Rptg(US), Report, Multiple Worksite, Run Parameters
Prerequisites	None
Access	Enter a Run Control ID.

Requirements	

Run Parameters

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

Balance ID: Calendar Year

Balances for Year:

Quarter:

Multiple Worksite 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: **Run Control ID**.

Balance ID Enter a balance ID.

Balances for Year Enter the Calendar Year for which you want to run this report.

Quarter Enter the **Quarter** for which you want to run this report.

Multiple Worksite Report Details

Description	This report provides a tabular format with company data in the heading and one line each for locations and worksites. Use it to complete information required for federally mandated Multiple Worksite report (BLS-3020) or state variations. The report includes company name and address, location name and address, count of employees working at each worksite, and total wages paid at each worksite. Employee and wage totals are for the quarter.
Report ID	TAX004
Type of Report	SQR
Parameters	Run Control ID, Balance ID, Balances for Year, Quarter
Source	RUNCTL_QTR_YR_PAY
Sorted By	Company, Location



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Employee Count Report

Usage	Use the USF Employee Count Report page to run the USF Employee Count Report.
Object Name	RUNCTL_TAX004ST
Navigation	Compensate Employees, Manage Quarterly Tax Rptg(US), Report, Employee Count, Employee Count
Prerequisites	None
Access Requirements	Enter a Run Control ID.

USF Employee Count 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: **Run Control ID**.

Balance ID Enter a balance ID.

Balances for Year Enter the Calendar Year for which you want to run this report.

Quarter Enter the **Quarter** for which you want to run this report.

Employee Count Report Details

Description	This report provides employment count totals by gender as of the 12th of each month in the quarter for the states of Connecticut, Maine, New Jersey, and Vermont.
Report ID	TAX004ST
Type of Report	SQR
Parameters	Run Control ID, Balance ID, Balances for Year, Quarter

Source	RUNCTL_TAX004ST
Sorted By	Company



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Quarterly State Unemployment Tax Verification Report

Usage	Use the Quarterly State Unemployment Tax Verification run control page to run the Quarterly State Unemployment Tax Verification Report.
Object Name	RUNCTL_TAX017
Navigation	Compensate Employees, Manage Quarterly Tax Rptg(US), Report, State Unemployment Tax Verify, Run Parameters
Prerequisite	None
Access Requirement	Enter a Run Control ID

Run Parameters

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

Program Mode

☒ Report Only

☐ Update

Quarterly State Unemployment Tax Verification page

Quarterly State Unemployment Tax Verification

Description

You should run this report quarterly to verify that the appropriate employer unemployment tax for the quarter under report has been calculated and posted to employees' tax balance records.

In the case of an employee who, for any reason such as termination, stops being paid during a quarter in which a tax rate change later occurs, the tax on the balance record will probably need to be adjusted, because the quarterly tax should have been based on the later rate. Employees who continue to be paid throughout the quarter are self-adjusting.

The report lists, for employees whose balances are not what they should be:

- * Current YTD, QTD, and latest MTD employer unemployment tax balances

The amounts of the adjustments

The adjusted balance amounts

If you run the SQR under R (report only) mode, the system will perform the verification only, without actually updating system balances. To update the balances, run the report in U (update and report) mode.

Report ID	TAX017
Type of Report	SQR
Parameters	Run Control ID, Report Only, Update
Source	RUNCTL_TAX017
Sorted By	Company, State, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Quarterly Federal Tax Summary Report

Usage	Use the Quarterly Federal Tax Summary Report page to run the Quarterly Federal Tax Summary Report.

Navigation	Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Report, Federal Tax Summary
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Quarterly Federal Tax Summary 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Quarterly Federal Tax Summary Report Details

Description	This report details for each employee quarter-to-date federal withholding, FICA, and unemployment taxes. It lists employees by social security number and name. It provides page totals as well as company totals.
Report ID	TAX007
Type of Report	SQR
Parameters	Run Control ID, Process Request
Source	PRCSRUNCNTRL
Sorted By	Employer ID, Social Security Number



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Quarterly State Tax Summary Report

Usage	Use the Quarterly State Tax Summary Report page to run the Quarterly State Tax Summary Report.
Navigation	Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Report, State Tax Summary
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Quarterly State Tax Summary 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Quarterly State Tax Summary Report Details

Description	This report summarizes employee quarter-to-date state withholding, disability, and unemployment taxes. It lists employees by social security number and name. The report shows page totals as well as company totals.
Report ID	TAX008
Type of Report	SQR
Parameters	Report Control ID
Source	PRCSRUNCNTRL
Sorted By	Company (page break, totals), State (page break, totals), Social Security Number



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Local Tax Deposit Summary Report

Usage	Use the Local Tax Deposit Summary Report page to run the Local Tax Deposit Summary Report.
Navigation	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Local Tax Deposit
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Local Tax Deposit Summary 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Local Tax Deposit Summary Report Details

Description	This report is a pay period report that shows local taxes withheld and

	provides more detail than TAX001. For each locality, it lists total taxes withheld for residents and non-residents separately. The report shows the number of employees in each category. It counts only once those employees who receive more than one check.
Report ID	TAX009
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, On-Cycle, Off-Cycle, Both, Page #, Thru
Source	RUNCTL_PAYINIT2
Sorted By	Company (page break, totals), Check Date (page break, totals), Pay Period End Date (page break, totals), State, Locality



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Tax Summary Report

Usage	Use the Tax Summary Report page to run the Tax Summary Report.
Object Name	RUNCTL_MO_QTR_YR
Navigation	• Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Tax Summary, Tax Summary • Compensate Employees, Manage Payroll Process (US), Report 2, Tax Summary, Tax Summary
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Tax Summary

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

Report Request Parameter(s)

Balance ID: Calendar Year
Balances for Year:
Quarter or:
Period:

Tax Summary 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: **Run Control ID**.

Balance ID	Enter a balance ID.
Balances for Year	Enter the Calendar Year for which you want to run this report.
Quarter	Enter the Quarter for which you want to run this report.
Period	Enter the period for which you want to run this report.

Tax Summary Report Details

Description	This report summarizes, by jurisdiction, period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal, state, and local levels. You can run the report monthly or quarterly.
Report ID	TAX010
Type of Report	SQR
Parameters	Run Control ID, Balance ID, Balances for Year, Quarter, Period
Source	RUNCTL_MO_QTR_YR
Sorted By	Company (page break, totals), State, Locality



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Tax Summary - PA Report

Usage	Use the USF Tax Summary - PA Report page to run the USF Tax Summary - PA Report.
Object Name	RUNCTL_TAX010PA
Navigation	• Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Tax Summary PA OPT, Tax Summary PA • Compensate Employees, Manage Payroll Process (US), Report 2, Tax Summary PA OPT, Tax Summary PA
Prerequisites	None
Access Requirements	Enter a Run Control ID.

USF Tax Summary - PA 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: **Run Control ID**.

Balance ID	Enter a balance ID.
Balances for Year	Enter the Calendar Year for which you want to run this report.
Quarter	Enter the Quarter for which you want to run this report.
Period	Enter the period for which you want to run this report.
Show EE Detail?	Select the check box to display employee's information.
Sort Option	Select a sort option. Valid values are <i>Company Within Locality</i> and <i>Locality Within Company</i> .

USF Tax Summary - PA Report Details

Description	This report summarizes, for Pennsylvania, period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal, state, and local levels.
Report ID	TAX010PA
Type of Report	SQR
Parameters	Run Control ID, Balance ID, Balances for Year, Quarter, Period, Show EE Detail? Sort Option
Source	RUNCTL_TAX010PA



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Ohio Local Tax Reconciliation Report

Usage	Use the Ohio Local Tax Reconciliation Report page to run the Ohio Local Tax Reconciliation Report.
Object Name	RUNCTL_MO_QTR_YR
Navigation	- Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Reconciliation, Ohio Local, Reconciliation, Ohio Local - Compensate Employees, Manage Payroll Process (US), Report 2, Reconciliation, Ohio Local, Reconciliation, Ohio Local
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Reconciliation, Ohio Local

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

Report Request Parameter(s)

Balance ID: Calendar Year

Balances for Year:

Quarter or:

Period:

Ohio Local Tax Reconciliation 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: **Run Control ID**.

Balance ID	Enter a balance ID.
Balances for Year	Enter the Calendar Year for which you want to run this report.
Quarter	Enter the Quarter for which you want to run this report.
Period	Enter the period for which you want to run this report.

Ohio Local Tax Reconciliation Report Details

Description	This report provides the information you need to complete the Ohio Form W-3 and local variations. For each taxing locality, it lists employee counts, taxable gross amount, and tax withheld. It lists separately employees paying resident and non-resident taxes, providing a total for each. The report also shows taxes withheld for residents working in other taxing jurisdictions. Ohio taxing authorities apply credit for work tax paid to the residence tax liability (up to the rate of the residence tax). The report lists these work credits by locality name and includes the work tax rate. The report shows an asterisk next to the work tax rate if it exceeds the residence locality rate. In this case, the system calculates the credit based on the residence rate. A summary line includes the total taxable gross for the locality, calculated tax based on the residence tax rate, actual tax withheld, total credit amount, and sum of actual tax withheld and credits. The calculated tax should be within pennies of the withheld tax and credits.
Report ID	TAX012
Type of	SQR

Report	
Parameters	Run Control ID, Balance ID, Balance for Year, Period, Quarter
Source	RUNCTL_MO_QTR_YR
Sorted By	Company (page break), State, Locality



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Federal Liability By State Report

Usage	Use the Federal Liability By State Report page to run the Federal Liability By State Report.
Navigation	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Fed Liability by State
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Federal Liability By State 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 Listing of All RUNCTL_PAYINIT2 Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Federal Liability By State Report Details

Description	This report lists federal withholding and liability (ER/EE FICA plus withholding) for each state. Use the report to determine when to deposit state withholding in those states that tie the frequency of state deposits to the employer's schedule for federal tax deposits. You run TAX014 after each pay period. It inserts a grand total and totals for company, pay period, and check date.
Report ID	TAX014
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Pay Group, Pay End Date, Process Page# Thru, On-cycle, Off-Cycle, Both
Source	RUNCTL_PAYINIT2
Sorted By	Company, Pay End Date, Check Date, State, Federal Tax Class



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Quarterly Tax Balances Audit Report

Usage	Use the Quarterly Tax Balances Audit Report page to run the Quarterly Tax Balances Audit Report.
Object Name	RUNCTL_QTR_YR_PAY
Navigation	- Compensate Employees, Report Payroll Info (USF), Report, Tax Balance Audit, Run Parameters - Compensate Employees, Report Payroll Info (US), Report, Tax Balance Audit, Run Parameters
Prerequisites	None

Access Requirements	Enter a Run Control ID.

Run Parameters

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

Balance ID: Calendar Year

Balances for Year:

Quarter:

Quarterly Tax Balances 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: **Run Control ID**.

Balance ID Enter a balance ID.

Balances for Year Enter the Calendar Year for which you want to run this report.

Quarter Enter the **Quarter** for which you want to run this report.

Quarterly Tax Balances Audit Report Details

Description	For each tax class and tax jurisdiction, this report compares the employee quarter-to-date tax balance with the sum of tax detail records from each payroll run, making it possible to verify that system computations are correct for these balances. This is an exception report; that is, it lists only employees whose balances are not equal to the sum of the detail records. The report shows the tax class, the balance type, the pay line detail sum, the quarter-to-date balance, and the discrepancy between the balance and the detail sum. Normally, you should have no employees listed on this report. If they appear, you should investigate the source of the discrepancy immediately. TAX015, which you can run for any quarter of any year, is a more comprehensive report, as it is not restricted to a particular Pay Run ID or pay calendar, but runs across all companies.
Report ID	TAX015
Type of	SQR

Report	
Parameters	Run Control ID, Run, Pay Run ID, Balance ID, Balances for Year, Quarter
Source	RUNCTL_QTR_YR_PAY
Sorted By	Company, Employee ID, State, Locality, Tax Class



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Default Tax Data Report

Usage	Use the Default Tax Data Report page to run the Default Tax Data Report.
Object Name	RUNCTL_FRMTHRU_PAY
Navigation	- Compensate Employees, Report Payroll Info (USF), Report, Default Tax Data, Default Tax Data Report - Compensate Employees, Report Payroll Info (US), Report, Default Tax Data, Default Tax Data Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Default Tax Data Report

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

Language: English

Report Request Parameter(s)

Start Date:

End Date:

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: **Run Control ID, Language, From Date, Thru Date.**

Default Tax Data 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 employees' home address and job location from their personal data and job data records, and makes this information the default on their tax data records, 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.
Report ID	TAX016
Type of Report	SQR
Parameters	Run Control ID, Language, From Date, Thru Date
Source	RUNCTL_FRMTHRU_PAY
Sorted By	Company, Pay Group, Employee ID, Effective Date, State



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Default Tax Data Report

Usage	Use the CAN Default Tax Data Report page to run the Canadian Default Tax Data Report.
Object Name	RUNCTL_FRMTHRU_PAY
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Default Tax Data, Default Tax Data Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN 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: **Run Control ID**, **Language**.

Start Date The report will run starting from the date you enter in this field.

End Date The report will run up to the date you enter in this field.

CAN Default Tax Data Report Details

Description	When you hire someone using PeopleSoft HRMS, the system automatically sets up income tax data records for that employee. This report reflects the data auto-generated by the system such as the employee's hire date, default net claim amount from the Canadian Tax Tables, and province. You can run SQR TAX016CN as a safeguard against incorrect default data slipping through unchecked.
Report ID	TAX016CN
Type of Report	SQR
Parameters	Run Control ID, Language, Start Date, End Date
Source	RUNCTL_FRMTHRU_PAY
Source Record	CAN_TAX_DATA.
Sorted By	Company, Pay Group, Employee ID, Effective Date, State



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Quarterly State Unemployment Tax Verification Report

Usage	Use the Quarterly State Unemployment Tax Verification Report page to run the Quarterly State Unemployment Tax Verification Report.
Object Name	RUNCTL_TAX017
Navigation	Compensate Employees, Manage Quarterly Tax Rptg(US), Report, State Unemployment Tax Verify, Run Parameters
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Quarterly State Unemployment Tax Verification 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: **Run Control ID**.

Program Mode

Report Only Select this option to report only.

Update Select this option to update.

Quarterly State Unemployment Tax Verification Report Details

Description	You should run this report quarterly to verify that the appropriate employer unemployment tax for the quarter under report has been calculated and posted to employees' tax balance records. In the case of an employee who, for any reason such as termination, stops being paid during a quarter in which a tax rate change <i>later</i> occurs, the tax on the balance record probably needs to be adjusted, because the quarterly tax should be based on the later rate. Employees who continue to be paid throughout the quarter are self-adjusting. The report lists the following for employees whose balances are not correct:

	Current YTD, QTD, and latest MTD employer unemployment tax balances. The amounts of the adjustments. The adjusted balance amounts. If you run the SQR under R (report only) mode, the system performs the verification only, without actually updating system balances. To update the balances, run the report in U (update and report) mode.
Report ID	TAX017
Type of Report	SQR
Parameters	Run Control ID, Report Only, Update
Source	RUNCTL_TAX017
Sorted By	Company, State, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Employee Check Information Report

Usage	Use the Employee Check Information Report page to run the Employee Check Information Report.
Object Name	RUNCTL_TAX018
Navigation	• Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Employee Check Information, Employee Check Information • Compensate Employees, Manage Payroll Process (CAN), Reports 1, Employee Cheque Information, Employee Cheque Information • Compensate Employees, Manage Payroll Process (US), Report 1, Employee Check Information, Employee Check Information
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Employee Check 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: **Run Control ID, Pay Run ID, EmplID.**

Employee Check Information Report Details

Description	This report provides a listing of individual employee check information.
Report ID	TAX018
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, EmplID
Source	RUNCTL_TAX018



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Employee Tax Information Report

Usage	Use the Employee Tax Information Report page to run the Employee Tax Information Report.
Object Name	RUNCTL_TAX019
Navigation	• Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Employee Tax Information, Employee Tax Information • Compensate Employees, Manage Payroll Process (CAN), Reports 1, Employee Tax Information, Employee Tax Information • Compensate Employees, Manage Payroll Process (US), Report 1, Employee Tax Information, Employee Tax Information

Prerequisites	None
Access Requirements	Enter a Run Control ID.

Employee Tax Information

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

Report Request Parameter(s)

Pay Run ID:

EmplID:

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. For Canada, it includes wage loss plan, CPP/QPP subject months, EI calc status, special status, net claim amount, TD1 adjustment, prescribed area, special letters, additional amounts, Payroll tax exempt, RPP/RRSP limit, commission amounts, and other tax credits.
Report ID	TAX019
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, EmplID
Source	RUNCTL_TAX019
Sorted By	Employee, Company, Effective Dates, State



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

E&G Generating a Form 1042-S Tax Liability Data by Pay Period Report

Usage	Use the E&G Generating a Form 1042-S Tax Liability Data by Pay Period Report page to run the E&G Generating a Form 1042-S Tax Liability Data by Pay Period Report.
Object Name	RUNCTL_TAX030
Navigation	Compensate Employees, Manage Payroll Process (US), Report 1, Form 1042 Audit Report, Form 1042 Audit Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

E&G Form 1042-S Tax Liability Data by Pay Period 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: **Run Control ID, From Date, Thru Date, Company.**

Report Request Parameters

Tax Year Enter the tax year.

E&G Form 1042-S Tax Liability Data by Pay Period Report Details

Description	This report shows tax liability 1042 data for a company and period you specify.
Report ID	TAX030
Type of Report	SQR
Parameters	Run Control ID, Pay Run ID, Company, Tax Year, From Date, Thru Date
Source	RUNCTL_TAX030

Source Record	PAY_TAX_1042, PAY_CHECK
Sorted By	Company, Pay End Dt, Pay Group, Emplid, Income Cd 1042



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a W-4 Exemptions Report

Usage	Use the W-4 Exemptions Report page to run the W-4 Exemptions Report.
Object Name	RUNCTL_ASODATE_PAY
Navigation	- Compensate Employees, Report Payroll Info (USF), Report, W-4 Exemptions, Run Parameters - Compensate Employees, Report Payroll Info (US), Report, W-4 Exemptions, Run Parameters
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: **Run Control ID**, **As of Date**.

W-4 Exemptions Report Details

Description	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 Page. 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 ten exemptions.
Report ID	TAX100
Type of Report	SQR
Parameters	Run Control ID, As of Date
Source	RUNCTL_ASODATE_PAY
Sorted By	Company (page break), Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating an Exemption Report

Usage	Use the Exemption Report page to run the Canadian Exemption Report.
Object Name	RUNCTL_TAX100CN
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Exemption, Exemption Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Exemption 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: **Run Control ID, Language, As of Date.**

CAN Exemption Report Details

Description	This report lists all employees whose Canadian/Quebec tax data records indicate that they are exempt from income tax withholding, exempt from unemployment insurance payments, or have fewer than 12 months subject to Canada/Quebec pension plan contributions.
Report ID	TAX100CN
Type of Report	SQR
Parameters	Run Control ID, Language, As of Date
Source	RUNCTL_TAX100CN
Source Record	CAN_TAX_DATA
Sorted By	Company, Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating an EI Rebate Report

Usage	Use the CAN EI Rebate Report page to run the Canadian EI Rebate Report.
Object Name	RUNCTL_TAX101CN
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, EI Rebate, EI Rebate Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN EI Rebate 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: **Run Control ID, Language.**

Balance ID A Balance ID of Calendar Year will be defaulted and displayed here. This parameter is unavailable for selection.

Balances for Year Enter the year for which you want to run this report.

CAN EI Rebate Report Details

Description	Canadian employers use this annual report with private income replacement plans. These employers pay Employment Insurance (EI) premiums at a reduced rate and, by law, must pass at least 5/12 of the premium reduction along to employees, either as cash or in the form of increased benefits. For each employer wage loss plan whose premium rate differs from the standard employer rate, rebates are calculated by multiplying each employee's EI premium year-to-date times the difference in the employer rate and the standard and then multiplying by a factor of 5/12. For each employee, the report shows the employee rate and premium, the employer rate and premium, and the calculated employee rebate amount.
Report ID	TAX101CN
Type of Report	SQR
Parameters	Run Control ID, Language, Balance ID, Balances for Year
Source	RUNCTL_TAX101CN
Source Records	CAN_TAX_BALANCE, CAN_TAX_TBL
Sorted By	Company, Wage Loss Plan, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Health Insurance Premium Report

Usage	Use the CAN Health Insurance Premium Rpt page to run the Canadian Health Insurance Premium Report.
Object Name	RUNCTL_TAX102CN
Navigation	Compensate Employees, Report Payroll Info (CAN), Report, Health Insurance Premium, Health Insurance Premium Rpt
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Health Insurance Premium 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: **Run Control ID, Language, Pay Run ID.**

Balance ID

A Balance ID of Calendar Year will be defaulted and displayed here. This parameter is unavailable for selection .

Pay Calendar

Balance Year	Enter the year for which you want to run this report.
Balances for Period	Enter the month for which you want to run this report.
Summary Report	Select this option to report summary totals by company and province.
Detail Report	Select this option to include the employee detail listing.

CAN Health Insurance Premium Report Details

Description	This is a report for Canadian employers that lists calculated health insurance premiums for provinces having a health insurance tax levied as a percent of payroll: Manitoba, Newfoundland, Ontario, and Quebec. The report provides monthly or pay period reporting totals as specified in the report request parameters. The report inserts page breaks after each company.
Report ID	TAX102CN
Type of Report	SQR
Parameters	Run Control ID, Language, Balance ID, Balance Year, Balances for Period, Pay Run ID, Summary Report, Detail Report
Source	RUNCTL_TAX102CN
Source Records	PAY_TAX_CAN, CAN_TAX_PROV
Sorted By	Company, Province



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Reset W-4 Exempt Employees Report

Usage	Use the Reset W-4 Exempt Employees Report page to run the Reset W-4 Exempt Employees Report.
Object Name	RUNCTL_TAX103
Navigation	Compensate Employees, Maintain Payroll Data (USF), Report, Reset W-4 Exempt Employees

	• Compensate Employees, Maintain Payroll Data (US), Report, Reset W-4 Exempt Employees
Prerequisites	None
Access Requirements	Enter a Run Control ID.

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: **Run Control ID**.

Due date for W-4/W-5 forms

Enter the due date for the W-4/W-5 forms. This date is used by the SQR to check for effective-dated federal tax records.

Date to be used for Effective date on inserted records

Enter the effective date.

Scope

All Employees

Select **All Employees** to include all employees in this process.

By Company

Select **By Company** to select particular companies.

Company

If you select **By Company** for **Scope**, then select a company.

Report Mode

Report Only

Select **Report Only** to identify 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.

Update

Select **Update** to insert a new tax record to reset the employee federal withholding status to non-exempt, marital status to single, and withholding allowances to 0.

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 also updates 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



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Updating Source Deductions

Usage	Use the CAN Update Source Deductions page to calculate and update Federal and Quebec basic source deductions for employees by generating a new Canadian Income Tax Data record for each employee who is active as of the Effective Date specified. Run this process in preparation for the new year's payroll processing. A corresponding report provides a list of all records created.
Object Name	RUNCTL_TAX103CN
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Update Source Deductions, Update Source Deductions

Prerequisites	None
Access Requirements	Enter a Run Control ID.

Update Source Deductions

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

Language:

Report Request Parameter(s)

Effective Date:

Basic Claim Amounts

Federal Increase By	Quebec Increase By
Percent:	Percent:
Amount:	Amount:

Percentage changes will be applied before fixed amount changes.

Reset Special Letters: Reset Federal Commission:

Reset Special Letters (Quebec): Reset Quebec Commission:

Reset CPP Subject Months: Reset Cross Province:

CAN Update Source Deductions 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, Language.**

Effective Date Enter an applicable effective date for the changes.

Federal Increase By

Percent Enter the percentage of change.

Amount Enter the amount of change.

Quebec Increase By

Percent Enter the percentage of change.

Amount Enter the amount of change.

Report Requested Parameters

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 0 when the employee's original CPP Subject Months is fewer than 12 (for example, to reset CPP Subject Months to 0 for employees who no longer contribute to CPP). If the employee's original CPP Subject Months is 12, it will remain at 12.
- Reset Federal Commission** Enter *Y* to reset federal commission amounts to zero.
- Reset Quebec** Enter *Y* to reset Quebec commission amounts to zero.
- Reset Cross Province** If the **Reset Cross Province** indicator is set to *Y* for *yes*, the Cross Province checkbox on the Canadian Income Tax Data 2 panel will be reset to no when the new record is created. If the indicator is set to *N* for *no*, the **Reset Cross Province** checkbox and associated field values will be copied to the newly created record.

CAN Update Source Deductions 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, Reset Special Letters, Reset Special Letters (Quebec), Reset CPP Subject Months, Reset Federal Commission, Reset Quebec Commission, Reset Cross Province
Source	RUNCTL_TAX103CN
Source Record	CAN_TAX_DATA
Sorted By	Employee Name



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating Pension Adjustment Calculations

Usage	Use the (CAN) Calculate Pension Adjustment page to calculate Pension Adjustment (PA) amounts for eligible employees contributing to defined benefit pension plans and to update the Canadian Tax Balances table with the calculated amounts. A corresponding report provides a record of all updated balance records. This program provides a template PA calculation routine which should be tested thoroughly to determine whether it meets all of your requirements, prior to running it in your production environment. The program must only be executed once per year, when the PA amounts are required for year-end reporting. When the SQR is executed and the PA amounts have been calculated, the latest year-to-date CAN_TAX_BALANCE records are retrieved, and will be updated with the totals of the existing PA amounts plus the newly calculated PA amounts. Multiple runs of the SQR will result in accumulations of the re-calculated PA amounts to the balance records each time the program is re-executed within the same calendar year.
Object Name	RUNCTL_TAX104CN
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Calc Pension Adjustment (PA), Calculate Pension Adjustment
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Calculate Pension Adjustment 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, Language.**

Report Request Parameter(s)

Pension Adjustment Calendar Year Enter the calendar year for pension adjustment calculation.

CAN Pension Adjustment Calculation Details

Description	This optional report is applicable only to employers with defined benefit pension plans. It calculates a pension adjustment for each eligible, contributing employee. It also updates the Canadian Tax Balances table with the Pension Adjustment amount calculated. TAX104CN prints the following information: Employee ID, Employee Name, Company, Wage Loss Plan, Province, Pensionable Earnings, and Calculated PA. Employees who are enrolled in defined benefit pension plans any time during the calendar year are selected for reporting. For each employee selected, the SQR retrieves the total pensionable earnings from the Canadian Earnings Balance table, based on the special accumulator information stored on the Pension Plan table. It then uses the pensionable earnings to calculate an employee's Pension Adjustment and updates the YTD Pension Adjustment field on the Canadian Tax Balance table with the Pension Adjustment calculated. For employees with multiple companies, wage loss plans, and/or provinces, the SQR prorates the calculated Pension Adjustment for each company/wage loss plan/province combination, based on the percentage of pensionable earnings attributed to that combination.
Report ID	TAX104CN
Type of Report	SQR
Parameters	Run Control ID, Language, Pension Adjustment Calendar Year
Source	RUNCTL_TAX104CN
Source Records	PENSION_PLAN, PENSION_PLN_TBL, CAN_ERN_BALANCE
Sorted By	Plan Type, Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating an Employer Contribution to CNT Report

Usage	Use the CAN Employer Contribution to CNT Report page to calculate the annual payment of the contribution to the financing of the Commission des Normes du Travail (CNT) by employers with employees working in the province of Quebec.

Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Employer Contribution to CNT
Prerequisites	CTX910LD.SQR
Access Requirements	Enter a Run Control ID.

Employer Contribution to CNT

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

CAN Employer Contribution to CNT 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

CAN Employer Contribution to CNT Report Details

Description	This report calculates the employer's contribution to the financing of the Commission des Normes du Travail (CNT), requested by the Quebec government.
Report ID	TAX105CN
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	CAN_TAX_BALANCE, CAN_TAX_PROV
Sorted By	Company



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a W-4 IRS Report

Usage	Use the W-4 IRS Report page to run the W-4 IRS Report.
Object Name	RUNCTL_TAX106
Navigation	• Compensate Employees, Report Payroll Info (USF), Report, W-4 IRS Report, W-4 Report • Compensate Employees, Report Payroll Info (US), Report, W-4 IRS Report, W-4 Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

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: **Run Control ID**.

Tax Year Select the **Tax Year**.

Tax Quarter Select the **Tax Quarter**.

Report Type - Employees

All Employees

When this radio button is selected, all employees who have updated their W4 information as of the date specified are printed on the report

Web Created/Updated Employees

When this radio button is selected, only employees who either created or updated their W4 information from the Web are printed on the report as of the date specified.

Single Employee When this radio button is selected, you are asked to enter a specific employee ID number. The specified employee's W4 information is printed on the report as of the date specified.

EmplID If you select *Single Employee* for the **Report Type**, then select the Employee's ID.

Report Exemption/Allowances

Claim Exempt When this radio button is selected, only employees who have claimed exemption from Federal withholding as of the specified date are printed on the report.

Exemption/>10 Allowances When this radio button is selected, employees who have either claimed exemption from Federal withholding or claimed ten or more allowances as of the specified date are printed on the report.

More Than Ten Allowances When this radio button is selected, only employees who have claimed ten or more allowances as of the specified date are printed on the report.

All When this radio button is selected, all employees as of the specified date are 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 produces a one-page listing for each employee of all information on the W-4 Form with the Employer's name, address, and Identification number.
Report ID	TAX106
Type of Report	SQR
Parameters	Run Control ID, Tax Year, Tax Quarter, Report Type-Employees, All Employees, web Created/Updated Employees, Single Employee, EmplID, Report Exemption/Allowances Claim Exempt, Exemption/>10 Allowances, More Than Ten Allowances, All
Source	RUNCTL_TAX106
Sorted By	Employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a W-4 Audit Report

Usage	Use the W-4 Audit Report page to run the W-4 Audit Report.
Object Name	RUNCTL_TAX107
Navigation	- Compensate Employees, Report Payroll Info (USF), Report, W-4 Audit Report, W-4 Audit - Compensate Employees, Report Payroll Info (US), Report, W-4 Audit Report, W-4 Audit
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: **Run Control ID**, **From Date**, **Thru Date**.

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 W4 (Employee's Withholding Allowance Certificate) information from the Web.

Report ID	TAX107
Type of Report	SQR
Parameters	Run Control ID, From Date, Thru Date, Employee ID, Employee Name, Order By
Source	RUNCTL_TAX107
Sorted By	You can determine the sort selection by either Employee ID or Employee Name.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Reset W-5 EIC Employees Report

Usage	Use the Reset W-5 EIC Employees Report page to run the Reset W-5 EIC Employees Report.
Object Name	RUNCTL_TAX103
Navigation	- Compensate Employees, Maintain Payroll Data (USF), Report, Reset W-5 EIC Employees - Compensate Employees, Maintain Payroll Data (US), Report, Reset W-5 EIC Employees
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Runcontrol TAX103/TAX113

Run Control ID: ELIGIBILITY [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-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: **Run Control ID.**

Due date for W-4/W-5 forms

Enter the due date for the W-4/W-5 forms. This date is used by the SQR to check for effective-dated federal tax records.

Date to be used for Effective date on inserted records

Enter the effective date.

Scope

All Employees

Select **All Employees** to include all employees in this process.

By Company

Select **By Company** to select particular companies.

Company

If you select **By Company** for **Scope**, then select a company.

Report Mode

Report Only

Select **Report Only** to identify 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.

Update

Select **Update** to insert a new tax record to reset the employee federal withholding status to non-exempt, marital status to single, and withholding allowances to 0.

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 re-file 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 also updates 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



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Update W-2 Information Report

Usage	Use the Update W-2 Information Report page to run the Update W-2 Information Report.
Object Name	RUNCTL_TAX504
Navigation	Compensate Employees, Manage Annual Tax Rptg (US), Report, Update W-2 Reporting Info, Run Parameters
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Update W-2 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: **Run Control ID**.

Report Request Parameter(s)

Plan Type

Enter the **Plan Type** of each pension plan and deferred compensation plan for which you wish to update employees' federal tax data records.

Deduction Code

Enter the **Deduction Code** of each pension plan and deferred compensation plan for which you wish to update employees' federal tax data records.

Update W-2 Information Report Details

Description	TAX504 sets certain fields in employee Federal Tax Data records to the correct current values for W-2 processing. This process does not produce a printed report.
Report ID	TAX504
Type of Report	SQR
Parameters	Run Control ID, Plan Type, Deduction Code
Source	RUNCTL_TAX504
Sorted By	This is a process so sorting is not applicable.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Federal/State Tax Table Report

Usage	Use the Federal/State Tax Table Report page to run the Federal/State Tax Table Report.
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: ELIGIBILITY
[Report Manager](#)
[Process Monitor](#)

Federal/State Tax Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America 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



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Local Tax Table Report

Usage	Use the Local Tax Table Report page to run the Local Tax Table Report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, Local Tax
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control	
Run Control ID: ELIGIBILITY	Report Manager Process Monitor Run

Local Tax Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America 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, which contains 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



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Company State Tax Table Report

Usage	Use the Company State Tax Table Report page to run the Company State Tax Table Report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, Company State Tax

Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Company State Tax Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Company State Tax Table Report Details

Description	TAX704 lists entries in the Company State Tax Table. You maintain entries here for each state in which your company collects and pays taxes.
Report ID	TAX704
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Source Record	CO_STATE_TAX_TABLE
Sorted By	Company, State



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Company Local Tax Table Report

Usage	Use the Company Local Tax Table Report page to run the Company Local Tax Table Report.
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: ELIGIBILITY [Report Manager](#) [Process Monitor](#) [Run](#)

Company Local Tax Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Company Local Tax Table Report Details

Description	TAX705 lists entries in the Company Local Tax Table, which identifies the localities for which your company collects and pays taxes.
Report ID	TAX705
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Sorted By	Company, State, Locality



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Taxable Gross Definition Table Report

Usage	Use the Taxable Gross Definition Table Report page to run the Taxable Gross Definition Table Report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, Taxable Gross Def
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Taxable Gross Definition Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Taxable Gross Definition Table Report Details

Description	TAX706 prints the contents of the Taxable Gross Definition Table, which contains definitions the system uses during payroll calculation to determine state and local taxable grosses that deviate from the normal federal withholding. It specifies the base for taxable gross and indicates any modifications to that base.
Report ID	TAX706
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Source Record	TAX_GROSS_DEFN_TABLE
Sorted By	Tax Gross Defin, State, Locality



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a State Tax Rate Table Report

Usage	Use the State Tax Rate Table Report page to run the State Tax Rate Table Report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, State Tax Rate
Prerequisites	None
Access Requirements	Enter a Run Control ID.

State Tax Rate Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

State Tax Rate Table Report Details

Description	TAX707 lists the contents of the State Tax Rate Table, which contains 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



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a State Reciprocity Rules Table Report

Usage	Use the State Reciprocity Rules Table Report page to run the State Reciprocity Rules Table Report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, State Reciprocity Rules
Prerequisites	None
Access Requirements	Enter a Run Control ID.

State Reciprocity Rules Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

State Reciprocity Rules Table Report Details

Description	TAX708 summarizes the rules that determine where income taxes are withheld when an employee works in one state and lives in another.
Report ID	TAX708
Type of Report	SQR

Parameters	Run Control ID
Source	PRCSRUNCNTRL
Source Records	STATE_TAX_RECIP_TABLE
Sorted By	State, Reciprocity, Rule



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Local Reciprocity Rules Table Report

Usage	Use the Local Reciprocity Rules Table Report page to run the Local Reciprocity Rules Table Report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, Local Reciprocity Rules
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Local Reciprocity Rules Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Local Reciprocity Rules Table Report Details

Description	TAX709 lists the rules that determine where income taxes are withheld when an employee works in one locality and lives in another.
Report ID	TAX709
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Source Records	LOCAL_TAX_RECIP_TABLE
Sorted By	State, Locality, Local Reciprocity Rule



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Tax Form Definition Table Report

Usage	Use the Tax Form Table Report page to run the Tax Form Table Report.
Object Name	RUNCTL_TAX710
Navigation	• Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Tax Form Definitions, Tax Form Definitions Report • Compensate Employees, Manage Annual Tax Rptg P.Rico, Report, Tax Form Definition Tbl, Tax Form Definitions Report • Compensate Employees, Manage Annual Tax Rptg (US), Report, Tax Form Definitions, Tax Form Definitions Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Tax Form Definitions Report	
Run Control ID: ELIGIBILITY	Report Manager Process Monitor Run
Language: English	
Report Request Parameter(s)	
Reporting Country: Both Canada and US	☒ Current Table Entries Only

Tax Form Definitions 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: **Run Control ID, Language.**

Report Request Parameter(s)

Reporting Country Select *Both Canada and US* to view all tax print form definitions.

Select *Canada* to view tax form definitions unique to Canada.

Select *USA* to view tax form definitions unique to US.

Current Table Entries Only Select this checkbox to view only the most current tax form definitions.

Tax Form Definition Table Report Details

Description	This table holds the Tax Form IDs used in PeopleSoft HRMS to configure W-2, T4, T4A, RL-1 and RL-2 reporting for your company. It enables you to define which earnings types and deduction codes you want reported in each box of the year end tax reporting forms. TAX710 prints the contents of this table.
Report ID	TAX710
Type of Report	SQR
Parameters	Run Control ID, Language, Reporting Country, Current Table Entries Only
Source	RUNCTL_TAX710
Source Records	PS_TAXFORM_TBL, PS_TAXFORM_BOX, PS_TAXFORM_ERN, PS_TAXFORM_DED
Sorted By	Country, Tax Form Definition ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Tax Form Footnote Table Report

Usage	Use the Tax Form Footnotes Report page to print the contents of the Tax Form Footnote Table.
Object Name	RUNCTL_TAX710FT
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Tax Form Footnotes, Tax Form Footnotes Report
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Tax Form Footnotes 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: **Run Control ID, Run, Language.**

Report Request Parameter(s)

Canadian Form Type. Select *All* to print footnotes for all form types.

Select *RL-1* to print RL-1 footnotes only.

Select *T4A Only* to print T4A footnotes.

Current Table Entries Only Select this checkbox to report only the current effective-dated entries.

CAN Tax Form Footnote Table Report Details

Description	This table provides a listing of footnotes defined on the Tax Form Footnotes table, for printing on year end tax reporting slips. Use this

	report to review the print priority assigned to each footnote.
Report ID	TAX710FT
Type of Report	SQR
Parameters	Run Control ID, Language, Canadian, Form Type, Current Table Entries Only
Source	RUNCTL_TAX710FT
Source Record	TAX_FORM_TBL, TAX_FORM_NOTES
Sorted By	Tax Form ID, Effective Date, Box.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Marital Status Codes Report

Usage	Use the Marital Status Codes Report page to run a Marital Status Codes Report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, SWT Marital Status Codes
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Marital Status Codes 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 Listing of All PRCRUNCTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Marital Status Codes Report Details

Description	The Marital Status Code Table provides a list of all valid marital status codes by state. TAX711 prints the contents of the Marital Codes Status Table.
Report ID	TAX711
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTRL
Source Records	SWT_MARITAL_STATUS_TABLE
Sorted By	State, Marital Status



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Work-Work Reciprocity Rules Table Report

Usage	Use the Work-Work Reciprocity Rules Table Report page to run the Work-Work Reciprocity Rules Table Report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, Work-Work Reciprocity Rules
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control

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

Work-Work Reciprocity Rules Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Work-Work Reciprocity Rules Table Report Details

Description	Tax713 lists the reciprocal rules that determine local income tax withholding when an employee works in a location that has multiple taxing jurisdictions that share a reciprocal agreement.
Report ID	TAX713
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Work-Work Reciprocity Rules
Sorted By	State, Locality



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a VDI Administrator Table Report

Usage	Use the VDI (Voluntary Disability Insurance) Administrator Table Report page to run the VDI Administrator Table Report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, VDI Administrator
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Control	
Run Control ID: ELIGIBILITY	Report Manager Process Monitor Run

VDI Administrator Table 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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

VDI Administrator Table Report Details

Description	TAX715 lists the entries in the VDI Administrator Table.
Report ID	TAX715
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	VDI_ADMIN_TABLE
Sorted By	VDI ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Tax Location Report

Usage	Use the Tax Location Report page to run the Tax Location report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, Tax Location
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Tax Location Report	
Run Control ID: ELIGIBILITY	Report Manager Process Monitor Run

Tax Location 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: **Run Control ID**.



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 Listing of All PRCRUNCNTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

Tax Location Report

Report ID	TAX718
Type of Report	SQR
Parameters	Run Control ID.
Source	PRCSRUNCNTL



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

E&G Generating a Tax Treaty Table Report

Usage	Use the Tax Treaty Table Report page to run the Tax Treaty Table Report.
Navigation	Define Business Rules, Define Payroll Taxes, Report, Treaty/NR Alien
Prerequisites	None

Access Requirements	Enter a Run Control ID.

Prsrunctl

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

E&G Tax Treaty Table 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 Listing of All PRCRUNCTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools* PeopleBook.

E&G Tax Treaty Table Report Details

Description	This report provides a listing of the contents of the Tax Treaty Table.
Report ID	TAX720
Type of Report	SQR
Parameters	Run Control ID.
Source	PRCSRUNCNTL
Source Records	TREATY_NRA_TBL
Sorted By	Country, Treaty ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Quarterly UI Wage Tape Report

Usage	Use the Quarterly UI Wage Tape Report page to run the Quarterly UI Wage Tape Report.

Object Name	RUNCTL_TAX810XX
Navigation	Compensate Employees, Manage Quarterly Tax Rptg (US), Report, Magnetic Media - States AK-ID, Others
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Quarterly UI Wage Tape Report - Alaska page

The various state-specific versions have self-explanatory prompts. You can specify the Calendar Year and Quarter in the Tax Reporting Parameters Page, found on the Setup menu in the Define Payroll Taxes window.

Quarterly UI Wage Tape Report Details

Description	This program creates a file for states that need to submit quarterly state wage listings on magnetic tape. For these states, we've created separate versions of this program. The reports are named TAX810XX, where "XX" is a two-character state abbreviation. You should copy the output file to tape prior to filing. You use the output file as input for TAX811 to create records for submission on diskette.
Report ID	TAX810XX
Type of Report	SQR
Parameters	Run Control ID, Reporting Medium, Diskette Type
Source	RUNCTL_TAX810XX

Sorted By	Company, SSN



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Quarterly UI Wage Diskette for Georgia Report

Usage	Use the Quarterly UI Wage Diskette for Georgia Report page to run the Quarterly UI Wage Diskette for Georgia Report.
Object Name	RUNCTL_TAX811GA
Navigation	Compensate Employees, Manage Quarterly Tax Rptg(US), Report, Georgia Wage List on Diskette, Run Parameters
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Quarterly UI Wage Diskette for Georgia 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: **Run Control ID**.

Diskette Type Select **3.5in. DD** to use a 3.5 inch double density diskette.

 Select **3.5in. HD** to use a 3.5 inch high density diskette.

 Select **N/A** to if you are not going to use either the 3.5 inch double density or 3.5 inch high density diskette.

Quarterly UI Wage Diskette for Georgia Report Details

Description	This program works in conjunction with TAX811 to create a file for submitting quarterly state wage listings on diskette. It reads the output file from TAX811 and maps the records to the format required for diskettes. You must copy the output file to a newly formatted diskette

	for submission.
Report ID	TAX811GA
Type of Report	SQR
Parameters	Run Control ID, Diskette Type
Source	RUNCTL_TAX811GA
Sorted By	State, SSN



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating an Annual Reporting Error Listing (Annual Wage Data Edit) Report



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 Listing of All PRCRUNCTL Run Control Page Reports in the Common Run Control Pages for Payroll for North America Reports. For more information about the PeopleSoft Process Scheduler, see Process Scheduler in your *PeopleSoft PeopleTools PeopleBook*.

Annual Reporting Error Listing (Annual Wage Data Edit) Report Details

Description	This report lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when W-2 data is written to magnetic media. It also checks for a variety of other error conditions. You normally run report at year-end, but you can run it at other times to verify SSNs or check for negative tax balances and other error conditions. For more information about this SQR, other SQRs in the TAX900 series, and the order in which they should be run, please see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX900

CAN Generating a NW Territories Payroll Tax Report

Usage	Use the CAN NW Territories Payroll Tax Report page to run the Northwest NW Territories Payroll Tax Report.
Object Name	RUNCTL_TAX905CN
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, NW Territories Payroll Tax, NW Territories Payroll Tax
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN NW Territories Payroll Tax 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: **Run Control**, **Language**.

Calendar Year. Enter the report year.

Reporting Companies

Company Enter the company for which this report is to be run.
Multiple companies may be entered.

Payroll Tax Registration Number Enter the applicable payroll tax registration number for each company.

CAN NW Territories Payroll Tax Report Details

Description	This SQR reports on the Northwest Territories payroll taxes.

	The report prints the following information for employees who reside in the Northwest Territories: Employee Name, SIN, Total Remuneration, Taxable Remuneration, and Tax Withheld. Total remuneration in the report is set to True T4 Total Gross YTD. Company total is provided at the end of the report. Employees who are exempted from payroll tax at the end of the report year will not be included in the report, even if their tax balance records show non-zero YTD tax and/or YTD taxable gross. An employee is exempted from payroll tax, if the Payroll Tax Exempt check box in the employee's Canadian Income Tax Data record is selected. You normally run this report at year-end, but you can run it at other times for data verification purposes.
Report ID	TAX905CN
Type of Report	SQR
Parameters	Run Control ID, Language, Calendar Year, Reporting Companies, Company, Payroll Tax Registration Number
Source	RUNCTL_TAX905CN
Source Record	CAN_TAX_BALANCE
Sorted By	Company, Employee Name, SIN



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CAN Generating a Nunavut Payroll Tax Report

Usage	Use the CAN Nunavut Payroll Tax Report page to run the Nunavut Payroll Tax Report.
Object Name	RUNCTL_TAX906CN
Navigation	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Nunavut Payroll Tax, Nunavut Payroll Tax
Prerequisites	None
Access Requirements	Enter a Run Control ID.

CAN Nunavut Payroll Tax 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: **Run Control ID, Language.**

Calendar Year. Enter the report year.

Reporting Companies

Company Enter the company for which this report is to be run. Multiple companies can be entered.

Payroll Tax Registration Number Enter the applicable payroll tax registration number for each company.

CAN Nunavut Payroll Tax Report Details

Description	This SQR reports on the Nunavut payroll taxes. The report prints the following information for employees who reside in Nunavut: Employee Name, SIN, Total Remuneration, Taxable Remuneration, and Tax Withheld. Total remuneration in the report is set to True T4 Total Gross YTD. Company total is provided at the end of the report. Employees who are exempted from payroll tax at the end of the report year are not included in the report, even if their tax balance records show non-zero YTD tax and/or YTD taxable gross. An employee is exempted from payroll tax if the Payroll Tax Exempt check box in the employee's Canadian Income Tax Data record is selected. You normally run this report at year-end, but you can run it at other times for data verification purposes.
Report ID	TAX906CN

Type of Report	SQR
Parameters	Run Control ID, Language, Calendar Year, Company, Payroll Tax Registration Number
Source	RUNCTL_TAX906CN
Source Records	CAN_TAX_BALANCE
Sorted By	Company, Employee Name, SIN



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Creating Files for State and Local W-2 Magnetic Tape Reporting

These reports are used to create year-end tapes or reports.



These programs do not produce printed reports.



For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.

W-2 Data Audit Report Details

Description	This report is used to audit the data prior to creating W-2 's A series of programs to create state (and local) W-2 magnetic tape files. "AU" represents either a standard two-character state abbreviation or a similar abbreviation for a locality.
Report ID	TAX910AU



For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.

W-2 Record Error Report Details

Description	To identify the errors when the W-2 records were created,
Report ID	TAX910ER



For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.

Create W-2 Federal Tape File

Description	Creates the W-2 Federal Tape File. A series of programs to create state (and local) W-2 magnetic tape files. "XX" represents either a standard two-character state abbreviation or a similar abbreviation for a locality.
Report ID	TAX910FD

Create W-2 Print File Report Details

Description	This report will create the W-2 Print File for generating W-2's for employees.
Report ID	TAX910PR



For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.

Create W-2 Diskette - SSA Report Details

Description	This SQR reformats the magnetic tape file created by TAX910FD into the format required for submission of W-2s on diskette.

	Note. This SQR does not produce a printed report. For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX911FD

State W-2 Tape Audit Report Details

Description	Audit reports for state and local W-2 magnetic tape records created by TAX910XX. TAX912XX are similar to TAX912FD, but are used to audit state and local files. For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX912XX

Form 6559 Transmitter Report Details

Description	Used to complete federal Form 6559 (Transmitter Report & Summary of Magnetic Media). For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX914

W-3 Transmittal Totals Report Details

Description	Includes information for your W-3, such as employer data, total number of statements, and totals for the various types of taxable wages and taxes. For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX915

Local W-2 Tax Totals Report Details

Description	Includes transmittal information for localities receiving W-2 statements: number of W-2 statements, total local wages, and total local income tax. For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX916LC

State W-2 Tax Totals Report Details

Description	Includes transmittal information for states receiving W-2 statements: number of W-2 statements, total state wages, and total state income tax. For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX916ST

Form 1099R Audit Report Details

Description	Creates a listing of the amounts to be reported on 1099-R forms. For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX930AU

Form 1099R Print and Mag File Report Details

Description	Creates printed 1099Rs and, if necessary, files for magnetic media reporting of 1099R information. For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX930PM

Form 1096 - 1099R Transmittal Report Details

Description	Provides information for completing Form 1096 (for transmitting 1099-R forms) or Form 4804 (for submitting 1099-R records on magnetic media). For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX935

FUTA Wage Reconciliation Report Details

Description	This SQR reports on federal unemployment tax wage reconciliation. You normally run TAX940 at year-end, but you can run it at other times to verify data. For more information about this SQR, other SQRs in the TAX900 or CTX series and the order in which they should be run, see Customer Connection for the current Year End Processing Documentation.
Report ID	TAX940

E&G Generating a 1042-S Form (Paper or Electronic) Report

Usage	Use the E&G 1042-S Form Report page to run the E&G 1042-S Form Report.
Object Name	RUNCTL_TAX950
Navigation	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1042-S Print and Mag, Run Parameters
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Parameters

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

Tax Year:

Company:

Transmitter:

TCC:

Media for 1042-S:

Alignment Only ☐ Alignment Count:

Diskette Type:

Mode for 1042-S:

Optional Parameters

EmplID:

E&G 1042-S Form 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: **Run Control ID**, **Company**.

Tax Year

Enter a tax year.

Media for 1042-S

Select *Electronic File* if you want to use this method for your reporting.

Select *Paper* if you want to use this method for your reporting.

Alignment Count

Enter the alignment count.

Diskette Type

This field is available for entry if you select *Electronic File* in the **Media for 1042-S** field.

Select *3.5in. DD* to use a 3.5 inch double density diskette.

Select *3.5in. HD* to use a 3.5 inch high density diskette.

Select *Not Applicable* to if the diskette is not applicable to your reporting.

Mode for 1042-S

Valid options are *Correction*, *Normal*, and *Void*.

Optional Parameters**EmplID**

Enter the employee ID.

E&G 1042-S Form (paper or electronic) Report Details

Description	This SQR produces a paper or electronic form 1042-S. Prints on form

	1042-S, Foreign Person's U.S. Source Income Subject to Withholding.
Report ID	TAX950
Type of Report	SQR
Parameters	Run Control ID, Tax Year, Company, Transmitter, TCC, Media for 1042-S, EmplID, Alignment Only, Alignment Count, Diskette Type, Mode for 1042-S EmplID
Source	RUNCTL_TAX950
Source Records	TAX1042_BALANCE
Sorted By	Company, EmplID, Country, Income Cd 1042



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

E&G Generating a Form 1042 Tax Liability Data Report

Usage	Use the E&G Form 1042 Tax Liability Data Report page to run the E&G Form 1042 Tax Liability Data Report.
Object Name	RUNCTL_TAX955
Navigation	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1042 Data, Run Parameters
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Parameters

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

Tax Year:

Company:

E&G Form 1042 Tax Liability 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: **Run Control ID**.

Tax Year Enter the tax year.

Company Enter the company.

E&G Form 1042 Tax Liability Data Report Details

Description	This report provides a summary of 1042 tax liability for a specified company and tax year.
Report ID	TAX955
Type of Report	SQR
Parameters	Run Control ID, Tax Year, Company
Source	RUNCTL_TAX955
Source Record	PAY_TAX_1042
Sorted By	Tax Year, Company



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a Print Tax Form Print Parm Table

Usage	Use the Print Tax Form Print Parm Table page to run the Print Tax Form Print Parm Table Report.
Object Name	RUNCTL_TAX712
Navigation	• Compensate Employees, Manage Annual Tax Rptg P.Rico, Report, Tax Form Print Parm Tbl, Run Parameters • Compensate Employees, Manage Annual Tax Rptg (US), Report, Tax Form Print Parm Tbl, Run Parameters
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Run Parameters	
Run Control ID: ELIGIBILITY	Report Manager Process Monitor Run
Language: English	
☒ Current Table Entries Only	

Print Tax Form Print Parm 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, Language.**

Current Table Entries Only Select this check box if you only want to include current table entries.

Print Tax Form Print Parm Table

Report ID	TAX712
Type of Report	SQR
Parameters	Run Control ID, Language, Current Table Entries Only
Source	RUNCTL_TAX712



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a W-2: Program to Create File for Federal W-2 Magnetic Tape Reporting

Usage	Use the W-2: Program to Create File page to run the W-2: Program to Create File Report.
Object Name	RUNCTL_TAX910LD
Navigation	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2 Data Record Load, Runctl Tax910LD
Prerequisite	None
Access Requirements	Enter a Run Control ID.

Runctl Tax910LD

Run Control ID: ELIGIBILITY

[Report Manager](#)
[Process Monitor](#)
[Run](#)

☐ Report W2 Box 1 Fed Wages for NY Box 17 and NYC Box 20?

W-2: Program to Create File for Federal W-2 Magnetic Tape Reporting 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**.

Report W2 Box 1 Fed Wages for NY Box 17 and NYC Box 20?

Check this box if you want to report the value in W2 Box 1 Federal wages for the New York's Box 17 and New York City's Box 20.

W-2 Program to Create File for Federal W-2 Magnetic Tape Reporting

Description	This program will create state (and local) W-2 magnetic tape files. Note. These programs do not produce printed reports.
Report ID	TAX910LD
Type of Report	SQR
Parameters	Run Control ID, Report W2 Box 1 Fed Wages for NY Box 17 and NYC Box 20?
Source	RUNCTL_TAX910LD



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a W-2c Data Audit Report

Usage Use the W-2c Data Audit Report page to run the W-2c Data Audit Report.

Object Name RUNCTL_TAX920AU

Navigation	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2c Data Audit Report, W-2c Data Audit Report
Prerequisite	None
Access Requirements	Enter a Run Control ID.

W-2c Data 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: **Run Control ID**.

Most Recent W-2c	This is the default. If you want to specify a particular W-2c batch, do not select this checkbox.
W-2c Batch Number	This field remains hidden unless you select the Most Recent W-2c checkbox. If you want to specify a particular W-2c batch, enter the batch number here.

W-2c Data Audit Reporting

Description	Use the W-2c Data Audit Report page to define the parameters for your report. This W-2c Data Audit (TAX920AU) program produces a detailed audit listing of each W-2c in the batch plus the W-3c totals for the company. You will use this report to review the data before generating your print file. You can generate the W-2c Data Audit report either for the most recent W-2c batch or for another specific W-2c batch.
Report ID	TAX920AU
Type of Report	SQR
Parameters	Run Control ID, Most Recent W-2c
Source	RUNCTL_TAX920AU



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating a W-2c Process Report

Usage	Use the W-2c page to process a W-2c Print File report (TAX920). You can process the current W-2c batch or reprint a W-2c for any number of specific employees.
Object Name	RUNCTL_TAX920
Navigation	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2c Process, W-2c
Prerequisite	None
Access Requirements	Enter a Run Control ID.

W-2c Process Report page

Operator ID	The operator ID displays here.
Run Control ID	The Run Control ID that you entered in the entry dialog box displays here.
Alignment Count	Enter the number of alignment pages that you want to print to check the alignment of the data on the printed page. The number you enter is the number of forms that will print with <i>alignment characters</i> before the first form with <i>live data</i> .
Form ID	Enter the Form ID that identifies the form you're using for your printed W-2c forms: LSR01 Laser printer W-2c IMP01 Impact printer W-2c
Employees Per Page	Enter the number of employees you want printed per page.
Process Current Batch	The default is to process the current batch of W-2c forms. If you want to process the current batch, leave this option selected and enter values for the Alignment Count, Employees Per Page, and Form ID fields.

Reprint Employee W-2cs	Select this option if you want to reprint W-2c forms for specific employees. If you select this option, Employee ID and Batch Number fields will appear and be available for entry.
Emplid (preferred)	This field remains hidden unless you select Reprint Employee W-2cs . Enter the Employee ID for each employee for which you want to reprint a W-2c.
Most Recent W-2c?	This field remains hidden unless you select Reprint Employee W-2cs . If you want to specify a particular W-2c batch, do not select this checkbox. If you want to print the employee's most recent W-2c, select this checkbox and leave Batch Number blank.
W-2c Batch Number	This field remains hidden unless you select the Most Recent W-2c checkbox. If you want to specify a particular W-2c batch, enter the batch number here.

W-2c Process Report

Report ID	TAX920
Type of Report	SQR
Parameters	Run Control ID, Alignment Count, Form ID, Employees Per Page, Process Current Batch, Reprint Employees W-2cs
Source	RUNCTL_TAX920



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CHAPTER 37

Troubleshooting Tips

What should you do when something goes wrong in your PeopleSoft Payroll system?

We hope that nothing will, of course. But in a complicated process like generating full and accurate paychecks, it's almost inevitable that you will hit a few snags, from processing sequence errors to difficulties with COBOL configurations. This section will help you identify and resolve problems as they arise during payroll processing.

A Troubleshooting Checklist

When troubleshooting, follow these steps:

Determine the Impact of the Problem

- Is the problem occurring in the production environment?
- What is the business impact?
- Who is affected by the problem?
- Is there a reasonable workaround?

Isolate the Problem

- Specifically, what is the problem? What is the expected result? What result are you getting?
- What is the simplest set of conditions that consistently causes the problem to occur? Remove unnecessary variables from the test. Can these steps be duplicated?
- Can the problem be replicated in the DEMO database?
- Has this problem occurred before? If not, when did it last work? What has changed since then?
- Have there been any modifications in this area?

Diagnose the Problem

- Compare program file dates and sizes to make sure you are using the correct version.
- Use diagnostic tools such as traces and audit programs. See Troubleshooting Tools.
- Search the Customer Connection to determine if this is a known problem. Customer Connection is on the Web.

Fix the Problem

- Correct the data (employee, table setup).
- Correct the program and apply the fix.

Test the Solution

- Test the fix under relevant conditions.
- Test in the development environment.
- Test in the production environment.

Understanding Error Resolution

In this section, we provide descriptions of and solutions for some errors that can occur in your PeopleSoft Payroll system. A number of errors might happen during online procedures, but the majority are inconsistencies that are revealed by payroll processing.

Online Processing Errors

These errors might appear when you are performing actions online.

No Matching Buffer Found For Level (Paysheets)

This error indicates that a child record has been left without a 'parent' record (in other words, the record is orphaned).

Run PRECALC.SQU to identify the orphan record. To resolve the problem, delete the orphaned records as well as their associated records. Typically, these are the tables involved:

- PS_PAY_LINE
- PS_PAY_EARNINGS

- PS_PAY_OTH_EARNS
- PS_PAY_ONE_TIME
- PS_PAY_TAX_OVRD
- PS_PAY_GARN_OVRD
- PS_PAY_CTX_OVRD

If Pay Calculation has been run, additional tables are affected as well. For assistance with this process, please call the PeopleSoft Global Support Center.

Prompting Earnings Code Returns Too Many Rows on Additional Pay Page

Prompting for the earnings code returns all earnings codes associated with all earnings programs (as opposed to just those earnings codes associated with the earnings program to which the employee is assigned).

This function was designed this way. All codes are displayed, because the earnings code you enter is at level 1 on the page and the Effective Date is at level 2. Therefore, when you enter the code, you have not yet entered the Effective Date. Because the page does not have the Effective Date, it cannot look up the pay group. As a result, it cannot look up the earnings program.



The Effective Date is set at level 2, so general deductions and additional pays can be future-dated.

Prompting Deduction Code Returns Too Many Rows on General Deduction Page

Prompting for the deduction code returns all deduction codes associated with all benefit programs (as opposed to displaying only those deduction codes associated with the benefit program to which the employee is assigned).

This function was designed this way. All codes are displayed, because the deduction code you enter is at level 1 on the page and the Effective Date is at level 2. Therefore, when you enter the code, you have not yet entered the Effective Date. Because the page does not have the Effective Date, it cannot look up the pay group. As a result, it cannot look up the benefit program.

CALENDAR Process Errors

You may encounter the following errors while running the Calendar process.

SQL Error 207: Command Not Found For Retrieval

The stored command was not found when selected.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

SQL Error 208: Stored Command Has Been Invalidated

An index, field, or table has been changed or dropped since the command using this object was stored.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

USAGE IS INPUT_FILE OUTPUT_FILE

This error occurs on the Oracle platform, if you have linked with an incorrect Oracle library.

CANNOT EXECUTE

This error occurs on the Oracle platform, when trying to run the process from UNIX, if the permissions have not been created for execute purposes.

PAYSHEET Process Errors

The Paysheet process might produce one of the following errors.

SQL Error 207: Command Not Found For Retrieval

The stored command was not found when selected.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

SQL Error 208: Stored Command Has Been Invalidated

An index, field, or table has been changed or dropped since the command using this object was stored.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

End of Fetch (PSPPYGEM)

The complete error is:

```
LOAD-JOB (PSPPYGEM)                                00001 end of fetch

PAGE#=00001, LINE#=001, EMPLID=99999.....
```

GET-NEXT-JOB (PSPARRY)	00001 end of fetch
BUILD-PAYSHEETS (PSPYSHT)	00001 end of fetch

This error occurs when the employee is not assigned to a benefit program on the Benefit Program Participation page.

SQL Error 0805: Non-Unique Data (PSPUPSHT)

An example of the complete error is:

INSERT-PAY-LINE	0805 non-unique data
PAGE#=0444, LINE#=00, EMPLID=	,EMPLRCD#=8224
PROCESS-JOB (PSPUPSHT)	0805 non-unique data
SELECT-PAY-CALENDAR (PSPYSHT)	0805 non-unique data
START-RUN (PSPSTRUN)	0805 non-unique data

This error occurs if there are one or more employees who have an invalid location.

1. Verify that the employee has a location in the job record.
2. Check the Effective Date of the location table for the employee's location. It must be $\leq$ the Pay End Date for this payroll cycle.

On the DB2 platform, this error might display itself as a -302 error on PSPUPSHT_I_LINE.

USAGE IS INPUT_FILE OUTPUT_FILE

This error occurs on the Oracle platform, if you have linked with an incorrect Oracle library.

CANNOT EXECUTE

This error occurs on the Oracle platform, when trying to run the process from UNIX, if the permissions have not been created for execute purposes.

CALCPAY Process Errors

At the beginning of CALCPAY, the Paysheet Update process is executed to update the paysheets with any job changes, and so on. If you receive an error message during this step, review the error messages listed in the PAYSHEET Process section.

CALCPAY processing also has its own set of error messages:

Payroll Error 5: Deduction Code Not Found

The deduction code displayed in the message data was not found in the Deduction Table.

1. Determine the employee's benefit program.
2. Ensure that this deduction is set up in the Company General Deduction Table and that this table has an Effective Date $\leq$ the Pay End Date of this payroll cycle.
3. Make sure this deduction is set up on the Deduction Table with an Effective Date that is $\leq$ the Effective Date of the benefit program and $\leq$ the Pay End Date of this payroll cycle.

Payroll Error 13: SUT Rate Not Found

- The SUT rate for the company and state displayed in the message data was not found in the Company/State Tax Table.

The system assumes you have a quarter 1 record set up, which reflects the SUT rate at the beginning of the year. You only have a different quarter set up in addition to the quarter 1 record if the rate changes mid-year.

Check to see if there is a Quarter 1 record for unemployment set up in the Company/State Tax Table.

- The SUT rate for the agency and state displayed in the message data was not found in the Agency/State Tax Table.

Check to see if there is a Quarter 1 record for unemployment set up in the Agency/State Tax Table.

Payroll Error 16: Federal Tax Data Not Found

The federal tax data record was not found for the employee.

1. Check the Effective Date on the employee Federal Tax Data page for the company that you are processing and make sure that it is $\leq$ the check date of this payroll cycle.
2. If this error is accompanied by errors 32: Personal Data Not Found and 89: Benefit Not Found, it can indicate:

1. There are orphaned records in PS_PAY_EARNINGS.

Run PRECALC.SQU to identify the orphaned records. To resolve the problem, you delete the orphaned records as well as their associated parent and child records. Typically, the tables involved are PS_PAY_LINE, PS_PAY_EARNINGS, PS_PAY_OTH_EARNS, PS_PAY_ONE_TIME, PS_PAY_TAX_OVRD, PS_PAY_GARN_OVRD, and PS_PAY_CTX_OVRD. For assistance with this process, please call the PeopleSoft Global Support Center.

2. You are using the COST-based optimizer on the Oracle platform (version 7.0.x).

This optimizer has a bug that causes some SQL statements to be ordered incorrectly, resulting in the above errors. Change to the RULE-based optimizer to see if it resolves the problem. If so, use the RULE-based optimizer until the bug is fixed. For more information about this Oracle bug, please contact Oracle Support.

Payroll Error 18: State Tax Data Not Found

The state tax data record, for the state displayed in the message data, was not found for the employee.

1. Check the Effective Date on the employee State Tax Data page for the company that you are processing and make sure it is $\leq$ the check date of this payroll cycle.
2. Verify that the state on the paysheet is set up on the employee State Tax Data page and the Effective Date is $\leq$ the check date of the payroll cycle.

The state on the paysheet is derived from the Location Table using the location in the employee's job record.

Payroll Error 27: Benefit Plan Not Found

The benefit plan displayed in the message data was not found in the appropriate benefit table.

1. Determine the employee's benefit program.
2. Make sure the Benefit Program Table has an Effective Date that is $\leq$ the Pay End Date of this payroll cycle and that the program includes this benefit plan.
3. Verify that the employee is enrolled in this benefit plan with an Effective Date $\leq$ the Effective Date of the Benefit Program Table.

Payroll Error 31: Rate Coverage Not Found

The coverage code displayed in the message data was not found for the rate schedule specified in the message data.

Check the Rate Schedule Table and make sure that the coverage code and amount are included. Sometimes a customer sets up the rates that are all 0. Therefore, the rate schedule page appears to have rows, because the default values are displayed. However, the record cannot be saved with only default values. Some customers implement it this way, because the deductions are calculated in a different manner.

For example, the carrier sends a tape with the deduction amount, so it is associated with a general deduction. Therefore, no rate set up is required, and it's left at zero. To prevent this error, you must have saved a row in the PS_RATE_SCHED_COVG table. Enter a row with any value in the amount field in order to save the record.

Payroll Error 32: Personal Data Not Found

Personal data was not found for this employee.

This error occurs when the statement PSPEARRY_S_JOB fails for the employee. Here are examples that cause this statement to fail:

- The service date in the employment table (PS_EMPLOYMENT.SERVICE_DT) is null.

The above statement requires this field, because this date is used by the service rate calculations for various benefits. It is also used in the calculation of leave accruals. Currently, service date is not a required field on the employment record, because some customers only have the HR application and might not use leave accruals. To locate all employees whose service date is null, execute the following query:

```
SELECT EMPLID, SERVICE_DT FROM PS_EMPLOYMENT WHERE SERVICE_DT IS NULL;
```

- The employee does not have a benefit program participation record, or that record is not valid.
- If this error is accompanied by errors 17: Federal Tax Data Not Found and 89: Benefit Not Found, it can indicate:

- There are orphaned records in PS_PAY_EARNINGS.

Run PRECALC.SQU to identify the orphaned records. To resolve the problem, delete the orphaned records as well as their associated parent and child records. Typically, the tables involved are PS_PAY_LINE, PS_PAY_EARNINGS, PS_PAY_OTH_EARNS, PS_PAY_ONE_TIME, PS_PAY_TAX_OVRD, PS_PAY_GARN_OVRD, and PS_PAY_CTX_OVRD. For assistance with this process, please call the PeopleSoft Global Support Center.

- You are using the COST-based optimizer on the Oracle platform (version 7.0.x).

This optimizer has a bug that causes some SQL statements to be ordered incorrectly, resulting in the above errors. Change to the RULE-based optimizer to see if it resolves the problem. If so, use the RULE-based optimizer until the bug is fixed. For more information about this Oracle bug, please contact Oracle Support.

Payroll Error 44: Negative Net

The net pay calculated for this check is negative.

Negative net pay is only allowed on a paysheet for a manual check (MANUAL_CHECK of PS_PAY_LINE = 'Y').

Payroll Error 49: Shift Not Found

The shift displayed in the message data was not found.

1. Verify that this shift code is set up on the Shift Table and that the Effective Date is $\leq$ the Pay End Date of this pay cycle.
2. Make sure the SetID specified in the Shift Table is consistent with the SetID specified for this pay group on the TableSet Record Group Controls page. TableSets are discussed in your PeopleTools documentation. You might want to review the DEMO database for an example of how to set up TableSets for the Shift Table.

Payroll Error 51: Manual Check Error

The calculated values for total gross and net pay displayed in the message data do not match the values entered on the manual check.

When you enter a manual check paysheet, you must enter the gross and net pay as well as all earnings, taxes, and deductions. The CALCPAY process uses the values you enter and does a gross-to-net calculation to make sure the gross and net values you enter are correct. The CALCPAY process automatically calculates the employer-paid taxes and deductions, so you do not need to enter them on the paysheet, unless you want to override them.

1. Verify that the gross amount, net pay, and earnings are entered.
2. Using the values you enter, do a manual gross-to-net calculation.

Payroll Error 59: Cannot Calculate for Employee

This check cannot be calculated, because the employee has check(s) that have been calculated and not confirmed. The check(s) calculated are not a part of this run.

The system checks the existence of PAY_CHECK records to determine if the employee has any other calculated checks that have not been confirmed. These checks must be confirmed, or marked Not OK to Pay and recalculated, before you can calculate the current check. To identify the outstanding checks that have been calculated, execute the following query:

```
SELECT * FROM PS_PAY_CHECK WHERE EMPLID= :1 AND PAY_END_DATE <= :2;
```

Insert the EMPLID and Pay End Date that you are processing into the bind variables (in other words :1, :2). Note the value of the PAYCHECK_STATUS on the rows that are returned.

Payroll Error 86: Cannot Calculate For Employee

This check cannot be calculated, because the employee has another off-cycle check calculated and not confirmed. All outstanding off-cycle checks for an employee must be on the same page. The Page # of the other calculated off-cycle check displays in the message data.

Identify the outstanding off-cycle checks for an employee by executing the following query:

```
SELECT * FROM PS_PAY_EARNINGS WHERE EMPLID=:1 AND OFF_CYCLE='Y' AND PAY_END_DATE <= :2;
```

Insert the EMPLID and Pay End Date that you are processing into the bind variables (in other words :1, :2). Note the value of the PAY_LINE_STATUS and OK_TO_PAY fields on the rows that are returned.

These other calculated checks must be confirmed, or marked Not OK to Pay and recalculated, before the current check can be calculated. If an employee has off-cycle checks on multiple pages for the same payroll cycle, only one can be marked OK to Pay at a time, until all are calculated. Another option is to combine all paysheets into one and mark the remainder Not Pay.

Payroll Error 92: Local Tax Not Found

The local tax record for the locality defined below cannot be found for this employee.

1. Verify that the locality on the paysheet is set up on the Employee Local Tax Data page and that the Effective Date is $\leq$ the check date of the payroll cycle.

The locality on the paysheet comes from the Location Table based on the location entered in the employee's job record.

2. Make sure all work localities are tied to the locality using the Other Work Locality field on the Employee Local Tax Data page.



For more information about the Local Tax Data Panel, see the Local Tax Data Page.

Payroll Error 112: Tax Status Rates Not Found

The tax status tax rates for the tax entity displayed in the message data cannot be found.

1. Verify that the employee's tax status is set up in the Federal/State Tax table and that the Effective Date of that table is $\leq$ the check date of the payroll cycle.
2. Make sure that you are using the correct version of the program PSPTCALC and that it is compatible with the other tax calculation programs.

SQL Error 207: Command Not Found For Retrieval

The stored command was not found when selected.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

SQL Error 208: Stored Command Has Been Invalidated

An index, field, or table has been changed or dropped since the command using this object was stored.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

Indiana Local Tax Incorrect

An employee is subject to Indiana local taxes based on the locality in which he or she resides on the first day of the year. If an employee moves to a different locality during the year, he or she is still taxed in the original locality. An employee who is not an Indiana resident on the first day of the year is not subject to local tax for that year. Not all Indiana localities have taxes.

An employee hired mid-year must provide an Indiana employer where he or she lived on the first day of the year. If it was in Indiana, the employer must set up the state and local tax data records with an Effective Date as of January 1, even though the Effective Date of hire is a later date. If the system sees an Indiana local tax record with an Effective Date greater than the first day of the current year, it ignores it. An employee can have two records for the year if the residential status changes (for example, a transfer); there must be one that is valid as of January 1.

As of release 3.01, local tax data must be set up for any employee with a work locality. In prior releases, the system used the U.S. taxing locality in the location table to determine default taxation; an employee who worked in that locality was taxed as a non-resident. This change in setup was a result of Indiana local tax requirements. Users get an error 000092 if the local tax data is missing for an employee.



When setting up Indiana local taxes for employees, remember to only use the 3-digit numeric Indiana local tax IDs from the Local Tax Table. Do not use any of the local tax IDs that contain the 2-letter alpha suffixes (such as CA, CE, and CO).

Employee(s)/Jobs Checked for Update

This counts the number of changes made to the PS_JOB record that affect the PS_PAY_LINE data. This count does not include changes made to tax or deduction data. The program compares the job data between the paysheet and the base table. If it detects a change, it increments the Employee(s)/Jobs Checked for Update counter.

Employee(s)/Jobs Had Their Paysheet Updated

This counts the number of physical paysheets that were modified or updated online. It will not always be synchronized with the updates counter (Employee(s)/Jobs Checked for Update).

If the JOB_PAY flag on PS_PAY_EARNINGS is equal to Y, then the program increments the Paysheet Updated counter.

If the JOB_PAY flag=Y and the paysheet isn't modified online, then the PAY_EARNINGS rows are updated with the new job data. If JOB_PAY flag=N, then the system assumes that online changes were made and merges the online changes in the PAY_EARNINGS row.

If you make any online change to employee data that affects the calculation of a Pay Check, the JOB_CHANGE flag is set to 'R,' "Calculation required."

Checks Already Calculated

This number represents the number of PS_PAY_LINE records where JOB_CHANGE <> R.

Checks To Calculate

This number represents the number of PS_PAY_LINE records where JOB_CHANGE = R.

Checks To Calculate

This error occurs on the Oracle platform if you have linked with an incorrect Oracle library.

CANNOT EXECUTE

This error occurs on the Oracle platform, when trying to run the process from UNIX, if the permissions have not been created for execute purposes.

CONFIRM Process Errors

Running the Confirm process can trigger any of a set of error messages.



At the beginning of CALCPAY, the Paysheet Update process is executed to update the paysheets with any job changes, and so on. If you receive an error during this step, review the error messages listed under the PAYSHEET Process Errors section.

Payroll Error 12: Already Confirmed

The pay calendar entry to be processed has already been confirmed.

Check the pay calendar that you are attempting to confirm. The PAY_CONFIRM_RUN flag is probably set to 'Y,' indicating that this calendar has confirmed successfully.

Payroll Error 16: Pay Calculation Is Not Final

The pay calculation has not been finalized and therefore cannot be confirmed.

Check the pay calendar that you are attempting to confirm. The Payroll Calculation Run? check box (PAY_CALC_RUN) is not selected, indicating that a final calculation has not been run. To resolve the problem, set up a run control for the CALCPAY process and clear the check box for Preliminary Calculation. This automatically runs a final calculation when you execute the CALCPAY process. You must make sure that there are no errors generated from the final calculation before you can run CONFIRM.

Payroll Error 20: All Checks Not Calculated

None of the checks for the pay calendar have been calculated and therefore cannot be confirmed.

To determine which checks have not been calculated, execute the following query:

```
SELECT * FROM PS_PAY_EARNINGS WHERE COMPANY = :1 AND
PAYGROUP = :2 AND PAY_END_DT = :3 AND OK_TO_PAY = 'Y' AND PAY_LINE_STATUS
IN (I, U, P, E);
```

Insert the Company, Pay Group, and Pay End Date that you are processing in the associated bind variables (:1, :2, :3).

The checks selected here must be calculated successfully or marked Not Pay before you can run CONFIRM.

```
SELECT * FROM PS_PAY_EARNINGS WHERE AGENCY = :1 AND
```

Insert the Company, Pay Group, and Pay End Date that you are processing in the associated bind variables (:1, :2, :3).

Payroll Error 64: Prior Run Not Confirmed

The selected run cannot be confirmed, because a prior run has not been confirmed.

This error indicates that there is an on-cycle run that has not been confirmed, or there are off-cycle checks that are outstanding for this company and pay group. To identify the pay calendar that has not been confirmed, execute the following query:

```
SELECT * FROM PS_PAY_CALEDAR WHERE COMPANY=:1 AND PAYGROUP=:2
AND PAY_END_DT<=:3 AND RUN_ID<>' ' AND RUN_ID<>:4
AND (PAY_CONFIRM_RUN='N' OR PAY_OFF_CYCLE='Y')
```

Insert the Company, Pay Group, Pay End Date, and Run ID that you are processing in the associated bind variables (:1, :2, :3, :4).

```
SELECT * FROM PS_PAY_CALEDAR WHERE AGENCY=:1 AND PAYGROUP=:2
```

Insert the Company, Pay Group, Pay End Date, and Run ID that you are processing in the associated bind variables (:1, :2, :3, :4).

Payroll Error 65: Reversal Outstanding

Cannot confirm the selected run with an unconfirmed reversal existing for an employee with a calculated check in this run.

Execute the following query to determine which employee has an outstanding reversal:

```
SELECT * FROM PS_PAY_CHECK WHERE PAYCHECK_OPTION = 'R' AND PAYCHECK_STATUS = 'C'.
```

This reversal must be confirmed or deleted before you can confirm the current payroll.

```
SELECT * FROM PS_PAY_PAGE WHERE AGENCY=:1 AND PAYGROUP=:2 AND PAY_END_DATE <= :3
AND OFF_CYCLE='Y' AND CONFIRMED='N' ;
```

Payroll Error 66: Off-Cycle Outstanding

Cannot confirm the selected run with a prior run with off-cycle pages not confirmed.

To identify the off-cycle pages that have not been confirmed, execute the query below:

```
SELECT * FROM PS_PAY_PAGE WHERE COMPANY=:1 AND PAYGROUP=:2 AND PAY_END_DATE <=
:3 AND OFF_CYCLE='Y' AND CONFIRMED='N' ;
```

Insert the appropriate values for the bind variables above, using the data from the run that you are trying to process.

The error is generated from PSPSTUPD.CBL. It occurs if any rows are selected by STORE PSPSTUPD_S_PAGE in PSPSTUPD.WT. It takes the pay calendars selected by STORE PSPSTUPD_S_CAL and then does PSPSTUPD_S_PAGE using these calendars. The select in PSPSTUPD_S_PAGE can be done manually to determine which page has off-cycle checks that are not confirmed.

SQL Error 207: Command Not Found For Retrieval

The stored command was not found when selected.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

SQL Error 208: Stored Command Has Been Invalidated

An index, field, or table has been changed or dropped since the command using this object was stored.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

SQL Error 0805: Non-Unique Data (PSPCBUPD)

Here is an example of the complete error on SQLBase:

```
INSERT-BALANCE

PAGE#=0001, LINE#=001, SEPCHK=000, EMPLID=0008, EMPLRCD#=0000, NAME=

PROCESS-CHECK (PSPCBUPD)                0805 non-unique data

MAIN (PSPPYUPD)                          0805 non-unique data

PROCESS-CONFIRMATION (PSPPYWKS)          0805 non-unique data
```


This error varies by platform:

- On DB2, the error might have the description “Insert/update of unique constrained columns with duplicate data.”
- On Allbase, the error is “2509: Index uniqueness or unique/primary key constraint violated.”
- On Oracle, the error is “ORA-00001: Unique constraint violated” or “ORA-00001: Duplicate key in index.”
- On Rdb, the error is “-803: %RDB-E-NO_DUP, index field value already exists; duplicates not allowed for Unique Index.”

The CONFIRM process is attempting to insert a check balance record that already exists. Balance records are stored by year, quarter, and month. Typically, this error occurs if you try to post to a previous month after you have posted to the current month. Once you have posted to a month, you cannot post to a previous month. For example, once you have posted an April balance, the system doesn’t allow you to update a March balance. The system attempts to post to the month indicated in the MONTHCD field on the pay calendar.

To determine whether this situation is causing the problem, follow these steps:

1. Review the pay calendar you are trying to confirm and note the month code.
2. Issue the following query:

```
SELECT * FROM PS_CHECK_YTD WHERE EMPLID = [EMPLID in the error] AND
COMPANY = [employee's company] ORDER BY CALENDAR_YEAR, QTRCD, MONTHCD;
```

3. Review the query output and determine if there is a balance record for a MONTHCD > than the month code in the pay calendar that you are processing. If so, you are trying to post to a previous month.

To resolve this error, you must mark the paysheet Not OK to Pay and then confirm. If you are unable to access the paysheet online, you need to complete the following steps:

- a. Modify the search record for the paysheet page to select records that have been confirmed.

(This check is not fully confirmed yet, because all statuses have not been updated.)

- b. Issue the following query to update the pay calendar as if confirm has not been started:

```
UPDATE PS_PAY_CALENDAR SET PAY_CONFIRM_START = 'N' WHERE
COMPANY = :1 AND PAYGROUP = :2 AND PAY_END_DT = :3;
```

- c. The bind variables (:1, :2, :3) must be set to the values of the calendar you are processing.
- d. You can now mark the paysheet Not Pay, recalculate where needed, and confirm.

CALCPAY and CONFIRM ignore the checks that have confirmed successfully. CONFIRM picks up where it left off and confirms the remainder of the pay run.

- e. Reset the search record back to its original state.

```
AGENCY = [employee's agency] ORDER BY CALENDAR_YEAR, QTRCD, MONTHCD;
```

```
UPDATE PS_PAY_CALENDAR SET PAY_CONFIRM_START = 'N' WHERE  
AGENCY = :1 AND PAYGROUP = :2 AND PAY_END_DT = :3;
```

USAGE IS INPUT_FILE OUTPUT_FILE

This error occurs on the Oracle platform, if you have linked with an incorrect Oracle library.

CANNOT EXECUTE

This error occurs on the Oracle platform, when trying to run the process from UNIX, if the permissions have not been created for execute purposes.

UNCNFRM Process Errors

The following errors might appear when you run the Unconfirm process.

SQL Error 207: Command Not Found For Retrieval

The stored command was not found when selected.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

SQL Error 208: Stored Command Has Been Invalidated

An index, field, or table has been changed or dropped since the command using this object was stored.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

Error In Select Setup/Data (PSPCARRY)

This error typically occurs on the Oracle platform. This is the complete error:

```
PSPSQLRT - ERROR IN SELECT SETUP/DATA  
  
STATEMENT=PSPCARRY_S_UGRN  
  
VARIABLE#=015  
  
INVALID CHARACTER IN SETUP=1  
  
PSPSQLRT - ERROR IN SELECT SETUP/DATA
```

```
STATEMENT=PSPCARRY_S_UGRN
```

```
PSPSQLRT - ERROR IN SELECT SETUP/DATA
```

```
VARIABLE#=016
```

This error is resolved by taking the programs PSPDEDLD.INT, PSPDCLIM.INT, and PSPCARRY.INT from \$PS_HOME\INT and copying them to \$PS_HOME\BIN (keeping the extension as .INT). Then delete the .GNT versions of these three files.

USAGE IS INPUT_FILE OUTPUT_FILE

This error occurs on the Oracle platform, if you have linked with an incorrect Oracle library.

CANNOT EXECUTE

This error occurs on the Oracle platform, when trying to run the process from UNIX, if the permissions have not been created for execute purposes.

REPRINT Process Errors

The Reprint process may invoke the following errors.

SQL Error 207: Command Not Found For Retrieval

The stored command was not found when selected.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

SQL Error 208: Stored Command Has Been Invalidated

An index, field, or table has been changed or dropped since the command using this object was stored.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

USAGE IS INPUT_FILE OUTPUT_FILE

This error occurs on the Oracle platform, if you have linked with an incorrect Oracle library.

CANNOT EXECUTE

This error occurs on the Oracle platform, when trying to run the process from UNIX, if the permissions have not been created for execute purposes.

REVERSAL Process Errors

You may encounter the following errors while running the Reversal process.

SQL Error 207: Command Not Found For Retrieval

The stored command was not found when selected.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

SQL Error 208: Stored Command Has Been Invalidated

An index, field, or table has been changed or dropped since the command using this object was stored.

Recreate the stored commands for the database. This procedure is documented in the platform-specific System Administration documentation.

USAGE IS INPUT_FILE OUTPUT_FILE

This error occurs on the Oracle platform, if you have linked with an incorrect Oracle library.

CANNOT EXECUTE

This error occurs on the Oracle platform, when trying to run the process from UNIX, if the permissions have not been created for execute purposes.

Process Overview

To help you pinpoint faulty processing in the system, this section provides a brief description of each payroll process and the tables that are used. All tables are the same for U.S. and Canada, except where noted. Many of the processes use work tables during processing. We don't discuss these tables (which begin with PS_WRK) in detail here.

CALENDAR

You use the pay calendar to schedule payroll cycles for your pay groups. Pay calendars can be created using the CALENDAR (Pay Calendar Creation) process or they can be manually entered online.

Table From Which the CALENDAR Process Selects:

PS_PAY_CBLD_RUNCTL	The process selects the run control record that is

	added by the user before running the process.

Tables From Which the CALENDAR Process Selects Balance ID:

- PS_BALANCE_ID_DEF
- PS_BALANCE_ID_QTR
- PS_BALANCE_ID_TBL

Tables Into Which the CALENDAR Process Inserts:

PS_PAY_CALENDAR	This table is updated with the number of pay calendars equivalent to the period of time requested on the run control.
PS_PAY_MESSAGE	This table is updated with any standard payroll error messages that are encountered during the process.
PS_PAY_CAL_BAL_ID	This table is updated with the Balance ID information for the calendar.

Tables From Which the CALENDAR Process Deletes:

PS_PAY_CBLD_RUNCTL	The run control is deleted after the process is initiated.
PS_PAY_MESSAGE	Messages from the prior run are deleted by company, pay group, pay end date, and off-cycle indicator. Page number is also used for off-cycle check processing.

PAYSHEET

Before you can run any payroll calculations, you must first create paysheets. Paysheets are normally created using the PAYSHEET (Paysheet Creation) process. However, they can also be created manually online or through a time interface. PeopleSoft delivers the programs PAYEDIT.SQU and PAYUPDT.SQU to assist you in editing and loading paysheet data using an interface.



For more information about running the PAYSHEET process, see Working with Paysheets.

Points to Consider When Running the PAYSHEET Process

- The PAYSHEET process can be run before or after a time interface.

It depends on whether the time interface is designed to load the majority of the paysheet data

or simply other earnings.

- Once paysheets are created, you don't normally rerun this process.

However, it might be necessary if any high-level information on the paysheet changed (for example, earnings code for regular or overtime pay). If you need to recreate paysheets, it is recommended that you run PAYUNSH1 first to delete the current paysheets. Otherwise, the process doesn't recreate a paysheet for an employee who already has one.

- If an error occurs during this process, it can be rerun and the process continues processing where it left off (after the last commit to the database).

Tables From Which the PAYSHEET Process Selects:

PS_PAYSHEET_RUNCTL	The process selects the run control record that is added by the user prior to running the process.
PS_PAY_CALENDAR	Using the Run ID, the process selects the appropriate pay calendar information.
PS_INSTALLATION	The process selects the Balance ID for the calendar year.



For more information about employee and pay process tables, see Defining Your Payroll Taxes and Configuring Batch Processes.

Tables Into Which the PAYSHEET Process Inserts

PS_PAY_PAGE	This table contains the paysheet pages that are created. Each page may be the parent to several paylines.
PS_PAY_LINE	This table contains individual paylines. Each employee is created on a separate payline during on-cycle processing. Each payline might be the parent to several pay earnings records. These pay earnings records might represent one or more checks.
PS_PAY_EARNINGS	This table contains individual pay earnings records. Each paycheck might contain several pay earnings records. Here are some key fields on this table:
SEPCHK	Determines whether these earnings are associated with a separate check. Supplemental taxes might be calculated differently on separate checks. This is determined based on the supplemental tax method (SUPPL SEP METHOD) specified on the

	Federal/State Tax Table (PS_STATE_TAX_TABLE). Deductions aren't taken on a separate check if the separate check indicator (SEPCHK_DED) on the Deduction Table (PS_DEDUCTION_CLASS) is set to 'N.'
PAY_LINE_STATUS	Indicates whether the earnings record is calculated or confirmed successfully. These are the valid values:
I	Initial Load. The pay earnings entered but not calculated. A record marked Not OK to Pay remains with an 'I' status until it is deleted by the CONFIRM process.
U	Updated by operator. A user has updated the record online since it was originally entered or calculated. PeopleCode sets this status.
C	Calculated successfully.
E	Error. An error occurred in the processing of these earnings. If it is a standard payroll error, it appears on the payroll messages page. Otherwise, the error displays on the screen where the process was executed or in the JCL. Earnings records with this status must be corrected or marked Not OK to Pay before the calculation process completes successfully.
F	Confirmed successfully.
P	Pay in Progress. The pay processes sets the status to 'P' if the record has been selected for processing (that is, for calculation). If an error occurs during processing, some statuses might remain as a 'P' until reprocessed.
JOB_PAY	Directs the process to update the paysheet with the most current job information. This information might have changed since the paysheet was created or last calculated.
OK_TO_PAY	Indicates whether this record should be processed. If this field is set to 'N,' the calculation process bypasses this record.
DED_TAKEN	Directs the system how to take deductions. If this field is set to 'N,' no deductions are taken for this check.
TAX_PERIODS	Indicates the number of tax periods used for the calculation of taxes. This field can drastically affect the amount of tax calculated.

PS_PAY_OTH_EARNS	This table contains other earnings records that are added to the paysheet. The PAYSHEET process might generate these records automatically from the additional pay data records under Employee Payroll Data. Records added from additional pay have the ADDL_SEQ field set to a value > 0. Other Earnings records might also be added online or through a time interface. Records added in this manner should have the ADDL_SEQ field set = 0. Otherwise, additional pay isn't processed correctly. There might be multiple other earnings records for one PS_PAY_EARNINGS record.
PS_PAY_MESSAGE	This table is updated with standard payroll error messages that are encountered during the process.

Table That the PAYSHEET Process Updates:

PS_PAY_CALENDAR	The PAY_SHEETS_RUN flag on the pay calendar is set to 'Y' to indicate that the PAYSHEET process has run successfully.

Tables From Which the PAYSHEET Process Deletes:

The PAY_SHEETS_RUNCTL	The run control is deleted after the process is initiated.
PS_PAY_MESSAGE	Messages from the prior run are deleted by company, pay group, pay end date, and off-cycle indicator. Page number is also used for off-cycle check processing.

CALCPAY

The CALCPAY (Pay Calculation) process uses the paysheet data to calculate earnings, taxes, deductions, and net pay.



For more information about running the CALCPAY process, see Calculating Pay.

At the beginning of the CALCPAY, a paysheet update process is done. This is similar to the PAYSHEET process and is designed to update the paysheets with any employee changes that were made after paysheets were created. The table information for the paysheet update process has not been duplicated below.

Points to Consider When Running the CALCPAY Process

- CALCPAY can be rerun as many times as necessary, until CONFIRM is started.

- A preliminary calculation can be run as many times as necessary

However, you must run a final calculation before running CONFIRM. If there are changes to an employee's record that could cause a recalculation, this doesn't happen when a final calculation is run. Additionally, when running Final Calculation with the Continue With Errors option selected, Final Calculation cannot be run a second time.

- If an error occurs during this process, it can be rerun and the process continues processing where it left off (after the last commit to the database).

Tables From Which the CALCPAY Process Selects

PS_PAY_CALC_RUNCTL	The process selects the run control record that is added by the user prior to running the process. The run control might be set up to RECALCULATE ALL or CALCULATE WHERE NEEDED. If the run control specifies RECALCULATE ALL, all records are calculated, even if they were already calculated. If the run control specifies CALCULATE WHERE NEEDED, the system looks at the PAY_LINE_STATUS to determine which records to calculate.
PS_PAY_CALENDAR	Using the Run Control ID, the process selects the appropriate pay calendar information.
PS_PAY_PAGE	Pages for the calendar being processed are selected.
PS_PAY_LINE	Lines for the calendar being processed are selected.
PS_PAY_EARNINGS	Using the PAY_LINE_STATUS on PS_PAY_EARNINGS and the CALC_SELECT field on PS_PAY_CALC_RUNCTL, the system selects the records to be calculated. If the run control specifies RECALCULATE ALL, all records with OK_TO_PAY = 'Y' are calculated, even if they were already calculated successfully. If the run control specifies CALCULATE WHERE NEEDED, the system only calculates those records where OK_TO_PAY = 'Y' and the PAY_LINE_STATUS is I, P, U, or E.
PS_PAY_OTH_EARNS	Other earnings for the calendar being processed are selected.
PS_PAY_ONE_TIME	One-time deductions for the calendar being processed are selected.
PS_PAY_TAX_OVRD	One-time taxes for the calendar being processed are

	selected (U.S. only).
PS_PAY_CTX_OVRD	One-time taxes for the calendar being processed are selected. (Canadian only.)
PS_GARN_OVRD	One-time garnishments for the calendar being processed are selected.



For more information about employees and pay process tables, see *Defining Your Payroll Taxes and Configuring Batch Processes*.

Tables Into Which the CALCPAY Process Inserts

PS_PAY_CHECK	This table is updated with the gross-to-net information for each paycheck.
PS_PAY_DEDUCTION	This table is updated with all deductions taken on each check. It is stored by employee, deduction, and pay end date. This table contains the current pay period, as well as previous periods.
PS_PAY_TAX	This table is updated with all taxes taken for each check. It is stored by employee, tax class, and pay end date. This table contains the current pay period, as well as previous periods.
PS_PAY_TAX_CAN	This table is the Canadian version of PS_PAY_TAX.
PS_PAY_GARNISH	This table is updated with the garnishment deductions taken for each check. This table contains current period deductions, as well as prior periods.
PS_PAY_SPCL_EARNS	This table is updated with the earnings totals that make up the special accumulators.
PS_PAY_INS_EARNS	This table is used by Canadian payroll only. It is updated with Canadian unemployment earnings information for each check. This table contains current period information, as well as prior periods.
PS_PAY_MESSAGE	This table is updated with standard payroll error messages that are encountered during the process. If the error that occurred is a high-level error (for example, Deduction Table not found), the error is only reported on the payroll messages for the first employee who meets this condition. Other employees

	who meet this condition have their PAY_LINE_STATUS set to 'E,' but they aren't reported in the payroll messages. The assumption is that once the Deduction Table is added, it fixes the error for all employees. This prevents the PAY_MESSAGE table from filling up with duplicate messages. If a low-level error is encountered (for example, employee tax data not found), this error is reported in the payroll messages for all employees who meet this condition.

Tables That the CALCPAY Process Updates

PS_PAY_CALENDAR	The PAY_PRECALC_RUN flag is set to 'Y' when a preliminary calculation process runs successfully. The PAY_CALC_RUN flag is set to 'Y' when a final calculation process runs successfully. You aren't allowed to run the CONFIRM process until the PAY_CALC_RUN flag is set to 'Y.'
PS_PAY_PAGE	New records might be added to this table as a result of the paysheet update process (in other words, new employees that were hired since PAYSHEET or CALCPAY were last run).
PS_PAY_LINE	New records might be added to this table as a result of the paysheet update process (in other words, new employees that were hired since PAYSHEET or CALCPAY were last run).
PS_PAY_EARNINGS	The PAY_LINE_STATUS is updated as follows:
C	Calculated successfully.
E	Calculation error. Check for payroll messages or other errors.
P	An error occurred that prevented CALCPAY from completing. This check is recalculated when CALCPAY is rerun. Earnings or other paysheet fields might be updated as a result of a job change or new hires made since paysheets or CALCPAY were last run.
PS_PAY_OTH_EARNS	Other earnings might be updated as a result of a change on the Additional Pay Data pages.
PS_PAY_CHECK	Earnings, taxes, or deduction amounts might be updated as a result of a change on the paysheet.

	PAYCHECK_STATUS is set to 'C' for calculated.

Tables From Which the CALCPAY Process Deletes

PS_PAY_CALC_RUNCTL	The run control is deleted after the process is initiated.
PS_PAY_MESSAGE	Messages from the prior run are deleted by company, pay group, pay end date, and off-cycle indicator. Page number is also used in off-cycle check processing.

When a check is recalculated, the process deletes the old entries from the paysheet tables that were inserted into above. It then reinserts into these tables.

CONFIRM

During the Pay Confirmation process, the system updates all balances for earnings, deductions, taxes, garnishments, and arrears. The system also assigns check and advice numbers. In addition, this process deletes all paysheet and paycheck records for those paysheets where OK_TO_PAY = 'N' on the PAY_EARNINGS record. No history of these records is kept.



For more information about running the CONFIRM process, see USF Setting Up and Processing Agency Interfaces.

Points to Consider When Running the CONFIRM Process

- You should back up the database before running CONFIRM. This is necessary, because this process cannot simply be rerun once it has completed.
- If an error occurs during this process, it can be rerun and the process continues processing where it left off (after the last commit to the database).

Tables From Which the CONFIRM Process Selects

PS_PAY_CONF_RUNCTL	The process selects the run control record that is added by the user prior to running the process.
PS_PAY_CALENDAR	Using the Run Control ID, the process selects the appropriate pay calendar information.
PS_INSTALLATION	The process selects the Balance ID for the

	calendar year.
PS_PAY_PAGE	Pages for the calendar being processed are selected.
PS_PAY_LINE	Lines for the calendar being processed are selected.
PS_PAY_CHECK	Paychecks where PAYCHECK_STATUS = 'C' are selected.
PS_PAY_EARNINGS	Pay earnings where PAY_LINE_STATUS = 'C' are selected.
PS_PAY_SPCL_EARNS	Special accumulator amounts for the calendar being processed are selected.
PS_PAY_INS_EARNS	Unemployment insurable earnings for the calendar being processed are selected (Canadian only).
PS_PAY_TAX	Taxes taken for the calendar being processed are selected.
PS_PAY_TAX_CAN	Taxes taken for the calendar being processed are selected (Canadian only).
PS_PAY_GARNISH	Garnishments taken for the calendar being processed are selected.
PS_PAY_DEDUCTION	Deductions taken for the calendar being processed are selected.

This process also selects from some employee and pay process tables.

Tables Into Which the CONFIRM Process Inserts

PS_BOND_LOG*	The bond log table is updated with bond deductions taken in the current period.
PS_PAY_DISTRIBUTN	The pay distribution table is updated with check and advice information.
PS_PAY_MESSAGE	This table is updated with standard payroll error messages that are encountered during the process.
PS_PAY_CHECK_DUE	This table is updated with the check information that is later used by the check reconciliation process.

PS_CHECK_YTD*	This balance table is updated with the current period check information.
PS_EARNINGS_BAL*	Earnings balances are updated with earnings and special accumulator data for the current period.
PS_DEDUCTION_BAL*	Deduction balances are updated with the current period amounts.
PS_TAX_BALANCE*	Tax balances are updated with the current period amounts.
PS_GARN_BALANCE*	Garnishment balances are updated with the current period amounts.
PS_CAN_CHECK_YTD*	Canadian version of PS_CHECK_YTD.
PS_CAN_ERN_BALANCE*	Canadian version of PS_EARNINGS_BAL.
PS_CAN_DED_BALANCE*	Canadian version of PS_DEDUCTION_BAL.
PS_CAN_TAX_BALANCE*	Canadian version of PS_TAX_BALANCE.
PS_INS_EARNS_BAL	Unemployment insurable earnings balances are updated with the current period amounts (Canadian only).

* These tables might be inserted into or updated, depending on the payroll cycle being run.

Tables Into Which the CONFIRM Process Inserts

PS_BOND_LOG*	The bond log table is updated with bond deductions taken in the current period.
PS_PAY_DISTRIBUTN	The pay distribution table is updated with check and advice information.
PS_PAY_MESSAGE	This table is updated with standard payroll error messages that are encountered during the process.
PS_PAY_CHECK_DUE	This table is updated with the check information that is later used by the check reconciliation process.
PS_CHECK_YTD*	This balance table is updated with the current period check information.
PS_EARNINGS_BAL*	Earnings balances are updated with earnings and special accumulator data for the current period.

PS_DEDUCTION_BAL*	Deduction balances are updated with the current period amounts.
PS_TAX_BALANCE*	Tax balances are updated with the current period amounts.
PS_GARN_BALANCE*	Garnishment balances are updated with the current period amounts.
PS_CAN_CHECK_YTD*	Canadian version of PS_CHECK_YTD.
PS_CAN_ERN_BALANCE*	Canadian version of PS_EARNINGS_BAL.
PS_CAN_DED_BALANCE*	Canadian version of PS_DEDUCTION_BAL.
PS_CAN_TAX_BALANCE*	Canadian version of PS_TAX_BALANCE.
PS_INS_EARNS_BAL	Unemployment insurable earnings balances are updated with the current period amounts (Canadian only).

Tables the CONFIRM Process Updates

PS_PAY_PAGE	CONFIRMED flag is set to 'Y.'
PS_PAY_LINE	CONFIRMED flag is set to 'Y.'
PS_PAY_EARNINGS	PAY_LINE_STATUS is set to 'F.'
PS_PAY_CHECK	PAYCHECK_STATUS is set to 'F.'
PS_DED_ARREARS	Deduction arrears balances are updated to reflect the current arrears balances.
PS_ADDL_PAY_DATA	Additional pay data is updated to reflect the new goal balance (GOAL_BAL).
PS_GARN_SPEC	Garnishment specification data is updated to reflect the new limit balance (GARN_LIMIT_BAL).
PS_GENL_DEDUCTION	Employee general deduction data is updated to reflect the new goal balance (GOAL_BAL).
PS_VACATION_BEN	Employee vacation benefit table is updated to reflect the new goal balance (GOAL_BAL).
PS_LEAVE_ACCRUAL	Unprocessed data fields are updated on employee leave accrual records. A leave accrual record is inserted, if the employee has not yet been processed

	through the ACCRUAL process.
PS_PAY_FORM_TBL	The LAST_FORM#_USED is updated on the form table.
PS_PAY_CALENDAR	The PAY_CONFIRM_START flag is set to 'Y' when the process is started initially. The PAY_CONFIRM_RUN flag is set to 'Y' when the process runs to completion successfully.

Tables From Which the CONFIRM Process Deletes

PS_PAY_CONF_RUNCTL	The run control is deleted after the process is initiated.
PS_PAY_MESSAGE	Messages from the prior run are deleted by company, pay group, pay end date, and off-cycle indicator. Page number is also used for off-cycle check processing.
PS_PAY_PAGE	Records whose PS_PAY_LINE entries are no longer there.
PS_PAY_LINE	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_EARNINGS	Records where OK_TO_PAY = 'N' are deleted.
PS_PAY_OTH_EARNS	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_ONE_TIME	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_TAX_OVRD	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_CTX_OVRD	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_GARN_OVRD	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_DEDUCTION	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_TAX	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_TAX_CAN	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted. (Canadian version of PS_PAY_TAX.)
PS_PAY_GARNISH	Records whose PS_PAY_EARNINGS have

	OK_TO_PAY = 'N' are deleted.
PS_PAY_CHECK	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_SPCL_EARNS	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_INS_EARNS	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted (Canadian only).

Tables From Which the CONFIRM Process Deletes

PS_PAY_CONF_RUNCTL	The run control is deleted after the process is initiated.
PS_PAY_MESSAGE	Messages from the prior run are deleted by company, pay group, pay end date, and off-cycle indicator. Page number is also used for off-cycle check processing.
PS_PAY_PAGE	Records whose PS_PAY_LINE entries are no longer there.
PS_PAY_LINE	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_EARNINGS	Records where OK_TO_PAY = 'N' are deleted.
PS_PAY_OTH_EARNS	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_ONE_TIME	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_TAX_OVRD	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_CTX_OVRD	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_GARN_OVRD	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_DEDUCTION	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_TAX	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_TAX_CAN	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.

	(Canadian version of PS_PAY_TAX.)
PS_PAY_GARNISH	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_CHECK	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_SPCL_EARNS	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted.
PS_PAY_INS_EARNS	Records whose PS_PAY_EARNINGS have OK_TO_PAY = 'N' are deleted (Canadian only).

REVERSAL

You use the REVERSAL (Paycheck Reversal) process to create a reversal paysheet or a reversal/adjustment paysheet. After creating a reversal/adjustment, you must run the CALCPAY process and the CONFIRM process for the off-cycle reversal/adjustment. If you create a reversal only, you only need to run the CONFIRM process for the off-cycle reversal paysheet.



For more information about running these processes, see Submitting a Process Request.

Points to Consider When Running the REVERSAL Process

- You cannot reverse a check that was not confirmed in the PeopleSoft system. In this case, you need to do a manual check to back out the amounts.
- All reversals are automatically created as off-cycle checks.

Tables From Which the REVERSAL Process Selects

PS_PAY_CALENDAR	The current calendar that the off-cycle reversal is processed with is selected.
PS_PAY_REV_RUNCTL	The process selects the run control record that is added by the user prior to running the process. This is the parent record on the run control page.
PS_PAY_CHECK_REVRS	The process selects the run control record that is added by the user. This is the child record on the run control page.
PS_PAY_CHECK	The check(s) to be reversed or adjusted are selected.

PS_PAY_PAGE	The page of the original check is selected.
PS_PAY_LINE	The line of the original check is selected.
PS_PAY_EARNINGS	The earnings on the original check are selected.
PS_PAY_OTH_EARNS	The other earnings on the original check are selected.
PS_PAY_DEDUCTION	The deductions taken on the original check are selected.
PS_PAY_TAX	The taxes taken on the original check are selected.
PS_PAY_TAX_CAN	The taxes taken on the original check are selected (Canadian version of PS_PAY_TAX).
PS_PAY_GARNISH	The garnishments taken on the original check are selected.
PS_PAY_ONE_TIME	The deduction overrides on the original check are selected.
PS_PAY_TAX_OVRD	The tax overrides on the original check are selected.
PS_PAY_CTX_OVRD	The Canadian tax overrides on the original check are selected.
PS_PAY_GARN_OVRD	The garnishment overrides on the original check are selected.
PS_PAY_INS_EARNS	The unemployment insurable earnings on the original check are selected (Canadian only).
PS_PAY_SPCL_EARNS	The earnings that updated the special accumulators on the original check are selected.

Tables Into Which the REVERSAL Process Inserts

PS_PAY_CHECK	The reversal check is inserted.
PS_PAY_PAGE	The reversal is inserted on a new page associated with the current off-cycle calendar.
PS_PAY_LINE	The reversal is inserted on a new line associated with the current off-cycle calendar.
PS_PAY_EARNINGS	This record is created with the original earnings amounts, but the amounts are negated.
PS_PAY_OTH_EARNS	This record is created with the original other earnings amounts, but the amounts are negated.

PS_PAY_SPCL_EARNS	This record is created with the original earnings that updated the special accumulators, but the amounts are negated.
PS_PAY_INS_EARNS	This record is created with the original unemployment insurable earnings, but the amounts are negated.
PS_PAY_DEDUCTION	This record is created with the original deductions taken, but the amounts are negated.
PS_PAY_TAX	This record is created with the original taxes taken, but the amounts are negated.
PS_PAY_TAX_CAN	This record is created with the original taxes taken, but the amounts are negated (Canadian version of PS_PAY_TAX).
PS_PAY_GARNISH	This record is created with the original garnishments taken, but the amounts are negated.
PS_PAY_ONE_TIME	This record is created with the original deduction overrides, but the amounts are negated.
PS_PAY_TAX_OVRD	This record is created with the original tax overrides, but the amounts are negated.
PS_PAY_CTX_OVRD	This record is created with the original tax overrides, but the amounts are negated (Canadian version of PS_PAY_TAX_OVRD).
PS_PAY_GARN_OVRD	This record is created with the original garnishment overrides, but the amounts are negated.

Tables From Which the REVERSAL Process Deletes

PS_PAY_REV_RUNCTL	The run control is deleted after the process is initiated.
PS_PAY_MESSAGE	Messages from the prior run are deleted by company, pay group, pay end date, and off-cycle indicator. Page number is also used in off-cycle check processing.

REPRINT

The REPRINT (Paycheck Reprint) process enables you to reassign check numbers for one or more checks or advices. Once this is complete, you can run the report that actually reprints the checks (PAY003) or advices (DDP003).



For more information about the check reprint process, see Working With Checks.

Tables From Which the REPRINT Process Selects

PS_PAY_PRNT_RUNCTL	The process selects the run control record that is added by the user prior to running the process.
PS_PAY_CHECK	The checks/advice to be reprinted are selected.
PS_PAY_FORM_TBL	The LAST_FORM#_USED is selected for each form, so the new check and advice numbers can be assigned.

Tables Into Which the REPRINT Process Inserts

PS_PAY_CHECK_DEAD	This table is updated with the FORM_ID, CHECK#, DEAD_CHECK_REASON, and CHECK#_REPLACED_BY information of checks that are reprinted.

Tables That the REPRINT Process Updates

PS_PAY_CHECK	This table is updated with the new CHECK# assigned by the REPRINT process.
PS_PAY_DISTRIBUTN	This table is updated with the new CHECK# assigned by the REPRINT process.
PS_PAY_FORM_TBL	This table is updated with the new LAST_FORM#_USED after check/advice numbers have been reassigned.

Tables From Which the REPRINT Process Deletes

PS_PAY_PRNT_RUNCTL	The run control is deleted after the process is initiated.
PS_PAY_MESSAGE	Messages from the prior run are deleted by company, pay group, pay end date, and off-cycle indicator. Page number is also used in off-cycle check processing.

PAYUNSHT

The PAYUNSHT (Payunsheet) process is an SQR that deletes all records associated with a specified Run ID, including the results of any Pay Calculations run on those paysheets. This process is necessary if you change the Location Table after creating paysheets. To run this process you execute the SQR PAYUNSHT as you would any other SQR.

PAYUNSHT is typically used in a testing environment, because it allows users to rerun paysheets multiple times for the same period. In a production environment, PAYUNSHT is rarely used. It might be used if there is a high-level table change that affects the way paysheets are created.



It is very important that you understand exactly what records are selected for deletion by PAYUNSHT. We recommend that you call the Global Support Center before running this process in a production environment.

Tables From Which the PAYUNSHT Process Selects

PS_PAY_CALENDAR	Using the Run Control ID entered, the process selects the calendar whose paysheet records is deleted.

Tables From Which the PAYUNSHT Process Deletes

PS_PAY_PAGE	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_LINE	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_EARNINGS	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_OTH_EARNS	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_ONE_TIME	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_TAX_OVRD	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_CTX_OVRD	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_GARN_OVRD	Records are deleted that are associated with the Run

	ID that was entered.
PS_PAY_CHECK	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_DEDUCTION	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_TAX	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_TAX_CAN	Records are deleted that are associated with the Run ID that was entered (Canadian version of PS_PAY_TAX).
PS_PAY_GARNISH	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_SPCL_EARNS	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_INS_EARNS	Records are deleted that are associated with the Run ID that was entered (Canadian only).

Tables From Which the PAYUNSH Process Deletes

PS_PAY_PAGE	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_LINE	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_EARNINGS	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_OTH_EARNS	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_ONE_TIME	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_TAX_OVRD	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_CTX_OVRD	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_GARN_OVRD	Records are deleted that are associated with the Run ID that was entered.

PS_PAY_CHECK	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_DEDUCTION	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_TAX	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_TAX_CAN	Records are deleted that are associated with the Run ID that was entered (Canadian version of PS_PAY_TAX).
PS_PAY_GARNISH	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_SPCL_EARNS	Records are deleted that are associated with the Run ID that was entered.
PS_PAY_INS_EARNS	Records are deleted that are associated with the Run ID that was entered (Canadian only).

UNCNFRM

The UNCNFRM (Pay Unconfirmation) process is used to unconfirm a payroll cycle that has been confirmed. This process completes the following steps:

1. Backs out all of the detail from the employee balance tables for the specified payroll cycle.
2. Resets the status on the paysheet records to a calculated status.
3. Updates the pay calendar to reflect that CONFIRM has not been run.

To run this process, you set up a run control using the Pay Confirmation Run Control page. This is the same page you use to set up a run control to run CONFIRM. Next, you execute the process for UNCNFRM.

UNCNFRM is typically used in a testing environment, because it enables users to rerun a payroll cycle once it has been confirmed. In a production environment, this process is rarely used. It might be used if there is a high-level table change that requires the recalculation of all paychecks.



Important! It is crucial that you understand exactly what UNCNFRM does in your particular situation before using it. The recovery steps necessary might differ, depending on the actual situation. The PS_PAY_FORM_TBL might need to be updated manually, so CONFIRM can reassign the check numbers correctly. We recommend that you call the Global Support Center before running this process in a production environment.

Points to Consider When Running the UNCNFRM Process

- After running UNCNFRM, you must rerun CALCPAY.

Otherwise, the location field on PS_PAY_CHECK isn't repopulated.

- The CONFIRM process deletes paysheet records where OK_TO_PAY = 'N.'

The UNCONFIRM process does not add these records back. Therefore, we recommend that you run a backup before you run the CONFIRM process.

Tables From Which the UNCNFRM Process Selects

PS_PAY_CONF_RUNCTL	The process selects the run control record that is added by the user prior to running the process.
PS_PAY_CALENDAR	Using the Run ID, the process selects the appropriate pay calendar information.
PS_INSTALLATION	The process selects the Balance ID for the calendar year.

Tables the UNCNFRM Process Updates

PS_PAY_CALENDAR	The PAY_CONFIRM_START flag is set to 'N' and the PAY_CONFIRM_RUN flag is set to 'Y.'
PS_PAY_PAGE	The CONFIRMED flag is set to 'N.'
PS_PAY_LINE	The CONFIRMED flag is set to 'N.'
PS_PAY_EARNINGS	The PAY_LINE_STATUS is set to 'C.'
PS_PAY_CHECK	The PAYCHECK_STATUS is set to 'C.' Fields such as LOCATION, CHECK#, and CHECK_DT are blank.
PS_EARNINGS_BAL	The amounts added by CONFIRM are backed out.
PS_DEDUCTION_BAL	The amounts added by CONFIRM are backed out.
PS_TAX_BALANCE	The amounts added by CONFIRM are backed out.
PS_GARN_BALANCE	The amounts added by CONFIRM are backed out.
PS_CHECK_YTD	The amounts added by CONFIRM are backed out.

PS_DED_ARREARS	The amounts added by CONFIRM are backed out.
PS_CAN_CHECK_YTD*	Canadian version of PS_CHECK_YTD. Amounts added by CONFIRM are backed out.
PS_CAN_ERN_BALANCE*	Canadian version of PS_EARNINGS_BAL. The amounts added by CONFIRM are backed out.
PS_CAN_DED_BALANCE*	Canadian version of PS_DEDUCTION_BAL. The amounts added by CONFIRM are backed out.
PS_CAN_TAX_BALANCE*	Canadian version of PS_TAX_BALANCE. The amounts added by CONFIRM are backed out.
PS_INS_EARNS_BAL	The amounts added by CONFIRM are backed out (Canadian only).

Tables the UNCNFRM Process Updates

PS_PAY_CALENDAR	The PAY_CONFIRM_START flag is set to 'N' and the PAY_CONFIRM_RUN flag is set to 'Y.'
PS_PAY_PAGE	The CONFIRMED flag is set to 'N.'
PS_PAY_LINE	The CONFIRMED flag is set to 'N.'
PS_PAY_EARNINGS	The PAY_LINE_STATUS is set to 'C.'
PS_PAY_CHECK	The PAYCHECK_STATUS is set to 'C.' Fields such as LOCATION, CHECK#, and CHECK_DT are blank.
PS_EARNINGS_BAL	The amounts added by CONFIRM are backed out.
PS_DEDUCTION_BAL	The amounts added by CONFIRM are backed out.
PS_TAX_BALANCE	The amounts added by CONFIRM are backed out.
PS_GARN_BALANCE	The amounts added by CONFIRM are backed out.
PS_CHECK_YTD	The amounts added by CONFIRM are backed out.
PS_DED_ARREARS	The amounts added by CONFIRM are backed out.

PS_CAN_CHECK_YTD*	Canadian version of PS_CHECK_YTD. Amounts added by CONFIRM are backed out.
PS_CAN_ERN_BALANCE*	Canadian version of PS_EARNINGS_BAL. The amounts added by CONFIRM are backed out.
PS_CAN_DED_BALANCE*	Canadian version of PS_DEDUCTION_BAL. The amounts added by CONFIRM are backed out.
PS_CAN_TAX_BALANCE*	Canadian version of PS_TAX_BALANCE. The amounts added by CONFIRM are backed out.
PS_INS_EARNS_BAL	The amounts added by CONFIRM are backed out (Canadian only).

Tables From Which the UNCNFRM Process Deletes

PS_PAY_MESSAGE	Messages from the prior run are deleted by company, pay group, pay end date, and off-cycle indicator. Page number is also used for off-cycle check processing.

*These tables may be inserted into or updated depending on the payroll cycle being run.

Troubleshooting Tools

PeopleSoft provides a variety of tools to help with your troubleshooting, from problem-solving programs and documentation to our special customer bulletin board, PeopleSoft Customer Connection. This section provides an overview of how you can use these tools.

Audit Programs

These programs check the validity of the employee data and the table setup for payroll and benefits. They are especially useful for identifying missing tables and orphaned records.

DDDAUDIT.SQR

This SQR reports inconsistencies between the PeopleTools tables (for example, PSRECDEFN and PSPNLDEFN) and the System Tables (such as, SYSTABLES and SYSCOLUMNS). Such inconsistencies can cause online errors as well as errors in the payroll processes. DDDAUDIT is discussed in more detail in your PeopleSoft PeopleTools documentation.

SYSAUDIT.SQR

This SQR reports inconsistencies within the PeopleTools tables. Exceptions reported here should be reported to the Global Support Center for resolution. SYSAUDIT is discussed in more detail in your PeopleSoft PeopleTools documentation.

Traces

These tools for tracking errors are found at several levels your system architecture.

SQLBase Server Trace

A server trace captures all SQL statements on the Process Activity screen of the database server. Activate this trace by hitting the “+” key on the database server until the desired level of trace is achieved. The trace can be captured in an output file.



This procedure is documented in the Gupta Database Administrator Documentation.

DB2 Gateway Trace

A gateway trace captures all SQL statements that go through the gateway machine. This trace is documented in the Gupta Gateway manual.

PeopleCode Trace

This trace captures all PeopleCode that is executed online by the client. It is useful in determining whether the PeopleCode being executed is correct. You activate this trace at the PeopleCode page in the Use menu. Typically, the default settings are sufficient for tracing the PeopleCode activity. Normally this trace is turned on right before you execute the transaction that you want to trace. This way, you minimize the size of the trace.

You do not have to turn it on at the beginning of your PeopleSoft session. The output of the trace is written to your C:\TEMP directory. When reviewing the output of the trace, it's useful to start at the end of the trace and work your way back to the beginning.



For more information about this trace, see Trace PeopleCode.

SQL Trace

A SQL trace captures all SQL statements that are executed during an online session. It is used to determine exactly what data is being selected, inserted, updated, and deleted from the database. This trace can be activated using the SQL Trace page on the Use menu in Utilities. Typically,

PSTOOLS.INI is used when you want to see what SQL is being generated at login to the PeopleSoft application. Otherwise, you would initiate the trace from the SQL Trace page right before you execute the transaction you want to trace. The trace stays on until you turn it off or close all PeopleSoft menus.



For more information about this trace, see Trace SQL.

Other Search Tools

These tools provide other useful search parameters.

ScanPC

This PeopleTools utility allows you to search all PeopleCode for a particular string. For example, you can search on a field name or a PeopleCode function to find all occurrences. ScanPC provides the record name, field name, and PeopleCode type of every occurrence of the string. This is useful when trying to understand what PeopleCode affects a certain field, or how a particular PeopleCode function is used. You execute this on the Search PeopleCode page on the View menu in Data Designer.



For more information about ScanPC, please refer to your PeopleTools documentation.

Norton Utilities Text Search

If you have Norton Utilities, you can use it to locate where a particular field or table is used in the COBOL and SQL stored statements. This is particularly useful during configuration and when you need to understand what areas are affected by the change.

Once you have accessed the Norton Text Search Utility, choose F for file and then enter the appropriate source code directory. Then enter the text string you want to find. All occurrences of this string are displayed.

Tracking Payroll Errors

Finding the reason for the error may involve identifying and reviewing the relevant program code. At times, though, erroneous data can mimic a programming problem. Following are some considerations on finding and debugging payroll errors.

Interpreting the Error

Sometimes when you receive an error, it references many programs. How do you know which program actually generated the error? Below is an example of an error:

```
LOAD-JOB (PSPPYGEM)                                00001 end of fetch

PAGE#=00001, LINE#=001, EMPLID=99999.....

GET-NEXT-JOB (PSPPARRY)                            00001 end of fetch

BUILD-PAYSHEETS (PSPPYSHT)                         00001 end of fetch
```

In the above error, three programs are identified: PSPPYGEM, PSPPARRY, and PSPPYSHT. The program that generates the error is PSPPYGEM, and the procedure that is executing is LOAD_JOB. The other programs are listed because they are called prior to PSPPYGEM.

Debugging Standard Payroll Error Messages

It is common to receive standard payroll error messages when running a payroll process. You receive the “Check Messages” message. When a standard payroll error occurs, you receive a Message ID, message description, and message data.

The message data points to the problem. Examples of message data are RunID, benefit plan, deduction code, and EMPLID. However, sometimes it’s difficult to determine the exact conditions that cause a standard payroll error, if the message data does not provide enough information. One way to determine what is causing the error is to check the COBOL program that issues the error. Using the steps below, you can track the cause of these errors.

```
MOVE AGENCY OF PSLCT TO AGENCY OF S-CHKCAL

WHERE AGENCY=:1
```

1. Locate the error message number on the MSGIDPAY.XRF COBOL cross-reference report.

This gives the program(s) that generates this error. As an example, here is the information for Payroll Error 64 - Prior Run Not Confirmed:

```
PSPPYGRP NOT-CONFIRMED                                000064
```

2. Review the COBOL program(s) to find what condition from Step 1 above causes the error.

Typically it is the result of a SQL statement. For error 64, this is the COBOL calling this error:

```
*****

*          *

JD000-CHECK-CONFIRM SECTION.

JD000.
```

```

*          *

*****

MOVE COMPANY OF PSLCT  TO  COMPANY OF S-CHKCAL

MOVE PAYGROUP OF PSLCT  TO  PAYGROUP OF S-CHKCAL

MOVE PAY-END-DT OF PSLCT  TO  PAY-END-DT OF S-CHKCAL

MOVE RUN-ID OF PSLCT  TO  RUN-ID OF BIND-DATA OF S-CHKCAL


CALL 'PTPSQLRT' USING  ACTION-SELECT OF SQLRT

SQLRT

SQL-CURSOR-COMMON OF SQLRT

SQL-STMT OF S-CHKCAL

BIND-SETUP OF S-CHKCAL

BIND-DATA OF S-CHKCAL

SELECT-SETUP OF S-CHKCAL

SELECT-DATA OF S-CHKCAL

IF RTNCD-ERROR OF SQLRT

    MOVE 'CHECK-CONFIRM(SELECT)'  TO  ERR-SECTION OF SQLRT

    PERFORM ZZ000-SQL-ERROR

END-IF


INITIALIZE SELECT-DATA OF S-CHKCAL


CALL 'PTPSQLRT' USING  ACTION-FETCH OF SQLRT

SQLRT

SQL-CURSOR-COMMON OF SQLRT

IF RTNCD-ERROR OF SQLRT

```

```

        IF RTNCD-END OF SQLRT

SET RTNCD-OK OF SQLRT TO TRUE

ELSE

MOVE 'CHECK-CONFIRM(FETCH)' TO ERR-SECTION OF SQLRT

PERFORM ZZ000-SQL-ERROR

END-IF

ELSE

SET MSGID-NOT-CONFIRMED OF PYMSG TO TRUE

MOVE RUN-ID OF SELECT-DATA OF S-CHKCAL

TO MSGDATA1 OF PYMSG

PERFORM ZM000-MESSAGE

SET RTNCD-USER OF SQLRT TO TRUE

END-IF

.

CHECK-CONFIRM-EXIT.

```

The error occurs when the statement PSPPYGRP_S_CHKCAL returns one or more rows.

3. Review the SQL stored statement to determine what condition is being met.

On the SQLBase platform, these statements are stored in the SYSCOMMANDS table by statement name. For all other platforms, these statements are stored in the PS_SQLSTMT_TBL by statement name. Here is the SQL statement that generates error 64:

```

STORE PSPPYGRP_S_CHKCAL

SELECT

    RUN_ID

FROM PS_PAY_CALENDAR

WHERE COMPANY=:1

    AND PAYGROUP=:2

    AND PAY_END_DT<=:3

```



```

AND RUN_ID<>' '

AND RUN_ID<>:4

AND (PAY_CONFIRM_RUN='N'

OR PAY_OFF_CYCLE='Y')

;

```

4. You can then execute this statement manually using a query tool such as SQLTalk.

You need to fill in the bind variables based on the information you are processing. In this example, you specify the company, pay group, and pay end date of the calendar you are processing.

Debugging SQL and Database Errors

These errors are the most difficult to track down. At times, they can only be resolved by reviewing the COBOL and possibly adding display statements. However, many times they are caused by erroneous data that the program is not designed to trap, for example, erroneous data that was converted from an SQR that did not perform the normal online edit checking.

Below are some things you can do to narrow down the condition that is causing the error:

1. Run the audit programs described in this section.

They are designed to identify erroneous data. Correct all exceptions that are reported.

2. Run a trace that identifies the SQL statement that is executing when the error occurs.

The trace may give the values of the bind variables that identify the employee on which the error is occurring. You can then look more closely at this employee. Or you may decide to mark this employee Not Pay. This prevents holding up the payroll for one employee, and you can research it after the payroll is complete.

3. Review the error and determine the program and procedure that is executing when the error occurs.

This might show exactly what SQL statement is executing. However, sometimes the SQL statement is executed in a previous program, and the data doesn't cause a problem until the current program uses it.

Key Status Fields

There are four fields that determine the overall status of a paycheck:

- PAY_LINE_STATUS of PS_PAY_EARNINGS
- PAYCHECK_STATUS of PS_PAY_CHECK

- CONFIRMED of PS_PAY_LINE
- CONFIRMED of PS_PAY_PAGE

The programs to determine what has been processed so far and what still needs to be processed use these fields. This is what enables the processes to be run again and to continue where they leave off if an error occurs. In some cases, after an error occurs, some of statuses will have been updated and others will not have been updated.

For example, if you get a “duplicate on insert” in CONFIRM when updating balances, only the PS_PAY_CHECK table still shows the check as calculated. The other tables show that the check is confirmed. It is useful to query these status fields to get an overall picture of where the payroll process is for one or all checks.

Performance (Batch Performance Indexes)

Before HRMS 5, the performance of batch processes was dependent on the performance indexes created by the script PAYBLDIX.WT. Now these indexes are defined in Data Designer and are recreated there. Here is a list of these indexes:

- PSAJOB
- PSAPAY_CHECK
- PSAPAY_EARNINGS
- PSAPAY_EARNINGS_E
- PSAPAY_LINE
- PSAPAY_OTH_EARNS
- PSATAX_BALANCE

These indexes are recreated by executing a SQL Create Index on the table associated with the index.

Documentation

PeopleSoft offers published documentation and documents online to support your Payroll system.

COBOL Cross-Reference Reports

These documents are delivered with the COBOL source code in the same directory. All files have an extension of .XRF and all you have to do is print them.



For more information about these reports, see Configuring Batch Processes.

These reports provide answers to the following questions:

- What payroll error messages does each program generate?
- By program, what tables are used and what action (in other words “insert,” or “update”) is taken on each table?
- By table name, what programs use each table?
- What other programs does each program call?
- By program name, what program calls it?
- By copybook, what programs call each copybook?
- By program name, what copybooks does it call?
- For each program, what are the linkages, called programs, tables used, and copy members?

PeopleTools Cross-Reference Reports

These reports cross-reference the various PeopleTools objects such as records, fields, pages, menus, and so on, to offer you several views of the application. You run these reports on the Record Cross Reference page on the Use menu in Utilities.

PeopleSoft Human Resources Documentation

This documentation provides the following information:

- Setup of the HR tables and employee data
- Use of the HR functions
- Standard reports
- Entity Relationship Diagrams

PeopleSoft Payroll Documentation

Among many other topics, the book provides information on the following:

- Defining the payroll process and tax tables
- Maintaining employee data
- Using and configuring payroll processes
- Converting employee balances
- Working with paysheets and paychecks

You can also access PeopleSoft Payroll documentation online through context-sensitive help and through PeopleBooks.

Panel Definition Library

This documentation contains reproductions of all pages and their definitions. We now ship file images of the page definitions on CD-ROM, instead of hardcopy printouts.

Record Definition Library

This documentation contains printouts of all record definitions. We now ship file images of the record definitions on CD-ROM, instead of hardcopy printouts.

PeopleTools Documentation

This documentation discusses the online tools such as Process Scheduler and Import Utility.

System Administration Documentation

There is a System Administration guide for each database platform. These guides contain information on procedures that are specific to each platform.

PeopleSoft Customer Connection

PeopleSoft Customer Connection is a World Wide Web site used by PeopleSoft customers. To access Customer Connection, point your web browser to <http://www4.peoplesoft.com/cc/index.html>.

- **Updates/Fixes.** This database contains bug fixes that customers can download and apply to their application.
- **Product Support.** This database contains call logs that were resolved by the PeopleSoft Global Support Center. Each log contains a description of the problem and the solution to the problem, including any reference to an incident or update/fix.

News/Information

This database contains many types of useful information, such as training schedules and release notes. In addition, the Global Support Center posts a new document each week that outlines the most common questions and problems received that week.

Discussion/SIG

This database gives PeopleSoft customers a vehicle through which to communicate with each other. You can use it to find out how other customers approached certain problems or configurations.

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