

PeopleSoft 8.3 Payroll for North America PeopleBook

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Contents

About the HRMS PeopleBooks

Before You Begin xxxiii
PeopleSoft Application Fundamentals for HRMS PeopleBook xxxiii
Related Documentation xxxiv
Documentation on the Internet xxxiv
Documentation on CD-ROM xxxiv
Hardcopy Documentation xxxiv
PeopleBooks Standard Page Element Definitions xxxv
PeopleBook Standard Group Boxes xxxviii
Entering Name Information xxxviii
Entering Address Information xl
Entering or Viewing Pay Components xli
Required Fields on Pages xliii
Typographical Conventions and Visual Cues xliii
Process Introductory Table xliv
USF U.S. Federal Government Functionality xlv
E&G Education and Government Functionality xlv
Local Country Functionality xlv
Comments and Suggestions xlv

Chapter 1

About the PeopleSoft 8.3 Payroll for North America PeopleBook

PeopleBooks Standard Page Element Definitions 1-1

Chapter 2

Introducing PeopleSoft Payroll for North America

Why PeopleSoft Payroll for North America? 2-1
Setting Up PeopleSoft Human Resources Tables 2-3
Understanding the Integration Between PeopleSoft Payroll for North America and PeopleSoft Human Resources 2-4
Setting Up a Common Pay Agent 2-5
(USF) Page Used to Set Up a Common Pay Agent 2-6
(USF) Setting Up W-2 Company Data for a Common Pay Agent 2-6
Setting Up Tax Tables 2-7

Setting Up Calendars 2-7

Chapter 3

Defining Earnings and Using Earnings Codes

Understanding Earnings Tables 3-1
Common Elements Used in This Chapter 3-2
Establishing Earnings Codes 3-2
Understanding Earnings Codes 3-2
Pages Used to Establish Earnings Codes 3-4
Defining Parameters and Rules for Calculating Earnings 3-5
Entering Special Options and Tax Methods for Earnings Codes 3-8
(USF) Specifying Additional Earnings 3-23
Tracking General Ledger Entries by Earnings Code 3-24
Defining How Earnings Codes Affect Leave Accruals and Special Accumulators 3-28
Establishing Earnings Programs 3-31
Understanding Earnings Programs 3-31
Page Used to Establish Earnings Programs 3-31
Defining Earnings Programs 3-32
(USF) Defining Earnings Accrual Classes 3-32
Understanding Earnings Accrual Classes 3-33
Pages Used to Define Earnings Accrual Classes 3-35
Defining Accrual Class Properties 3-36
Establishing Ceilings and Carryover Limits 3-40
Applying Expiration and Termination Rules 3-44
Creating a Schedule for Granting Leave Based on Length of Service 3-46
Specifying How Earnings Code Hours Affect Leave Balances 3-47
Setting Up Cascading Leave 3-49
(USF) Viewing Re-Employed Annuitant Information 3-50
Pages Used to View Re-Employed Annuitant Information 3-51
Viewing Annuity Report Details 3-51
Viewing Annuity Report Totals 3-52
(USF) Establishing Pay Plans 3-52
Understanding Pay Plans 3-53
Pages Used to Establish Pay Plans 3-53
Defining Pay Plans 3-53
Establishing Pay Limits and Exempt Overtime Rates 3-54
Establishing Compensation Rates 3-56
Understanding Compensation Rates 3-57
Establishing Retro Pay Programs 3-58

Understanding Retro Pay Programs 3-58
Pages Used to Establish Retro Pay Programs 3-59
Defining Retro Pay Programs 3-59
Establishing Special Accumulator Types 3-61
Understanding Special Accumulators 3-61
Pages Used to Establish Special Accumulator Types 3-62
Establishing Shifts 3-62
Understanding Shifts 3-62
Pages Used to Establish Shifts 3-63
Adding a Shift 3-64
(USF) Setting Up Individual Retirement Record Processing 3-66
Understanding Individual Retirement Record Processing 3-66
(USF) Defining the ROST Process 3-66
Understanding IRR Remarks 3-66
Page Used to Define the ROST Process 3-67
Associate Remarks With IRR-Reportable PARs 3-67
Defining IRR Reportability for Earnings Codes 3-67
Creating IRR Remarks 3-67
Identifying an IRR Retirement Form in the Retirement Plan Table 3-68
Identifying Year Settings in the Pay Calendar 3-69
Defining the Final Check Process 3-69
Understanding the Final Check Process 3-69
Pages Used to Define the Final Check Process 3-70
Defining Action and Action Reason Code Combinations 3-72
Establishing a Final Check Program 3-72
Defining Earnings 3-73
Defining Leave Accrual Rules 3-73
Defining Deductions 3-75

Chapter 4

Defining Deductions

Understanding Deductions 4-1
Before You Begin 4-1
Classifying Deductions 4-2
Creating Deduction Subsets 4-3
Page Used to Create Deduction Subsets 4-3
Setting Up Deductions 4-4
Pages Used to Set Up Deductions 4-4
Specifying the Deduction Priority 4-5
(USF) Specifying Federal Distribution Destinations 4-8

Specifying a Deduction Classification 4-9
Specifying Tax Classifications 4-11
Specifying U.S and Canadian Tax Effect Considerations 4-14
Establishing Parameters for Partial Deductions and Arrears 4-23
Specifying Deduction Frequency Schedule 4-25
Defining General Deductions 4-26
Pages Used to Define General Deductions 4-27
Understanding and Accessing General Deductions 4-27
Defining How Nonbenefit Deductions are Calculated 4-28
(USF) Defining the Distribution Routing and Summary Levels 4-33
(USF) Entering General Deduction Distribution Information 4-33
(USF) Entering General Deduction Distribution Information 4-34
(USF) Entering General Deduction Distribution Remittance Frequency Information 4-35
Benefit Deductions 4-36
Assigning General Deductions to Your Company 4-36
Page Used to Assign General Deductions to Your Company 4-37
Assigning General Deductions to Your Company 4-37

Chapter 5

Defining Tables That Support the Payroll Process

Understanding Tables That Support the Payroll Process 5-1
Setting Up Background Tables 5-2
Pages Used to Set Up Background Tables 5-3
Identifying Forms for Printing Checks and Advice 5-3
Designating Holidays for Payroll Processing 5-4
Editing Account Codes 5-6
Establishing Savings Bonds 5-7
Pages Used to Establish Savings Bonds 5-8
(CAN) Defining Deductions for Canada Savings Bonds 5-8
(CAN) Setting Up Business Payrolls Survey Reporting 5-9
Pages Used to Set Up Business Payrolls Survey Reporting 5-10
Entering the Business and Contact Information 5-10
Defining Business Payrolls Survey Activity Codes 5-11
(CAN) Defining Business Payrolls Surveys Reporting Units 5-11
Understanding Business Payrolls Survey Reporting Units 5-12
Pages Used to Define Business Payrolls Survey Reporting Units 5-13
Specifying the Pay Group and Business Payrolls Survey Activities 5-14
Specifying Business Payrolls Survey Locations 5-14
(CAN) Defining Earnings and Deduction Codes for Business Payrolls Survey Reporting 5-15

Pages Used to Define Earnings and Deduction Codes for Business Payrolls Survey Reporting 5-15
Defining Earnings and Deduction Codes for Business Payrolls Survey Reporting 5-16
(CAN) Processing the Business Payrolls Survey EDR File 5-17
Additional Information on BPS Processing 5-18
(CAN) Establishing Canada Payroll Savings Plans 5-19
Pages Used to Set Up a CPS Organization 5-19
Defining a CPS Organization 5-20
Specifying Canada Payroll Savings Campaign Information 5-20
(CAN) Processing the CPS Transmittal File 5-22
Reviewing and Modifying Payroll Messages 5-23
Page Used to Review and Modify Payroll Messages 5-23
Adding and Modifying Payroll Messages 5-23

Chapter 6

Defining Garnishments

Establishing a Garnishment Deduction 6-1
Defining Deduction Information for Garnishments 6-1
Maintaining Garnishment Vendors 6-3
Maintaining Garnishment Proration Rules 6-3
Pages Used to Maintain Garnishment Proration Rules 6-4
Applying Garnishment Proration Rules 6-4
Maintaining State Garnishment Proration Rules 6-5
Defining Disposable Earnings for Garnishments 6-5
Pages Used to Define Disposable Earnings for Garnishments 6-6
Reviewing and Updating Disposable Earnings Definitions 6-6
(CAN) Reviewing and Updating Canadian Disposable Earnings Definitions 6-7
(U.S.) Defining U.S. Garnishment Rules 6-9
Pages Used to Define U.S. Garnishment Rules 6-9
Common Elements Used in This Section 6-9
Maintaining Exemption Calculation Methods and Data 6-10
(CAN) Defining Canadian Garnishment Rules 6-11
Pages Used to Define Canadian Garnishment Rules 6-11
Common Elements Used in This Section 6-12
Specifying Adjustments to Disposable Earnings 6-12
Selecting Exemption Amounts 6-13
Defining Calculation Formulas 6-13
Defining Employee Payroll Data for Garnishments 6-15
Pages Used to Define Employee Payroll Data for Garnishments 6-15
Common Elements Used in This Section 6-17

Entering Garnishment Order Information 6-18
Entering Garnishment Payee Information 6-20
Defining Garnishment Deduction Parameters and Limitations 6-21
Defining Deduction Information When Deducting From All Payrolls 6-24
Defining a Garnishment Payment Schedule 6-25
Applying Garnishment Rules 6-27
Entering the Garnishment Proration Amount 6-29
(USF) Defining Employee Payroll Data for Garnishments 6-30
Pages Used to Define Employee Payroll Data for Garnishments 6-30
(USF) Entering Garnishment Payee Information 6-31
(USF) Entering Garnishment Deduction Distribution Information 6-32
Viewing Garnishment Information 6-32
Processing One-Time Deduction Overrides 6-33
Taking Only the Garnishment Deduction 6-33
Processing Only One Garnishment 6-33
Processing a Garnishment Refund 6-34
Verifying Employee Garnishment Data 6-34

Chapter 7

Defining Your Organizational Framework

Understanding Pay Groups 7-1
Identifying Pay Groups 7-2
Defining Pay Groups 7-3
Pages Used to Define Pay Groups 7-4
Defining a Pay Group 7-6
Establishing Default Employee Types 7-6
Defining Payroll Processing Parameters for Pay Groups 7-6
Specifying the FLSA Period Definition 7-9
Specify Proration Rules and Other Paysheet Options 7-11
Specifying Paycheck Sort Order and Other Options 7-16
Defining Print Sequence Options 7-18
Defining Other Report Parameters 7-19
Establishing Tips Processing 7-21
How the Pay Group Table Affects Paysheets 7-22

Chapter 8

Preparing Your Payroll Process

Understanding Information Used in the Payroll Process 8-1
Administering Contract Pay 8-3
Understanding the Contract Pay Feature 8-3

Pages Used to Administer Contract Pay 8-4
Entering Employee Contracts 8-5
Viewing Employee Earnings and Payments 8-8
Running the Additional Pay Process 8-9
Running the Contract Renewal Process 8-9
Updating Contract Pay Actuals 8-10
Recalculating Actual Days in a Contract 8-11
(E&G) Using the Prepay Option 8-11
Handling Employees With Multiple Jobs in the Same Organization 8-14
Understanding Multiple Job Considerations 8-14
Issuing a Single Check 8-15
Setting Up Direct Deposit for Paychecks 8-16
Taking General Deductions 8-16
Setting Up Deduction Subsets for Employees With Multiple Jobs 8-17
Setting Up Union Dues Deductions 8-19
Setting Up Multiple Benefits Programs 8-20
Setting Limits for General Deductions and Benefits Deductions 8-20

Chapter 9

Understanding Date Processing

Understanding the Interactions Between Various Date Fields 9-1
Understanding Interactions With General Deductions 9-1
Understanding Interactions With Additional Pay 9-2
Understanding Interactions With Benefit Deductions 9-3
Understanding Interactions With Job Data 9-4
Understanding Interactions With the Deduction Table 9-5

Chapter 10

Maintaining Payroll Data

Understanding Payroll Data 10-1
Searching by National ID 10-2
Creating Employee Tax Data Automatically 10-2
Entering U.S. Employee Tax Data 10-3
Pages Used to Enter U.S Employee Tax Data 10-3
Entering Federal Tax Data 10-4
Entering State Tax Data 10-11
Entering Local Tax Data 10-16
Processing W-4 and W-5 Employees 10-18
Understanding W-4 and W-5 Employee Processing 10-18
Pages Used to Process W-4 and W-5 Employees 10-19

Defining Your W4 or W5 Processing Parameters 10-20
Entering Tax Distribution Information 10-21
(CAN) Entering Canadian Tax Distribution Information 10-23
Setting Up Employee General Deductions 10-23
Pages Used to Set Up Employee General Deductions 10-24
Specifying the Calculation Method for General Deductions 10-24
(USF) Specifying the Calculation Method for General Deductions 10-28
(USF) Entering Employee Deduction Distribution Information 10-29
Overriding Deduction Settings for an Employee 10-30
(USF) Crediting Military Service to Civilian Retirement 10-31
Understanding Crediting Military Service 10-32
Pages Used to Credit Military Service to Civilian Retirement 10-33
Entering Military Service Deposit Information 10-34
Entering Service Period Earnings Information 10-36
Viewing Deposit and Interest Information 10-37
Closing a Military Service Deposit 10-39
Calculating Military Deposit Interest 10-40
Entering the Military Service Deposit Interest Rate 10-40
Running the Calculate Military Service Deposit Interest Process 10-41
Setting Up Direct Deposits 10-41
Understanding Direct Deposits and Enterprise Integration Points 10-41
Page Used to Set Up Direct Deposits 10-42
Entering Direct Deposit Information 10-42
Defining Additional Pay Earnings 10-46
Page Used to Define Additional Pay Earnings 10-46
Entering Additional Pay Earnings Information 10-46
Administering U.S. Savings Bonds Purchases 10-57
Understanding U.S. Savings Bonds Purchases 10-58
Pages Used to Administer U.S. Savings Bonds Purchases 10-58
Entering Data to Purchase Savings Bonds 10-59
Displaying Bond Purchase and Amount Activity 10-62
Running the Bond Purchase Report 10-63
Producing Magnetic Media Output in Federal Reserve System Format 10-63
Maintaining Optional Payroll Data 10-64
Pages Used to Maintain Optional Payroll Data 10-64
Entering Optional Payroll Processing Information 10-65
Entering Other Optional Payroll Processing Information 10-66
(USF) Maintaining and Tracking Employee IRR Data 10-68
Understanding and Monitoring IRR Data 10-68
Pages Used to Maintain and Track Employee IRR Data 10-69

Displaying IRR Control Information 10-70
Entering IRR Tracking Comments on the Employee Page 10-70
Display Employee Service History Details 10-71
Displaying PAR Comments 10-72
Displaying Employee's Fiscal Details 10-73
Entering IRR Remarks 10-74
Setting Up Garnishment Information 10-76
Processing Form W-2c 10-76
Page Used to Process Form W-2c 10-77
Correcting a W-2 or W-2c Form 10-77
(CAN) Entering Canadian Income Tax Data 10-78
Pages Used to Enter Canadian Income Tax Data 10-79
Specifying Special CIT Withholding Status and TD1 Exemptions and Tax Credits 10-79
Entering Quebec Income Tax Information 10-86
Entering Provincial Income Tax Data 10-88
(CAN) Administering the Canada Savings Bond Program 10-90
Page Used to Administer the Canada Savings Bond Program 10-90
Registering Employees in the Canada Savings Bond program 10-90
Bond Purchase Report 10-92

Chapter 11

Handling Group-Term Life Insurance

Understanding Group-Term Life Insurance 11-1
Setting Up Deductions for Group-Term Life Plans 11-2
Selecting Deduction Classifications 11-2
(CAN) Selecting Canadian Deduction Classifications 11-3
Setting Up Tax Options 11-3
Calculating Imputed Income 11-4
Calculating U.S. Imputed Income 11-4
Calculating Canadian Imputed Income 11-7
Adjusting Imputed Income for U.S. Employees 11-9
Understanding the Imputed Income Adjustment Process 11-10
Page Used to Adjust Imputed Income for U.S. Employees 11-11
Modifying Imputed Income 11-11
Viewing Results 11-14

Chapter 12

(CAN) Working with Canadian Low-Interest Loans

Understanding Low-Interest Loans 12-1

Setting Up Loan Processing and Loans 12-3
Page Used to Set Up Loan Processing and Loans 12-3
Specifying the Government's Prescribed Interest Rate 12-3
Activating Calculation Routines for Low-Interest Loans 12-3
Establishing the Loan Deduction 12-3
Specifying the Loan Percentage 12-4

Chapter 13

Working With Paysheets

Understanding Paysheets 13-1
Understanding Paysheet Page Messages 13-2
Creating Paysheets 13-3
Understanding the Paysheet Creation Process 13-4
Pages Used to Create Paysheets 13-5
Running the Presheet Audit Report 13-5
Establishing Run Controls 13-6
Running the Paysheet Creation Process 13-6
Checking for Payroll Errors 13-7
Modifying Paysheets 13-8
Pages Used to Modify Paysheets 13-9
Modifying a Paysheet 13-9
Altering Default Information 13-14
Viewing a Sample Employee Pay Line 13-16
Recording One-Time Deductions, Garnishments, and Taxes 13-18
Pages Used to Record One-Time Deductions, Garnishments, and Taxes 13-18
Entering One-Time Deductions 13-19
Entering One-Time Garnishments 13-23
Entering One-Time Taxes 13-24
Creating Final Check Paysheets 13-27
Understanding the Final Check Paysheet Create Process 13-27
Page Used to Create Final Check Paysheets 13-34
Creating Final Check Paysheets 13-34
Rerunning the Final Check Paysheet Create Process 13-35
Viewing Final Check Reports 13-36
Working With Paysheets Online 13-36
Understanding the Differences Between Paylines and Paysheets 13-36
Pages Used to Work With Paysheets Online 13-37
Accessing Paysheet Data 13-38
Accessing Pay Line Data 13-38
Accessing Pay Line Information by Account Code 13-40

Making Quick Changes to Paysheets 13-40
Reviewing Paysheet Balances 13-41
Pages Used to Review Paysheet Balances 13-42
Auditing Paysheets for Accuracy 13-42
Using Paysheets Effectively 13-43
Using Paysheet Reports 13-43
Viewing Multiple Pay Earnings on a Paysheet Report 13-44
Using Pre-Printed Paysheet Forms 13-44
Viewing Paysheet Reports 13-45

Chapter 14

Administering Interfaces

Preprocessing Time and Labor Interface 14-1
Understanding the Time and Labor Interface Process 14-1
Processing Information and Guidelines 14-6
Pages Used to PreProcess Time and Labor Interface 14-8
Defining Which Time and Labor Elements Are Loaded Into Paysheets 14-9
Loading Payable Time from Time and Labor into Payroll for North America Paysheets 14-10
Loading Payable Time from Time and Labor into Payroll for North America Paysheets on an Off-cycle Basis 14-12
Preprocessing Variable Compensation, Employee Referral Program, Stock, and Expenses Interfaces 14-13
Understanding Enterprise Integration Points 14-14
Understanding the Paysheet Load Process 14-16
Pages Used to Preprocess Variable Compensation, Employee Referral Program, Stock, and Expenses Interfaces 14-17
Loading Data into Paysheets or Resetting Transactions from Inactive to Active Status 14-17
Loading Variable Compensation Data 14-20
Validating or Rejecting Award Data from Variable Compensation 14-21
Loading Employee Referral Program Data 14-22
Loading Expense Data 14-23
Loading Stock Purchase Refunds and Stock Option Data 14-24
Post-Processing Time and Labor Interface 14-25
Understanding How to Extract Time and Labor Costs 14-25
Pages Used to Post-Process Time and Labor Interface 14-26
Extracting Time and Labor Costs from Payroll for North America to Time and Labor 14-26
Display Loaded On-Cycle Time and Labor Data 14-28
Display Loaded Off-Cycle Time and Labor Data 14-28

Understanding Consolidation 14-29
Other Pages With Related Time and Labor Fields 14-30
Post-Processing Variable Compensation, Employee Referral Program, and Expenses Interfaces 14-31
Pages Used for Employee Referral Program and Expenses Interface 14-32
Post-Processing Variable Compensation Interface 14-32
Confirming and Notifying Variable Compensation Data 14-33
Post-Processing Employee Referral Program (eRecruit) Interface 14-33
Post-Processing Expenses Interface 14-34
Verifying Payment to PeopleSoft Expenses 14-35
Using the PeopleSoft Payables Interface 14-35
Understanding the PeopleSoft Payables Interface 14-36
Setup Requirements for PeopleSoft Payables 14-36
Processing Overview for PeopleSoft Payables Interface 14-37
What the Voucher Records Include 14-38
Pages Used With the PeopleSoft Payables Interface 14-39
Common Elements Used in this Section 14-41
Extracting Nontax Deductions for PeopleSoft Payables 14-41
Extracting Federal Tax Deductions for PeopleSoft Payables 14-43
Extracting State Tax Deductions for PeopleSoft Payables 14-43
Extracting Local Tax Deductions for PeopleSoft Payables 14-44
(CAN) Extracting Canadian Tax Deductions for PeopleSoft Payables 14-45
Viewing Extracted Deductions 14-46
Displaying the Payables Deduction Total Amount for a Vendor 14-47
Displaying the Payables Deduction Records for a Vendor 14-47
Posting Deduction Vouchers to PeopleSoft Payables 14-48
Understanding Enterprise Integration Points 14-49
Using the PeopleSoft General Ledger Interface 14-50
Payroll Activities Delivered With U.S. Installation 14-50
(CAN) Payroll Activities Delivered With Canadian Installation 14-52
Pages Used With the PeopleSoft General Ledger Interface 14-55
Connecting Your HR Business Units to GL Business Units 14-55
Mapping PeopleSoft Payroll ChartField Keys to General Ledger Accounts and Departments 14-56
Associate HR Chart Keys to GL Accounts 14-57
Identifying Tables to Use to Create an HR Chart Key 14-57
Populate the ChartField Keys of an HR Business Unit Automatically for Pay Earnings 14-58
Generating Payroll Accounting Lines 14-59
Page Used to Generate Payroll Accounting Lines 14-59
Running the General Ledger - Non-Commitment Accounting Process 14-59

Transferring PeopleSoft Payroll Information to General Ledger 14-60
Resetting the GL Interface Run Flag 14-61
Page Used to Reset the GL Interface Run Flag 14-61
Resetting the GL Reset Run Flag 14-61

Chapter 15

Converting Employee Balances

Understanding Employee Balance Records 15-1
Employee Balance Records: General Description 15-1
PS_BOND_LOG - Bond Log 15-8
(CAN) PS_CAN_CHECK_YTD - Check YTD 15-9
(CAN) PS_CAN_DED_BALANCE - Deduction Balance 15-9
(CAN) PS_CAN_ERN_BALANCE - Earnings Balance 15-10
(CAN) PS_CAN_TAX_BALANCE - Tax Balance 15-11
PS_CHECK_YTD - Check YTD 15-12
PS_DED_ARREARS - Deduction Arrears 15-12
PS_DEDUCTION_BAL - Deduction Balance 15-12
PS_EARNINGS_BAL - Earnings Balance 15-14
PS_GARN_BALANCE - Garnishment Balance 15-15
(CAN) PS_INS_EARNS_BAL - Insurable Earnings Balance 15-16
PS_LEAVE_ACCRUAL - Leave Accrual 15-16
(USF) PS_LEAVE_ACCRUAL 15-17
(CAN) PS_ROE - ROE 15-23
PS_TAX_BALANCE - Tax Balance 15-25
Generating Control Totals 15-27
Using SQRs 15-27
Using Year-End Processing 15-27
(CAN) Converting ROE Data 15-27

Chapter 16

Reviewing the Parallel Test Checklist

Parallel Test Guidelines 16-1
Parallel Test Checklist 16-1

Chapter 17

Calculating Pay

Understanding Pay Calculation 17-1
Running the Pre-Calculation Audit Report 17-4
Calculating FLSA Rates 17-4
Understanding FLSA Rate Calculations 17-4

Setting Up FLSA Calculations 17-5
Calculating FLSA Rates for Hourly Employees 17-7
Calculating FLSA Rates for Salaried, Nonexempt Employees 17-13
Calculating FLSA Requirements for Public Safety Employees 17-15
Calculating FLSA Rates for Hospital Employees 17-19
Calculating FLSA Rates With Mid-Period Rate Changes 17-21
Calculating Single Payments Over Multiple Pay Periods 17-23
Calculating FLSA Rates and Double-Time Pay 17-24
Defining Pay Calculation Parameters 17-24
Page Used to Define Pay Calculation Parameters 17-25
Specifying Pay Calculation Parameters 17-25
Running Pay Calculations 17-28
Understanding the Deduction Priority and Deduction Classification 17-28
Understanding Insufficient Net Pay and Pay Calculation 17-31
Reviewing Pay Calculation Results 17-33
Understanding Paycheck Pages 17-34
Pages Used to Review Pay Calculation Results 17-35
Viewing Paycheck Deductions 17-37
Viewing Earnings by FLSA Period 17-39
Reviewing Payroll Messages 17-42
Correcting Errors in Pay Calculation 17-42
Running Final Pay Calculation 17-44

Chapter 18

Confirming Pay

Understanding Pay Confirmation 18-1
Running Pay Confirm and Pay Unconfirm 18-2
Page Used to Run Pay Confirmation 18-3
Defining Pay Confirmation Process Parameters 18-3
Confirming Pay Calendars in Order by Check Date Month 18-5
Reviewing Pay Confirmation Results 18-6
(USF) Processing Leave Accruals 18-6
Page Used to Process Leave Accruals 18-6
Processing Employee Leave Accruals 18-6
(USF) Determining Accumulated WGI/Tenure Non-Pay Hours 18-7
(USF) Pages Used to Determine WGI/Tenure Non-Pay Hours 18-7

Chapter 19

(USF) Setting Up and Processing Agency Interfaces

Setting Up Electronic Certification System Controls 19-1

Understanding the ECS Interface Process 19-1
Pages Used to Set Up Electronic Certification System Controls 19-2
Establishing ECS Control Information 19-3
Entering Schedule Control Information 19-4
Extracting Control Information 19-4
Entering Account Information 19-5
Defining Formats for Summary Payments 19-5
Adding Remarks 19-6
Entering Reel Numbers 19-6
Preparing ECS Off-Cycle Disbursements 19-7
Pages Used to Prepare Off-Cycle Disbursements 19-8
Creating The ECS Control for ECS Off-Cycle Disbursements 19-8
Selecting Payments for ECS Off-Cycle Net Disbursements 19-9
Selecting Deductions for ECS Off-Cycle Net Disbursements 19-11
Selecting Schedules for ECS Transmission 19-12
Page Used to Select Schedules for ECS Transmission 19-12
Selecting Payments for ECS Off-Cycle Net Disbursements 19-12
Setting Up the Treasury and FRB Bond Interface 19-13
Page Used to Set Up the Treasury and FRB Bond Interface 19-14
Setting Up the Treasury and FRB Bond Interface 19-14
Setting Up a Thrift Savings Plan Voucher 19-16
Pages Used to Set Up a Thrift Savings Plan Voucher 19-16
Setting Up a Thrift Savings Plan Voucher 19-16
Entering Off-Cycle TSP Voucher Information 19-17
Setting Up the Thrift Savings Plan Interface 19-18
Page Used to Set Up the Thrift Savings Plan Interface 19-18
Setting UP the TSP Interface 19-19
Running the RITS Interface Process 19-19
Page Used to Run the RITS Interface Process 19-19
Running the RITS Interface Process 19-20

Chapter 20

Processing Retro Pay

Understanding Retro Pay Processing 20-1
Setting Up Retro Pay 20-2
Creating Retro Pay Requests 20-2
Changing Job Data Records 20-2
Changing Additional Pay Data 20-3
Defining Retro Pay Mass Requests 20-3
Pages Used to Define Retro Pay Mass Requests 20-3

Identifying Changes That Generate Retro Pay Mass Requests 20-4
Reviewing and Deleting Retro Pay Requests 20-5
Page Used to Review and Delete Retro Pay Requests 20-6
Reviewing and Deleting Retro Pay Requests 20-6
Calculating Retro Pay 20-7
Page Used to Calculate Retro Pay 20-7
Running the Retro Pay Calculation Process 20-7
Reviewing and Updating Retro Pay Calculations 20-9
Page Used to Review and Update Retro Pay Calculations 20-9
Reviewing and Updating Retro Pay Calculations 20-9
Undoing Retro Pay Processing 20-10
Page Used to Undo Retro Pay Processing 20-11
Undoing Retro Pay Processing 20-11
Loading Retro Pay Into Paysheets 20-12
Page Used to Load Retro Pay Into Paysheets 20-13
Running the Retro Pay Load Paysheets Process 20-13
Inquiring and Reporting on Retro Pay Processing 20-14
Pages Used to Inquire and Report on Retro Pay Processing 20-14
Reporting on Retro Pay Processing 20-14
(E&G) Generating Lump-Sum Retroactive Payments for Contractual Employees 20-15
Understanding Lump-Sum Retroactive Payments 20-15
Pages Used to Generate Lump-Sum Retroactive Payments for Contractual Employees 20-16
Setting Up Lump-Sum Retroactive Payments 20-17
(E&G) Processing Additional Pay Runs for Contractual Employees 20-17
(USF) Managing Interest Calculations on Retro Pay 20-18
Understanding Interest on Retro Pay 20-19
Pages Used to Manage Interest Calculations on Retro Pay 20-20
Entering the Current Interest Rate 20-20
Reviewing Interest Calculations and Interest Rates 20-21

Chapter 21

Adjusting Employee Balances

Understanding Employee Balances 21-1
Using the Balance Adjustment Component 21-1
Processing Adjustments 21-2
Creating New Balance Records 21-2
Using Related Balances 21-2
Using the Balance Inquiry Pages 21-3
Pages Used for Balance Inquiries 21-4
Adjusting U.S. Balances 21-5

Adjusting Arrears Balances 21-5
Pages Used to Adjust Arrears Balances 21-5
Identifying Arrears Balances 21-6
Changing Arrears Balances 21-6
Adjusting Year-to-Date Check Balances 21-7
Pages Used to Adjust Year-to-Date Check Balances 21-7
Identifying Year-to-Date Check Balances 21-8
Changing Year-to-Date Check Balances 21-8
Adjusting Deduction Balances 21-9
Pages Used to Adjust Deduction Balances 21-10
Identifying Deduction Balances 21-10
Changing Deduction Balances 21-11
Adjusting Earnings Balances 21-12
Pages Used to Adjust Earnings Balances 21-13
Identifying Earnings Balances 21-13
Changing Earnings Balances 21-14
Adjusting Garnishment Balances 21-14
Pages Used to Adjust Garnishment Balances 21-15
Identifying Garnishment Balances 21-15
Changing Garnishment Balances 21-16
Adjusting Special Accumulator Balances 21-17
Pages Used to Adjust Special Accumulator Balances 21-17
Identifying Special Accumulator Balances 21-18
Changing Special Accumulator Balances 21-19
Adjusting Tax Balances 21-19
Pages Used to Adjust Tax Balances 21-20
Identifying Tax Balances 21-20
Changing Tax Balances 21-21
(E&G) Adjusting 1042 Tax Balances 21-21
Pages Used to Adjust 1042 Tax Balances 21-22
Identifying 1042 Tax Balances 21-22
Changing 1042 Tax Balances 21-23
(E&G) Adjusting Employee Prepay Balances 21-23
Understanding Adjusting Employee Prepay Balances 21-23
Pages Used to Adjust Employee Prepay Balances 21-24
Entering Reason for Adjust Prepay Balance Adjustments 21-24
Changing Prepay Balances 21-24
(USF) Adjusting Leave Accrual Balances 21-25
Pages Used to Adjust Leave Accrual Balances 21-25
Displaying Employee's Leave Balance Information 21-26

Updating Restored Hours of Leave Expiration Dates 21-28
Viewing Employee's Individual Leave Accrual Transactions 21-29
Changing Individual Leave Accrual Transactions 21-30
(CAN) Adjusting Canadian Balances 21-30
(CAN) Adjusting Canadian Arrears Balances 21-31
(CAN) Adjusting Canadian Year-to-Date Cheque Balances 21-31
Pages Used to Adjust Canadian Year-to-Date Cheque Balances 21-31
Identifying Canadian Cheque Year-to-Date Balances 21-32
Changing Canadian Cheque Year-to-Date Balances 21-32
(CAN) Adjusting Canadian Deduction Balances 21-33
Pages Used to Adjust Canadian Deduction Balances 21-33
Identifying Canadian Deduction Balances 21-34
Changing Canadian Deduction Balances 21-34
(CAN) Adjusting Canadian Earnings Balances 21-35
Pages Used to Adjust Canadian Earnings Balances 21-35
Identifying Canadian Earnings Balances 21-36
Changing Canadian Earnings Balances 21-36
(CAN) Adjusting Canadian Garnishment Balances 21-37
(CAN) Adjusting ROE Balances 21-37
Pages Used to Adjust Canadian ROE Balances 21-38
Identifying Canadian ROE Balances 21-38
Changing Canadian ROE Balances 21-39
(CAN) Adjusting Special Accumulator Balances 21-40
Pages Used to Adjust Canadian Special Accumulator Balances 21-40
Identifying Canadian Special Accumulator Balances 21-40
Changing Canadian Special Accumulator Balances 21-41
(CAN) Adjusting Canadian Tax Balances 21-42
Pages Used to Adjust Canadian Tax Balances 21-42
Identifying Canadian Tax Balances 21-42
Changing Canadian Tax Balances 21-43

Chapter 22

Deleting Balances

Understanding the Delete Balances Batch Process 22-1
Defining Parameters 22-1
Page Used to Define Parameters 22-2
Specifying Process Parameters 22-2

Chapter 23

Working With Checks

Understanding Printing Checks and Advices 23-1
Printing Checks 23-2
(CAN) Printing Cheques 23-2
Printing Direct Deposit Advices 23-2
(CAN) Printing Direct Deposit Advices 23-2
Looking at Paychecks and Advices 23-3
Generating a Direct Deposit Create File 23-3
Understanding Direct Deposit Create Files 23-4
Page Used to Generate a Direct Deposit Create File 23-4
Running the Direct Deposit Create File Process 23-4
Processing Checks Off-Cycle 23-5
Updating Balances for Off-Cycle Checks 23-6
Processing Online Checks 23-7
Understanding Processing Online Checks 23-7
Pages Used to Process Online Checks 23-8
Configuring for Online Printing 23-9
Understanding Online Check Paysheets 23-9
Using Online Check Paysheets 23-10
Displaying Online Check Results 23-11
Reversing a Check Online 23-12
Reviewing Results of an Online Check Reversal 23-12
Recording Manual Checks 23-13
Understanding Manual Checks 23-13
Entering Manual Checks 23-14
Processing a Final Check Request 23-15
Page Used to Process a Final Check Request 23-15
Running the Final Check Request Process 23-15
Online Final Check 23-17
Batch Final Check 23-17
Reprocess Final Check Paysheets 23-18
Understanding Paycheck Reversals and Adjustments 23-18
Knowing Whether to Reverse or to Adjust a Check 23-18
Comparing the Reversal and Adjustment Processes 23-19
Understanding Messages on the Pay Record 23-20
Reversing Paychecks 23-21
Understanding the Check Reversal Process 23-21
Page Used to Reverse Paychecks 23-22
Step 1: Defining the Paycheck Reversal Parameters 23-22

Step 2: Running Paycheck Reversal 23-24
Step 3: Running Pay Confirmation 23-24
Adjusting Paychecks 23-25
Understanding Adjusting Paychecks 23-25
Page Used to Adjust Paychecks 23-26
Step 1: Setting Up the NETPAY Deduction Code 23-26
Step 2: Setting Up Paycheck Adjustment Parameters 23-26
Step 3: Running Paycheck Reversal/Adjustment 23-27
Step 4: Entering Adjustment Information 23-27
Step 5: Setting Up and Running Pay Calculation 23-28
Step 6: Setting Up Codes for Processing Arrears 23-29
Step 7: Completing Arrears Processing 23-32
Creating a Paysheet Entry 23-32
Running Pay Calculation 23-33
Setting Up and Running Pay Confirmation 23-33
Performing Check Reconciliation 23-33
Understanding the Bank File 23-34
Identifying Checks with PAY015A 23-34
Producing Check Reconciliation Reports with PAY015B 23-35
Example of Check Reconciliation 23-35
Reprinting Checks 23-37
Understanding Reprinting Checks 23-38
Pages Used to Reprint Checks 23-39
Setting the Check Ranges and Running the Check Reprinting Process 23-40
Viewing Dead Paychecks 23-40
Rerunning Check Print 23-41
Entering a Starting Check/Advice Number 23-41
Viewing Reprinted Checks 23-43
Processing Gross-Ups 23-44
Net Pay Gross-Ups 23-44
Zero Net Gross-Ups 23-45
Selecting Processing Options 23-45
Running a Gross-Up 23-45
Overriding Taxes for a Gross-Up 23-47
Overriding Deductions for a Gross-Up 23-47
Viewing Results of a Gross-Up 23-48

Chapter 24

Working With Tipped Employees

Setting Up the Payroll System for Tipped Employees 24-1

Understanding Earnings for Tipped Employees 24-2
Pages Used to Set Up the Payroll System for Tipped Employees 24-3
Setting Up Tips Processing in the Company Table 24-4
Setting Up the Pay Group Table for Tipped Employees 24-5
Setting Up the Federal and State Tax Table for Tipped Employees 24-5
Setting Up the Tip Establishments Table for Tipped Employees 24-5
Setting Up Earnings Codes for Tipped Employees 24-6
Setting Up Earnings Code Tax Information for Tipped Employees 24-7
Setting Up Earnings Code Tax Calculation Information 24-8
Setting Up the Job Data Record for Tipped Employees 24-8
Setting Up Form W-2 for Tipped Employees 24-9
Allocating Tips 24-9
Understanding the Tip Allocation Process 24-9
Pages Used to Allocate Tips 24-12
Entering Employee Tip Allocation Data 24-13
Selecting the Tip Allocation End Date 24-14
Running the Tip Allocation Calculation Process 24-15
Updating Allocation Balances 24-15
Viewing Allocations for an Establishment 24-16
Reporting on the Tip Allocation Process 24-17
Reviewing the Tip Allocation Process Status 24-18

Chapter 25

Reviewing and Reporting on Payroll Data

Reviewing Employee Balances 25-1
Pages Used to Review Employee Balances 25-2
Reviewing Paycheck Balances 25-9
Reviewing Paycheck Balance Adjustments 25-9
Reviewing Deduction Balance Adjustments 25-10
(E&G) Reviewing Contract Prepay Balances 25-11
(E&G) Reviewing Prepay Balance Adjustments 25-12
Reviewing Garnishment Balances 25-12
Reviewing Garnishment Balance Adjustments 25-13
Reviewing Arrears Balances 25-14
Reviewing Arrears Balance Adjustments 25-14
Reviewing Earnings Balances 25-15
Reviewing Earnings Balance Adjustments 25-16
Reviewing Special Accumulator Balance Adjustments 25-16
Reviewing U.S. Tax Balances 25-17
Pages Used to Review U.S. Tax Balances 25-17

Reviewing Tax Balance Adjustments 25-18
(CAN) Reviewing Canadian Tax Balances 25-19
Understanding Canadian Tax Balances 25-19
Pages Used to Review Canadian Tax Balances 25-19
Reviewing Canadian Tax Balance Adjustments 25-20
Examining and Correcting W-2 Data 25-20
(CAN) Examining and Correcting Year-End Slips 25-21
(CAN) Reviewing ROE Balances 25-21
Pages Used to Review ROE Balances 25-21
(USF) Reviewing IRRs 25-22
Pages Used to Review IRRs 25-22
Tracking IRR Information 25-23
Tracking PARs 25-23
Tracking Fiscal History 25-24
Adding Remarks to an IRR 25-25
Reporting on Payroll Data 25-26

Chapter 26

(CAN) Generating a Canadian Record of Employment

Understanding ROEs 26-1
Understanding ROE Processing Tips and Techniques 26-2
Understanding ROE Data Sources 26-3
Defining Earnings for Translation to the ROE Form 26-7
Page Used to Define Earnings for Translation to the ROE Form 26-8
Defining Earnings for Translation to the ROE Form 26-8
Creating ROE Data 26-9
Understanding Automatic ROE Data Creation 26-9
Understanding Manual ROE Data Creation 26-12
Pages Used to Create ROE Data 26-12
Creating an ROE Manually 26-13
Entering Additional Employment-Related Information 26-14
Reviewing and Updating ROEs Online 26-16
Printing ROEs 26-17
Deleting ROE Data Records 26-18

Chapter 27

(USF) Processing Individual Retirement Records (IRRs)

Understanding the IRR Process 27-1
Generating Supplemental or Correction IRRs 27-4
Pages Used to Generate Supplemental or Correction IRRs 27-4

Generating Supplemental or Correction IRRs 27-4
Adding or Correcting IRR PAR Information 27-5
Tracking Fiscal Data Accumulation 27-6
Page Used to Track Fiscal Data Accumulation 27-7
Running the IRR Fiscal Data Accum Report 27-7
Adjusting an Employee's Fiscal Year History 27-8
Page Used to Adjust an Employee's Fiscal Year History 27-8
Adjusting IRR Yearly Amounts 27-8

Chapter 28

(USF) Processing the Register of Separations and Transfers (ROST)

Understanding the ROST 28-1
Generating the ROST Reports (SF-2807 and SF-3103) 28-2
Understanding the ROST Process 28-2
Page Used to Generate the ROST Reports 28-3
Establishing Criteria for a ROST Report 28-3
Reviewing the ROST Summary 28-3
Page Used to Review the ROST Summary 28-4

Chapter 29

Accessing Year-End Processing Instructions

Chapter 30

Appendix A: PeopleSoft Payroll for North America Reports

Common PeopleSoft Payroll for North America Report Run Control Pages 30-1
PeopleSoft Payroll for North America Reports: General Description 30-2
Direct Deposit Reports 30-2
Payroll Reports 30-3
Tax Reports 30-26
PeopleSoft Payroll for North America Reports: A to Z 30-49
(E&G) BUD004 - Fiscal Year Budget 30-49
(CAN) CTX900 - Year to Date Edit 30-49
CTX910AA - Amend/Cancel Year End Audits 30-50
(CAN) CTX910AM - T4A Magnetic Media Reporting 30-50
(CAN) CTX910AP - Print T4A Slips 30-50
(CAN) CTX910AU - T4, T4A, RL-1, RL-2 Audit 30-50
CTX910DA - Delete Void Year End Slips 30-51
(CAN) CTX910ER - Year End Error 30-51
(CAN) CTX910LD - Load Year End Slip Data 30-52
(CAN) CTX910RM - RL-1 Magnetic Media Reporting 30-52

(CAN) CTX910RP - Print RL-1 Slips 30-53
(CAN) CTX910TM - T4 Magnetic Media Reporting 30-54
(CAN) CTX910TP - Print T4 Slips 30-54
(CAN) CTX910VM - RL-2 Magnetic Media Reporting 30-55
(CAN) CTX910VP - Print RL-2 Slips 30-55
(CAN) CTX915A - T4A Segment/Segment 30-55
(CAN) CTX915T - T4 Summary/Segment 30-56
DDP002 - Direct Deposit Register 30-56
DDP003 - Direct Deposit Advice Print 30-57
(CAN) DDP003CN - Direct Deposit Advice Print 30-58
DDP004 - Payroll Advice Register 30-58
DDP005 - Direct Deposit Prenotification 30-59
DDP006 - Direct Deposit Prenote Memo 30-59
(USF) FG1514 - Military Deposit OPM-1514 30-60
(USF) FGPY007 - Individual Retirement Record 30-60
(USF) FGPY009 - IRR Worksheet - Separated Employees 30-61
(USF) FGPY011A - Bond Purchases 30-61
(USF) FGPY011B - Bond Purchases - Federal Reserve System Format 30-62
(USF) FGPY012 - Military Deposits Closed Accounts 30-62
(USF) FGPY015 - New Hire Reporting 30-62
(USF) FGPY016 - New Hire Error Reporting 30-63
(USF) FGPY019 - Temporary Employee Buying FEHB 30-63
(USF) FGPY021 - Semi-Annual Headcount 30-63
(USF) FGPY023 - FEFFLA Summary 30-64
(USF) FGPY024 - FEFFLA Limit 30-64
(USF) FGPY025 - FMLA History Summary 30-64
(USF) FGPY026 - FMLA Summary 30-65
(USF) FGPY027 - FMLA Limit 30-65
(USF) FGPY028 - Leave Acceptance Notifications 30-65
(USF) FGPY029 - Leave Bank Participants 30-65
(USF) FGPY030 - Leave Transfer Participants 30-65
(USF) FGPY031 - Leave Denial Notifications 30-66
GLX001A - G/L Interface - Pay Type Process 30-66
GLX001B - G/L Interface - Cost Center Process 30-66
(CAN) GLX001CN - G/L Interface - Pay Type Process 30-66
(USF) GLX002 - G/L Distribution Summary 30-66
(CAN) GLX003CN - G/L Interface - Cost Center Process 30-67
PAY001 - Deduction Register 30-67
(CAN) PAY001CN - Deduction Register 30-67
PAY002 - Payroll Register 30-68

PAY003 - Check Print 30-68
(CAN) PAY003CN - Cheque Print 30-70
PAY004 - Check Register 30-70
PAY005 - Cost Center 30-71
PAY006 - Other Earnings Register 30-71
PAY007 - Deductions in Arrears 30-71
PAY008 - Deductions Not Taken 30-72
PAY009 - Paysheets 30-72
PAY010 - Employees Not Processed 30-72
PAY011 - Payroll Error Messages 30-73
PAY013 - Employee Earnings Snapshot 30-73
(CAN) PAY013CN - Employee Earnings Snapshot 30-74
PAY014 - Employee Earnings 30-75
(CAN) PAY014CN - Employee Earnings 30-75
PAY015A - Check Reconciliation Process 30-75
PAY015B - Check Reconciliation 30-76
PAY016A - Bond Purchases 30-76
PAY016B - Bond Purchases - Federal Reserve System Format 30-77
PAY018 - Payroll Summary 30-77
PAY018CN - Payroll Summary 30-78
(CAN) PAY021CN - Employer Benefit Contribution 30-79
PAY025 - Balance Adjustment 30-79
(CAN) PAY025CN - Balance Adjustment 30-79
PAY034 - Presheet Audit 30-80
PAY039 - HR Accounting Line 30-80
PAY050 - Allocation by Establishment 30-80
PAY051 - Allocation by Employee 30-81
PAY052 - Allocation Earnings 30-81
PAY056 - Final Check Request 30-81
(CAN) PAY100CN - Statistics, Non-Educational Institutions 30-81
(CAN) PAY101CN - ROE Print 30-82
(CAN) PAY102CN - Workers Compensation 30-83
(CAN) PAY103CN - Overtime Bank 30-84
(CAN) PAY104CN - Business Payrolls Survey (BPS) Electronic Data Transmission File 30-84
(CAN) PAY110CN - Statistics Canada, Educational Institutions 30-86
(CAN) PAY124CN - ROE Mass Create 30-86
PAY125CN - ROE Summary 30-87
PAY126CN - ROE Print Exceptions 30-87
PAY130 - Open/Close Pay Calendar 30-87

(CAN) PAY130CN - Open/Close Pay Calendar 30-88
(CAN) PAY131CN - Canada Savings Bond Purchase 30-88
(CAN) PAY132CN - Payroll Savings Create File 30-89
PAY300RT - Retro Pay Request Summary 30-89
PAY301RT - Retro Pay All Calculated 30-90
PAY302RT - Retro Pay Summary 30-91
PAY303RT - Retro Pay Terms Calculated 30-91
PAY305RT - Load Paysheet Trans 30-91
PAY701 - Bank Table 30-92
PAY703 - General Deduction/Deduction Frequency Table 30-92
PAY704 - Deduction/Deduction Frequency Table 30-92
PAY705 - Deduction Classes 30-92
PAY706 - Bond Table 30-93
PAY708 - Shift Table 30-93
(CAN) PAY709 - Wage Loss Plan Table 30-94
PAY710 - Account Code Table 30-94
PAY711 - Pay Group Table 30-94
PAY712 - Earnings Table 30-94
PAY713 Special Accumulator Table 30-94
PAY714 - Pay Calendar Table 30-94
PAY715 - Garnishment Rules Table 30-95
(CAN) PAY715CN - Garnishment Rules Table 30-95
PAY716 - Disposable Earnings Definition 30-95
PAY717 - Earnings Program Table 30-95
PAY750 - Tip Establishment Table 30-95
PAY751 - Final Check Program Table 30-95
PAY752 - ChartKey Listing 30-96
PAYGL01 - Payroll General Ledger Interface Process 30-96
PAYVNDR - AP Vendor Listing 30-96
PAYXTRCT - AP Extract Audit 30-97
(USF) SF1150 - Leave Audit 30-97
(E&G) T002CAHP - Quarterly State Employee Wage Listing - California 30-97
(E&G) T002MIHP - Quarterly State Employee Wage Listing - Michigan 30-98
(E&G) T002MNHP - Quarterly State Employee Wage Listing - Minnesota 30-98
TAX001 - Tax Deposit Summary 30-98
TAX002XX - Quarterly State Employee Wage Listing 30-98
(CAN) TAX003CN - Tax Submission Summary 30-99
TAX004 - Multiple Worksite 30-99
TAX004ST - Employee Count 30-100
TAX010FD - Tax Summary – Federal 30-100

TAX010ST - Tax Summary - State 30-100
(USF) TAX010PA - Tax Summary - PA 30-100
TAX012 - Ohio Local Tax Reconciliation 30-101
TAX015 - Quarterly Tax Balances Audit 30-101
TAX016 - Default Tax Data 30-102
(CAN) TAX016CN - Default Tax Data 30-102
TAX017 - Quarterly State Unemployment Tax Verification 30-103
TAX019 - Employee Tax Information 30-103
(E&G) TAX030 - Form 1042-S Tax Liability Data by Pay Period 30-104
TAX100 - W-4 Exemptions 30-104
(CAN) TAX100CN - Exemption 30-105
(CAN) TAX101CN - EI Rebate 30-105
(CAN) TAX102CN - Health Insurance Premium 30-105
TAX103 - Reset W-4 Exempt Employees 30-106
(CAN) TAX103CN - Update Source Deductions 30-106
(CAN) TAX104CN - Pension Adjustment Calculation 30-107
(CAN) TAX105CN - Employer Contribution to CNT 30-108
TAX106 - W-4 IRS 30-108
TAX107 - W-4 Audit 30-109
TAX113 - Reset W-5 EIC Employees 30-109
TAX504 - Update W-2 Information 30-110
TAX702 - Federal/State Tax Table 30-110
TAX703 - Local Tax Table 30-110
TAX704 - Company State Tax Table 30-111
TAX706 - Taxable Gross Definition Table 30-111
TAX707 - State Tax Rate Table 30-111
TAX708 - State Reciprocity Rules Table 30-111
TAX709 - Local Reciprocity Rules Table 30-111
TAX710 - Tax Form Definitions 30-111
(CAN) TAX710FT - Tax Form Footnote Table 30-112
TAX711 - Marital Status Codes 30-112
TAX712 - Print Tax Form Print Parm 30-112
TAX713 - Work-Work Reciprocity Rules Table 30-113
TAX715 - VDI Administrator Table 30-113
(E&G) TAX720 - Tax Treaty Table 30-113
TAX810XX and TAX860XX - Quarterly UI Wage Tape 30-113
TAX811GA - Quarterly UI Wage Diskette for Georgia 30-113
(CAN) TAX905CN - NW Territories Payroll Tax 30-113
(CAN) TAX906CN - Nunavut Payroll Tax 30-114

TAX910LD - W-2: Program to Create File for Federal W-2 Magnetic Tape Reporting 30-114
TAX920 - W-2c Process 30-115
TAX920AU - W-2c Data Audit 30-115
(E&G) TAX950 - 1042-S Form (Paper or Electronic) 30-116
(E&G) TAX955 - Form 1042 Tax Liability Data 30-116

Chapter 31

Appendix B: Configuring Batch Processes

Understanding Configuring Batch Processes 31-1
Before You Begin 31-2
Understanding True Configuration Costs 31-2
Understanding PeopleSoft Payroll System Capabilities 31-4
Using the Vanilla PeopleSoft System 31-4
Revisiting Your Modification Requirements 31-5
Producing a List of Required Modifications 31-6
Reviewing Proposed Modifications with PeopleSoft 31-6
Contacting Other Customers 31-7
PeopleSoft Technical Architecture 31-7
Payroll-Related Tables 31-7
Employee Data Input Tables 31-9
Effect of Database Changes 31-11
Payroll Process Input Tables 31-11
Paycheck Output Tables 31-15
Understanding Processes 31-17
Using Cross-Reference (.XRF) Files 31-21
MSGDPY.XRF 31-24
Using Cross-Reference Reports 31-26
One Set of COBOL Source 31-29
High-Level Processes 31-29
Benefits Processes 31-30
Payroll Processes 31-30
Process Detail 31-33
One Common Command (PSRUN) Referenced by All Processes 31-34
Process Example for MVS/DB2 31-34
PeopleSoft Payroll COBOL Program Types 31-34
COBOL Program Naming Conventions 31-35
Run Control Programs 31-36
PSPPYWKS 31-37
Main Programs 31-37

Table Access Programs 31-38
Input Programs 31-41
Utility Programs 31-42
Processing Programs 31-43
Output Programs 31-45
PeopleSoft SQL API for Batch COBOL 31-46
Understanding PeopleSoft SQL API for Batch COBOL 31-46
Interface 31-47
Parameter Descriptions 31-48
Setup List 31-50
Data List 31-51
SQL Restrictions/Limitations 31-51
Interface Data 31-52
Dynamic SQL Interface 31-53
Flexible Field Lengths 31-55
Character Fields 31-56
Number Fields 31-57

Index

About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

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 these books, 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 windows, 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 the PeopleSoft system, much of the information in these books 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. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, 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 for HRMS 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 for HRMS* and other PeopleBooks.

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 (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, 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://www4.peoplesoft.com/cc

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 8.3 HRMS PeopleBooks,* SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks,* SKU PTB814R0.

Note. 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.

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 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.
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.
Comment(s)	Freeflow text entry that enables you to add comments.
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.

Field	*Definition*
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
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.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also **Fax Number)**	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
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.
Locality	A tax location within an organization.
Name	Name of individual.

Field	*Definition*
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.
Phone	The phone number for a person or organization.
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 ***Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2,*** or ***Telex.***
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 button takes you to the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report.
Report Manager	This button 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).
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.

Field	*Definition*
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. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province)**	State (Province) for address.
Status	Indicates whether a row in a table is ***Active*** or ***Inactive.***
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.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, "Creating Field Definitions," Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field Click to refresh the Name field after you've edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title — Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Prefix and **Name Prefix** — Select a Prefix or Name Prefix, if applicable.

Royal Prefix — Select a Royal Prefix, if applicable.

First Name — Enter the employee's official first name.

Preferred First Name — For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.

Last Name Preference — For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.

Middle — Enter the employee's middle name, if applicable.

Last Name — Enter the employee's official last name.

Suffix — Select a suffix, if applicable.

Second Last Name — For Spanish employees, enter the second surname (mother's surname).

Alternate Character Name — Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters).

Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter.

Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.

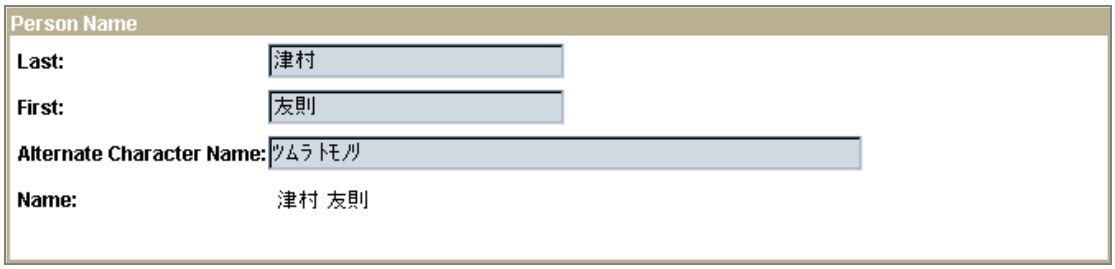
Royal Suffix — Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Name — The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays "Last Name[space]First Name," not "Last Name,First Name"; that is, a space separates the last and first names, not a comma.



Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, **Address 2**, **Address 3**, and **Address 4**	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and **Number 2**	Enter 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.

House Type	Enter the house type, if applicable.
Postal Search	Click **Postal Search** to use international address formats.

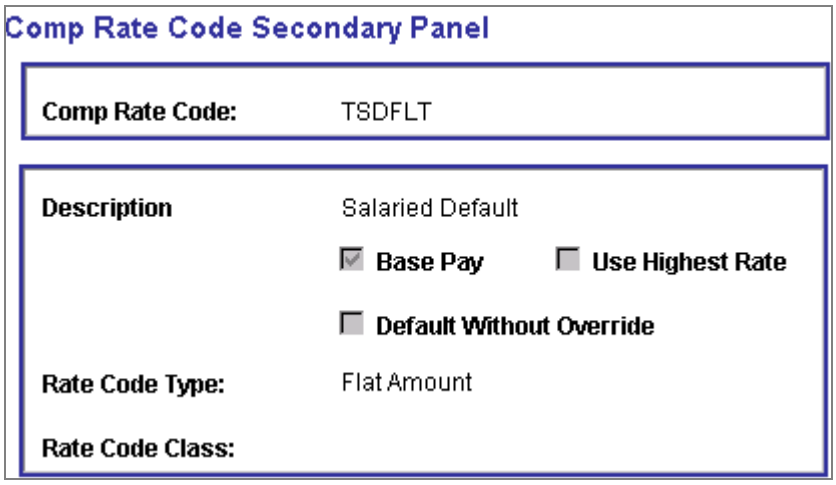
Entering or Viewing Pay Components

Amounts Tab



Pay Components - Amounts

Rate Code	Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid. **Note.** If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.
Seq (sequence)	The sequence number of the rate code if it is used more than once.
Details	Click the **Details** button to open the Comp Rate Code Secondary Panel page.
Comp Rate, (compensation rate) **Currency**, and **Frequency**	The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.
Apply FTE	If selected, the system multiplies the rate code value 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 isn't available for ***Percent*** rate codes.
Points	The salary points associated with this rate code, if any.
Percent	If the rate code rate type 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	A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.



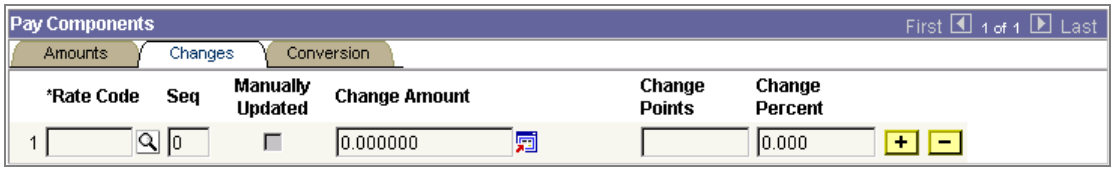
Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working With Multiple Components of Pay," **Defining Rate Codes**

Changes Tab



Pay Components – Changes page

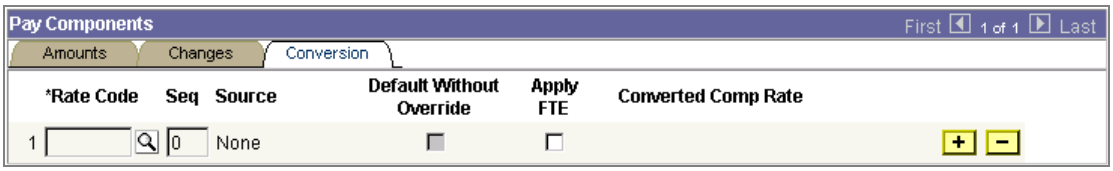
This page displays the change in an employee's salary.

Manually Updated The system selects this if you have manually updated the pay components.

Change Amount The overall change amount to this pay component rate.

Change Points The overall change amount (in points) to this pay component, if applicable.

Change Percent The overall percentage change to this pay component, if applicable.



Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source The system displays the source of the rate code, such as ***Absorbing Premium***, ***Seniority Pay***, ***Job Code***, or ***Manual***.

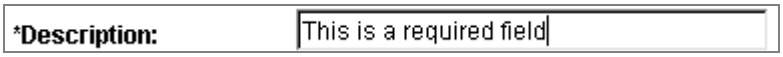
Default Without Override Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.

Apply FTE Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.

Converted Comp Rate Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

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.



Example of a required field label

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

Typographical Conventions and Visual Cues

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

Please take a moment to review the following typographical cues:

`monospace font` Indicates PeopleCode.

Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).
Italics	Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: ***field value.*** We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading "See Also." Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example: ***See Also*** *About These HRMS PeopleBooks,* **PeopleSoft 8.3 HRMS PeopleBooks Preface**

Note. 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.

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

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

Page	*System Name*	*Navigation*	*Usage*
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as 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 an 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.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country 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

About the PeopleSoft 8.3 Payroll for North America PeopleBook

This book provides you with the information you will need for implementing and using PeopleSoft Payroll for North America.

This preface explains how to use the documentation for PeopleSoft Payroll for North America. General information you should know before you begin using PeopleSoft documentation is presented in **About the HRMS PeopleBooks**.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft Application Fundamentals section lists where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions for PeopleSoft Payroll for North America.

Field	*Definition*
Both	Indicates that you wish to run the process or report for both on-cycle and off-cycle.
From Date	The starting date for which you want to run the process or report.
Message	You can enter messages that you want to appear on the check forms.
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.

Field	*Definition*
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.
Process Page #	Enter the page numbers that correspond to the paysheets from which you want to produce a report.
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.
Thru Date	The end date for which you want to run the process or report.

CHAPTER 2

Introducing PeopleSoft Payroll for North America

This chapter provides an overview of:

- What PeopleSoft offers.
- What this product offers.
- Setting up PeopleSoft Human Resources tables.
- Setting up a common pay agent.

Why PeopleSoft Payroll for North America?

PeopleSoft Payroll for North America provides 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 demanding payroll requirements.

PeopleSoft Payroll for North America 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. 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: they allow you to enter data as many times as you need to. We make calculation of deductions an iterative process as well.

Because payroll runs are typically large and time-consuming, our system calculates only when 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 all employees during each run, the system will process only 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 multiples times without spending excessive time calculating 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 need to make an adjustment on a health insurance premium after you've calculated the payroll for a period, you must update the appropriate Benefits Tables. Then you 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 for North America requires 6 simple steps:

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 for North America offer so much flexibility is that they are table-driven applications: how the system operates 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.

Keep in mind that we use the term *table* loosely. In the database realm, a table can be many things. There are tables you work with in payroll and there are tables used for edits. In addition, 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 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 provides 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. 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 company grows, you might need a larger computer to store all your employee and payroll information. The PeopleSoft system enables you to upgrade 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 for North America 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 Base Benefits business in PeopleSoft Human Resources, PeopleSoft Payroll for North America automatically generates benefits-related payroll deductions and employer contributions during payroll processing. Typically, you only have to enter this information once.

You determine 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.

Setting Up PeopleSoft Human Resources Tables

Before you use PeopleSoft Payroll for North America, set up the following components in PeopleSoft Human Resources.

Component	*Navigation*	*Comments*
Installation Table	Define Business Rules, Define General Options, Setup, Installation Table	(USF) Multiple Rates of Pay, Derivation of Rates, and related features are not currently supported in PeopleSoft 8.3 HRMS for U.S. Federal Government customers.
Company Table	Define Business Rules, Manage Human Resources (GBL), Setup, Company Table	
Department Table	Define Business Rules, Manage Human Resources (GBL), Setup, Department Table	
Job Code Table	Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table	
Bank/Branch Table	Define Business Rules, Manage Human Resources (GBL), Setup, Bank/Branch Table	Set up basic information for all financial institutions involved in the Payroll Disbursement process.

Component	Navigation	Comments
Source Bank Table	Define Business Rules, Define Payroll Process, Setup 1, Source Bank Table	The Bank Table page and the Source Bank page apply to companies in both the U.S. and Canada, however only Canadian companies use the Branch Table page.
Vendor Table	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	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.
Tax Tables	Define Business Rules, Define Payroll Taxes, Setup Define Business Rules, Define Payroll Taxes (USF), Setup	Refer to Setting Up Payroll Tax Tables in *PeopleSoft HRMS Application Fundamentals* for the specific tax tables you need to set up.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Setting Up Implementation Defaults

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Companies, Agencies, and Locations," Entering Company Information and Maintaining Departments

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Jobs and Pay Groups," Classifying Jobs

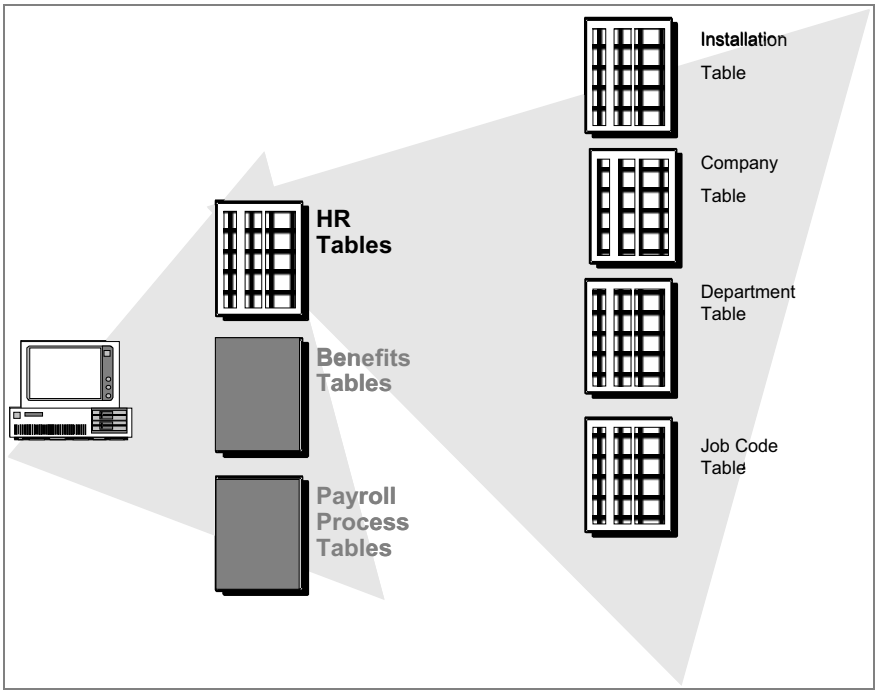
PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Banks and Bank Branches"

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Vendors"

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Payroll Tax Tables"

Understanding the Integration Between PeopleSoft Payroll for North America and PeopleSoft Human Resources

In this chapter, we discuss the role of these HR tables and how they relate to and affect other tables involved in payroll.



HR tables used by PeopleSoft Payroll for North America

Note. When you set up tables, you must set the effective date to reflect when you want the data to go into effect—otherwise the table entries might not go into effect when you expect them to. If you plan on entering employee history, make sure that you establish an early enough effective date when first setting up these tables. When preparing for a conversion, you typically set all effective dates to the same date, which should be earlier than any historical data that you are converting. Most tables have a Status field, in which you normally select Active.

Setting Up a Common Pay Agent

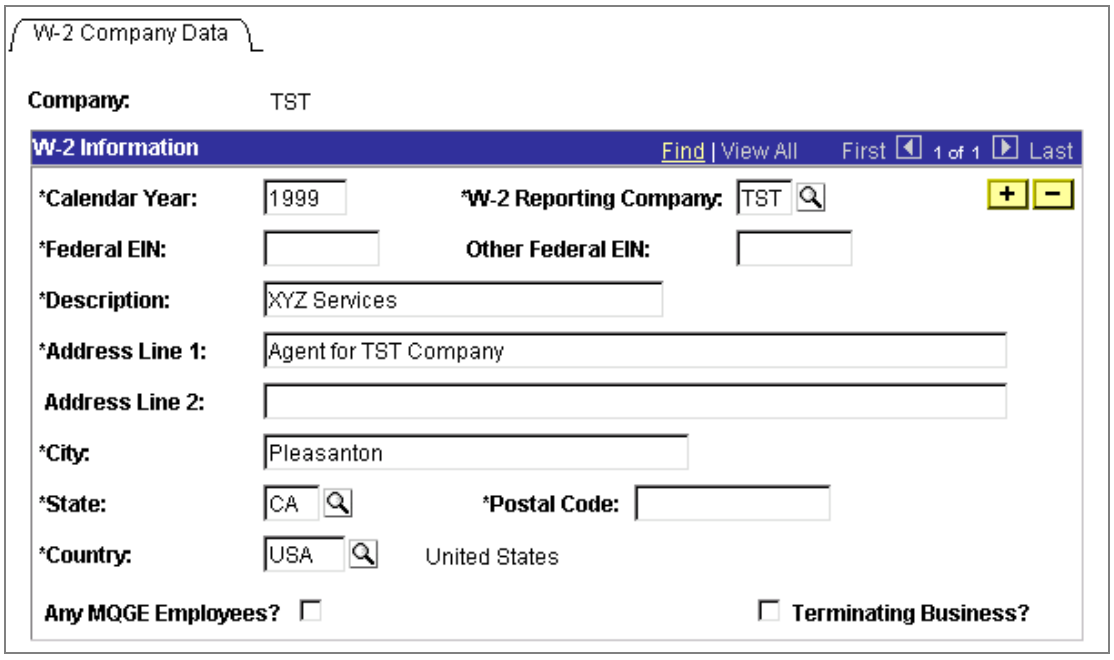
In this section, we discuss how to set up a common page agent for U.S. federal government.

(USF) Page Used to Set Up a Common Pay Agent

Page Name	Object Name	Navigation	Usage
W-2 Company Data	W2_COMPANY	Compensate Employees, Manage Annual Tax Rptg (US), Setup, W-2 Company Data Compensate Employees, Manage Annual Tax Rptg (USF), Setup, W-2 Company Data	Establish a common page agent for government agencies.

(USF) Setting Up W-2 Company Data for a Common Pay Agent

Access the W-2 Company Data page



W-2 Company Data page

To establish a common pay agent for government agencies, use the Federal EIN field rather than the Common Paymaster ID field. Enter the federal employer identification number (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 for North America tax reports (TAX001.SQR, TAX010.SQR, and so on) are always reported by individual company. To obtain 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 application such as Lotus 1-2-3 or Microsoft 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 set up separate W-2 forms for employers using a common pay agent:

1. Enter the company ID for each company in the **W-2 Reporting Company** field.
2. Enter the name of the paying agent in the **Description** field.
3. Enter the words *Agent for* and the name of the company for which you are entering W-2 information in the **Address Line 1** field.

   The rest of the address information should be that of the pay agent.
4. Enter the same federal EIN—that of the pay agent—in the **Federal EIN** field for each company.
5. In the **Other Federal EIN** field, enter the federal EIN of the individual employer for which you are entering W-2 company data.

Setting Up Tax Tables

The Payroll for North America tax tables store important tax information. You'll want to know how to set up those tables that your company is responsible for initializing and updating as well as which tax tables are maintained by PeopleSoft.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Payroll Tax Tables"

Setting Up Calendars

As part of your payroll processing setup you'll have to create calendars.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars"

CHAPTER 3

Defining Earnings and Using Earnings Codes

This chapter provides an overview of earnings tables and discusses how to:

- Establish earnings codes.
- Establish earnings programs.
- (USF) Define earnings accrual classes.
- (USF) Manage pay caps and limits.
- (USF) View re-employed annuitant information.
- (USF) Establish pay plans.
- Establish compensation rates.
- Establish retroactive (retro) pay programs.
- Establish special accumulator types.
- Establish shifts.
- (USF) Set up Individual Retirement record processing.
- (USF) Define the Register of Separations and Transfers (ROST) process.
- Define the Final Check process.

Understanding Earnings Tables

The system calculates earnings based on information that you enter in the Company Table, Earnings Table, Special Accumulator Table, Shift Table, and Pay Group Table.

The Earnings Table is the basis for calculating and taxing earnings, although some of the information in the table depends on special accumulator codes and shift information. In the Earnings Table, you define how to tax, calculate, and adjust each type of earnings (such as regular, overtime, and sick). You also define how earnings types affect other balances, such as leave accruals. Use the Special Accumulator Table to accumulate earnings 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.

Before you begin setting up earnings:

1. Read through the sections that tell you how to set up these tables.
2. Map out how you want to define and segregate earnings, special accumulators, and shifts within the system.

Common Elements Used in This Chapter

Override Limit Amount	Enter a value by which to limit the amount to pay if the regular payout amount exceeds the amount specified for an earnings code.
Frequency	Specify how to express the compensation rate: ***hourly, daily, monthly, annually,*** and so on. Maintain frequencies on the Frequency Table page.

Establishing Earnings Codes

In this section, we provide an overview of earnings codes and discuss how to:

- Define parameters and rules for calculating earnings.
- Enter special options and tax methods for earnings codes.
- (USF) Specify additional earnings.
- Track general ledger entries by earnings code.
- Define how earnings codes affect leave accruals and special accumulators.

(USF) Note. To track annual leave, sick leave, personal time off, and so on for leave accruals, define accrual codes for these leave categories and report applicable hours.

See Also

(USF) Defining Earnings Accrual Classes

Understanding 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 must define earnings codes for regular and overtime pay. You might also define earnings codes for sick pay, holiday pay, vacation pay, or company-specific functions, such as:

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

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

- Using a slightly different method of calculation.

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

- Handling accrual accounting.

  To track holidays, vacation and sick leave, jury duty, personal time off, and so on for leave accruals, define earnings codes for these leave categories and report applicable hours.

- Recording nonhour-related earnings, such as bonuses, commissions, or automobile allowances.

- Differentiating between earnings that should or should not be taxed, such as automobile allowances or expense advances.

- Accumulating hours and dollars in other special accumulator balances.

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

- Identifying earnings resulting from late paperwork or collective bargaining to calculate through the Retro Pay process.

- Identifying earnings codes for paying retro pay earnings.

Note. When you define earnings codes, you must define several basic earnings codes on the Pay Group Table - Calc Parameters page in the Define Payroll Process menu.

Using a Worksheet to Map Earnings Codes

We suggest that you create a worksheet to map out your needs. For example:

Earnings Type	*Earnings Code*	*Earnings Profile*	*Tax Method*	*Other Considerations*
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

Earnings Type	Earnings Code	Earnings Profile	Tax Method	Other Considerations
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 (Use bonus tax method for Canada.)	

Pages Used to Establish Earnings Codes

Page Name	Object Name	Navigation	Usage
Earnings Table - General	EARNINGS_TABLE1	Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, General Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, General	Define parameters and rules for calculating earnings. Also specify the effects on Fair Labor Standards Act (FLSA) regular rate calculations, and define retro pay processing options.
Earnings Table - Taxes	EARNINGS_TABLE2	Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, Taxes Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, Taxes	Enter special options and tax methods for earnings codes.
Additional Earnings	GVT_EARNINGS_SEC	Click the Federal button.	(USF) Specify additional earnings code settings.

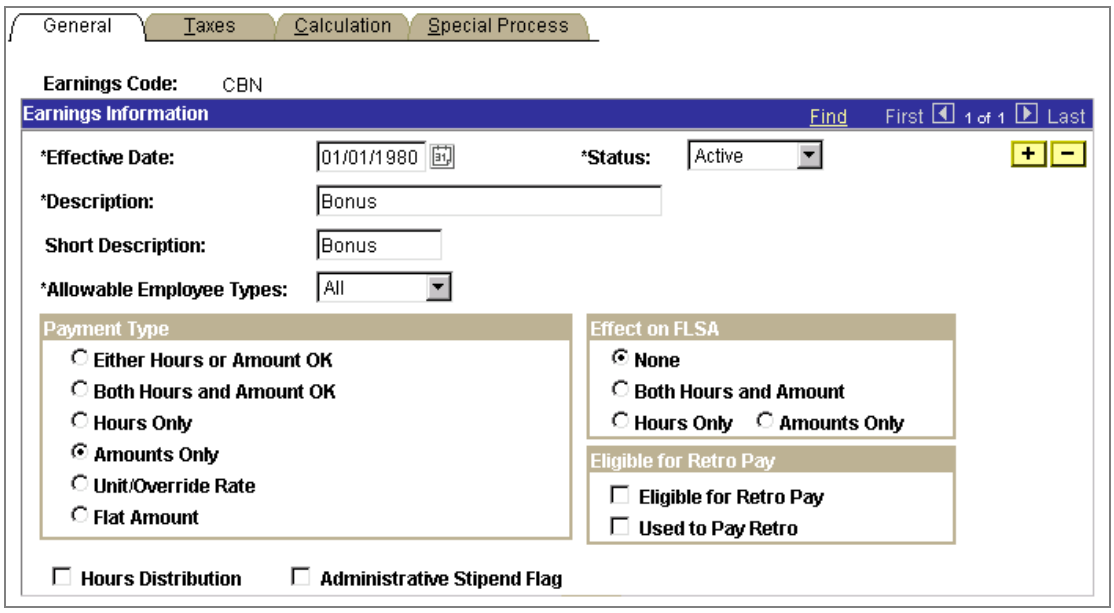
Page Name	Object Name	Navigation	Usage
Earnings Table - Calculation	EARNINGS_TABLE3	Define Business Rules, Define Payroll Process, Setup 1, Earnings Table, Calculation Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, Calculation	Track general ledger entries by earnings code and specify whether an earnings code is based on other earnings. Also define special earnings calculation formats that control how the pay calculation handles the earnings code and what results the earnings code produces.
Earnings Table - Special Process	EARNINGS_TABLE4	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	Define how earnings codes affect leave accruals and special accumulators.
Earnings Table - Pay Limit and Cap	GVT_EARNINGS_TBL5	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Table, Pay Limit and Cap	(USF) Select the corresponding Earning Process Type to include the earnings code in pay cap or limit calculations.

See Also

(USF) Establishing Pay Limits and Exempt Overtime Rates

Defining Parameters and Rules for Calculating Earnings

Access the Earnings Table - General page.



Earnings Table - General page

Short Description Enter a meaningful name that your employees recognize. The Payroll Check Print report PAY003 (PAY003CN for Canada) prints this name on paycheck stubs.

Allowable Employee Types The paysheet uses allowable employee types to determine which employees are eligible for this earnings code.

Payment Type

Use this group box to record an employee's hours for record-keeping only. Also enter the actual amount of pay you want the employee to receive, which may be unrelated to the number of hours in terms of the employee's actual hourly rate.

Unit/Override Rate When you select this option, a blank field appears where you enter the new rate, which the system uses to calculate the earnings amount. This overrides the hourly rate in the employee's Job record. You must enter the number of units, or hours worked, in the Hours field on the paysheet, but you do not need to change the hourly rate on the paysheet. You can use earnings codes based on the unit or override rate for piecework earnings.

For example, Table-Driven Motors pays $2 for each door that an employee fastens on a new Miata. They defined an earnings code, ASM, and entered ***$2*** in the **Unit/Override Rate** field. During the first pay period, Rocky fastened 428 doors. On Rocky's paysheet, you inserted an Other Earnings entry with the code ASM and 428 hours. The system calculates Rocky's earnings as $2 × 428, or $856.

Flat Amount

When you select this option, a blank field appears where you enter the flat amount. The system uses the flat amount from the Earnings Table instead of the rate in the employee's Job record.

To give multiple employees a flat amount of additional pay, make blanket changes to the flat amount in the Earnings Table instead of maintaining multiple additional Pay records at the employee level.

Effect on FLSA

Specify the effect on the FLSA rate calculation.

Note. You must also assign each earnings code to an FLSA category of regular, overtime, or excluded on the Earnings Table - Calculation page.

Eligible for Retro Pay

Eligible For Retro Pay

Define the earnings code for retro pay calculation on the Retro Pay Program - Program Table page.

Used to Pay Retro

Select this check box to identify the earnings code on the Retro Pay Program – Program Table page as one used for paying retroactive earnings.

Hours Distribution

Select this check box to distribute standard hours to a nonregular earnings code according to the parameters on the Job Data – Earnings Distribution page. This check box controls the distribution and display of standard hours to nonregular earnings codes for salaried employees whose job earnings distribution type is either By Amount or By Percent. The distributed hours are based on a proration of the employee's total standard hours defined in the Job Data component.

These hours appear on Paycheck Inquiry pages and in the payroll registers. The system automatically processes and displays the distribution of standard hours to the regular earnings code, regardless of the hours distribution setting.

Note. For earnings codes with a payment type of Amounts Only or Flat Amount, clear the **Hours Distribution** check box. These payment types do not calculate or display hours.

For example, A salaried employee has 80 standard hours per biweekly pay period. The job earnings distribution information specifies a 50% distribution to a regular earnings code (REG) and a 50% distribution to a nonregular earnings code (STD). The STD earnings code has a payment type of Either Hours or Amounts OK.

- If the **Hours Distribution** check box for the STD earnings code is not selected, 40 hours are associated with the REG earnings code, and *blank* hours are associated with the STD earnings code.
- If the **Hours Distribution** check box for the STD earnings code is selected, 40 hours are associated with the REG earnings code, and 40 hours are associated with the STD earnings code.

(CAN) Note. To accumulate the hours that are distributed to nonregular earnings codes and report them as Employment Insurance (EI) hours, you must select the **Hours Distribution** check box for those earnings codes. The system sets a salaried employee's EI hours to zero if none of the earnings codes on that employee's job earnings distribution page specify hours distribution. To maintain the integrity of EI hours processing and reporting, ensure that you correctly define the hours distribution definitions associated with each earnings code.

Administrative Stipend Flag (E&G) Select this check box to indicate that this earnings code is an administrative stipend. The system uses this information, in conjunction with the Job Earnings Distribution Table, to distribute administrative stipend earnings for the Statistics Canada Academic Teaching Survey.

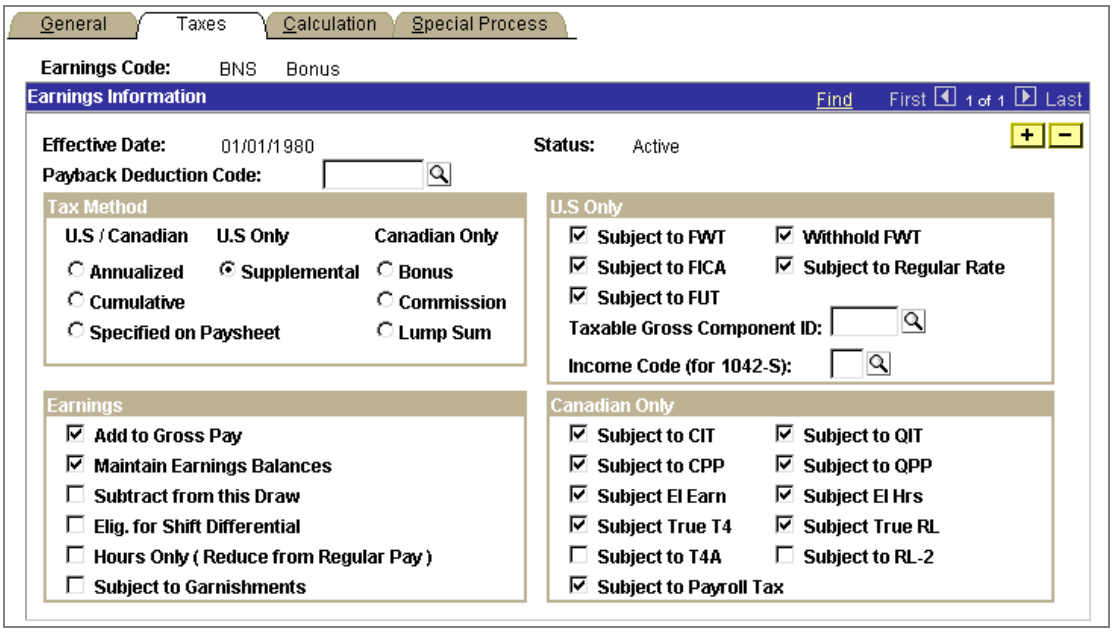
See Also

"Calculating Pay," Understanding FLSA Rate Calculations

"Processing Retro Pay"

Entering Special Options and Tax Methods for Earnings Codes

Access the Earnings Table - Taxes page.



Earnings Table - Taxes page

Earnings Information

Payback Deduction Code Select a payback deduction code for calculating earnings, such as a loan or vacation advance. The system automatically creates an arrears balance for the earnings amount you specify. See Calculating Payback Deductions.

Tax Method

Use this group box to select the tax calculation method for additional pay. For example, for a U.S. employee receiving a monthly bonus payment, select the Supplemental option; for a Canadian employee receiving the same bonus payment, select the Bonus option.

Note. You can assign only one tax method to each earnings code. Multi-country employers must define separate earnings codes to apply country-specific tax methods.

Tax Method - US/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 (US Only) 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 on the paysheet. If the result is greater than the year-to-date withholding, the difference becomes the withholding for the pay period. Use this option 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 use the default method on the paysheets, annualized. To override this default, specify a tax method for each individual pay earnings. If you select a tax method other than Specified on Paysheet, you cannot override the tax method on paysheets.

Tax Method - U.S. Only

Supplemental Select this option for earnings codes that identify supplemental wages.

Define the supplemental tax methods, supplemental wages paid with regular pay or as separate pay, on the Federal/State Tax Table – General page.

Tax Method - Canadian Only

Before completing this group box, see Specifying Canadian Tax.

Bonus Select this option to calculate taxes on irregular payments, such as bonus payments. The system calculates tax differently, depending on whether the payment is included with other earnings or paid in a separate check.

Commission Select this option to use amounts from the Commission group box (Income, Expenses, and RPP/RRSP Limit fields) on the Canadian Income Tax Data page and the Quebec Income Tax Data page. 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 Canadian Income Tax (CIT) or Quebec Income Tax (QIT).

Note. Commission income and expenses amounts from the Canadian Income Tax Data page and the Quebec Income Tax Data page represent the total annual estimated earnings and expenses reported by employees on the Revenue Canada Statement of Remuneration and Expenses and Revenu Quebec Statement of Commissions and Expenses for source deduction purposes.

Lump Sum Select this option to determine the withholding for the period using the corresponding taxable gross rates from the Federal CIT Lump-Sum Rates group box or the

Quebec (QIT) Lump-Sum Rates group box on the Tax Rates, Credits and Other page.

U.S. Only

Before completing this group box, see Specifying U.S. Taxes**.**

Subject to FWT (subject to federal withholding tax)

Subject to FICA (subject to Federal Insurance Contributions Act)

Subject to FUT (subject to federal unemployment tax)

Specify the effect that the earnings code has on the corresponding taxable grosses. The system maintains separate accumulators for each of the taxable grosses.

Withhold FWT (withhold federal withholding tax)

This check box is selected by default, indicating that the earnings code is subject to federal income tax withholding. If you clear this check box, you can still add to the earnings to the taxable gross, but withholding isn't taken for this earnings code. For example, tuition reimbursement is an earnings code that adds to taxable gross, but is not subject to withholding. Normally, this check box should be selected to prevent underwithholding.

Most earnings are taxable for FWT, FICA, and FUT, but clear these check boxes for nontaxable earnings codes (such as expense reimbursements and salary advances).

Note. For states and localities, use the Taxable Gross Definition Table to specify whether withholding on a taxable gross component follows the rule you select here. Regardless of federal withholding, you must have a taxable gross definition identification (ID) for any earnings code for which you do not withhold state or local income tax.

Taxable Gross Component ID

PeopleSoft Payroll for North America normally sets the taxable gross used for calculating state and local income tax withholding to the same value as the taxable gross for federal withholding. It also sets the taxable gross for state unemployment and disability to the same value 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.

Select a value to override the federal rules for taxability: ***125, 401K, GTL, NOSTX, TIP,*** or ***TSICK.***

The taxable gross component ID code defines 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:

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

PeopleSoft maintains state and local taxable grosses that have been adjusted for 401(k), TSP, Section 125, group life plans, and Federal Employee Group Life Insurance (FEGLI) plans. You can add entries to the Taxable Gross Definition Table for other types of earnings that need adjusting. PeopleSoft also maintains a taxable gross definition called TIP for employers of tipped people.

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

Note. You must define a taxable gross component ID in the Taxable Gross Definition Table before entering it in the Earnings Table.

Income Code (for 1042-S) (E&G) Specify nonresident alien for 1042-S processing:

15: Scholarship/Fellowship

16: Independent Personal Services

17: Dependent Personal Services

18: Teaching

19: Studying and Training

50: Other Income

Earnings

Add to Gross Pay Select this check box to indicate that an employee receives actual dollars for this earnings code. Most, but not all, earnings add to gross pay.

For example, some earnings don't actually consist of dollars paid, such as the value of a company-supplied automobile. Because the company supplies the employee with a car—not with the money to buy one—you do not add these earnings to the gross income. However, the value of the car must appear as taxable wages, and you must track it for the reporting on W-2 or T4. To define this auto earnings code, clear the **Add to Gross Pay** check box, and select the appropriate U.S. or Canadian Subject to tax check boxes. For an expense advance, however, select the **Add to Gross Pay** check box, but do not select a Subject to tax check box.

Maintain Earnings Balances	Select this check box to automatically maintain year-to-date, quarter-to-date, and month-to-date earnings balances. Select this check box for all earnings codes.
Subtract from this Draw	This check box is for your information only.
Elig. for Shift Differential (eligible for shift differential)	Select this check box if the earnings code is for shift pay. If an employee is assigned to a shift, the system checks each earnings code that is eligible for shift differential and performs the calculation based on the routines selected in the Shift Table and on the shift to which the employee is assigned. You can also specify shift differentials at the employee level.
Hours Only (Reduce from Reg Pay) (reduce from regular pay)	Select this check box to have hours or earnings entered for the earnings code reduce the employee's regular pay by an equivalent number of hours entered on the paysheets. Use this check box for earnings codes such as holiday, sick leave, and vacation leave. 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. How you use this check box depends on how you report time. You typically use positive time entry for hourly employees, so in effect their hours are already reduced. 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, but not regular pay. If a salaried employee takes 8 hours off in a given week, you only enter 8 hours of vacation time on paysheets. For different employee types, you can establish some earnings codes that use this feature and others that don't.
Subject to Garnishments	Select this check box to include the earnings code in garnishment processing.

Canadian Only

Before completing this group box, see Specifying Canadian Tax**.**

Warning! It is imperative that you define all earnings subject to CIT, T4A, QIT, and RL-2 withholding before they are paid to employees. To ensure that all amounts are allocated to the proper accumulators, you must complete this setup before running the first payroll of the new tax year.

Subject to CIT

Subject to QIT

Subject to CPP

Subject to QPP (subject to Quebec pension plan)

Most earnings are taxable for CIT, EI, and Canada Pension Plan (CPP), but clear these check boxes for nontaxable earnings (such as expense reimbursements, uniform allowances, auto reimbursements, and so on). If the company is in Quebec, most earnings also reflect QIT and QPP.

Subject EI Earn

Subject EI Hrs

Select the **Subject EI Earn** check box if the amount associated with an earnings code is subject to EI premiums and insurability. Select the **Subject EI Hrs** check box if EI reporting requires the hours associated with an earnings code. This information is for the Record of Employment (ROE).

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

For example, if you define shift premiums as earnings codes in the Earnings Table, but pay them in conjunction with regular pay, use the following EI tax options:

- Regular pay: EI earnings (yes), EI hours (yes)
- Shift premiums: EI earnings (yes), EI hours (no)

Subject True T4

Select this check box if the earnings represent the accumulation of total federal employment income for Canada.

Subject True RL

Select this check box if the earnings represent the accumulation of total provincial employment income for Quebec.

Subject to T4A

Subject to RL-2

Specify whether the earnings are subject to T4A or RL-2 withholding. This ensures that the appropriate amount of tax appears on the T4A and RL-2 year-end slips. The system automatically selects the **Subject to CIT** check box (for T4A) or the **Subject to QIT** check box (for RL-2) when you save the record.

Note. You must define earnings codes subject to T4A and RL-2 withholding in the T4A and RL-2 Tax Form Definition Tables before running the year-end process for that tax year.

You can reclassify the same earnings code between T4 and T4A (or RL-1 and RL-2) earnings before running

payrolls in the new tax year. A mid-year reclassification of earnings, however, requires that you define a separate earnings code to allocate the earnings to the correct T4 and T4A (or RL-1 and RL-2) accumulators.

Subject to Payroll Tax Select this check box if the earnings are subject to the Northwest Territories or Nunavut payroll tax.

By default, the system calculates and withholds a 1% payroll tax on specified remuneration paid to employees for work performed in the Northwest Territories or Nunavut. A Northwest Territories or Nunavut employee whose total Northwest Territories or Nunavut earnings do not total more than $5,000 for the calendar year are not subject to this tax. To stop the tax withholding for these exempt employees, select the Payroll Tax Exempt check box on the Canadian Income Tax Data page.

Note. Because the system maintains separate accumulators for each of these taxable grosses, consider each option individually when determining whether to select a check box.

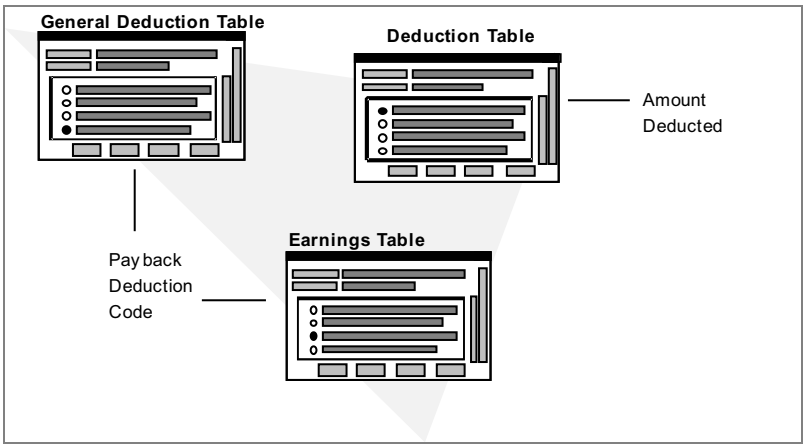
(USF) Earnings Table - Taxes page

Note. This page is the same as the Earnings Table - Taxes page (commercial version) except for the following:

Federal Click this button to access the Additional Earnings page.

Calculating Payback Deductions

The system attempts to recover the arrears associated with a deduction code during subsequent payrolls until it becomes zero. The actual amount that you deduct each payroll is based on the maximum arrears payback amount, which you enter in the Deduction Table (or on the General Deduction Override page for the employee level).



Setting up a payback deduction code

For example, suppose you define an earnings code for salary advance (ADV). To create a salary advance payback deduction code (ADVPB):

1. Define the ADVPB deduction code in the Deduction Table and indicate arrears information. Enter a flat dollar amount or a percentage to indicate the maximum amount to deduct.

2. Define the ADVPB deduction code in the General Deduction Table with a flat dollar deduction amount of $0, unless you specify a dollar amount to take in addition to the actual payback amount, which you enter in the Deduction Table.

3. Enter ADVPB as the payback deduction code in the Earnings Table for the ADV earnings code.

Note. The system creates the advance payback as a before-tax deduction if the earnings associated with it have the Subject to FWT check box selected. If you clear this check box, the deduction is after-tax.

---

4. 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, who requests a salary advance of $500.

    a. During the first pay period, update Terry's paysheet to include other earnings of $500, with the 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.

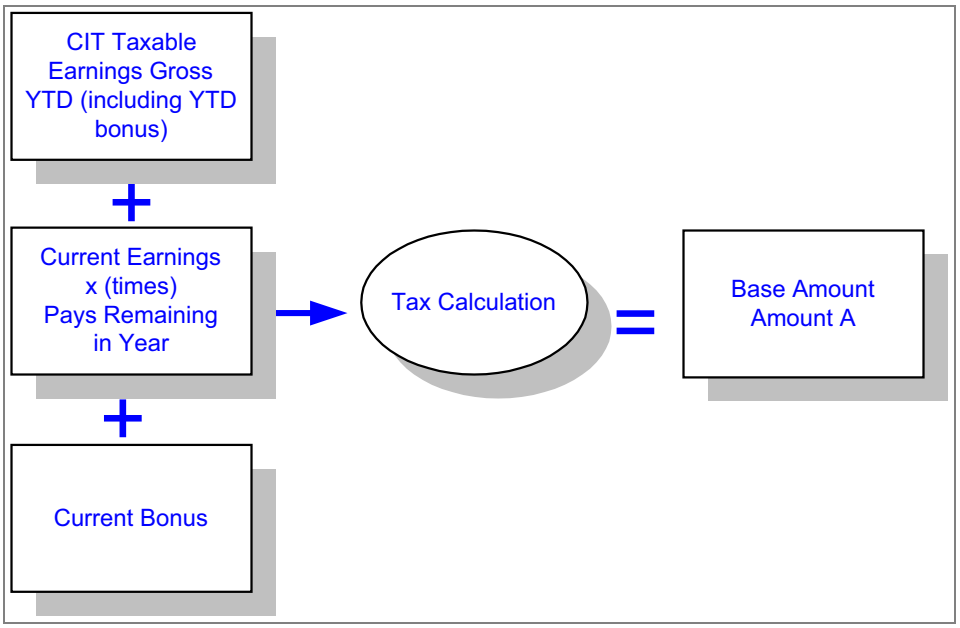
    b. In subsequent pay periods, the system automatically tries to recover any outstanding arrears based on the ADVPB deduction code, which you defined with a flat maximum payback amount of $50. In Terry's case, the system takes the deduction amount of $50 as arrears payback in the second pay period, and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

(CAN) Understanding Canadian Tax Methods

Bonus Tax Method

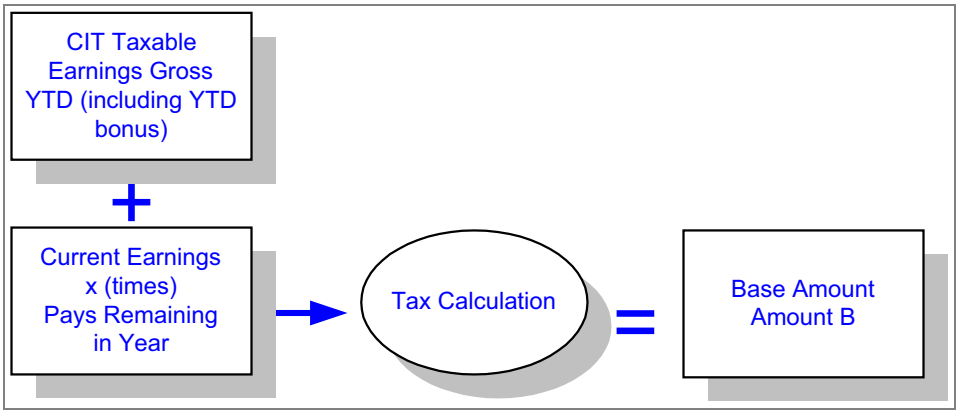
Scenario 1: Bonus included with regular earnings

1. The system calculates base amount A. The tax calculation in the following diagram annualizes the final net amount.



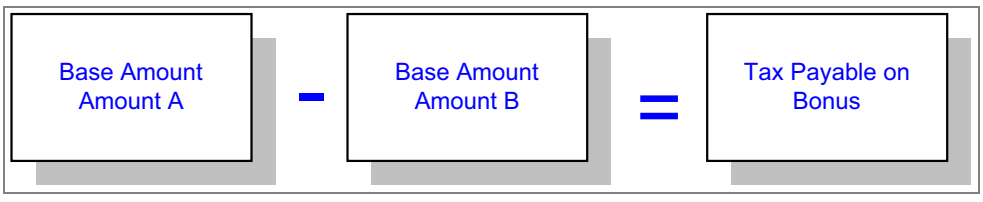
Bonus included with regular earnings - base amount A

2. The system calculates base amount B.



Bonus included with regular earnings - base amount B

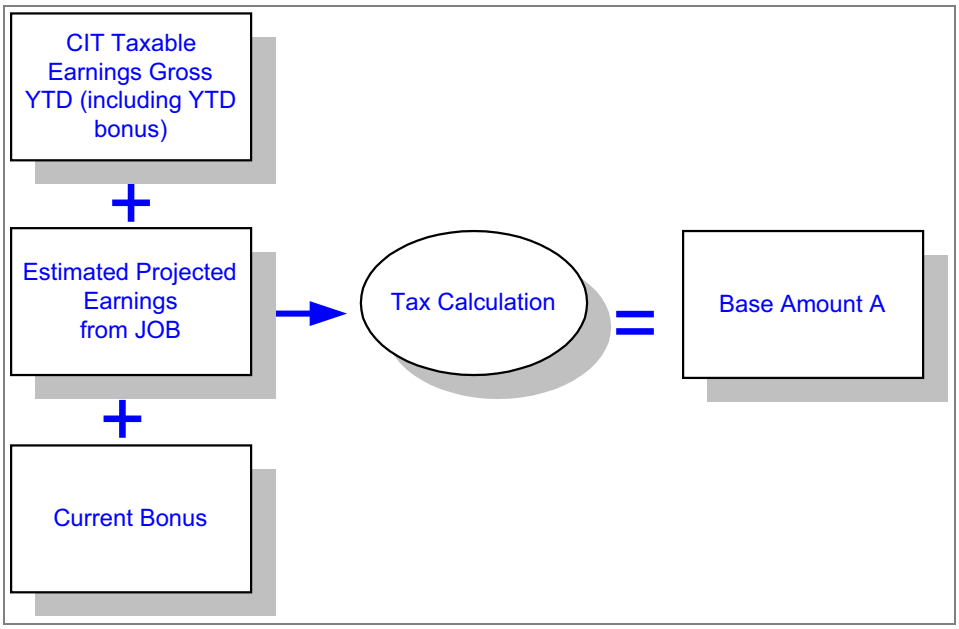
3. The system subtracts base amount B from base amount A to arrive at the tax.



Bonus included with regular earnings - tax on bonus

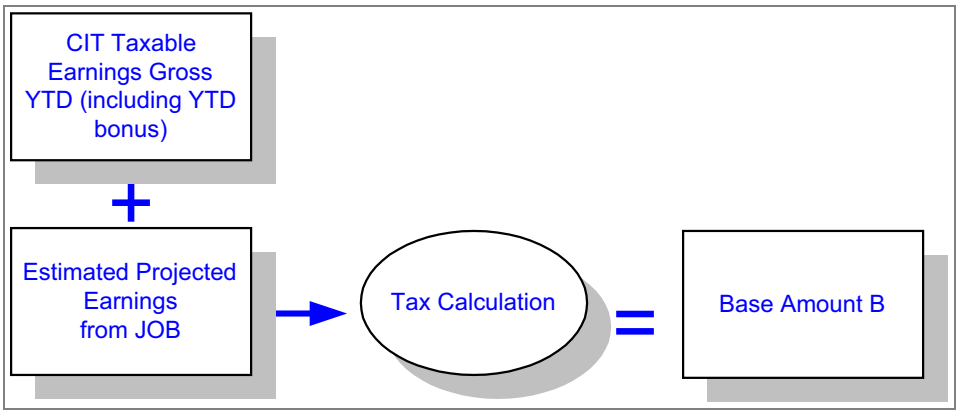
Scenario 2: Bonus paid in a separate cheque

1. The system calculates a base amount A.



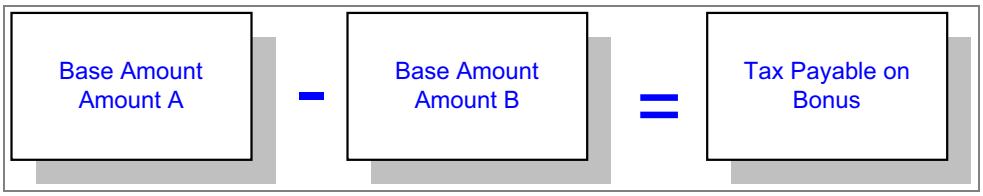
Bonus paid in a separate cheque - base amount A

2. The system calculates a base amount B.



Bonus paid in a separate cheque - base amount B

3. The system subtracts base amount B from base amount A to arrive at the tax.

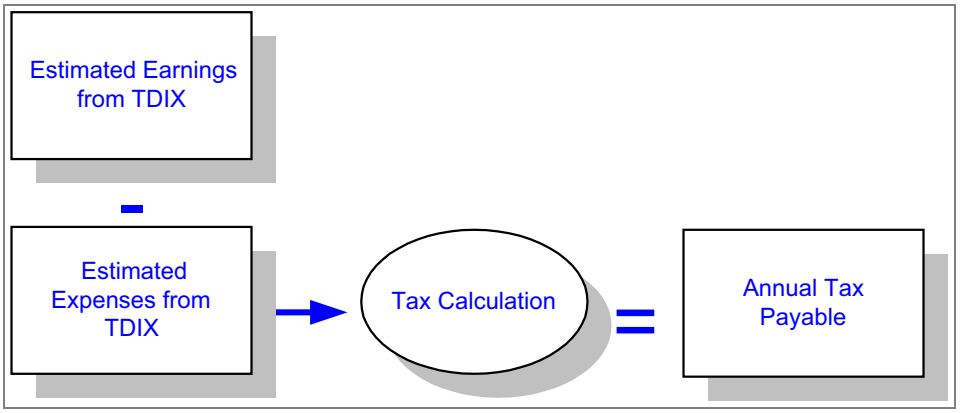


Bonus paid in a separate cheque - tax on bonus

Commission Tax Method

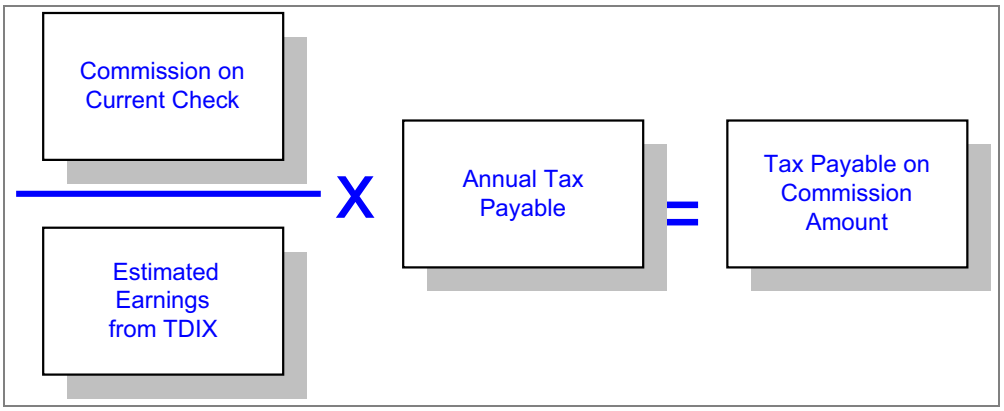
Scenario 1: CIT commission tax calculation

1. The system calculates the total annual tax based on net earnings from the Commission group box on the Canadian Income Tax Data page, using the annualized method.



CIT commission tax calculation - 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.



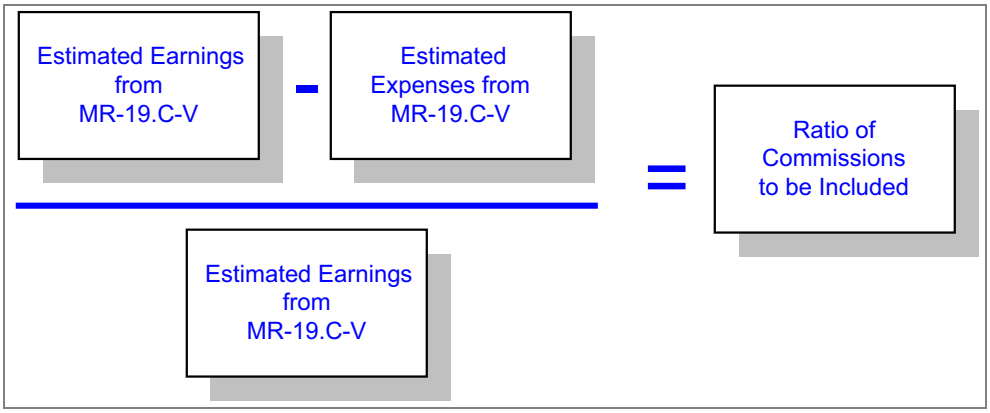
CIT Commission tax calculation - tax on commission

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.

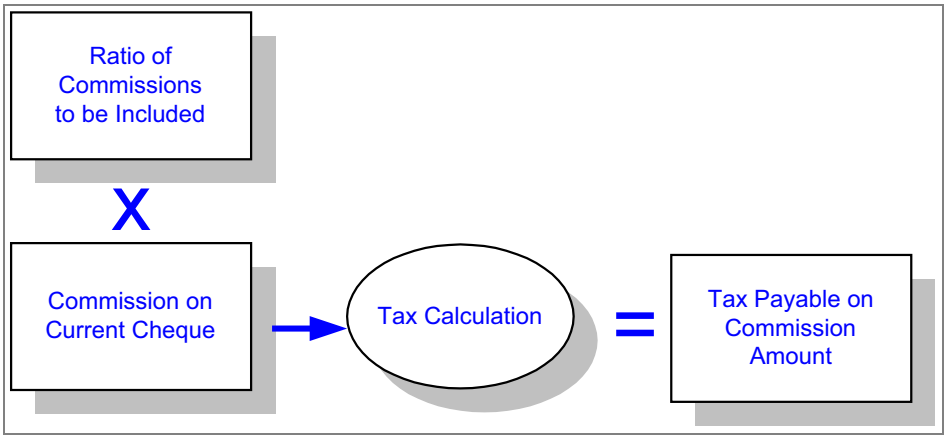
For Quebec provincial tax, the current cheque's commission earnings are calculated based on a percentage determined by the income and expenses values entered from the Commission group box on the Quebec Income Tax Data page. The system annualizes the calculated amount, calculates tax using the annualized method, and adds additional withholding amounts to the calculated amount.

1. The system derives the ratio of commission to apply to the current cheque's commission earnings amount.



QIT Commission tax calculation - ratio of commissions included

2. The system applies the derived ratio against the current cheque's commission payment to determine the amount of tax to withhold. The tax calculation annualizes the figure to arrive at an annual taxable earnings amount. The system de-annualizes the calculated annual tax according to the pay frequency to arrive at the total tax for the current cheque.



QIT Commission tax calculation - tax payable

Specifying U.S. Taxes

To better understand how the U.S. tax options work, consider how you might define 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

Select the Subject to FWT, Subject to FUT, and Subject to FICA check boxes (on the Earnings Table - Taxes page) for all earnings to add 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			
Disability Payment	600.00	600.00		
Total		2000.00	1200.00	1400.00

(CAN) Specifying Canadian Tax

To better understand how to tax different earnings codes, consider how you might define the following earnings at Viceroy Northern Bank:

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	CIT	True T4	CPP	EI Earn	EI Hrs
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

Select the tax option check boxes (on the Earnings Table - Taxes page) for earnings types to tax or accumulate. These settings enable 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

See Also

"Defining Deductions"

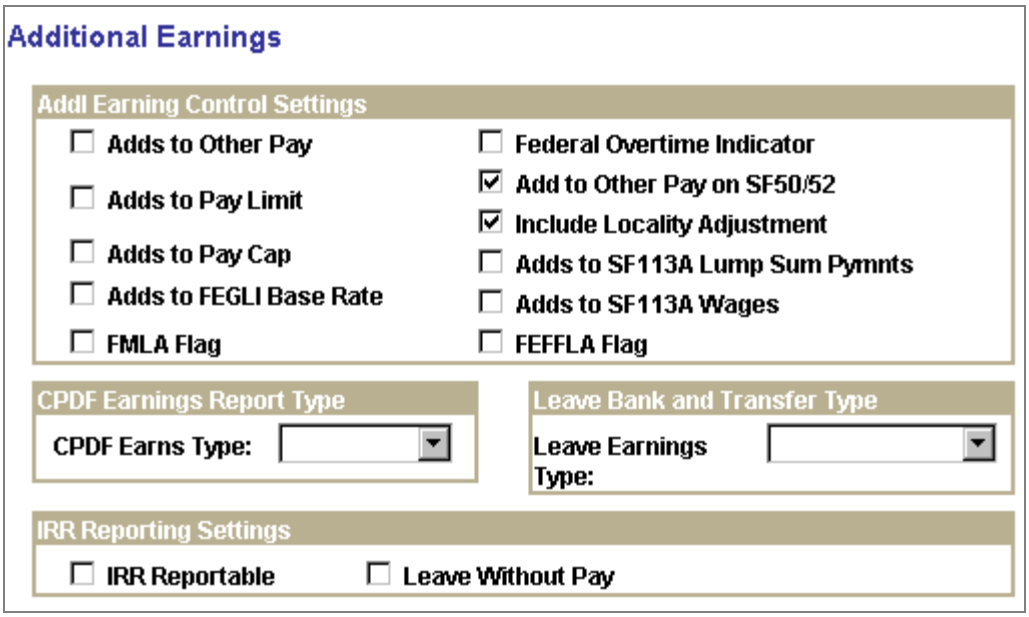
PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Payroll Tax Tables"

"Maintaining Payroll Data," Specifying Special CIT Withholding Status and TD1 Exemptions and Tax Credits

HRDC Employment Insurance Guide

(USF) Specifying Additional Earnings

Access the Additional Earnings page.



Additional Earnings page

Addl Earning Control Settings

Adds to Pay Limit — Select this check box if the earning code adds to pay limits calculations.

Adds to Pay Cap — Select this check box if the earning code adds to pay caps calculations.

FMLA Flag (Family Medical Leave Act flag) — Select this check box if the earning code is for the Family Medical Leave Act.

Federal Overtime Indicator — Select this check box if the earnings code is eligible for federal overtime.

Add to Other Pay on SF50/52 — Select this check box if the earnings code adds to other pay on the SF50 or SF52.

FEFFLA Flag (Federal Employees Family Friendly Leave Act flag) — Select this check box if this earning code is for the Federal Employees Family Friendly Leave Act.

CPDF Earnings Report Type

CPDF Earns Type (Central Personnel Data File earnings type) — If additional earnings for this earnings code are reportable to the CPDF, select the CPDF earnings code: ***Not Rpted*** (not reported), ***Retn Allow*** (Retention Allowance), ***Staff Diff*** (Staffing Differential), or ***Suprv Diff*** (Supervisory Differential).

Leave Bank and Transfer Type

Leave Earnings Type — Select a value if you're defining an earnings code to use with a leave transfer program type. Valid values are:

Donate to Bank: for donor activity in Leave Bank Transfer Programs.

Donate to Emergency: for donor activity in Emergency Leave Transfer Programs.

Donate to Recipient: for donor activity in Voluntary Leave Transfer Programs.

Receive from Bank: for recipient activity in Leave Bank or Emergency Leave Transfer Programs.

Receive from Donor: for recipient activity in Voluntary Leave Transfer Programs.

IRR Reporting Settings

IRR Reportable — Select this check box if additional earnings for this earnings code are associated with basic compensation and are IRR reportable.

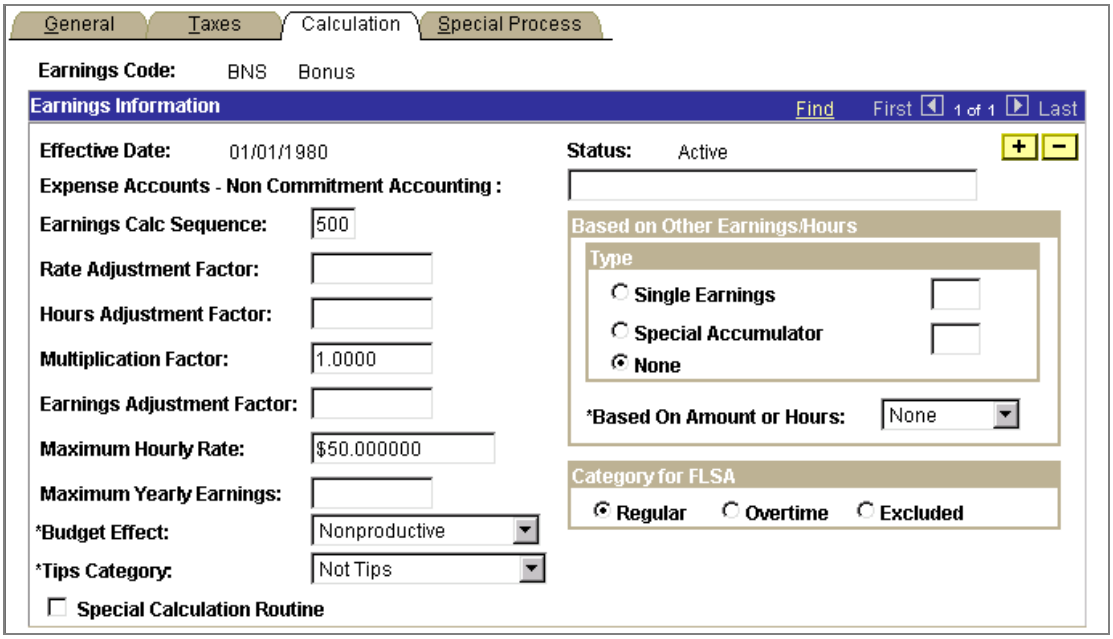
Leave Without Pay — Select this check box if additional earnings for this earnings code are considered leave without pay on the IRR. These earnings are reported on the SF1150 Leave Audit report.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "USF Managing Leave," Overview of Managing Leave Transfers

Tracking General Ledger Entries by Earnings Code

Access the Earnings Table - Calculation page.



Earnings Table - Calculation page

Expense Accounts - Non Commitment Accounting

Enter an account number to track PeopleSoft General Ledger entries by earnings code. This field does not apply to PeopleSoft Payroll for Education and Government.

Earnings Calc Sequence (earnings calculation sequence)

Enter a number to indicate the order in which to process earnings during payroll calculation. Lower sequence numbers result in a higher 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 designated to have hours only reduced from regular pay).

Note. The default earnings calculation sequence is ***500.*** To ensure that the system calculates regular pay first, change the earnings calculation sequence to ***001.***

For example:

- Earnings for hourly employees = ((pay rate or unit/override rate + shift rate + rate adjustment factor) × (hours + hours adjustment factor) × multiplication factor) + earnings adjustment factor
- Earnings for salaried employees = earnings amount × multiplication factor

When a pay cap or limit is reached and there is more than one earnings code included in the cap or limit, the

earnings code with the highest earnings calc sequence is depleted before the next earnings code is reduced.

Rate Adjustment Factor Enter a dollar amount to adjust the hourly rate associated with an earnings code. For example, if a union negotiates a $0.30 per hour cost of living adjustment, enter ***0.3*** in this field for any applicable earnings, such as regular, overtime, vacation leave, and sick leave. Employees receiving these types of earnings get $0.30 per hour in addition to the compensation rate specified in their Job records.

Hours Adjustment Factor Enter a positive or negative number to adjust the number of hours associated with an earnings code, such as 40 hours for regular. For example, Jan was a nurse at Diablo Hills Hospital where she was paid for a full 40-hour week. However, because she was required to record her lunch hours, her time cards showed that she worked only 37.5 hours a week—the actual number of hours that was entered on her paysheets. To set up this salary structure, enter an hours adjustment factor of ***2.5.***

Multiplication Factor For hourly earnings, enter the number by which you multiply earnings, such as ***1.5*** for overtime, or ***2.0*** for double time.

Earnings Adjustment Factor Enter a flat amount that does not affect pay rate or hours. Use this field for earnings codes for which the dollar amount always remains the same for all employees, such as a $50 holiday bonus. When you define this type of earnings, set the multiplication factor to zero.

Maximum Hourly Rate This field is for your information only.

Maximum Yearly Earnings To set a yearly ceiling on the earnings code, enter the maximum yearly earnings. You cannot pay more than this amount to any employee in a year.

Note. Use this field with individual earnings codes only—not special accumulators.

Budget Effect This field is for your information only.

Tips Category Specify how tips affect taxable gross:

Not Tips: Select this value if the earnings code does not represent earnings subject to tipping or reported tips for calculating tip credit. This is the default value.

Reported Tips: Select this value if the earnings code represents cash or charge tips that your employees report.

Other Sys Calc'd Tips (other system calculated tips): Select this value if 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.

Tip Allocation: Select this value if the earnings code represents system-calculated amounts of tips allocated to employees.

Tip Credit: Select this value if the earnings code represents system-calculated amounts of tip credit.

Special Calculation Routine Select this check box if you have modified the COBOL code to perform a calculation routine.

Note. Before you modify the COBOL code, discuss the proposed alterations with your PeopleSoft account executive.

Based on Other Earnings/Hours

Use this group box to designate earnings codes based on other earnings codes or special accumulators. The system can calculate earnings as a percentage of another earnings code, a rate multiplied by a single hour, or a rate multiplied by a group of hours. You might use this feature to keep shift earnings separate from regular earnings by creating a separate earnings code for shift earnings, based on a percentage of regular earnings.

Single Earnings

Special Accumulator Select an option to indicate the type of other earnings on which the earnings code is based, and enter an earnings code or special accumulator code in the associated field.

Based on Amount or Hours Specify how to calculate earnings.

None. The default.

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. For example, to calculate the earnings code you're setting up as 4% of a specified earnings code, enter a multiplication factor of .04.

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 it applies the multiplication factor.

For example, to calculate a bonus earnings code as ten percent of the employee's regular pay, select the **Single Earnings** type option and enter the earnings code REG. Specify that the calculation is based on amount, and enter .1 as the multiplication factor.

Category for FLSA

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

Overtime

Regular Pay Included

Select this option if this earnings code has an effect on overtime pay. When selected, the system displays a **Regular Pay Included** check box. If your multiplication factor for overtime is .9 or less, clear this check box. If your multiplication factor is 1.1 or greater, select this check box.

Excluded

Select this option if these earnings have no effect on the FLSA calculation.

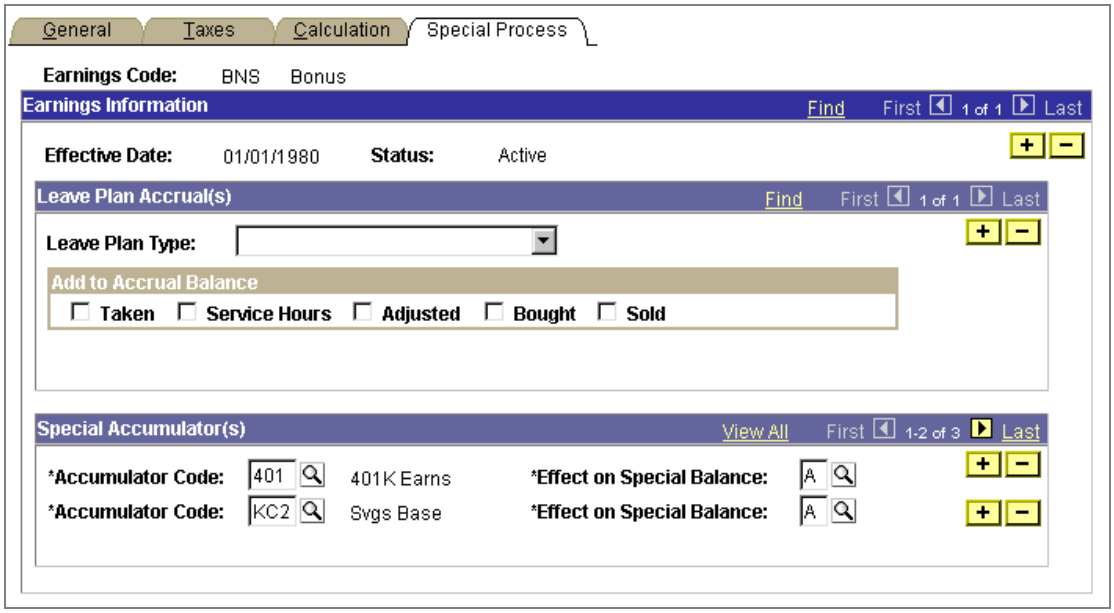
See Also

"Working With Tipped Employees," Allocating Tips

"Calculating Pay," Calculating FLSA Rates

Defining How Earnings Codes Affect Leave Accruals and Special Accumulators

Access the Earnings Table - Special Process page.



Earnings Table - Special Process page

Leave Plan Accrual(s)

Use this group box to indicate how the hours for each earnings code affect leave plans. Employees can accrue time using the number of hours they've worked (service hours) or the length of time they've worked for your company (based on the service date in the Employment record). Set up the accrual method in the Leave Plan Table in the Benefits component.

Add to Accrual Balance

Taken

Select this check box for earnings codes (such as vacation or sick) that subtract from the leave plan balance. The system updates the unprocessed data on the Leave Accruals page by adding to the leave plan balance for hours taken, but it does not update the hours taken from the actual leave plan balance until you run the leave accrual program.

Service Hours

Select this check box if the leave plan accrues based on the number of hours an employee has worked (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 leave plan, the system does not update the service hours fields in leave accruals.

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, select the **Service Hours** check box for regular and overtime earnings codes to show that they add to the accrual balance for the employee leave plan. If Jan has 30 hours of regular and 10 hours of overtime earnings, the system adds 40 service hours to her leave plan. It also updates the leave accruals unprocessed data for her leave plan, and accrues 0.8 hours of vacation time when the leave accrual program is run.

Adjusted

Select this check box if you are defining the earnings code only to add hours to, or subtract hours from, an employee's accrual balances. When you perform the actual adjustments on paysheets, the system accepts positive or negative hours.

For example, Jessica Morris, came to CCB from her former company with an intercompany transfer agreement. As part of the agreement, CCB let her carry over 25 hours of vacation time from her old company. To do this, the payroll clerk 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

Sold

If your company has a vacation buy or sell plan, select a check box to indicate that the earnings code affects vacation hours bought or sold. Use deductions to handle the actual buying and selling and earnings codes to handle the accruals.

For example, Theresa bought 20 hours of vacation time. The payroll clerk added the hours using an earnings code

defined with the VAC leave plan type and the **Bought** check box selected. He used a deduction to take the money that Theresa used to buy the vacation time.

If an employee sells vacation time, subtract from the accrual balance using an earnings code defined with the VAC leave plan type and the **Sold** check box selected. Use a negative deduction to give the employee the money.

Note. You must run the leave accrual program before the system recognizes or reports any leave accrual information that you define for your company and specific employees.

Note. If you base your leave plan on months of service, the leave accrual program does not use the service hours accumulated by payroll. Instead, it uses the service date in the Employee record to accrue hours for your leave plan.

Special Accumulator(s)

Accumulator Code Use special accumulators to roll together earnings codes to use later in deduction and earning calculations. This code enables you to designate which earnings add to, or subtract from, a group of earnings. For example, some earnings, such as regular and overtime, add to the amount the system uses for 401(k) deductions, while others, such as tuition and car allowance, do not.

Before you enter this code, define the special accumulator code in the Special Accumulator Table.

Note. The information you define in the Earnings Table affects several fields on paysheets: regular hours, overtime hours, regular earnings, and additional earnings, and tax methods. You can override most of this data on the paysheet, depending on how you define it in the Earnings Table.

For example, suppose the employee leave plan offers 1 hour of annual leave for every 20 hours of regular time and overtime that employees work. Select the Service Hours check box for regular and overtime earnings codes to indicate that they add to accrual balance for the employee leave plan. If an employee works 30 hours of regular and 10 hours of overtime, the system adds 40 service hours to the employee's leave plan. It also updates the leave accruals unprocessed data for the leave plan, causing the leave accrual program to accrue 2 hours of annual leave.

In a 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. Use deductions to handle the actual buying and selling and earnings code to handle the accruals.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits

Establishing Earnings Programs

In this section, we provide an overview of earnings programs and discuss how to define earnings programs.

Understanding Earnings Programs

After you define earnings codes in the Earnings Table, you must establish earnings programs in 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 can have any number of earnings programs. An individual employee can belong to only one program, and the earnings codes constituting that program are the only valid earnings codes for that employee.

To define an earnings program, you define valid earnings codes for the pay groups that use that program, and hence for the employees belonging to those pay groups. For example:

- If executives don't get overtime pay, their pay group's earnings program doesn't include overtime as a valid earnings code.
- You might exclude part-time employees who work fewer than 30 hours a week from certain benefits.

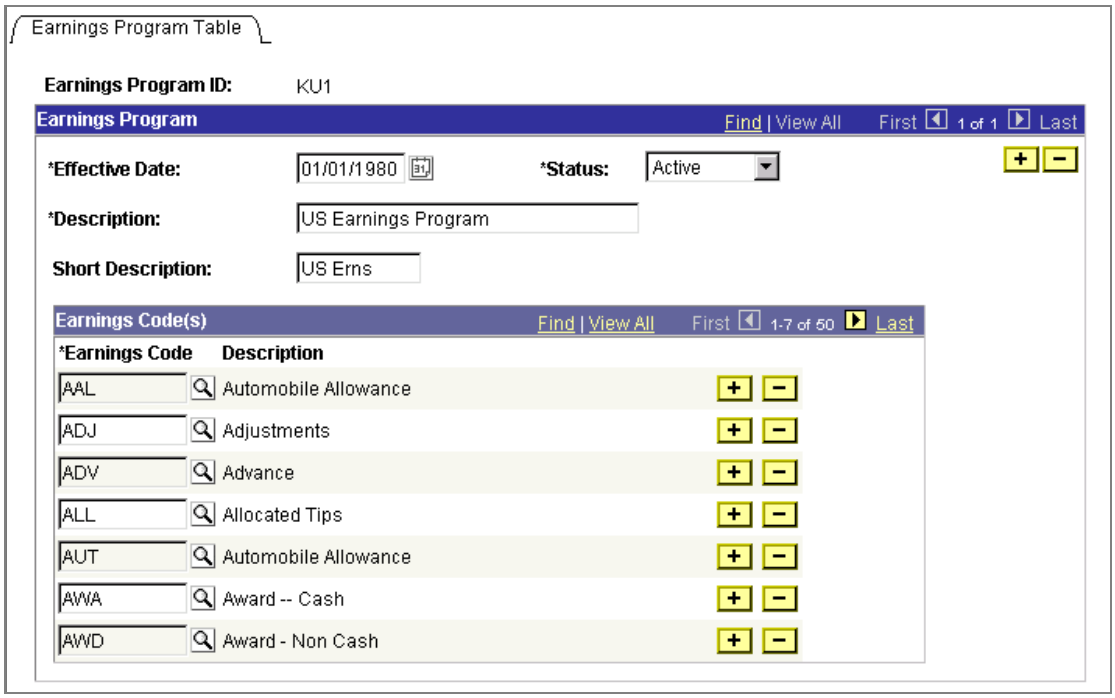
The earnings program you enter on the Company Table - Default Settings page becomes the default earnings program for the pay groups that you define in the Pay Group Table component. To override this default, specify a different earnings program for a pay group on the Pay Group Table - Calc Parameters page. You cannot override the pay group earnings program at the employee level—if Nancy belongs to a certain pay group, she must belong to that pay group's earnings program.

Page Used to Establish Earnings Programs

Page Name	*Object Name*	*Navigation*	*Usage*
Earnings Program Table	EARNS_PROGRAM_TBL	Define Business Rules, Define Payroll Process, Setup 1, Earnings Program Table Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Program Table	Define earnings programs for pay groups and the employees belonging to those groups.

Defining Earnings Programs

Access the Earnings Program Table page.



Earnings Program Table page

Earnings Codes Select each earnings code to include in the program. Insert additional rows if necessary.

(USF) Defining Earnings Accrual Classes

In this section, we provide an overview of earnings accrual classes and discuss how to:

- Define accrual class properties.
- Establish ceilings and carryover limits.
- Apply expiration and termination rules.
- Create a schedule for granting leave based on length of service.
- Specify how earnings code hours affect leave balances.
- Set up cascading leave.

Understanding Earnings Accrual Classes

PeopleSoft Payroll for U.S. Federal Government provides streamlined processing and reporting of all leave accrual, usage, transfer, and adjustment activity that affects an employee's leave balances. The system uses accrual classes to track the expiration dates of accrued leave line items, applying leave usage to the oldest line items first and disposing of expired leave balances by the method you specify for the class. The system supports all leave plans and transfer programs currently authorized for federal agencies.

Before you begin defining accrual classes:

- Decide how to convert the processing rules, earnings limits, and other criteria governing leave at your agency into earnings accrual classes. You might want 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 can create 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. Also, if you divide the class of employees who can earn up to 360 hours of annual leave into two groups—one whose leave balance can become negative, and another whose balance cannot become negative—you must define separate classes.

- Establish a naming convention for accrual classes so you can designate and quickly identify different classes for sick leave, compensatory time, military leave, and so on.

- Become familiar with the relationship between earnings codes and accrual classes.

To define accrual classes:

1. Set up and define the earnings codes to associate with each earnings accrual class.
2. Define the parameters of each earnings accrual class in one of the following ways:

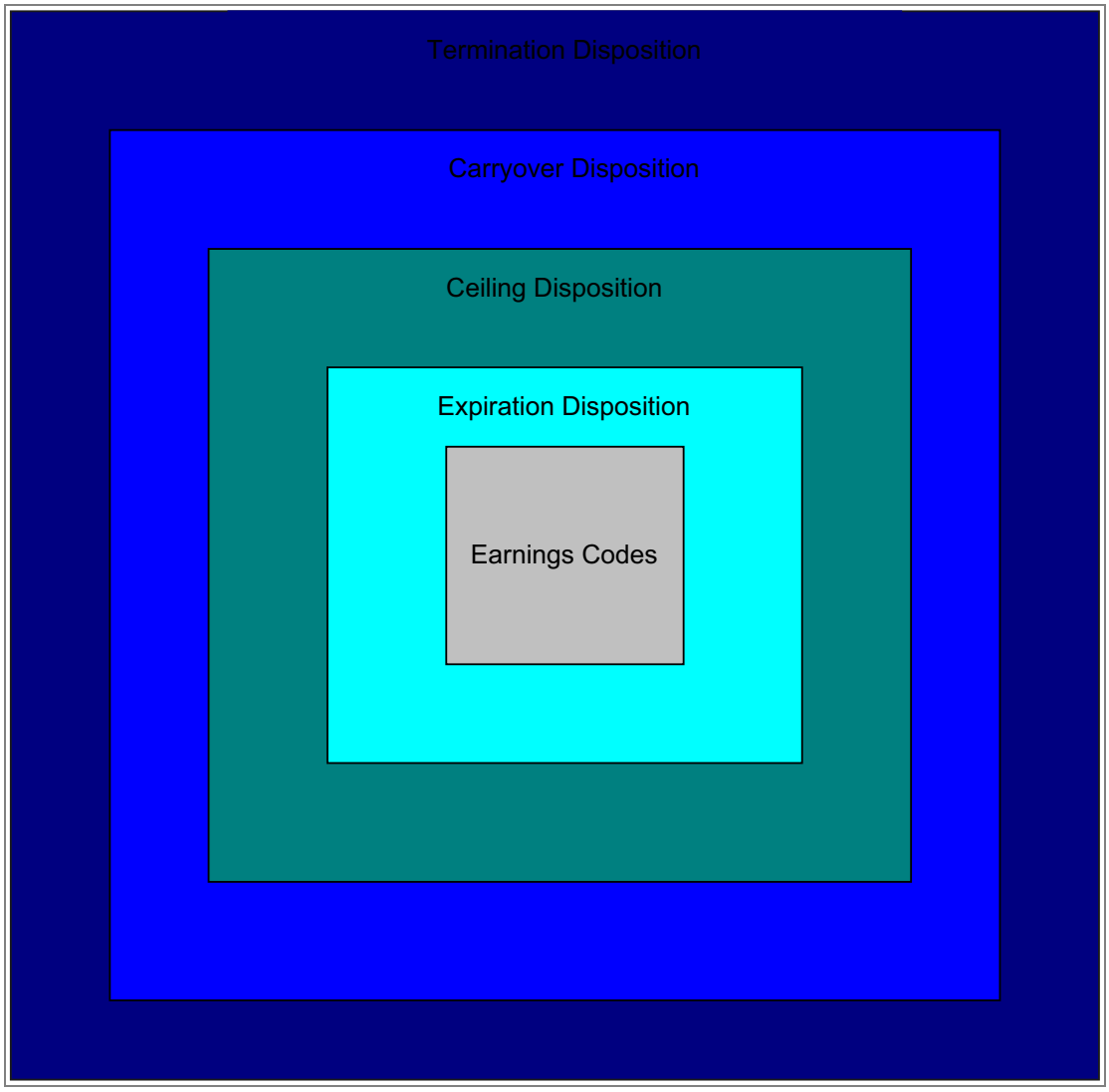
   - A set of rules determining the rate at which employees accrue leave based on years of service.

   - A set of rules for applying ceilings, carryover limits, and expiration dates to accrued leave, and for disposing of excess leave when one exceeds these limits.

   - A set of rules to determine how to process, track, and accumulate leave balances.

Understanding the Relationship Between Earnings Codes and Accrual Classes

Every type of leave (such as annual leave or 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 leave earnings represented by an earnings code. This includes expiration periods for leave, leave ceilings, and carryover limits.



Relationship between earning classes and earning codes

Earnings codes are central to their associated earnings classes. By themselves, however, earnings codes don't indicate how to handle leave when one reaches a ceiling or expiration, the order in which the system uses leave earnings, and so on. You can link this kind of information to an earnings code only by associating it with an accrual class.

Earnings codes tell the system what to pay employees if you decide to convert leave to pay upon expiration or termination, or when one exceeds ceiling and carryover limits.

Accrual classes indicate how to process and accumulate leave earnings represented by different earnings codes for individual employees in that class. For example, if you define an accrual class for annual leave, you might:

- Define an earnings code for leave hours taken.
- Specify that the system adds this time to the accumulation of service hours used to calculate leave accrual rates.

When you define an accrual class for one type of leave, you must specify how earnings codes for other types of leave or work time affect accrual balances for employees in the class. For example, if you define an accrual class for annual leave, you might specify another type of leave taken by your employees (such as sick leave or compensatory time) to add to the accumulation of service hours on which annual leave is based.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, " (USF) Managing Leave"

PeopleSoft Human Resources PeopleBook: *Base Benefits*, "Managing Leave Plans"

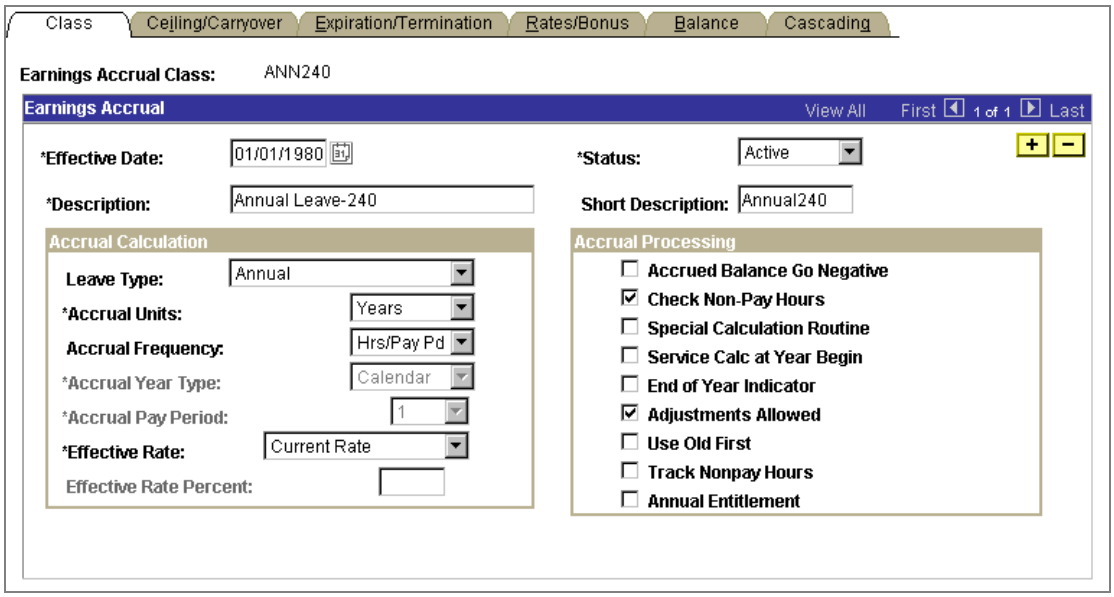
Pages Used to Define Earnings Accrual Classes

Page Name	*Object Name*	*Navigation*	*Usage*
Earnings Accruals Class	GVT_ERN_ACR_CLASS	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Accruals, Class	Define accrual class properties and key features, including the rules for calculating leave based on time in service and frequency of accrual.
Earnings Accruals - Ceiling/Carryover	GVT_ERN_ACR_CLASS2	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Accruals, Ceiling/Carry over	Establish rules for applying ceilings and carryover limits to earnings accrual classes.
Earnings Accruals - Expiration/Termination	GVT_ERN_ACR_CLASS3	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Accruals, Expiration/Termination	Apply expiration and termination rules to earnings accrual classes.
Earnings Accruals - Rates/Bonus	GVT_ERN_ACR_CLASS4	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Accruals, Rates/Bonus	Create a schedule for granting leave based on length of service. Establish the hours, months, years, or pay periods that members of the accrual class must work to receive a specified amount of leave.

Page Name	Object Name	Navigation	Usage
Earnings Accruals – Balance	GVT_ERN_ACR_CLASS5	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Accruals, Balance	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 affect various balances that track and store leave time (such as hours taken, hours earned, and service hours).
Earnings Accruals – Cascading	GVT_ERN_ACR_CLASS6	Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Accruals, Cascading	Define the sequence and the accrual classes to which each earnings accrual class cascades.

Defining Accrual Class Properties

Access the Earnings Accruals - Class page.



USF Earnings Accruals - Class page

Accrual Calculation

This information enables the system to record the frequency of accrual and the units of leave time earned by members of the accrual class.

Leave Type

Note. Although you can define many different types of leave in the Earnings Accrual Class component, different accrual types require different rules. For example, because compensatory time does not accrue at regular rates based on years of service, you do not use the Earnings Accruals - Rates/Bonus page to link compensatory time earnings to service time. However, you do use this page for annual leave, which does vary according to years of service.

Accrual Units

Select the unit of time that the system uses to track, store, and quote the service intervals on which it bases accruals: ***Hours, Months, Pay Period,*** or ***Years.***

This value becomes the default on the Earnings Accruals - Rates/Bonus page, where you associate accrual rates to time in service.

Accrual Frequency

Select the rate at which leave is earned and tabulated:

Hrs/Year: When you select this value, the **Accrual Year Type** field becomes available for entry.

Hrs/Month: When you select this value, the **Accrual Pay Period** field becomes available for entry.

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

Hrs/Week

Note. This value becomes the default on the Earnings Accruals - Rates/Bonus page.

Accrual Year Type

Select the type of dates to use as the beginning and ending dates of the year:

Calendar: The calendar year normally begins January 1 and ends December 31.

Fiscal: The fiscal year normally begins October 1 of a year and ends September 30 of the following year.

Leave: The leave year normally begins with the first full pay period that begins and ends date within the calendar year. However, because the length of the leave year is 26 pay periods, the end date falls within the following year.

Pay: The pay year normally begins with the first full pay period that begins and ends within the calendar year, and it ends with the last pay period that begins and ends in the year.

Note. Before using these accrual year types, you must define them in the Pay Calendar Table. You can modify the standard definitions as needed.

Accrual Pay Period Select the pay period in which you want to grant leave earnings. For example, if the month contains multiple pay periods and you decide to distribute earnings after the first week, enter any value from ***2*** to ***5*** in the accrual pay period field (with ***2*** indicating week two, ***3*** indicating week three, and so on). The default is ***1*** (week one).

Effective Rate Select the disposition of excess leave balances: ***Current Rate, Rate Earned,*** or ***Current Rate Percent.*** 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. When you select ***Current Rate Percent***, the **Effective Rate Percent** field becomes available for entry.

Effective Rate Percent Enter the percentage to use as the basis of calculations.

Accrual Processing

Use this group box to indicate how to process, calculate, and adjust accruals, and to establish a schedule for disposing of dated leave balances.

Accrued Balance Go Negative For your information only.

Check Non-Pay Hours Select this check box to tabulate the number of nonpay hours to determine whether to grant accrual earnings. For example, suppose the standard hours for an employee are 80 hours per pay period. The employee has 70 nonpay hours going into a new pay period and takes an additional 10 hours of nonpaid time. The system adds the total number of nonpay 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 Not currently used by PeopleSoft HRMS for Federal Government.

Service Calc at Year Begin (service calculation at year begin) Select this check box to calculate leave hours according to length of service as of January 1 of the current year. To calculate leave hours according to the length of service as of the leave accrual process date, clear this check box. The system uses the service date in the employee's Employment record for this calculation.

End of Year Indicator Select this check box to expire restored leave at the end of the expiration year (Dec. 31). For example, if you restore an employee's leave on Jan. 15, 1998 and the leave expires in 24 months, the system extends the expiration date beyond the two-year limit to the end of the year in which the leave expires (December 31, 2000). This is for restored leave only.

Adjustments Allowed Select this check box to adjust leave at the line-item level on the Accrual Ledger page. Otherwise, the Accrual Adjustment button is not available.

Use Old First Select this check box when processing ceilings, carryovers, and expirations. The system reviews historic rows of leave and uses the oldest available leave first.

Track Nonpay Hours Select this check box to track nonpay hours for a within-grade increase (WGI). Hours that are reported in the pay period, but are not paid, will be tracked.

Annual Entitlement Select this check box to activate the annual entitlement calculation. After each pay period, the system calculates the employee's annual accrual entitlement balance along with the next pay period's accrual. This provides the information to determine how many leave hours employees can use before exceeding their full annual accrual entitlement. The number of hours to which an employee is entitled for the remainder of the year appears on the Accrual Summary page.

Leave Transfer Identifies an earning accrual class as leave transfer for additional pay.

Annual Leave Entitlement Calculation

The following table includes the formulas used to calculate accrual-specific entitlements. You must select the Annual Entitlement check box on the Earnings Accruals-Class page for this calculation to occur.

Leave	*Accrual Unit*	*Accrual Frequency*	*Formula*	*Time Accrued*
Annual Full-Time (FT)	Year	Hours/Pay Period	((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance + last pay period If service is between 3 and 15 years, the formula is: ((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance + last pay period + 4	0–3 years of service: ½ day (4 hours) for each pay period, except based on service. 3–15 years of service: ¾ day (6 hours) for each pay period, except 1¼ days (10 hours) in last pay period. 15+ years of service: 1 day (8 hours) for each pay period.

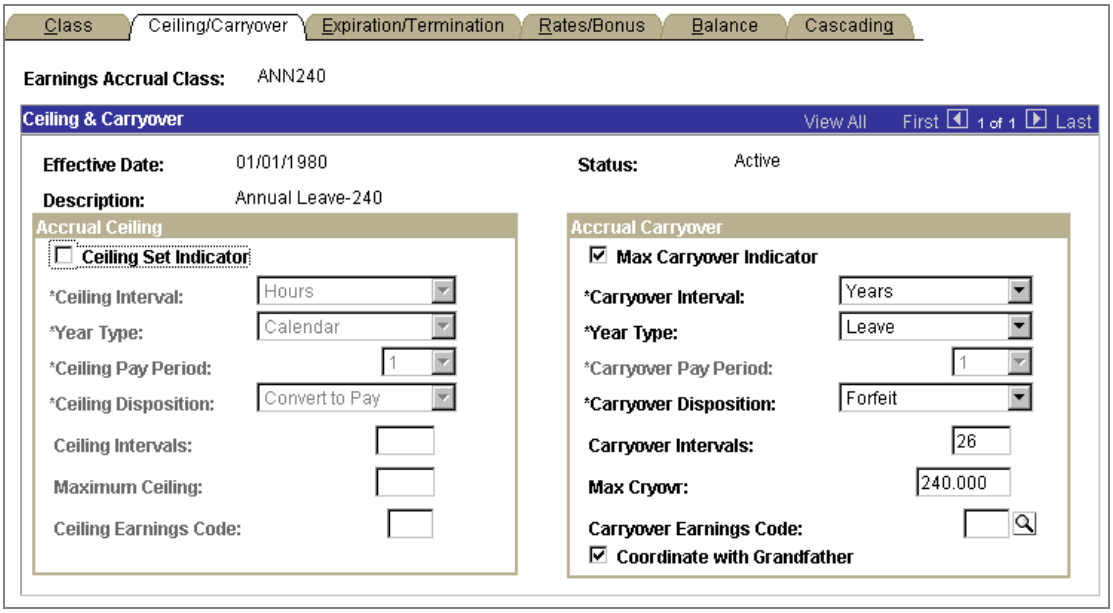
Leave	Accrual Unit	Accrual Frequency	Formula	Time Accrued
Annual Part-Time (PT)	Year	Hours/Hour	((remaining pay periods in the year) × accrual rate × standard hours) + year-to-date accrual balance	0–3 years of service: 1 hour for each 20 hours in pay status. 3–15 years of service: 1 hour for each 13 hours in pay status. 15+ years of service: 1 hour for each 10 hours in pay status.
Sick FT	Years	Hours/Pay Period	((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance	½ day (4 hours) for each biweekly pay period.
Sick FT	Years	Hours/Hour	((remaining pay periods in the year) × accrual rate × standard hours) + year-to-date accrual balance	1 hour for each 20 hours in a pay status.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars," Creating Pay and FLSA Calendars

Establishing Ceilings and Carryover Limits

Access the Earnings Accruals - Ceiling/Carryover page.



Earnings Accruals - Ceiling/Carryover page

Accrual Ceiling

Use this group box to place limits on total leave earnings and to specify how to handle excess accruals. 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.

Ceiling Set Indicator — Select this check box to activate the fields in the Accrual Ceiling group box.

Ceiling Interval — Select the interval with which to measure the maximum amount of leave time that members of an accrual class can accumulate: ***Hours, Months, Pay Period,*** or ***Years.*** When you select ***Months,*** the **Ceiling Pay Period** field becomes available for entry. When you select ***Years,*** the **Year Type** field becomes available for entry.

Ceiling Pay Period — Select the week of each month in which you apply the accrual ceiling and determine the disposition of excess leave (***1*** represents week one, ***2*** represents week two, and so on).

Ceiling Disposition — Specify how to handle excess leave accruals:

Allowed to Exceed: Select this value to disregard ceilings applied 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 convert excess earnings into another leave type by entering its corresponding earnings code in the **Ceiling Earnings Code** field.

However, this value 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 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 this value, 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. You immediately lose excess leave.

Use or Lose: Select this value to reduce excess accruals and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Ceiling Intervals Not currently used by PeopleSoft 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 on the unit of measurement specified in the **Ceiling Interval** field.

Ceiling Earnings Code Specify how to compensate employees in an accrual class when leave is converted to pay.

Define earnings codes in the Earnings Tables.

Accrual Carryover

Use this group box to specify the carryover limits and tell the system what operations to perform when one exceeds the limit. 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.

Max Carryover Indicator (maximum carryover indicator) Select this check box to activate the fields in the Accrual Carryover group box.

Carryover Interval Select the interval with which to measure the amount of leave employees in the accrual class can carry over from one period to another: ***Hours, Months, Pay Period,*** or ***Years.*** When you select ***Months,*** **the Carryover Pay Period** field becomes available for entry. When you select ***Years,*** the **Year Type** field becomes available for entry.

Carryover Pay Period Select the week of each month in which you apply the accrual carryover and determine the disposition of excess

leave (*1* represents week one, *2* represents week two, and so on).

Carryover Disposition

Specify how to handle excess leave accruals:

Allowed to Exceed: Select this value to disregard carryover limits applied 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 earnings, you can convert excess earnings into another leave type by entering its corresponding earnings code in the **Carryover Earnings Code** field. However, this value 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 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 this value, the **Carryover Earnings Code** field becomes available for entry.

Forfeit: Select this value to reduce excess leave and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Use or Lose: Select this value to reduce excess leave and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Carryover Intervals

Not currently used by PeopleSoft HRMS for Federal Government.

Max Cryovr (maximum carryover)

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 specified in the **Carryover Interval** field.

Carryover Earnings Code

Specify how to compensate employees in an accrual class when converting leave to pay.

Define earnings codes in the Earnings Tables.

Coordinate with Grandfather

Select this check 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, the system checks the Enrollment page for the correct carryover limit for this employee. 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. So, an employee entering an accruals class with excess leave isn't forced to lose it, and the system coordinates leave usage so that it uses the oldest leave first.

Note. After you enter the original amount of an employee's grandfathered leave on the Enrollment page, view the grandfathered leave balance on the Accrual Summary page.

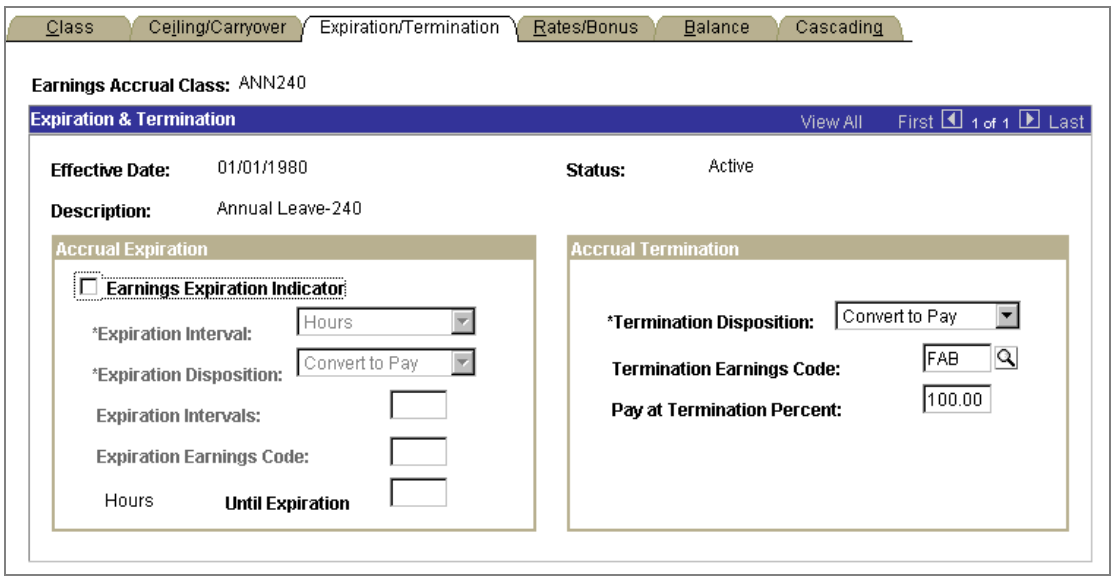
See Also

Establishing Earnings Codes

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars," Creating Pay and FLSA Calendars

Applying Expiration and Termination Rules

Access the Earnings Accruals - Expiration/Termination page.



Earnings Accruals - Expiration/Termination page

Accrual Expiration

Use this group box to specify the maximum amount of time that can pass before one must use, forfeit, or convert accrued leave to pay.

Earnings Expiration Indicator Select this check box to activate the fields in the Accrual Expiration group box.

Expiration Interval Select the interval with which to measure the expiration period. This value is the default unit of measurement for the **Until Expiration** field.

Expiration Disposition Specify how to handle leave upon expiration:

Allowed to Exceed: Select this value to disregard expiration limits applied 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 convert this leave into another leave type by selecting its corresponding earnings code. However, this value 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 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 this value, the **Expiration Earnings Code** field becomes available for entry.

Forfeit: Select this value to reduce expired leave and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Use or Lose: Select this value to reduce expired leave and create a ledger entry to record the forfeiture. You immediately lose excess leave.

Expiration Intervals Not currently used by PeopleSoft HRMS for Federal Government.

Expiration Earnings Code Specify how to compensate employees in an accrual class when converting leave to pay.

Define earnings codes in the Earnings Table.

Until Expiration Enter the number of hours, months, years, or pay periods until leave expires. The default unit of measurement comes from the **Expiration Interval** field.

Accrual Termination

Termination Disposition Specify how to handle leave 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 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 must enter this information in the Final Check Program component.

Forfeit: Select this value to record forfeited accruals and create a ledger entry to record the termination. You lose any unused leave.

Termination Earnings Code

Pay at Termination Percent

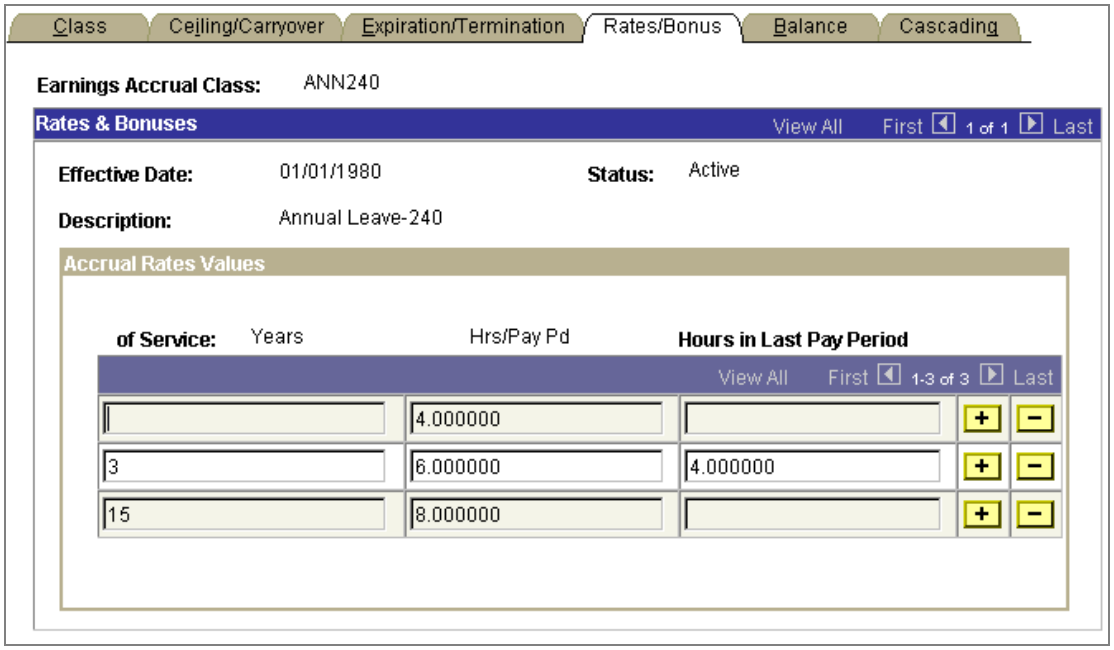
Specify the earnings for which employees in an accrual class are eligible when converting accruals to pay. If your policy is to convert leave to pay at a percentage of the rate represented by the earnings code, enter the percent in the **Pay at Termination Percent** field.

See Also

Establishing Earnings Codes

Creating a Schedule for Granting Leave Based on Length of Service

Access the Earnings Accruals - Rates/Bonus page.



Earnings Accruals - Rates/Bonus page

Accrual Rates Values

The default time period displayed in this group box—in this case hours—comes from the **Accrual Units** field on the Earnings Accrual - Class page. For example, if you selected Hours

as the accrual units on the Earnings Accrual - Class page, you measure service time in hours on the Earnings Accruals - Rates/Bonus page.

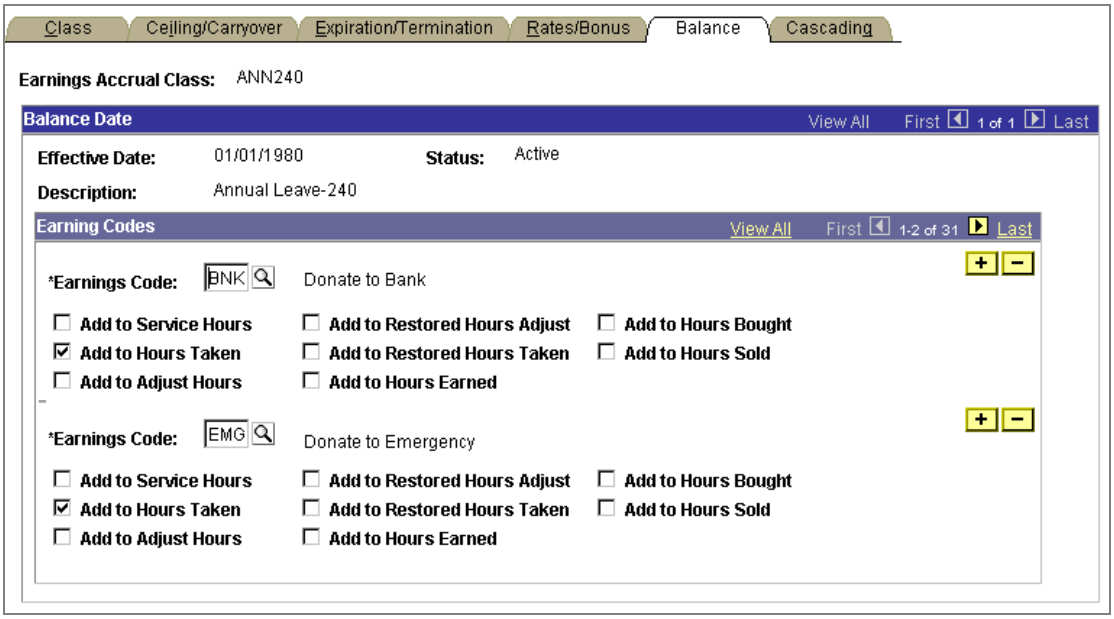
of Service: Hours Enter the length of service.

Hrs/Hour Enter the number of hours that accrue per month, year, or pay period. The accrual rate (hours per month, hours per pay period, hours per year, or hours per hour) that displays at the top of this column comes from the **Accrual Frequency** field on the Earnings Accrual - Class page.

Hours in Last Pay Period Specify a fixed number of leave hours to distribute in the last pay period of the year, independent of the amount that you grant automatically to members of the accrual class.

Specifying How Earnings Code Hours Affect Leave Balances

Access the Earnings Accruals - Balance page.



Earnings Accruals - Balance page

Earnings Code Select an earnings code for which you want to keep a leave balance.

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

Add to Hours Taken Select this check box to add to the accumulation of hours taken. To view the total hours taken for an employee in

	the accrual class, use the Accrual Summary page. To adjust service hours for an employee, use the accrual ledger page.
Add to Adjust Hours	Select this check box to specify the capability to adjust accrual balances by addition or subtraction—you don't actually make the adjustment here. When you enter adjustment data using paysheets, the system accepts positive or negative hours. To view the total hours adjusted year-to-date, use the Accrual Summary page. **Note.** You cannot enter or alter adjusted hours directly through the Accrual Ledger page; they become part of the Leave Accrual process through paysheets.
Add to Restored Hours Adjust	Select this check box to add to the balance of adjusted restored hours. To view the balance of adjusted restored hours, use the Restored Hours page. **Note.** You cannot enter or alter restored hours directly through the Restored Hours page; they become part of the Leave Accrual process through paysheets. You can change only the expiration date of restored leave on the Restored Hours page.
Add to Restored Hours Taken	Select this check box to add to the balance of restored hours taken. To view the balance of restored hours Taken, use the Restored Hours page.
Add to Hours Earned	Select this check 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, use the Accrual Ledger page.
Add to Hours Bought	Not currently used by PeopleSoft HRMS for Federal Government.
Add to Hours Sold	Not currently used by PeopleSoft HRMS for Federal Government.

Note. Many of these check boxes are replicated in 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 in the Earnings Code Table.

Example 1

Each check box on the Earnings Accruals - Balance page represents a balance to which you can add for:

- Tracking earnings.
- Recording leave hours taken, time in service, and so on.

This enables you to specify:

- How the system tracks and processes an earnings code for the accrual type in the accrual class (annual leave, for example).
- How the hours associated with that code affect accrual rates and other earnings criteria for employees in this class.

For example, select the Add to Service Hours and Add to Hours Taken check boxes for the FAL earnings code (a code representing annual leave hours for the ANN360 accrual class). The system adds together the annual leave taken and the accumulation of service hours on which accrual rates are based.

Example 2

Because earnings codes representing other types of leave or work time also affect leave accruals for employees in the ANN360 accrual class, the leave plan administrator specifies how hours associated with these codes affect balances for employees in the class. In the following example, the system adds together hours associated with the earnings code for religious comp time-off are added and the service hours on which annual leave rates are based. Hours associated with the earnings code for regular earnings have been added to the accumulation of service time.

For example, select the Add to Service Hours check box for regular earnings and religious comp time-off. If employees in the ANN360 accrual class receives 0.02 hours of leave time for every hour of regular time that they work (accrual frequency is hours per hour), and the employees work 30 hours of regular time and take 10 hours of religious comp time-off, the system:

- Adds 40 service hours to their leave plans.
- Updates their leave earnings, causing the leave accrual program to accrue 0.8 hours of vacation time.

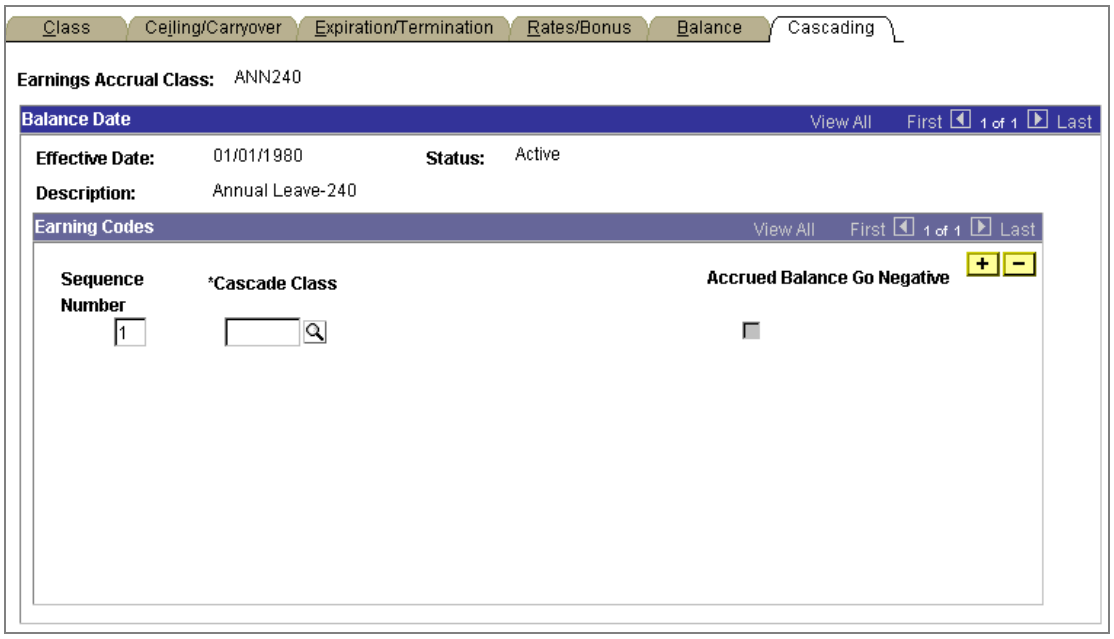
Note. This example involves proration, because the system calculates the number of leave hours to grant based on the actual number of service hours. Proration occurs only when the accrual frequency is hours per hour. Other accrual frequencies do not involve proration if the employee works fewer than the normal number of service hours. For example, if the accrual frequency is hours per pay period, the employee receives the full accrual for the pay period if the employee is in an active pay status for any number of hours during that pay period.

See Also

"Adjusting Employee Balances," Updating Restored Hours of Leave Expiration Dates

Setting Up Cascading Leave

Access the Earnings Accruals - Cascading page.



Earnings Accruals - Cascading page

Cascade Class

Enter the cascading class from which the system draws hours to prevent the earnings accrual class from becoming negative.

During leave accrual processing, the system automatically decrements hours from the lowest sequenced cascading class until it exhausts that accrual class.

For example, to have employees exhaust annual leave and then exhaust restored leave and sick leave before their annual leave becomes negative, define restored leave and sick leave as cascading classes for the annual leave earnings accrual class.

Accrued Balance Go Negative

Select this check box for the highest sequenced class only. You cannot save this page unless you let the highest sequenced class become negative.

(USF) Viewing Re-Employed Annuitant Information

In this section, we discuss how to:

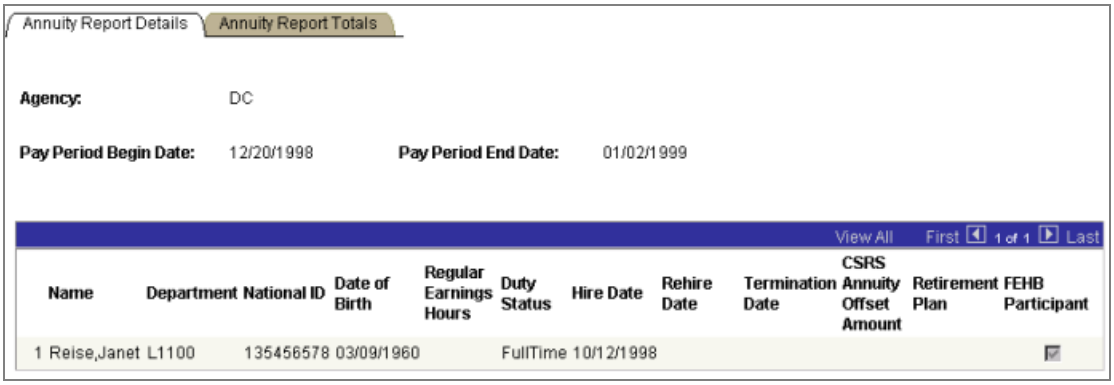
- View annuity report details.
- View annuity report totals.

Pages Used to View Re-Employed Annuitant Information

Page Name	*Object Name*	*Navigation*	*Usage*
Re-Employed Annuitant - Annuity Report Details	GVT_ANNUITY_DTL	Compensate Employees, Manage Payroll Process (USF), Inquire, Re Employed Annuitant, Annuity Report Details	View details about re-employed annuitants (Federal retirees that are re-employed by the Federal government) to ensure that they are not receiving pay from more than one Federal government source. This page is display-only.
Re-Employed Annuitant - Annuity Report Totals	GVT_ANNUIT_TOT	Compensate Employees, Manage Payroll Process (USF), Inquire, Re Employed Annuitant, Annuity Report Totals	View totals pertaining to re-employed annuitants. This page is display-only.

Viewing Annuity Report Details

Access the Re-Employed Annuitant - Annuity Report Details page.



Re-Employed Annuitant - Annuity Report Details page

Hire Date

Rehire Date

Termination Date

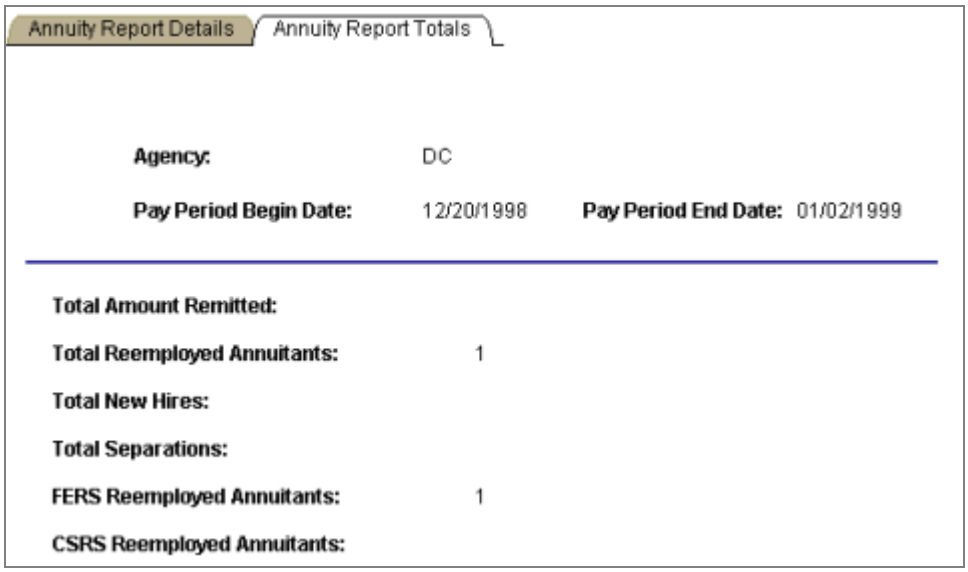
Displays the hire or termination date if the date is equal to, or between, the pay period start and end dates.

FEHB Participant

This check box is selected if the employee belongs to a health plan.

Viewing Annuity Report Totals

Access the Re-Employed Annuitant - Annuity Report Totals page.



Re-Employed Annuitant - Annuity Report Totals page

Total Amount Remitted	Displays the total dollar amount withheld from all employees reported.
Total Reemployed Annuitants	Displays the total number of employees reported.
Total New Hires	Displays the total number of newly hired employees. A date also displays in the Hire Date field on the Annuity Report Details page.
Total Separations	Displays the total number of employees who have separated. A date also displays in the Termination Date field on the Annuity Report Details page.
FERS Reemployed Annuitants	Displays the total number of employees who have a retirement type of K, L, M, or N.
CSRS Reemployed Annuitants	Displays the total number of employees who have a retirement plan type of 1, 6, C, E, R, or T.

(USF) Establishing Pay Plans

In this section, we provide an overview of pay plans and discuss how to:

- Define pay plans.
- Establish pay limits and exempt overtime rates.

Understanding Pay Plans

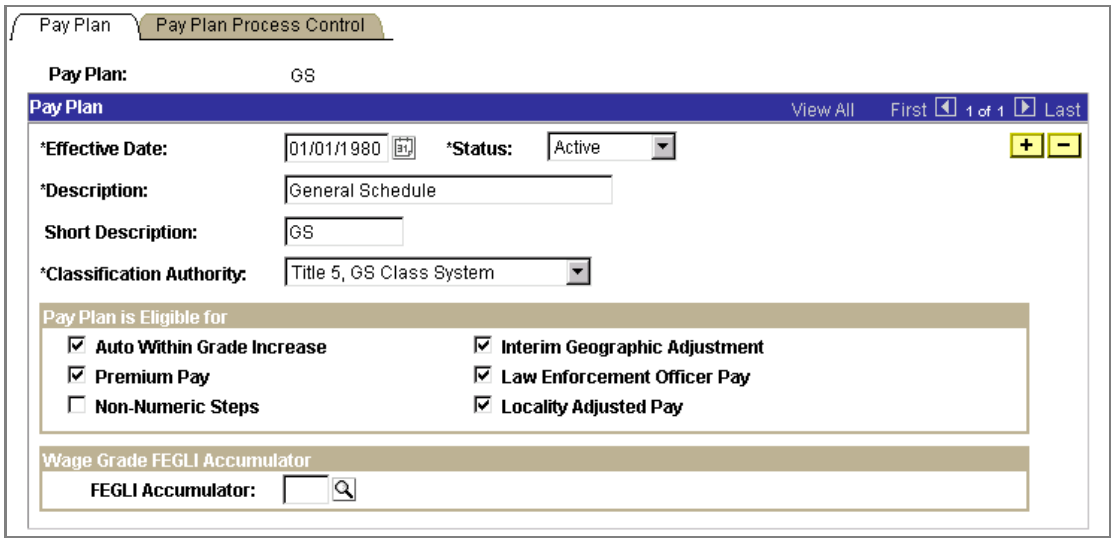
Pay plans establish classification authorities and eligibility for automatic, within-grade increases to premium pay, law enforcement officer (LEO) pay, and so on. Each pay plan also specifies a set of pay limits, exempt overtime rates, and conversion factors. In the Salary Plan Table in PeopleSoft Global Human Resources, you can associate a pay plan with each salary plan. The IDs you assign to pay plans become setIDs that link salary plans with pay plans that you define here.

Pages Used to Establish Pay Plans

Page Name	*Object Name*	*Navigation*	*Usage*
Pay Plan Table - Pay Plan	GVT_PAYPLAN_TABLE	Define Business Rules, Define Payroll Process (USF), Setup 1, Pay Plan Table, Pay Plan	Enter a pay plan ID to become a setID selection for the Salary Plan Table in the Plan Salaries (USF) menu.
Pay Plan Table - Pay Plan Process Control	GVT_PAYPLAN_TBL2	Define Business Rules, Define Payroll Process (USF), Setup 1, Pay Plan Table, Pay Plan Process Control	Establish pay limits, exempt overtime rates, and conversion factors for pay plans.
Pay Caps/Limits	GVT_PAY_LIMITS	Compensate Employees, Manage Payroll Process (USF), Inquire, Pay Limits/Cap	View the results and status of pay caps and limits transactions. This page is display-only.

Defining Pay Plans

Access the Pay Plan Table - Pay Plan page.



Pay Plan Table - Pay Plan page

Pay Plan

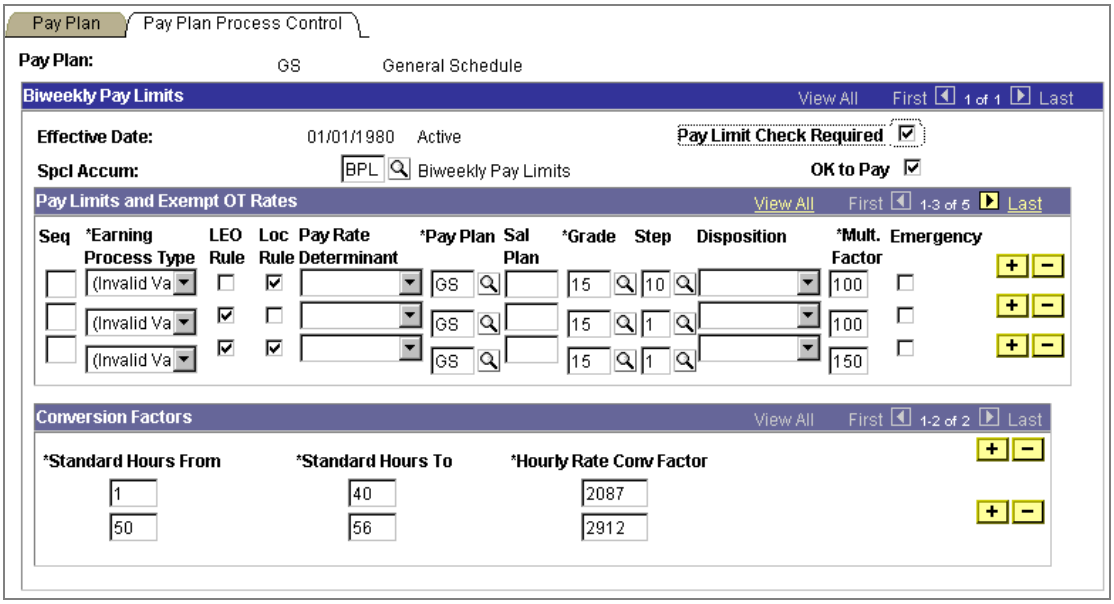
Classification Authority Select the pay plan's classification authority from the translate table: ***Equivalent to GS Class System; Equivalent to Title 5 FWS; Title 38, United States Code; Title 5, GS Class System; Title 5, Other; and Title 5, Prevailing Rate Sys.***

Wage Grade FEGLI Accumulator

FEGLI Accumulator Select the special accumulator used to accumulate FEGLI.

Establishing Pay Limits and Exempt Overtime Rates

Access the Pay Plan Table - Pay Plan Process Control page.



Pay Plan Table - Pay Plan Process Control page

Biweekly Pay Limits

Pay Limit Check Required Select if the pay plan is subject to biweekly check limitations. The **Special Accumulator Code** field becomes available for entry.

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

Pay Limits and Exempt OT Rates

Each row represents an individual pay rule.

Seq (sequence) Defines the processing order of caps or limits. If an employee qualifies for two scenarios, the system applies the cap or limit with the lower sequence number.

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

Annual Pay Limit: When the limit has been reached, the system enters PAR remark code 26 on the Data Control page.

PayCap-Basic Pay: Base pay is subject to a biweekly cap.

Pay Cap-Locality Adjusted: Base pay plus locality adjustment is subject to a pay period cap.

Overtime: Base pay plus overtime is subject to a pay period cap.

Pay Limit-Premium Pay: Salary plus defined premiums are subject to a pay period limit.

	Total Annual: Annual salary plus defined premiums are subject to an annual pay limit.
LEO Rule	Select if the cap or limit applies to employees who receive LEO pay.
Loc Rule	Select if the cap or limit applies to employees who receive LOC pay.
Pay Rate Determinant	Select the pay rate determinant to which the pay cap or limit applies. Values are defined in Title 5 of the U. S. Code and Code of Federal Regulations.
Pay Plan, Sal Plan (salary plan), **Grade, Step**	The pay plan, salary plan, grade, and step that determines the maximum limit of the cap or limit. The **Step** value cannot exceed two characters, except for the EX pay plan.
Mult. Factor (multiplication factor)	The multiplication factor of the selected **Pay Plan**. This factor is used for all caps or limits except overtime, for which the overtime earning code multiplication factor is used.
Disposition	Select the action to use when the employee's compensation meets a limit or cap: ***Defer*** to the first pay period of the next calendar year or ***Forfeit.***
Emergency	Select if an emergency has been declared for the pay period. The employee is allowed to exceed the cap for the pay periods in which this check box is selected. Clear this check box when the emergency is lifted.

When the employee's earnings are greater than the pay limit, the system issues a warning in your Payroll Error messages when the employee's pay check is calculated. If you run recalculate where needed and the employee was not calculated, the warning message does not appear.

You can view the results and status of pay cap and limit transactions on the Pay Caps/Limits inquiry page. Status values are: *Calculated, Confirmed, Processed,* or *Calendar Year Unconfirm.*

Conversion Factors

Hourly Rate Conv Factor (hourly rate conversion factor)	Enter the conversion factor to use for converting standard hours to the hourly rate.

Establishing Compensation Rates

In this section, we provide an overview of compensation rates and discuss how to:

- Define compensation rate codes.

- Set up seniority pay.

Understanding Compensation Rates

You base employee compensation on various rates of pay, including:

- Basic compensation:
  - Normally paid each payroll period.
  - Might involve multiple components, such as regular pay and merit pay.
  - Normally defined as an hourly or salary amount.
- Additional rates of pay:
  - Not necessarily paid each period.
  - Might include pay for working under hazardous conditions, working in a different job, or completing a certain task.

You typically assign compensation rates to an 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. Use the Compensation Rate Code Table to establish compensation rate codes that identify the compensation rates you assign to employees and their job codes.

Because compensation rates are independent of earnings codes, you have the flexibility to associate any earnings code with a rate. You can also associate all employee-specific rates with each job change.

You can view totals of:

- All base compensation.
- All components that comprise base pay and additional pay.

Paysheets reflect total base compensation and any rate code that you specify on an additional Pay record to indicate an alternate rate of pay. You can apply an alternate rate of pay 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 and adjustment.
- Gross-up.
- Final check.

All rates of pay used during the Payroll Calculation process are available for reviewing, reporting, and audit trails.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Multiple Components of Pay," Setting Up Multiple Components of Pay

Establishing Retro Pay Programs

In this section, we provide an overview of retro pay programs and discuss how to:

- Define retro pay programs.
- Associate earnings codes with retro pay programs.

Understanding Retro Pay Programs

Define retro pay programs to identify sets of earnings codes for calculating and paying retroactive earnings. You can assign these programs to specific pay groups to establish the earnings codes for which you pay employees retroactively.

For example, in a retro pay program, you can specify any number of earnings codes as earnings for which the system can calculate retro pay. For each of these earnings codes, you can specify an earnings code to use for paying the retro pay earnings.

Note. You must designate an earnings code for retro pay in the Earnings Table before specifying that earnings code in a retro pay program.

See Also

"Defining Your Organizational Framework," Defining Pay Groups

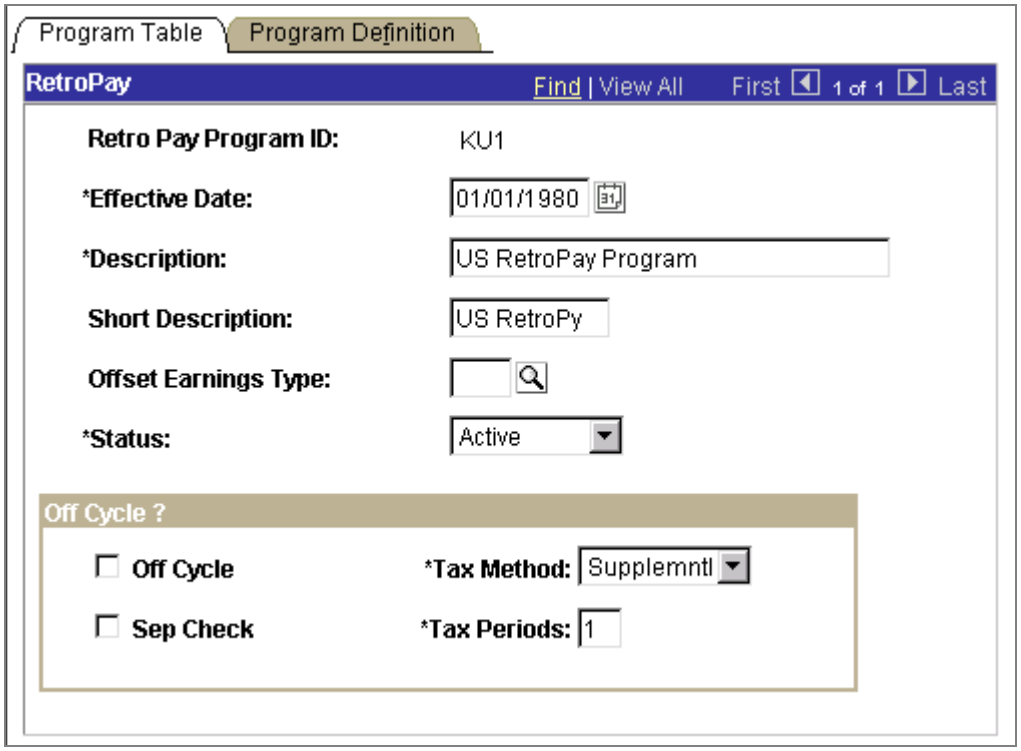
"Processing Retro Pay"

Pages Used to Establish Retro Pay Programs

Page Name	*Object Name*	*Navigation*	*Usage*
Retro Pay Program - Program Table	RETROPAY_PGM_TBL	Define Business Rules, Define Retroactive Process, Setup, Retro Pay Program, Program Table	Describe a retro pay program and specify paysheet processing options.
Retro Pay Program - Program Definition	RETROPAY_PGM_DEF	Define Business Rules, Define Retroactive Processing, Setup, Retro Pay Program, Program Definition	Establish the earnings codes for which the retro pay program calculates retro pay and those used for paying retro pay earnings. **Note.** Valid earnings codes for these fields are only those that you specified as eligible for retro pay on the Earnings Table - General page.

Defining Retro Pay Programs

Access the Retro Pay Program - Program Table page.



Retro Pay Program - Program Table page

Retro Pay Program ID This ID links the earnings codes for this program to the pay groups you assign to this program.

Offset Earnings Type Select an offset earnings type for any negative earnings generated by the retro pay calculation. To avoid negative checks, link this earnings code to a payback deduction code. The system deducts the amount from subsequent paychecks of applicable employees.

Off Cycle?

Off Cycle Select to create retroactive pay associated with this program as off-cycle earnings. If you clear this check box, the system creates retroactive pay associated with this program as on-cycle earnings. After the system creates earnings, you can change this setting before the retro pay calculation on the Retro Pay Review/Update page under Manage Payroll Process.

Sep Check (separate check) Select to load the earnings associated with this program to a separate check on the paysheets.

Tax Method Select a tax method to load to the paysheet line to associate with the earnings you load for this program.

Tax Periods Enter the number of tax periods to load to the paysheet line to associate with the earnings you load for this program.

Establishing Special Accumulator Types

In this section, we provide an overview of special accumulators and discuss how to:

- Define special accumulator codes.
- Display earnings codes that affect special accumulators.

Understanding Special Accumulators

To understand special accumulators, consider this example of setting up a 401(k) retirement savings plan to calculate the 401(k) deduction as a percentage of regular, overtime, holiday, vacation, and sick earnings.

1. Create a three-character code for the Special Accumulator Table, such as 401.

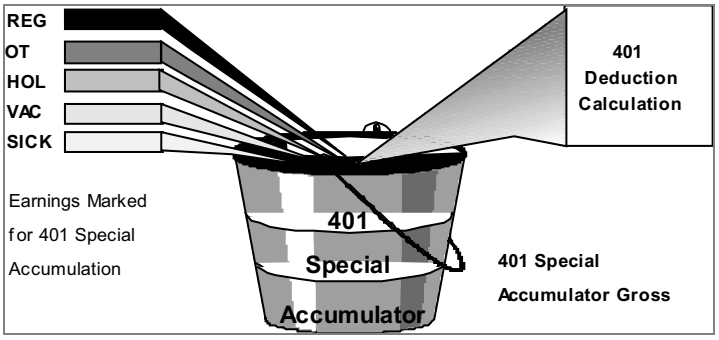
   This code accumulates all earnings that affect 401(k).

2. For each valid earnings code (such as regular or overtime), enter the 401 special accumulator code on the Earnings Table - Special Process page, and select the Adds To Special Balance option.

   This tells the system to add these earnings to the 401 special accumulator.

3. Define the 401(k) calculation in the Savings Plan Table, and specify Use 401 Special Accumulator Instead of Total Gross.

   The system now calculates 401(k) deduction amounts based on the total amount of earnings designated with the 401 special accumulation code.



Special accumulators example

Pages Used to Establish Special Accumulator Types

Page Name	Object Name	Navigation	Usage
Special Accumulator Table	SPCL_EARNS_TABLE	Define Business Rules, Define Payroll Process, Setup 1, Special Accumulator Table Define Business Rules, Define Payroll Process (USF), Setup 1, Special Accumulator Table	Define accumulators for deduction calculation. The Savings Plan Table and the General Deduction Table use special accumulator codes in calculation routines. **Note.** Use the Earnings Table - Special Process page to assign earnings codes to add to, or subtract from, the accumulator balances.
Special Accumulator Earnings	SPCL_ACCUM_EARNS	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	Display the earnings codes that you specified in the Earnings Table as having an effect on this special accumulator. This page is display-only.

Establishing Shifts

In this section, we provide an overview of shifts and discuss how to:

- Add a shift.
- Review shifts and shift rates on paychecks.

Understanding Shifts

When you designate an hourly earnings code as eligible for shift differential, the system checks:

1. Employees' Job records and paylines to see if you have assigned each of them to a shift.
2. The Shift Table to determine how you've defined each shift and if there are any associated shift differentials that affect earnings.

3. The Earnings Table to see whether the earnings are eligible for shift differential.

You define shifts in two places:

- In the Shift Table, which the system checks during batch processes. If you don't have shifts, you must still define at least one shift, such as N/A, in the Shift Table.
- In a series of values in the Translate Table, which you use when performing online edits on pages, such as paysheets. PeopleSoft delivers the following basic shift values in the Translate Table:
  - First.
  - Second.
  - Third.
  - N/A (for no shift).

Note. The values in the Shift Table and Translate Table must match. You must add new shift values to the Translate Table using Application Designer before adding them to the Shift Table. If you don't have multiple shifts, deactivate all shift values in the Translate Table (except for the N/A shift value), and define the N/A shift in the Shift Table.

Note. Shift earnings are not currently broken out on reports, such as paychecks and payroll registers. To review shift earnings separately, set them up as earnings codes in the Earnings Table.

Pages Used to Establish Shifts

Page Name	*Object Name*	*Navigation*	*Usage*
Shift Table	SHIFT_TABLE	Define Business Rules, Define Payroll Process, Setup 1, Shift Table Define Business Rules, Define Payroll Process (USF), Setup 1, Shift Table	Add a shift.

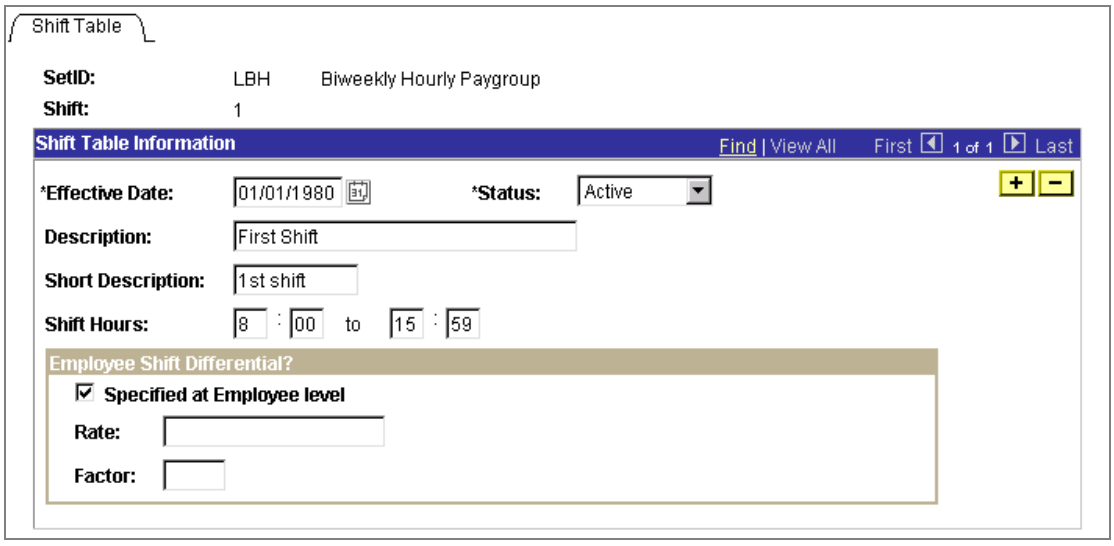
See Also

"Calculating Pay"

"Working with Paysheets"

Adding a Shift

Access the Shift Table page.



Shift Table page

Shift Table Information

Shift Hours The time format uses a 24-hour clock. To define a second shift from 4 p.m. to 11:59 p.m., enter ***16:00 / 23:59.*** This field is for your information only.

Employee Shift Differential?

Specified at Employee Level Select this check 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 the check box, enter a rate or factor for the shift differential in the appropriate field.

Rate

Factor

Note. If you enter a rate or factor, it applies to all employees assigned to that shift. You cannot override these definitions at the employee level.

Calculating Shift Differentials

There are two parts to calculating shift differentials. The system:

1. Determines the shift premium using this formula:

   shift rate + (shift factor × pay rate) = shift premium

   - Shift rate is the shift differential rate.

- Shift factor is the shift differential factor.
- Pay rate is the hourly rate in the Pay Earnings record.

2. Adjusts the total earnings eligible for shift differential using this calculation:

   (pay rate + shift premium) × hours worked = adjusted earnings

   - Pay rate is the hourly rate in the Pay Earnings record.
   - Hours worked are the number of hours associated with the earnings code for that pay period.

For example, suppose the company CCB has three shifts and 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 joined CCB as an hourly employee, he earned $10 an hour and worked 40 hours of eligible shift earnings. His pay would obviously varied, depending on which shift he worked.

During his first six months with CCB, Andrew worked the first shift, and his weekly earnings were:

1. $0.50 + (0 × $10) = $0.50
2. ($10 + $0.50) × 40 = $420

A few months later, Andrew transferred to the second shift. His pay rate remained the same, but his shift differential was calculated a little differently:

1. $0 + (0.10 × $10) = $1
2. ($10 + $1) × 40 = $440

After a while, he decided to move to third shift. His shift pay was calculated as:

1. $1 + (0.15 × 10) = $2.50
2. ($10 + $2.50) × 40 = $500

One morning, a little over a year after Andrew first started working for CCB, he was offered a position with no shift differential, but his hourly rate made up the difference:

$20 per hour × 40 hours = $800

(USF) Setting Up Individual Retirement Record Processing

In this section, we provide an overview of Individual Retirement Record (IRR) process and discuss how to define nature of action (NOA) codes.

Understanding Individual Retirement Record Processing

PeopleSoft Payroll for U.S. Federal Government provides IRR processing and generates output according to Office of Personnel Management (OPM) guidelines.

Before you create an IRR, you must define NOA codes to report to OPM on IRRs. Each NOA code has a unique numerical code that identifies the nature of action for statistics and data processing.

PeopleSoft delivers standard NOA codes in the Nature of Action Table in PeopleSoft Human Resources. These codes are based on information from the OPM Bulletin Board. You can also create new NOA codes.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "(USF) Setting Up Human Resources Management Tables," Nature of Action Table Page

(USF) Defining the ROST Process

In this section, we provide an overview of IRR remarks and discuss how to:

- Associate remarks with IRR-reportable personnel action requests (PARs).
- Define IRR reportability for earnings codes.
- Create IRR remarks.
- Identify an IRR retirement form in the Retirement Plan Table.
- Identify year settings in the pay calendar.

Understanding 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, indicate this information with a remark on the employee's IRR so that the OPM can deduct the debt from the employee's contributions to the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) fund.

We provide an IRR remark template generator that enables you to define IRR remarks ahead of time. In the IRR Remarks Table, create remarks that contain employee-specific and text components. Enter the employee-specific information when attaching the remark to an

employee's IRR on the IRR Remarks page. These components comprise a unique IRR remark.

Setting up IRR remarks in the IRR Remarks Table dynamically generates a complete remark for an employee on the IRR Remarks page. When employees separate, you can select the remarks for them.

Page Used to Define the ROST Process

Page Name	*Object Name*	*Navigation*	*Usage*
IRR Remarks	GVT_IRR_RK_TBL	Define Business Rules, Define Payroll Process (USF), Setup 1, IRR Remarks Table, IRR Remarks	Create IRR remarks.

Associate Remarks With IRR-Reportable PARs

Select the IRR Reportable check box on the PAR Remarks Table page to have this PAR remark appear in the final IRR report. All PAR remarks display on the IRR Service History page. However, only the PAR remarks that you designate as IRR reportable in the PAR Remarks Table appear in the final IRR report.

See Also

"(USF) Setting Up Human Resources Management Tables," PAR Remarks Table Page

(USF) Defining the ROST Process

Defining IRR Reportability for Earnings Codes

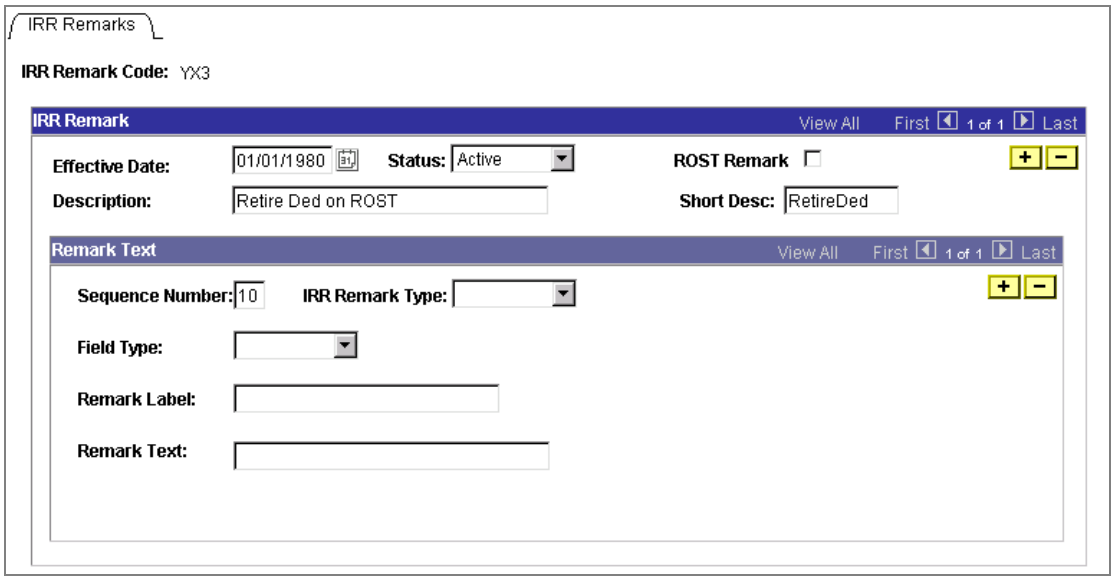
Identify earnings codes that are associated with basic compensation and leave without pay.

See Also

Entering Special Options and Tax Methods for Earnings Codes

Creating IRR Remarks

Access the IRR Remarks page.



IRR Remarks page

Remark Text

Sequence Number Assign the component a sequence number. PeopleSoft recommends that you assign numbers in increments of five to leave room in case you must modify the remark. This saves you from renumbering the sequence of all the components.

IRR Remark Type Select the format for this sequence number:

Emp spec (employee specific): If you select this value, the **Field Type** and **Remark Label** fields become available for entry.

Text: If you select this value, the **Text Remark** field becomes available for entry.

Field Type Select the type of edit used in the remark line of an employee's IRR on the IRR Remarks page: ***None, Date, Number,*** and ***Text.***

Note. Your operating system (for example, Oracle or DB2/MVS) influences date field values.

Remark Label Enter a label to identify information in an employee-specific remark type.

Identifying an IRR Retirement Form in the Retirement Plan Table

Designate the IRR retirement form as either Civil Service Retirement System (CSRS) or Federal Employee Retirement System (FERS).

Identifying Year Settings in the Pay Calendar

Define the pay year for every pay calendar you establish. The IRR Fiscal Data Accumulation process requires this. We recommend that the pay year match the pay end date.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars," Creating Pay and FLSA Calendars

"(USF) Processing Individual Retirement Records (IRRs)," Tracking Fiscal Data Accumulation

Defining the Final Check Process

In this section, we provide an overview of the Final Check process and discuss how to:

- Define action and action reason code combinations.
- Establish a final check program.
- Define earnings.
- Define leave accrual rules.
- Define deductions.
- Clone a final check program.

Understanding 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, the law requires employers to give employees their final wages. Some states require that the employee receives final wages before leaving the premises.

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 process when creating a final check.
- Automate the application of these rules to provide a clean, quick way of creating final checks.
- Create a final check for a terminated employee whether or not the termination has been processed through Human Resources.

To process final checks for an employee whose termination has not been processed through Human Resources, enter the employee ID, termination date, and final check program ID on the Final Check Request page.

Note. Because this 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.

- Assign a final check program to each pay group using a final check program ID that you identify.

The pay group's final check program becomes the default for final check requests of terminated employees in that pay group. However, you can override the default final check program for any employee.

- Define a set of rules in each for processing deductions or refunds on an employee's final check. For example, you might refund or override a general or benefit deduction on a 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.

Pages Used to Define the Final Check Process

Page Name	*Object Name*	*Navigation*	*Usage*
FC Action/Reason (final check action and reason)	TERM_ACTN_RSN	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	Define the action and action reason code combinations that automatically trigger a final check request when an employee termination Job record enters the system.
Final Check Program Table - Program Definition	TERM_PGM_TBL	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	Establish a final check program ID description.

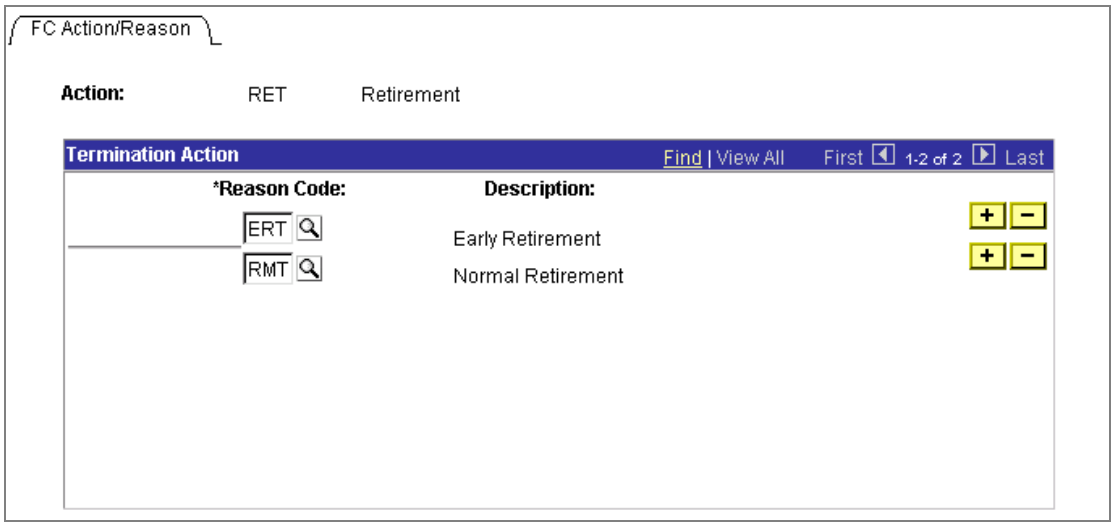
Page Name	Object Name	Navigation	Usage
Final Check Program Table - Earnings Definition	TERM_RGM_DEFERN	Define Business Rules, Define Payroll Process, Setup 2, Final Check Program Table, Earnings Definition Define Business Rules, Define Payroll Process (USF), Setup 2, Final Check Program Table, Earnings Definition	Define earnings for the final check program.
Final Check Program Table - Leave Accrual Definition	TERM_PGM_DEFLVE	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	Define rules that apply to paying leave accruals to employees for whom you decide to pay earned or prorated accruals.
Final Check Program Table - Deduction Definition	TERM_PGM_DEFDED	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	Define which deductions to include in a final check and which limits and special rules to use when calculating the deduction.
Final Check Program Clone - Run Parameters	RUNCTL_FCXCLONE	Define Business Rules, Define Payroll Process, Process, Final Check Program Clone, Run Parameters Define Business Rules, Define Payroll Process (USF), Process, Final Check Program Clone, Run Parameters	Identify the final check program you're cloning, specify a final check program ID and the effective date for the new program, and indicate which program elements to copy to the new final check program.

See Also

PeopleTools PeopleBook: Process Scheduler

Defining Action and Action Reason Code Combinations

Access the FC Action/Reason page.



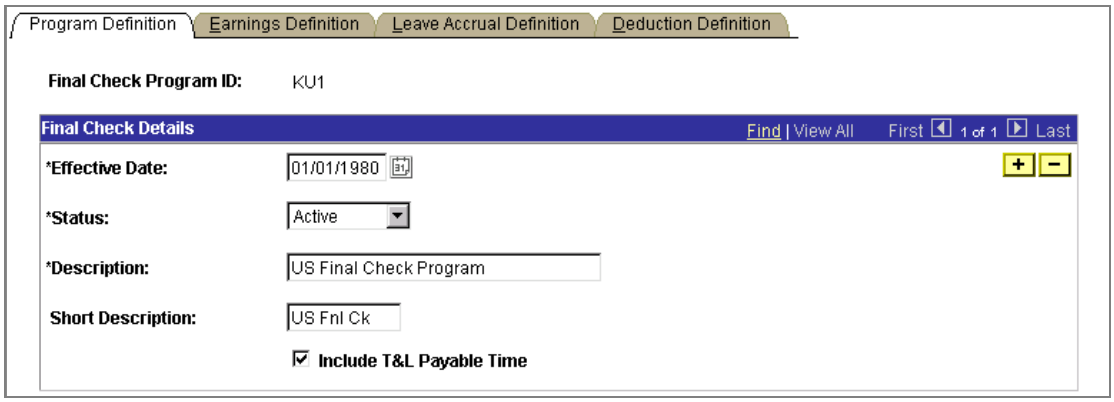
FC Action/Reason page

Reason Code Select an action reason to associate with the action code.

Maintain action codes and reasons on the Action Reason Table page.

Establishing a Final Check Program

Access the Final Check Program Table - Program Definition page.



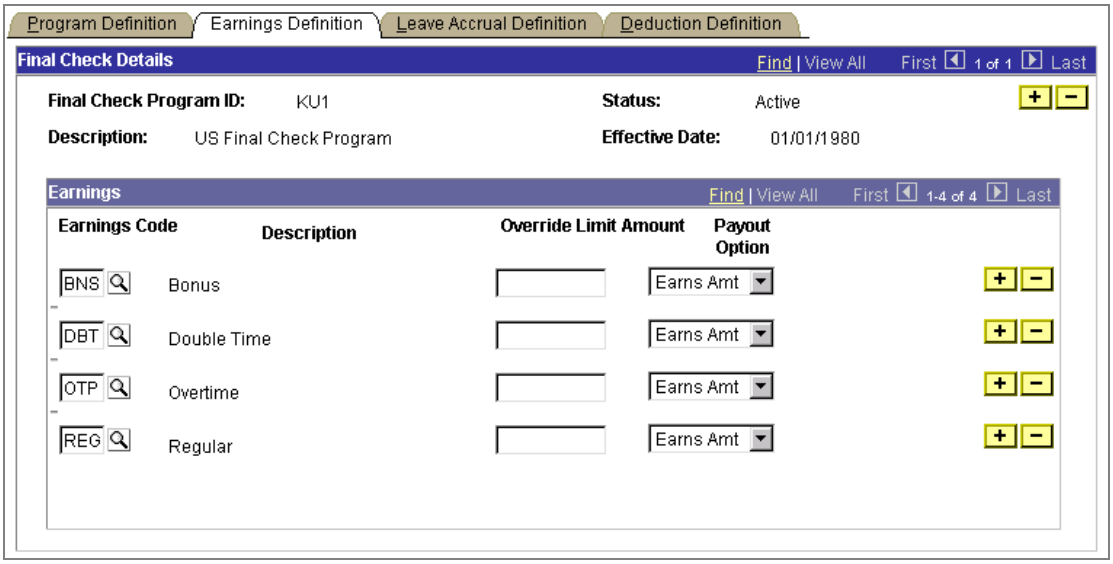
Final Check Program Table - Program Definition page

Include T&L Payable Time (include time and labor payable time) Select this check box if you have an interface with PeopleSoft Time and Labor. If you select this check box, the system uses the time from PeopleSoft Time and Labor

to create the paysheet for the final check and marks the time and labor paysheet as processed by final check.

Defining Earnings

Access the Final Check Program Table - Earnings Definition page.



Final Check Program Table - Earnings Definition page

Payout Option Select:

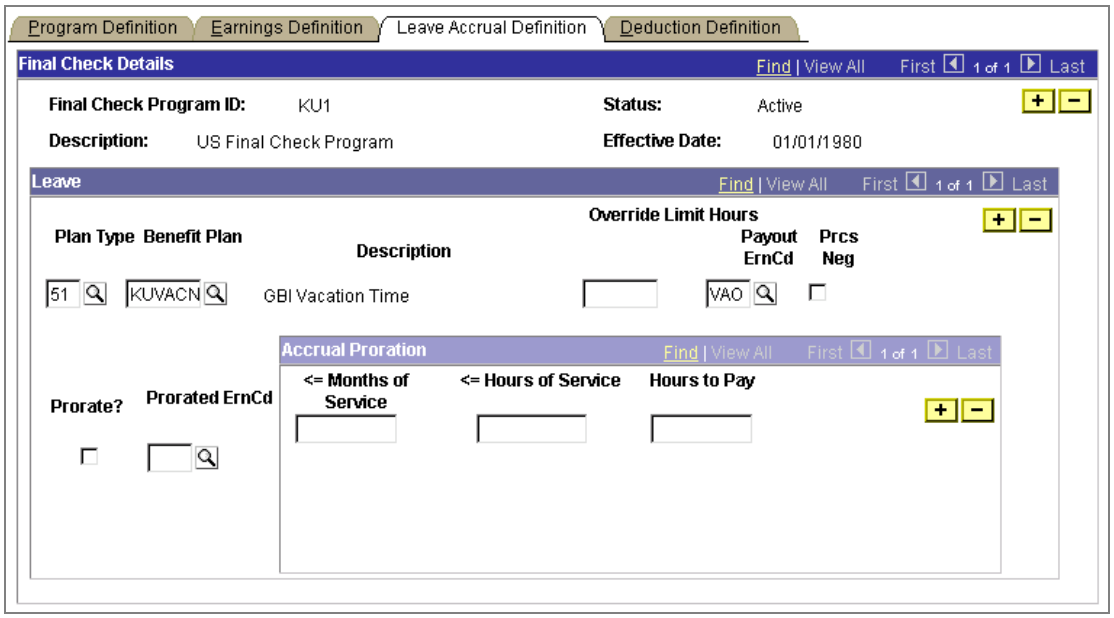
Earns Amt (earnings amount): Select this value if the Final Check process uses the regular earnings amount to pay the earnings for the earnings code.

Goal Dif (goal difference): Select this value if the Final Check process searches for a corresponding additional Pay record for the earnings code and calculates the remaining balance on the employee's goal amount.

Note. The final check includes only earnings that you identify here. For example, to include additional pay earnings for a car, you must include the appropriate earnings code for those earnings on this page. Otherwise it is not included in employees' final checks.

Defining Leave Accrual Rules

Access the Final Check Program Table - Leave Accrual Definition page.



Final Check Program Table - Leave Accrual Definition page

Leave

Override Limit Hours — To apply an override when the payout earned and prorated hours exceed the limit, enter the number of hours.

Payout ErnCd (payout earnings code) — Select a payout earnings code to use for paying the accruals that are earned and awarded for the benefit plan. You can pay only the earned and awarded accruals, only the prorated portion, or both. Define the earnings code you use for paying the earned and awarded accruals in 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 you pay employee leave accruals upon termination.

Prcs Neg (process negative) — Select this check box to pay negative accruals.

Prorated ErnCd (prorated earnings code) — Select a prorated earnings code to use for paying the prorated portion of accruals for the benefit plan. You can pay only the entitled and awarded accruals, only the prorated portion, or both. Define the earnings code you use for paying prorated accruals 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 you pay employee leave accruals upon termination.

Accrual Proration

If you prorate accruals for the benefit plan, use this group box to establish the proration rules.

<=Months of Service (months of service less than or equal to)

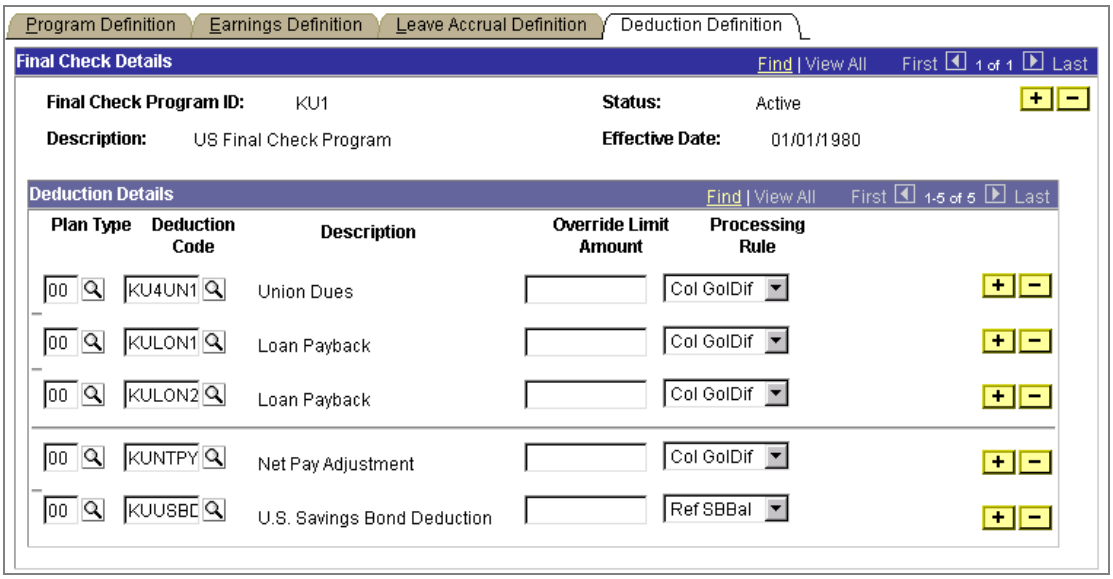
To prorate accruals by months of service, enter the monthly increments. For example, less than or equal to ***1*** month of service, ***2*** months of service, and so on. The system computes the months of service based on the employee's termination date and the last date on which you ran the Leave Accrual process.

<=Hours of Service (hours of service less than or equal to)

To prorate accruals by hours of service, enter the hourly increments. For example, less than or equal to ***160*** hours of service, ***320*** hours of service, and so on.

Defining Deductions

Access the Final Check Program Table - Deduction Definition page.



Final Check Program Table - Deduction Definition page

Deduction Code

Select the deduction code that identifies the deduction in the Deduction Table.

Processing Rule

Select a processing rule for each deduction code:

Col GolDif (collect goal difference): Select this value to collect general deductions only. You collect the amount of the general deduction data goal amount minus the goal balance.

Col PerDed (collect pay period deduction): Select this value to collect general deductions and benefit deductions. You collect the amount of 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): Select this option to refund general deductions only. You refund the amount of the general deduction data goal balance.

Ref LstDed (refund last deduction):Select this value to refund general deductions and benefit deductions. You refund the amount of 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): Select this value to refund general deductions and benefit deductions. You refund the amount of the deduction balance data month-to-date deduction.

Ref QTDBal (refund quarter-to-date balance): Select this value to refund general deductions and benefit deductions. You refund the amount of the deduction balance data quarter-to-date deduction.

Ref YTDBal (refund year-to-date balance): Select this value to refund general deductions and benefit deductions. You refund the amount of the deduction balance data year-to-date deduction.

Ref SBBal (refund savings bond balance): Select this value to refund U.S. savings bond deductions. The amount that you refund depends on the status of each bond. You refund the bond log data accumulated amount when the bond log status is Not Ready to Disburse (N) or Funds Disbursed (D). You refund the accumulated amount when the bond log status is Ready to Disburse (R).

Ref SBBRTD (refund savings bond balance and disburse amount): Select this value to refund U.S. Savings Bond deductions. The amount that you refund depends on the status of each bond. You refund the bond log data accumulated amount when the bond log status is Not Ready to Disburse (N) or Funds Disbursed (D). You refund the accumulated amount and disburse amount when the bond log status is Ready to Disburse (R).

Important! The Final Check Process performs normal payroll arrears processing whether or not you include the deduction in the final check program.

CHAPTER 4

Defining Deductions

This chapter provides an overview of defining deductions and discusses how to:

- Define deduction subsets.
- Set up deductions.
- Define general deductions.
- Assign general deductions to your company.

Understanding Deductions

There are four parts to defining exactly how you want the system to process a deduction:

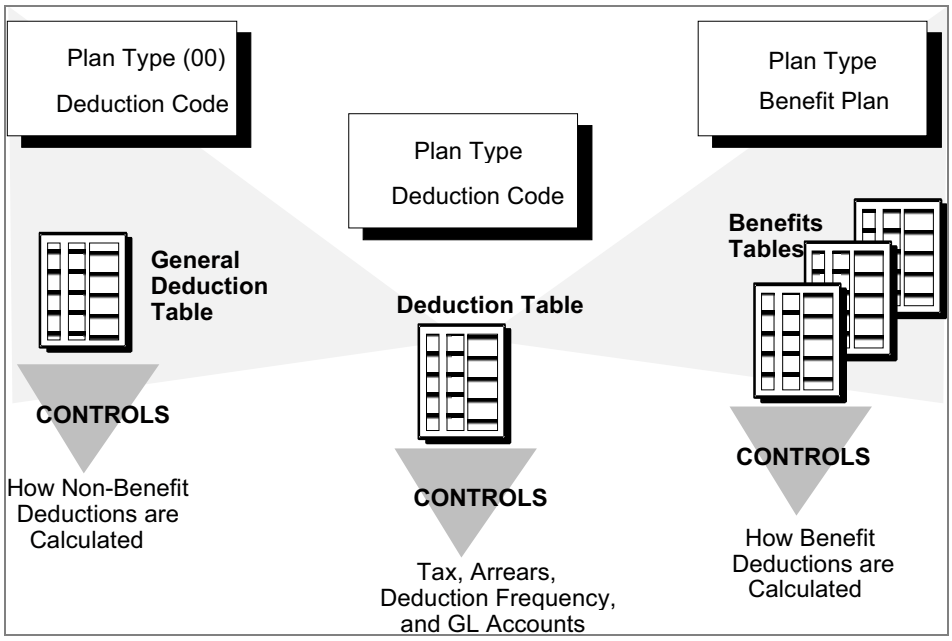
- Use the Deduction Table pages to specify the processing of a deduction, including the priority of the deduction, how the deduction affects taxes, related general ledger account codes, and other special payroll process indicators, such as how arrears should be handled.
- Define parameters for the actual calculation of nonbenefit deductions such as parking or union dues, using the General Deduction Table page.
- Define parameters for the actual calculation of benefit deductions such as life insurance and savings plans, using the Benefits Program Table pages.
- Add the general deductions to the Company General Deductions page.

Before You Begin

Before you begin processing deductions:

1. Read through the sections that describe how to set up these tables.
2. 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 put information to set up deductions in the related tables. Here is a diagram representing the Deduction Processing relationships:



Deduction Processing Relationships

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	Defines calculations for health plans, life insurance plans, and so on. 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.

Either way, you must set up a corresponding entry on the Deduction Table. This is where you indicate 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, 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, is stored on the Deduction Table. Similarly, you 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 indicate that this is also an after-tax deduction.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Introduction to PeopleSoft Base Benefits"

Creating Deduction Subsets

In this section we discuss how to create deduction subsets. A deduction subset is a group of deductions that you select from the standard set of deductions that you define for your company. Use deduction subsets to process only a subset of the deductions that have 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, and so on. A deduction subset is set up with only 401k and garnishments deductions. The subset is added to the pay calendar, which sends 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 enables 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.

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.

Note. Create the deduction subset before defining the deductions so that the subset is 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.

Page Used to Create Deduction Subsets

Page Name	*Object Name*	*Navigation*	*Usage*
Deduction Subset Table	DED_SUBSET	Define Business Rules, Define Payroll Process, Setup 1, Deduction Subset Table Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Subset Table	Use the Deduction Subset Table page to define subsets of deductions.

See Also

Creating Deduction Subsets

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars"

Setting Up Deductions

The Deduction Table defines the tax effect on deduction types and specifies how the system processes 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 plan type you select is critical in the deduction process, because it indicates to the system which table—General Deduction or Benefits—to retrieve the deduction calculation routine. The plan type code for General Deductions is always *00.* If you want to create your own plan types, use *Z0* through *ZZ.*

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.

Note. Each entry on the General Deduction Table or the Benefits Tables must have a corresponding entry on the Deduction Table for payroll to process the deduction. Otherwise, you receive an error during payroll calculation.

In this section, we discuss how to:

- Specify the deduction priority, subset ID, and other setup parameters.
- Specify a deduction classification for deduction codes.
- Specify U.S. and Canadian tax considerations.
- Establish parameters for partial deductions and arrears.
- Specify the deduction frequency schedule.

Pages Used to Set Up Deductions

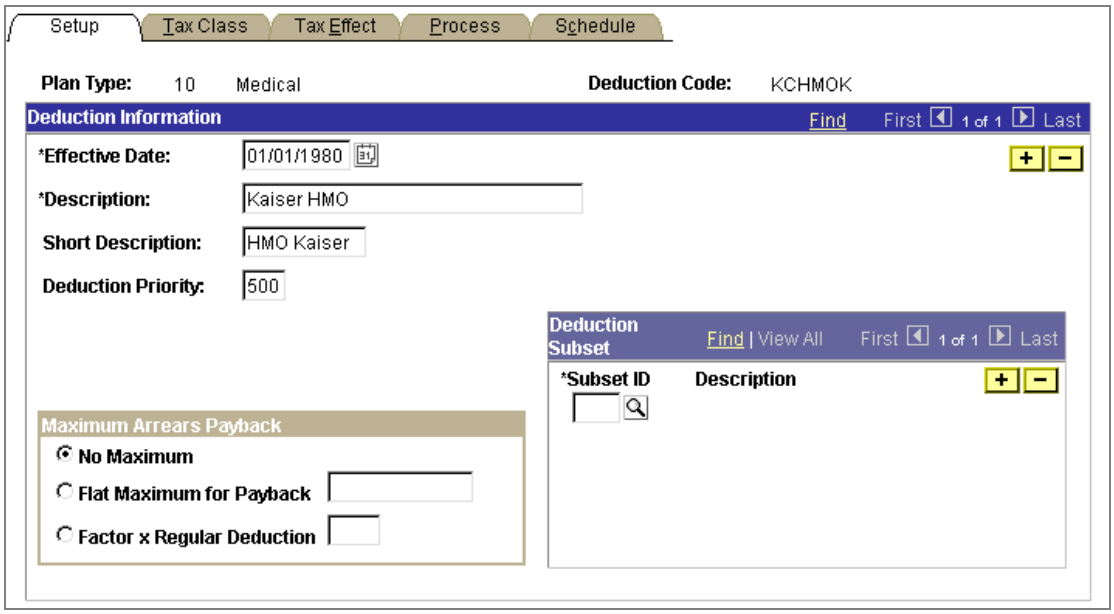
Page Name	*Object Name*	*Navigation*	*Usage*
Deduction Table - Setup	DEDUCTION_TABLE1	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Setup	Specify the deduction priority, subset ID, and other parameters for arrears payments and garnishments.
Federal Distributions Destination	GVT_DEDUCT1_SEC	Click the Federal Data button on the Deduction Table – Setup page.	Further define the deduction and the interface in which it will be included.

Page Name	Object Name	Navigation	Usage
Deduction Table - Tax Class	DEDUCTION_TABLE2	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	Specify a deduction classification for deduction codes (U.S. and Canada) and sales tax(es) applicable to deduction codes (Canada only). You can also define how the deduction code affects special accumulators.
Deduction Table - Tax Effect	DEDUCTION_TABLE3	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	Specify U.S. and Canadian tax considerations for the deduction you are defining.
Deduction Table - Process	DEDUCTION_TABLE4	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Process Define Business Rules, Define Payroll Process(USF), Setup 1, Deduction Table, Process	Establish parameters for partial deductions and arrears.
Deduction Table - Schedule	DEDUCTION_TABLE5	Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Schedule Define Business Rules, Define Payroll Process USF), Setup 1, Deduction Table, Schedule	Specify which pay periods the deduction should be taken for the pay frequencies you want to override.

Note. Each entry on the General Deduction Table or the Benefits Tables must have a corresponding entry on the Deduction Table for payroll to process the deduction. Otherwise, you receive an error during payroll calculation.

Specifying the Deduction Priority

Access the Deduction Table - Setup page.



Deduction Table - Setup page

Deduction Information

Short Description Enter a short description of the deduction. The short description you enter here appears 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 define deduction classifications on the Deduction Table – Tax Class page. The lower the deduction priority number, the higher the priority of that deduction. For example, a deduction with a priority number of 20 is 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 is 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.

Special Processing Select a value from this field if the deduction is for a special process.

Bond: Select this value if the deduction is for purchasing U.S. Savings Bonds. Define 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 initiates garnishment processing during payroll calculation. You define 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.

Note. When no special process is applicable, this field should be empty.

Union Code This field appears only when you select ***Union Dues*** in the **Special Processing** field. Select the union code associated with the union for which this deduction applies. Union codes are maintained in the CAN/USA - Union Table.

Maximum Arrears Payback

Use this group box to specify how the system processes 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 this option if you do not want a maximum amount specified for arrears payback—garnishments are usually in this category. If you select this field, the system deducts as much money as possible from the employee's paycheck to pay back the arrears balance.

Flat Maximum for Payback Select this option 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. Note that this amount is in addition to any regular deductions.

Factor x Regular Deduction Select this option if you want to have a percentage of a regular deduction withheld for the payback of the arrears balance. This is 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 makes a total deduction of $150. To do this, you select this field, and enter ***.5*** as the factor.

Note. For benefit deductions, the **Maximum Arrears Payback** method you select applies to all employees with this deduction who are in arrears. To change the arrears processing method for an individual employee, you'll use Benefit Arrears/Frequency Ovrd Page.

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.

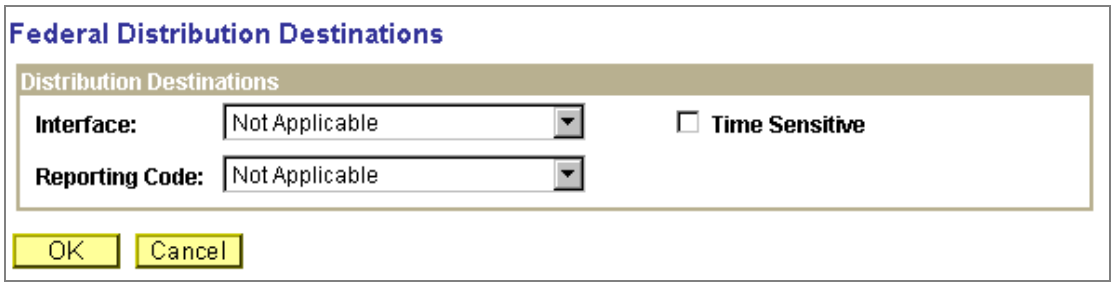
(USF) Deduction Table - Setup page

Note. All fields on this page are identical to the fields on the Deduction Table – Setup page (commercial version) except for the following element.

Federal Data Click this button to access the Federal Distribution Destinations page.

(USF) Specifying Federal Distribution Destinations

Access the Federal Distribution Destinations page.



Federal Distribution Destinations page

Interface Select the interface in which the deduction will be included: ***Not Applicable, OPM/RITS Interface, Thrift Savings Board Interface,*** or ***U.S. Department of Treasury.***

Reporting Code Select the reporting code to define the type of deduction: ***Employee Allotment, FEGLI Basic Life,*** or ***TSP Agency Basic Contribution.***

Time Sensitive Select if you want the deduction to be eligible to be distributed through ECS off-cycle processing.

See Also

"Calculating Pay," Running Pay Calculations

" Defining Garnishments," Defining Deduction Information for Garnishments

Creating Deduction Subsets

Specifying a Deduction Classification

Deduction classifications have a significant effect on how 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, suppose 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 pays 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.

Note. Remember that each entry on the General Deduction Table or the Benefits Tables must have a corresponding entry on the Deduction Table for payroll to process the deduction. Otherwise, you receive an error during payroll calculation.

U.S. Deduction Classifications

Examine 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 considered only 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 define a deduction with multiple classifications, 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 is unable to take an after-tax deduction with a higher priority number than the before-tax deduction, it returns to the beginning. 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, deduction priority, while still part of the calculation, is not particularly important. Priority becomes important when Mark doesn't have enough pay to satisfy all deductions. When this occurs, the system starts with the deductions that have the highest priority (those with the lowest deduction priority numbers) and takes the deductions until it reaches the minimum net pay requirements defined in the Pay Group Table. Deduction priority order is defined on the Deduction Table Setup page.

(CAN) The Logic Behind Canadian Sales Tax Calculations

When a particular deduction is identified as subject to a sales tax, the sales tax is calculated according to the rates specified for each province on the Canadian Tax Table – Tax Rates, Credit and Other page for GST and Canadian Tax Table – Provincial Rates page for other sales taxes. For this reason, any deductions that do not have the same sales 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 sales taxes.
- One not subject to provincial sales taxes.

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.

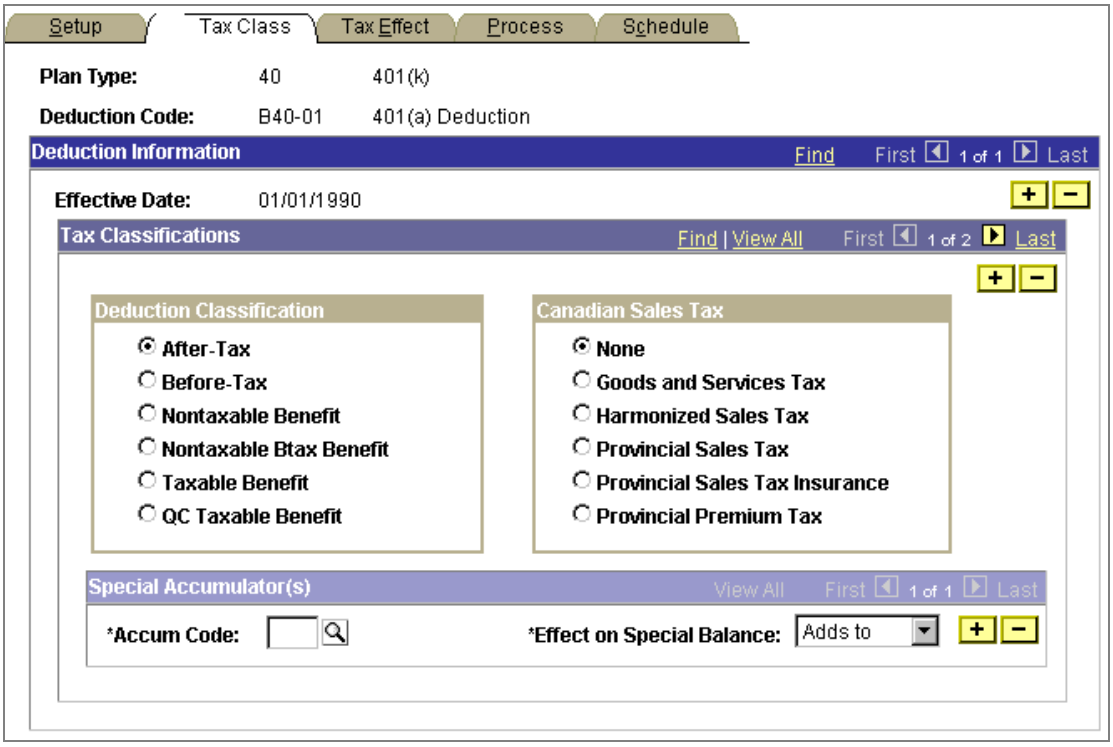
When the system calculates PSTI, it uses the employee's province of residence on the Name/Address page of the Personal Data Table for employee-paid portions of a deduction. However, the system uses the employee's Tax Location on the Payroll page of the Job Data Table when calculating PSTI for the employer-paid portions. All other sales tax types use the employee's Tax Location when calculating the applicable tax.

Canadian deduction classifications are discussed in further detail in the description of the Deduction Table –Tax Effect page.

Note. Depending upon what agreements you have with your benefit carriers, a PPT rate may or may not be required at your site.

Specifying Tax Classifications

Access the Deduction Table - Tax Class page.



Deduction Table -Tax Class page

Tax Classifications

Use this group box to assign a deduction classification—and if applicable—Canadian sales taxes 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. Define the deduction priority on the Deduction Table - Setup page. After a deduction code is assigned a classification, (before-tax, after-tax, taxable benefit, and so on) the system uses 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 this group box to select an appropriate classification for the deduction.

Select ***After Tax*** to reduce net pay. An example is a monthly parking deduction.

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.

Select ***Nontaxable Benefit*** to represent an employer contribution with no taxable implications (not subject to tax) to an employee benefit plan such as a health plan or retirement plan (U.S. only). This contribution has no direct payroll effect.

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.

CAN Note. Before-tax deductions affect federal and provincial taxes.

Select ***Taxable Benefit*** to represent an employer contribution (subject to federal tax, U.S. only) 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 the Deduction Table - Tax Effect page.

Note. Each deduction must have one or more deduction classifications to determine its effect on gross pay and taxable gross.

Canadian Sales Tax

Use this 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 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 on 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 default value is ***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 on insurance.

Select ***Provincial Premium Tax*** if the deduction code is subject to provincial premium tax.

Note. To include sales taxes when calculating the value of employee benefits (taxable benefits), you must set up Deduction Table entries for those benefit plans.

Special Accumulator(s)

If you want to roll together specific deduction codes to be used later during payroll processing, you enter a special accumulator code here. This code enables you to designate which deductions should add to or subtract from what can best be described as a bucket of earnings. This enables you to specify deductions that will affect the values in the special accumulators during payroll processing.

Deductions are calculated in priority order. If the deduction code has been specified as having an effect on a special accumulator, then the deduction amount is added to or subtracted from the accumulator. If a subsequent deduction is based on that accumulator, then the amount in the accumulator will be a combination of the earnings *and* the deductions specified.

Accum Code (accumulator code)	Select a special accumulator code. Before you enter the code on this page, you must set up the special accumulator code on the Special Accumulator Table.
Effect on Special Balance	Select a value that specifies whether the deduction code ***Adds to*** or ***Subtracts*** from the special accumulator balance.

Note. If you are calculating a deduction that is based on a special accumulator, and that accumulator includes some deductions, then all of the deductions affecting that special accumulator must have a higher priority than the deduction using the accumulator.

(CAN) Note. For Canadian payrolls, *all* before tax deductions and taxable benefits are calculated before after-tax deductions and nontaxable benefits. Therefore, you cannot base a before-tax deduction on a special accumulator that is affected by an after-tax deduction and have the after-tax amount used in the before-tax calculation, regardless of the deduction priorities.

See Also

"Defining Earnings and Using Earnings Codes," Defining How Earnings Codes Affect Leave Accruals and Special Accumulators

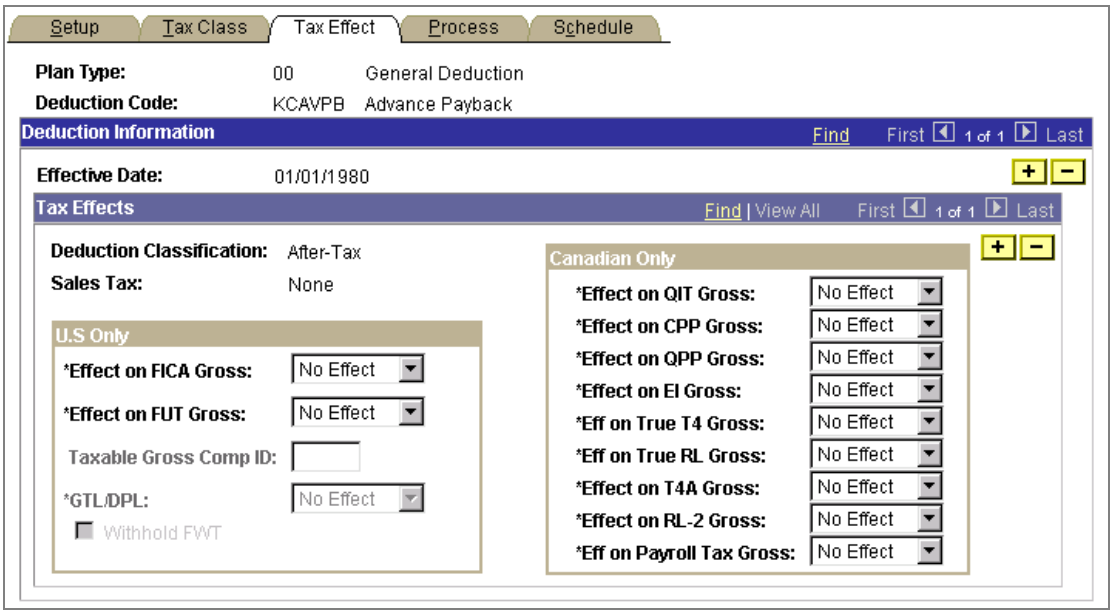
"Calculating Pay," Running Pay Calculations

Specifying a Deduction Classification

Specifying U.S and Canadian Tax Effect Considerations

Specifying U.S and Canadian Tax Effect Considerations

Access the Deduction Table - Tax Effect page.



Deduction Table - Tax Effect page

Tax Effects

Deduction Classification The deduction classification specified on the Deduction Table - Tax Class page appears here.

Sales Tax The Canadian sales tax specified on the Deduction Table - Tax Class page appears here.

U.S. Only

Use this 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 how the deduction should affect the taxable gross for FICA: ***Adds to, No Effect,*** and ***Subtracts.***

Effect on FUT Gross Select how the deduction should affect the taxable gross for FUT: ***Adds to, No Effect,*** and ***Subtracts.***

Taxable Gross Comp ID 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) Indicates how to adjust (add to or subtract from) the state and local base when it differs from the federal definition. This field is 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.

For 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 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 is 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 is unavailable for entry.

Withhold FWT When the deduction classification is Taxable Benefit, this check box is selected by default, indicating that the taxable benefit portion of the deduction should be withheld. If you do not want the taxable benefit portion withheld, clear this check box. This field is unavailable for entry unless you specified Taxable Benefit on the Deduction Table - Tax Class page.

Canadian Only

In this group box (with the exception of CIT gross), you 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. **Note.** 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 affects Quebec taxable gross. 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 ***Adds To*** when deductions are subject to CPP contributions. If the deduction does not impact CPP contributions, select ***No Effect.*** If the deduction is eligible to reduce CPP contributions, select ***Subtracts***.

Note. Although CPP contributions are affected, these deductions are adding to or subtracting from the grosses.

Effect on QPP Gross

Select ***Adds To*** when deductions are subject to QPP contributions. If the deduction does not impact QPP contributions, select ***No Effect.*** If the deduction is eligible to reduce QPP contributions, select ***Subtracts.***

Note. Although QPP contributions are affected, these deductions are adding to or subtracting from the grosses.

Effect on EI Gross

Select ***Adds To*** when deductions are subject to EI premiums. If the deduction does not impact EI premiums, select ***No Effect.*** If the deduction is eligible to reduce EI premiums, select ***Subtracts.***

Note. Although EI premiums are affected, these deductions are adding to or subtracting from the grosses.

Eff on True T4 Gross

Taxable benefits should be defined as ***Adds To.*** Before-tax deductions should be defined as having ***No Effect.*** This field affects accumulated total employment income amounts, which are used for reporting, purposes. The Health Insurance Premium Report TAX102CN is an example.

Eff on True RL Gross

Affects accumulated total employment income amounts that are used for reporting purposes. The Health Insurance Premium Report (TAX102CN) is an example. Define Taxable benefits as ***Adds To.*** Define Before-tax deductions as having ***No Effect.*** Values are ***Adds to***, ***No Effect,*** and ***Subtracts.***

Effect on T4A Gross

Affects the accumulated taxable gross amount to establish separate income taxes to be reported on a T4A slip. Values are ***Adds to, No Effect,*** and ***Subtracts.***

Effect on RL-2 Gross — Affects the accumulated taxable gross amount to establish separate Quebec income taxes to be reported on an RL-2 slip. When **Effect on RL-2 Gross** is set to ***Adds To*** or ***Subtracts,*** the system automatically sets **Effect on QIT Gross** to ***Adds To*** or ***Subtracts,*** respectively. Values are ***Adds to, No Effect,*** and ***Subtracts.***

Eff on Payroll Tax Gross — Affects an accumulated gross amount that is subject to Northwest Territories and Nunavut Payroll Tax. Values are ***Adds to, No Effect,*** and ***Subtracts.***

Calculating Federal, State, and Local Taxes

PeopleSoft Payroll sets 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 do not 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. You can add your own entries to the Taxable Gross Definition Table for other types of deductions that need to be adjusted.

(CAN) Understanding Canadian Deductions

The following are examples of benefit deduction setups and the expected resulting calculations for Ontario and Quebec. To set up 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 Employment (Tax Location) = 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 x 0.40 / 1,000
Taxable Benefit	None	$ 60	100,000 x 0.60 / 1,000
After-Tax	PPT	$ 0.80	$ 40 x 2 %
After-Tax	PSTI	$ 3.67	$ 40.80 x 9 %
Taxable Benefit	PPT	$ 1.20	$ 60 x 2 %
Taxable Benefit	PSTI	$ 4.90	$ 61.20 x 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	

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
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 on Insurance

Province of residence = QC

Province of employment (Tax Location) = 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

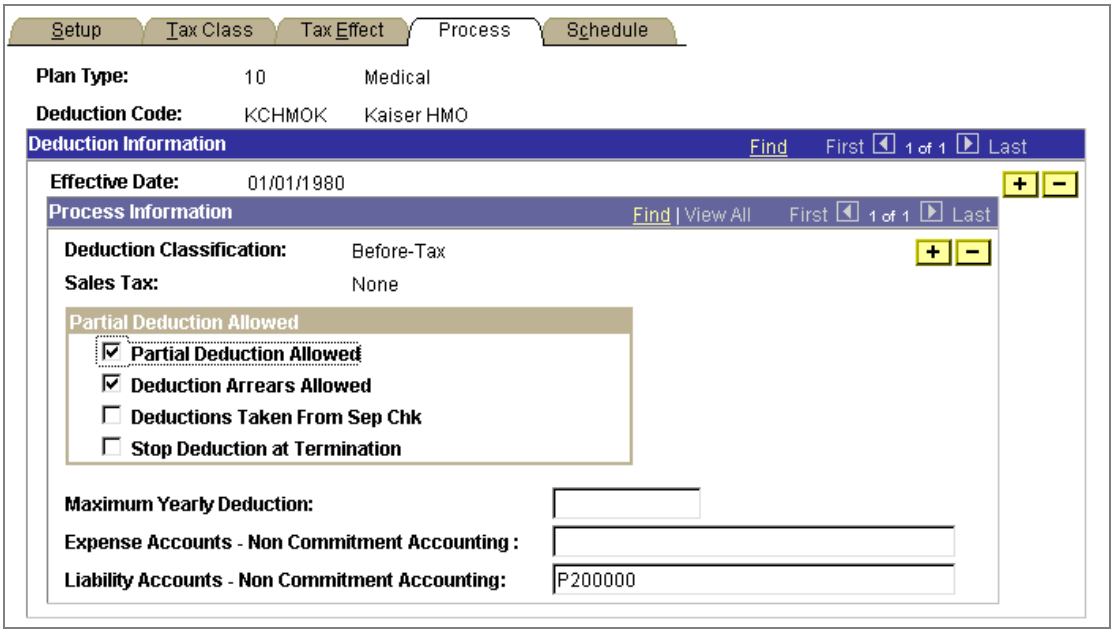
See Also

"Handling Group-Term Life Insurance"

Specifying U.S and Canadian Tax Effect Considerations

Establishing Parameters for Partial Deductions and Arrears

Access the Deduction Table - Process page.



Deduction Table - Process page

Partial Deduction Allowed

Use this group box to define parameters for deductions during deduction processing and arrears.

Partial Deduction Allowed Select this check 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

Select this check box to have the system transfer any uncollected amount for a deduction into an arrears balance. During subsequent payroll runs the system attempts 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.

Important! If an employee is *not* paid during a regularly scheduled payroll and there are deductions scheduled to be withheld, those deductions are 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 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)

Select to take the deduction 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

Select to indicate 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, enter the maximum contribution here, so the system will automatically stop after the deduction limit has been reached.

The value you enter here remains valid for one calendar year. It resets 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 and a general

ledger account is required for every deduction classification.

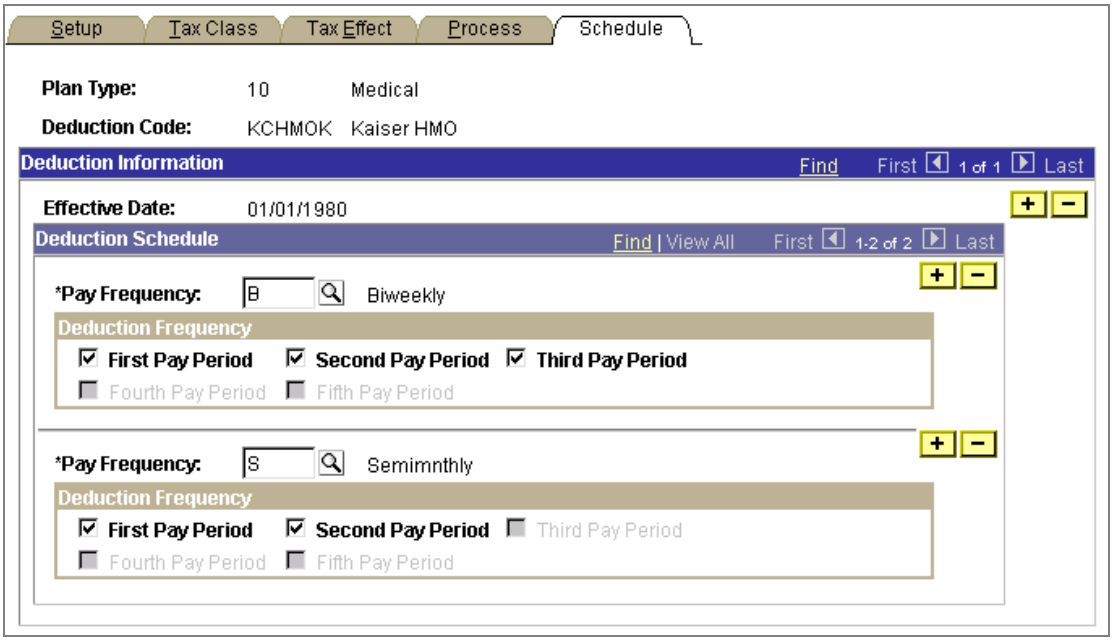
Liability Accounts – Non Commitment Accounting Enter the general ledger liability account to which this deduction should be charged. At least one general ledger account must be entered for a deduction and a general ledger account is required for every deduction classification.

Note. 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 Schedule

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 must complete the Deduction Table - Schedule page.

Access the Deduction Table - Schedule page.



Deduction Table - Schedule page

Deduction Schedule

Pay Frequency Specify the pay frequency you want to override for those deductions that are not deducted every pay period. Values prompt from the Frequency Table: ***Annual, Biweekly, Daily, Monthly, Quarterly, Semimonthly,*** and ***Weekly.*** If

you select a ***Weekly*** frequency, you can select the **Fifth Pay Period** only if you have also selected the first, second, third, and fourth periods. Likewise, for a ***Biweekly*** frequency you can only select the **Third Pay Period** if you have also selected 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 a deduction in the second pay period.

Deduction Frequency

Use this group box to specify which appropriate pay periods to take the deduction for the pay frequency selected. You must insert a new row for every pay frequency for which you have a pay group defined.

First Pay Period through **Fifth Pay Period**

Select the appropriate period check boxes that you want the deduction to be taken in.

Note. 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.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up and Using Frequencies"

"Defining Earnings and Using Earnings Codes," Entering Special Options and Tax Methods for Earnings Codes

"Defining Earnings and Using Earnings Codes," Calculating Payback Deductions

Defining General Deductions

In this section, we discuss how to:

- Understand and access general deductions.
- Define how nonbenefit deductions are calculated.
- (USF) Define the distribution routing and summary levels.
- (USF) Define general deduction distribution information.
- (USF) Enter general deduction distribution contact information.

- (USF) Enter general deduction distribution information.
- (USF) Enter general deduction distribution remittance frequency information.

Pages Used to Define General Deductions

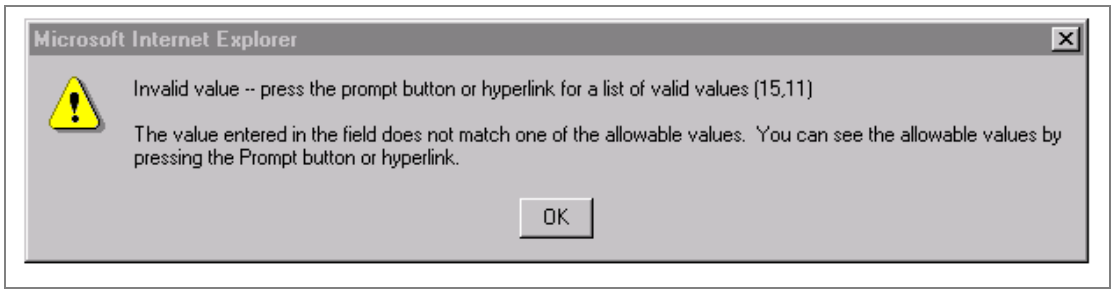
Page Name	*Object Name*	*Navigation*	*Usage*
General Deduction Table	GENL_DEDUCTION_TBL	Define Business Rules, Define Payroll Process, Setup 1, General Deduction Table Define Business Rules, Define Payroll Process (USF), Setup 1, General Deduction Table	Define how nonbenefit deductions are calculated.
Federal General Deduction Routing Information	GVT_GENL_DED_SEC	Click the Federal Data button on the (USF) General Deduction Table.	Define the distribution Routing Level and Summary Level.
General Deduction Distribution	GVT_DED_DIST_TBL	Define Business Rules, Define Payroll Process (USF), Setup 1, General Deduction Dist	Define general deduction distribution information.
Deduction Contact Information	GVT_DED_CONT_SEC	Click the Contact Information button on the General Deduction Distribution page.	Enter contact information for the general deduction distribution.
Deduction Distribution Information	GVT_DED_DIST_SEC	Click the Distribution Information button on the General Deduction Distribution page.	Enter distribution information for the general deduction distribution.
Deduction Remittance Information	GVT_DED_REMIT_FREQ	Click the Remittance Information button on the General Deduction Distribution page.	Enter remittance frequency information for the general deduction distribution.

Understanding and Accessing 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 on all fit into this category. Use the General Deduction Table to define how these nonbenefit deductions are calculated.

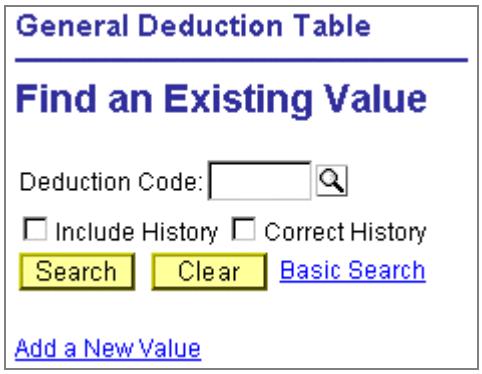
PeopleSoft enables you to add any value you want to a table using the *Add* function. However, when adding a new general deduction to this table, you can only add deductions that

have previously been set up on the Deduction Table. Click the Add button only after you have selected a deduction code. If you click the Add button before selecting a deduction code, you get the following error message:



Error Message

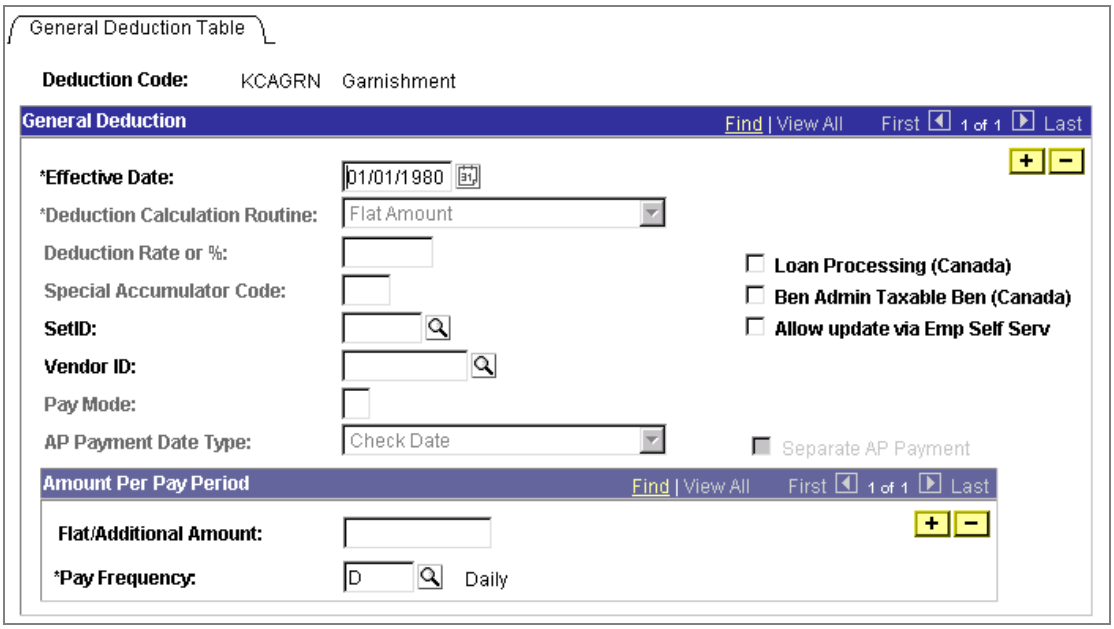
You are prompted to search for an existing value using the Find an Existing Value function:



Find an Existing Value prompt

Defining How Nonbenefit Deductions are Calculated

Access the General Deduction Table page.



General Deduction Table page

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.

General Deduction

Deduction Calculation Routine

For each general deduction, 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. Remember that regardless of which deduction calculation routine you select, 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/Additional Amount** field. However, if the amount varies from employee to employee, such as with charitable contributions, leave the **Flat/Additional Amount** 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 the **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 is 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 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 nonbenefit deduction.

Special Accumulator Code If you select either ***Percent of Special Accumulator*** or ***Rate x Special Hours*** 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. This 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 use when creating AP vouchers. This field becomes available when you select a setID and vendor ID. It indicates 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. 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	Select this option if a separate AP payment applies.
Loan Processing (Canada)	Select this check 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 check box for deduction codes for 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)	Select this check box if you are a Canadian operator using PeopleSoft Benefits Administration and want to identify the taxable benefit deduction codes specified on the Credit Allocation Hierarchy Table.
Allow update via Emp Self Serv (allow update via employee self-service)	Select this check box to include the deduction in any employee self-service transaction.

Amount Per Pay Period

Use this group box for deductions that are a flat amount for the month, regardless of the pay frequency. 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.

Flat/Additional 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 must indicate the amount here only if it's the same for all employees within a pay frequency. If it varies from employee to employee, enter the amounts for each employee on the General Deduction Data page.
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. Values prompt from the Frequency Table Page.

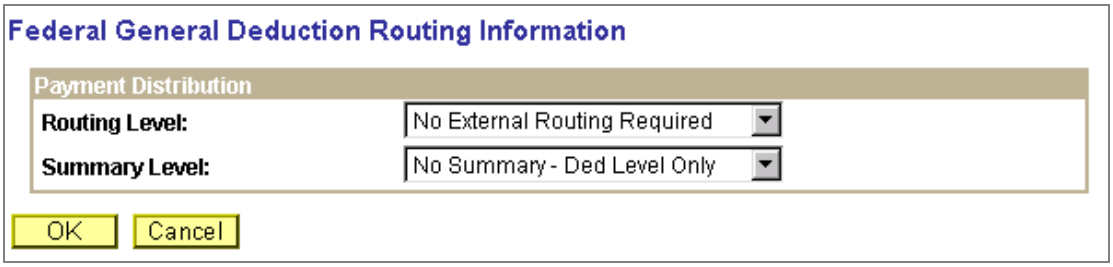
(USF) General Deduction Table page

Note. All fields on this page are the same as the fields on the General Deduction Table page (commercial version) except for the following element.

Federal Data (button) Click this button to access the Federal General Deduction Routing Information page.

(USF) Defining the Distribution Routing and Summary Levels

Access the Federal General Deduction Routing Information page.



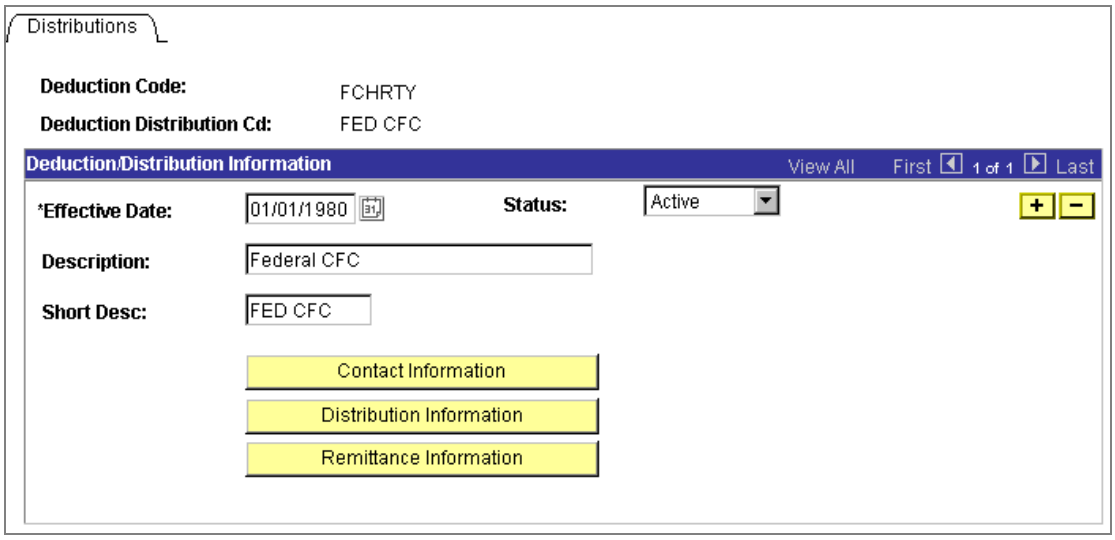
Federal General Deduction Routing Information page

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 value ***No External Routing Required.*** Other 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 values are ***By Distribution Code*** and ***By Employee Level.***

(USF) Entering General Deduction Distribution Information

Access the General Deduction Distribution page.



General Deduction Distribution page

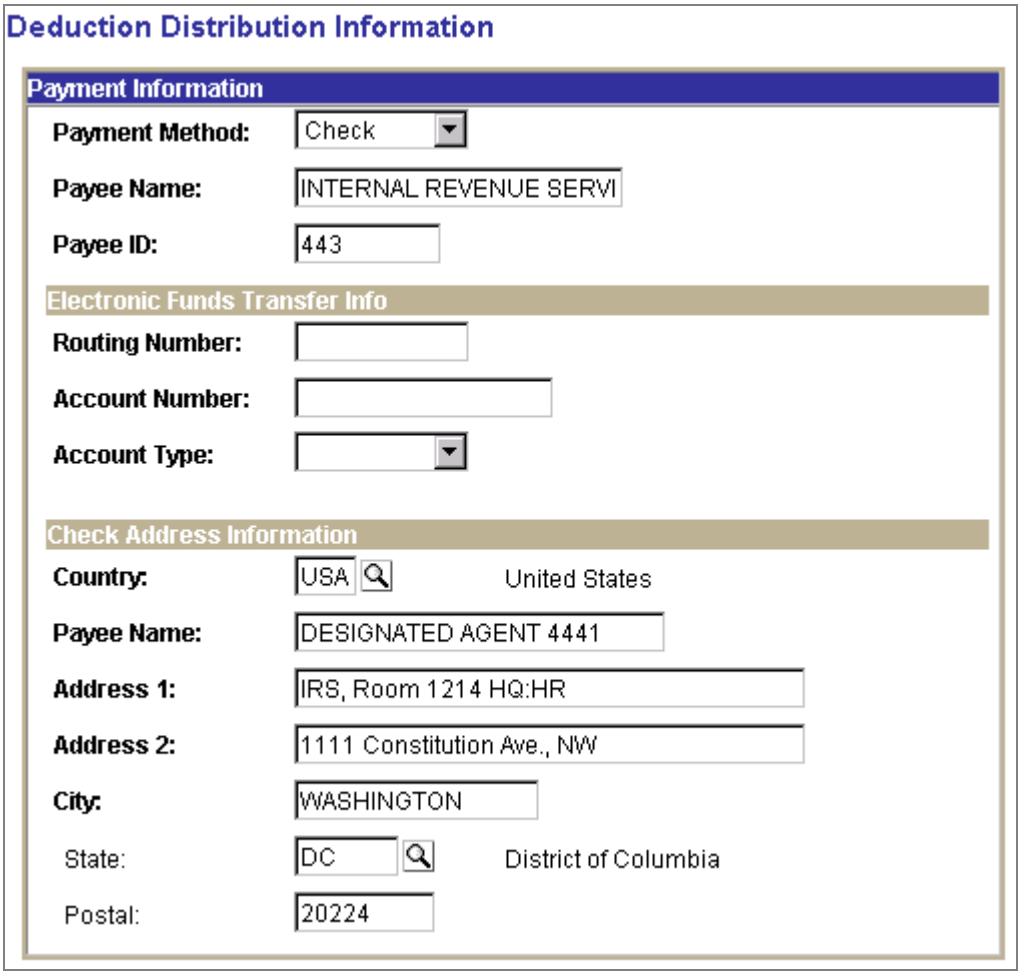
Contact Information Click to access the Deduction Contact Information page.

Distribution Information Click to access the Deduction Distribution Information page.

Remittance Information Click to access the Deduction Remittance Information page.

(USF) Entering General Deduction Distribution Information

Access the Deduction Distribution Information page.

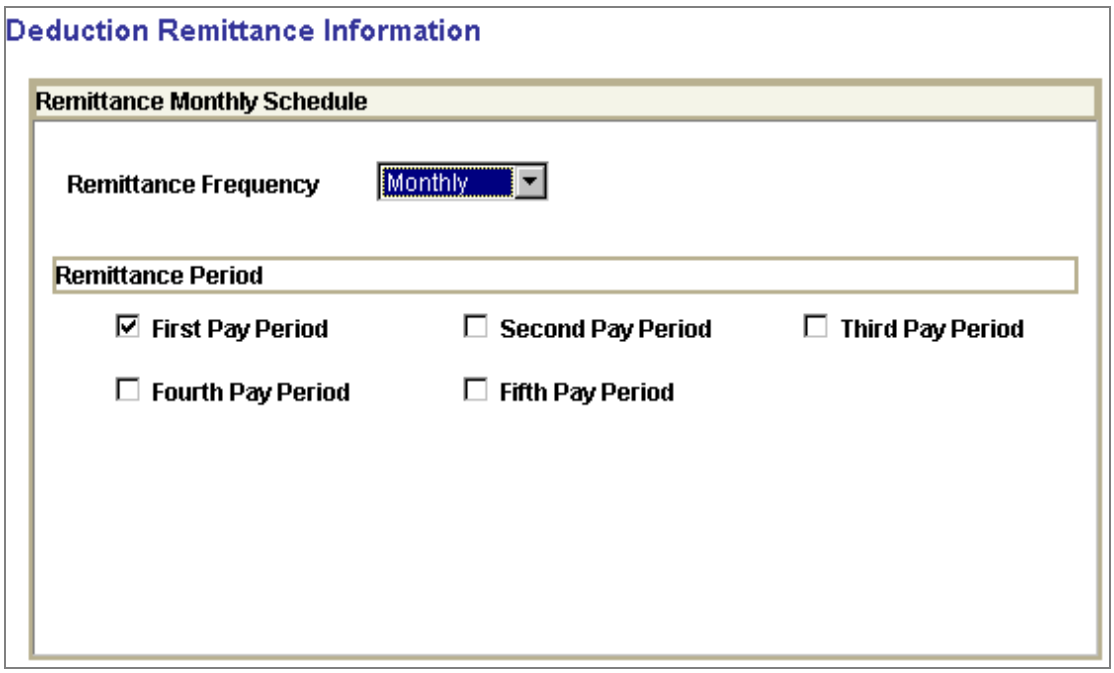


Deduction Distribution Information page

Note. All fields on this page have the same functionality as the fields on the Deduction Distribution Information page documented elsewhere in this PeopleBook.

(USF) Entering General Deduction Distribution Remittance Frequency Information

Access the Deduction Remittance Information page.



Deduction Remittance Information page

Select the **Remittance Frequency** and then select the pay period in which distribution should be paid.

Benefit Deductions

Benefit deductions are set up on separate deduction pages.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Building Base Benefit Programs"

Assigning General Deductions to Your Company

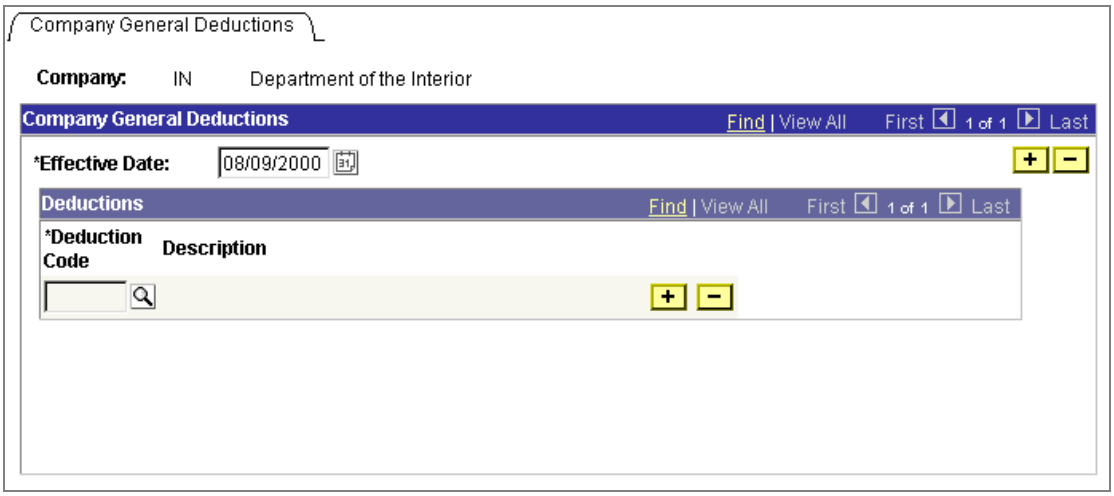
In this section, we discuss how to assign general deductions to your company. After defining your general deductions, use the Company General Deductions page to make them available to your employees. When you perform this process, you use the basic general deductions you have already set up to build a general deduction plan for which employees in your company will be eligible.

Page Used to Assign General Deductions to Your Company

Page Name	*Object Name*	*Navigation*	*Usage*
Company General Deductions	GDED_COM_TBL	Define Business Rules, Define Payroll Process, Setup 1, Company General Deductions Define Business Rules, Define Payroll Process (USF), Setup 1, Company General Deductions	Assign general deductions to your company.

Assigning General Deductions to Your Company

Access the Company General Deductions page.



Company General Deductions page

Deductions

Deduction Code Enter a deduction code to assign to your company.

Description This field is display-only.

CHAPTER 5

Defining Tables That Support the Payroll Process

In this section, we provide an overview of tables that support the Payroll process and discuss how to:

- Set up background tables.
- Establish savings bond purchase programs.
- (CAN) Set up Business Payrolls Survey (BPS) reporting tables.
- (CAN) Define BPS reporting units.
- (CAN) Define earnings and deduction codes for BPS reporting.
- (CAN) Process the BPS electronic data report (EDR) file.
- (CAN) Set up Canada Payroll Savings (CPS) plan tables.
- (CAN) Process the CPS transmittal file.
- Review and modify payroll messages.

Understanding Tables That Support the Payroll Process

Many tables supply information for the primary Payroll Process Tables. For example:

- The Pay Group Table uses the information from the Source Bank Table and Form Table to verify the bank account from which to draw funds and the form on which to print paychecks or advice.
- The Pay Calendar Table extracts information from the Holiday Schedule Table to determine the valid holidays for the agency to which you assign various pay groups.

As you learn how the system uses the payroll process tables, determine whether they apply to your payroll needs. You must complete the following tables to support the main payroll processes:

- Bank/Branch Table.
- Source Bank Table.

- Form Table.
- Earnings Table.
- Comp Rate Code Table.
- Earnings Program Table.
- Holiday Schedule Table.
- Deduction Table.
- General Deduction Table.
- Company General Deductions.
- Shift Table.
- Pay Group Table.
- Balance ID Table.
- Pay Run Table.
- Pay Calendar Table.
- Benefit Program Table.

The remaining tables are optional. Complete them only if they maintain information that you track. For example:

- Account Code Table.
- U.S. Savings Bond Table.
- Garnishment Payee Table.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," "Setting Up Banks and Bank Branches," and "Using Pay Calendars"

"Defining Earnings and Using Earnings Codes"

"Defining Deductions"

"Building Base Benefit Programs"

Setting Up Background Tables

In this section, we discuss how to setup some of the background tables that are not described in other chapters. We discuss how to:

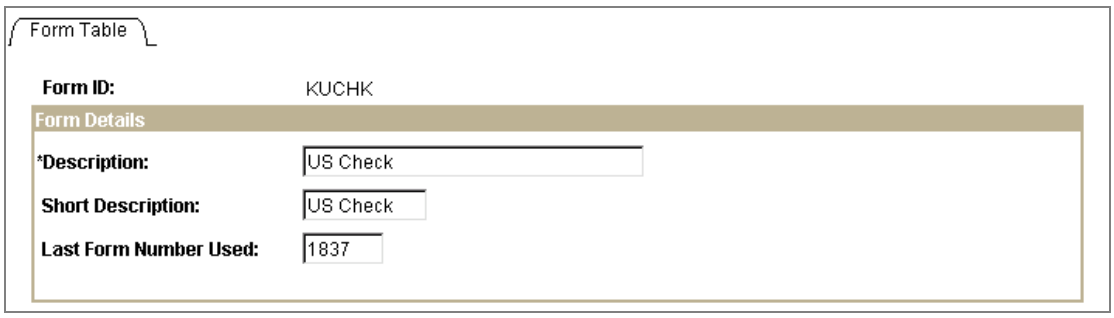
- Identify forms for printing checks and advice.
- Designate holidays for payroll processing.
- Edit account codes.

Pages Used to Set Up Background Tables

Page Name	*Object Name*	*Navigation*	*Usage*
Form Table	PAY_FORM_TABLE	Define Business Rules, Define Payroll Process, Setup 1, Form Table Define Business Rules, Define Payroll Process (USF), Setup 1, Form Table	Identify the type of forms you use to print checks and advice, and to track form numbers. **Note.** You must establish a form ID for every check or advice form you plan to use. **Note.** To run PeopleSoft Payroll for North America, you must have at least one entry in this table to specify check or advice forms for a pay group.
Holiday Schedule	HOLIDAY_SCHED_TBL	Define Business Rules, Define Payroll Process, Setup 1, Holiday Schedule Table Define Business Rules, Define Payroll Process (USF), Setup 1, Holiday Schedule Table	Designate holidays for payroll processing.
Account Code Table	ACCT_CD_TABLE	Define Business Rules, Define Payroll Process, Setup 1, Account Code Table Define Business Rules, Define Payroll Process (USF), Setup 1, Account Code Table	Edit account codes that appear on the Paysheets, Job Data, Job Earnings, and Additional Pay pages.

Identifying Forms for Printing Checks and Advice

Access the Form Table page.



Form Table page

Last Form Number Used The Pay Confirmation and Paycheck Reprint processes use this number. Each time you run the pay confirmation, the system automatically updates 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 (for example, if someone spills coffee on the forms you were planning to use for the next pay run). However, normally you do not change this number.

If you do not use preprinted forms with a laser printer, you might check into that possibility. You can also create a form with a graphic design or form creation program and use the *flash* capabilities of your laser printer to print the form and check information simultaneously. The flash option enables 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).

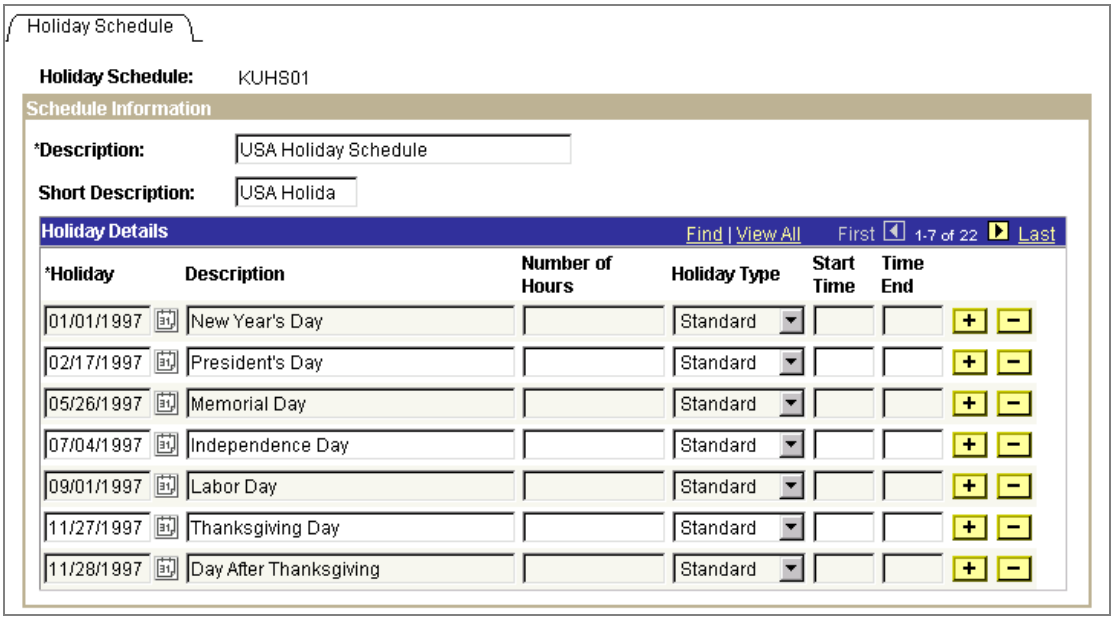
Use the Paycheck Reprint process for form alignment, in which case you save the paychecks you use on form alignment as dead paychecks.

See Also

"Working with Checks," Reprinting Checks

Designating Holidays for Payroll Processing

Access the Holiday Schedule Table – Holiday Schedule page.



Holiday Schedule Table – Holiday Schedule page

Note. After you define all your holiday schedules, use the Pay Group Table - Calc Parameters page to specify a default holiday schedule for the company. You can override this default on any employee's Job Data record.

Guidelines for Defining Holidays

- Because holidays might vary for different segments of your employee population (depending on location, work schedules, or other factors), you can define as many holiday schedules as you need. For example, if you pay some employees based on an 8-hour day and others on a 7.5-hour day, you must define 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.

- The system automatically establishes an employee's holiday earnings based on the scheduled holidays in the Holiday Schedule Table. Do not include floating holidays on this list.

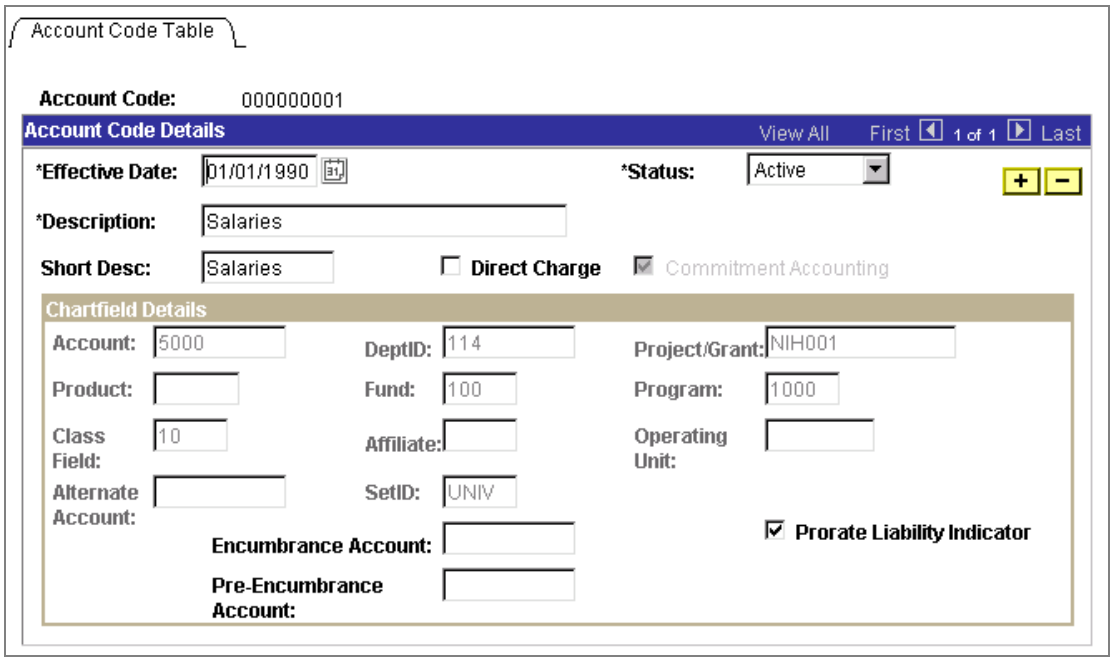
- If a defined holiday occurs within the pay period during the Paysheet process, the system automatically creates a holiday earnings code on the paysheet for the number of hours indicated in the Holiday Schedule Table.

- If you selected the Hours Only (Reduce from Regular Pay) option on the Earnings Table - Taxes page, the system reduces the number of regular hours by the number of holiday hours during the Payroll Calculation process.

- Specify the holiday earnings code in 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 do not fall on weekends or holidays.

Editing Account Codes

Access the Account Code Table page.



Account Code Table page

Important! Commitment Accounting uses most of the information on this page. If you use Commitment Accounting, you must complete all of the fields on this page. If you do not use Commitment Accounting, simply set up the **Account Code** and complete the **Effective Date, Status,** and **Description** fields.

Account Code This identifies the ChartField combinations that pass information between PeopleSoft Payroll for North America and PeopleSoft General Ledger. Enter an account code in the entry dialog box or let the system assign one.

Account Code Details

Direct Charge This field is for your information only.

ChartField Details

Warning! The following fields represent the General Ledger ChartFields. Take great care when entering data in these fields. These fields are not available for edits after you save the table, even when you re-enter the page in correction mode. PeopleSoft recommends that you use the automated Account Code Load process to ensure data accuracy and ease of update.

(E&G) Note. PeopleSoft HRMS for Education and Government uses account codes to refer to unique combinations of ChartField values. Establish ChartField values in General Ledger to accurately identify specific funding entities, such as grants. If you do not want to use the automated Account Code Load process, enter account codes manually in the Account Code Table.

Important! Organizations, such as universities and hospitals, are often funded by grants. These grants might require that the recipients track the distribution of job earnings. To do this, assign unique codes to an employee's pay to link it with a grant. Before you can reference these codes elsewhere in the system, you must define them in the Account Code Table.

Encumbrance Account	Enter the name of the account to use when calculating encumbered amounts for this ChartField combination. This value displays in the Journal Entry Detail report (FIN2001).
Pre-Encumbrance Account	Enter the name of the account to use when calculating pre-encumbered amounts for this ChartField combination. This value displays in the Journal Entry Detail report (FIN2001).
Prorate Liability Indicator	Select this check box to prorate employee-paid taxes and deductions back across the earnings expenses during the Actuals Posting process.

Establishing Savings Bonds

U.S. and Canadian customers can establish savings bonds purchase programs through employee payroll deductions. PeopleSoft delivers the U.S. Savings Bond Table complete with all savings bond types that employees can purchase through a payroll deduction. The system uses this table to edit employee bond specifications and to process bonds during pay confirmation.

For each Canada Savings Bond purchase year, use the Canada Savings Bond Table - CSB Deductions page and the Canada Savings Bond Table - CSB Denominations page to establish the new bond series and define the deduction information. For example, series 55 is for the year 2000; series 56 is for the year 2001, and so on. A bond purchase year is normally defined as starting on November 1 and ending on October 31. November 1 is usually the last day of purchase for a series. Within a bond purchase year you can set up various plans with different start dates. For example, you might have:

- Plan A starts on November 1 and ends on October 31.
- Plan B starts on January 1 and ends on October 31.

In this section, we discuss how to:

- Define deductions for U.S. savings bonds.

- (CAN) Define deductions for Canada savings bonds.
- (CAN) Enter Canada savings bond denominations.

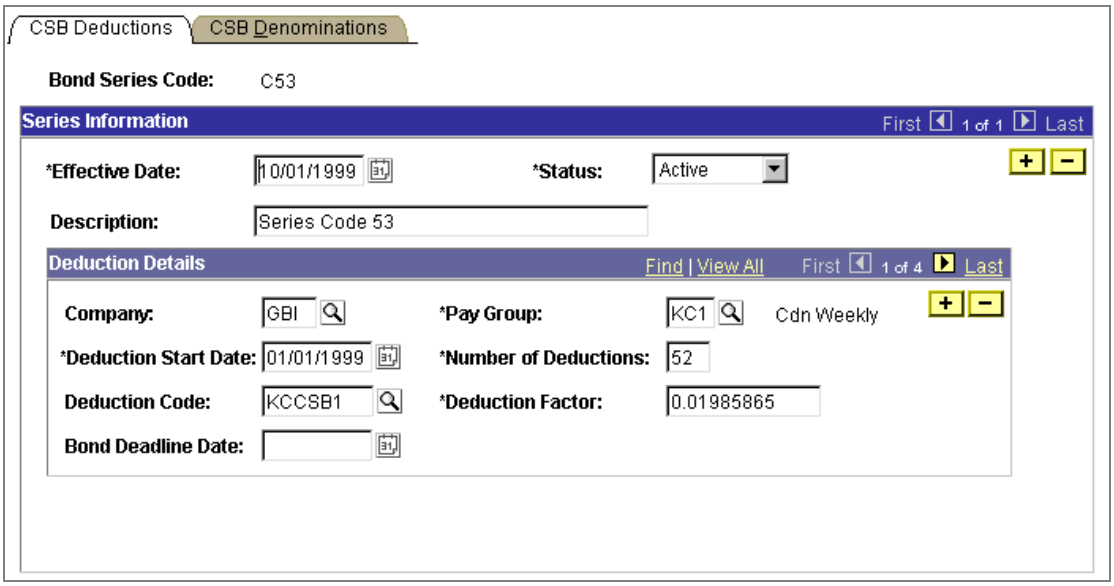
Note. There is a difference between the Canada Savings Bond functionality versus the Canada Payroll Savings Plan functionality. The documentation for the Canada Savings Bond functionality describes the setups for the original Canada Savings Bond program while the documentation for the Canada Payroll Savings Plan describes the setups for the new Canada Savings Bond program.

Pages Used to Establish Savings Bonds

Page Name	*Object Name*	*Navigation*	*Usage*
U.S. Savings Bond Table	SAVINGS_BOND_TABLE	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	Define bond deduction criteria for U.S. savings bonds, and control bond purchasing within PeopleSoft Payroll. **Note.** PeopleSoft delivers all information for U.S. Bonds. You do not have to enter information on this page.
Canada Savings Bond Table – CSB Deductions	CSB_SERIES_TBL1	Define Business Rules, Define Payroll Process, Setup 1, Canada Savings Bond Table, CSB Deductions	Define bond deduction criteria for Canada savings bonds.
Canada Savings Bond Table – CSB Denominations	CSB_SERIES_TBL2	Define Business Rules, Define Payroll Process, Setup 1, Canada Savings Bond Table, CSB Denominations	Enter Canada savings bond purchase denominations.

(CAN) Defining Deductions for Canada Savings Bonds

Access the Canada Savings Bond Table - CSB Deductions page.



Canada Savings Bond Table - CSB Deductions page

Deduction Details

For each bond series, specify deduction information for each company and pay group combination that participates in the purchase program.

Deduction Start Date This can differ from the effective date.

This date populates the Deduction Start Date field on the Canada Savings Bond Spec Data – Canada Savings Bonds page for employees belonging to this company and pay group who are registered to purchase bonds for this series.

Deduction Factor Enter the deduction factor to use when calculating the required payment per $100 par value of bonds being purchased. Deduction factors appear on the remittance schedules issued by the Bank of Canada.

See Also

"Maintaining Payroll Data"

(CAN) Setting Up Business Payrolls Survey Reporting

Statistics Canada selects employers to participate in the Business Payrolls Survey (BPS) and requires them to report payroll earnings and hours information on a monthly basis.

PeopleSoft supports the survey's Electronic Data Reporting (EDR) format. If you are participating in the survey, see the Business Payrolls Survey Electronic Data Reporting Guide published by Statistics Canada for further information. Statistics Canada requires that you meet certain conditions before being accepted as an EDR respondent.

The Business Payrolls Survey reporting process enables you to:

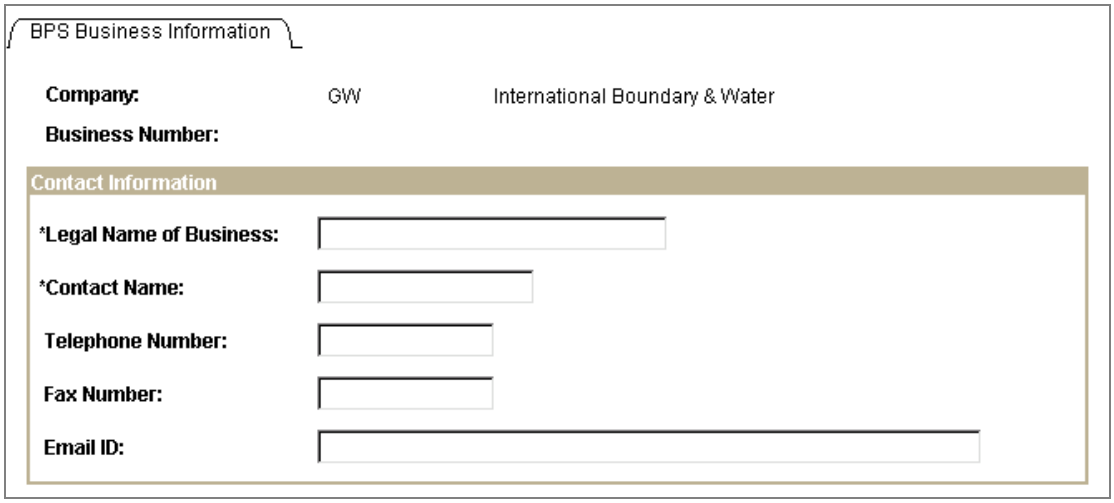
- Define reporting units and associate employees with those units.
- Define the earnings and deduction codes required for reporting.
- Generate an EDR file for transmission to Statistics Canada.
- Produce a summary report of the output.

Pages Used to Set Up Business Payrolls Survey Reporting

Page Name	*Object Name*	*Navigation*	*Usage*
BPS Business Info (CAN) - BPS Business Information (Business Payrolls Survey information [CAN] – Business Payrolls Survey business information)	BPS_CONTACT_CAN	Define Business Rules, Define Payroll Process, Setup 1, BPS Business Info (CAN), BPS Business Information	Enter the Business and Contact Information for Record Type 1of the survey's EDR file.
BPS Activity Table (CAN) - BPS Activity Table	BPS_ACT_TBL	Define Business Rules, Define Payroll Process, Setup 1, BPS Activity Table (CAN).	Create the business activities (defined by Statistics Canada) to set up your reporting units in the BPS Reporting Unit Table.

Entering the Business and Contact Information

Access the BPS Business Info (CAN) - BPS Business Information page.



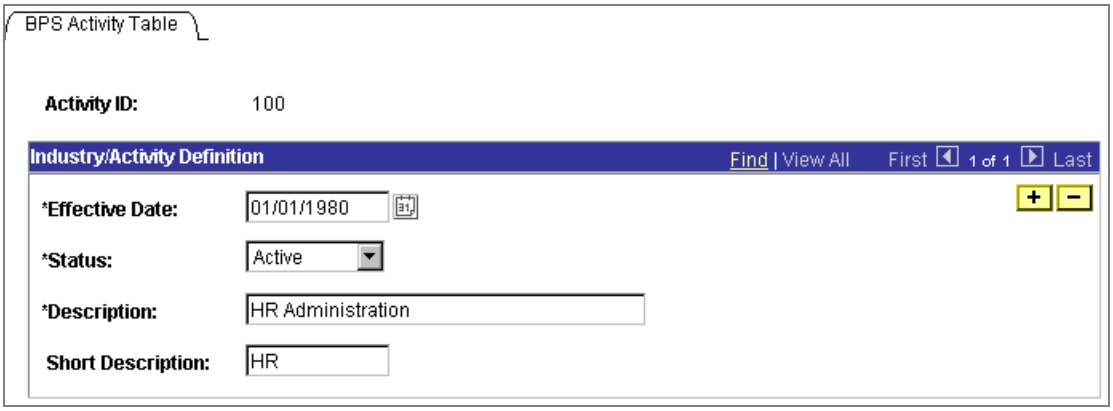
BPS Business Info (CAN) - BPS Business Information page

Business Number The system automatically retrieves this number from the company's Wage Loss Plan record. This field is display-only.

Contact Name Enter the name of your company's BPS contact person in the way it should appear in the transmission file.

Defining Business Payrolls Survey Activity Codes

Access the BPS Activity Table page.



BPS Activity Table page

Note. Use the Job Code Profile page to link BPS activities to job codes. When defining initial BPS activity codes on the Job Code Table component, apply updates to all relevant current, history, and future-dated records for the reference months required for reporting.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Jobs," Adding New Job Codes

(CAN) Defining Business Payrolls Surveys Reporting Units

In this section, we discuss how to:

- Specify the pay group and Business Payrolls Survey (BPS) activities.
- Specify Business Payrolls Survey locations.

Understanding Business Payrolls Survey Reporting Units

A BPS reporting unit represents a group of employees within a company that Statistics Canada has selected for the survey. Each reporting unit, uniquely identified within a company by the reporting unit ID, corresponds to one Payroll record (Record Type 2) in the survey EDR file.

A reporting unit is defined by:

- Business activities.
- Business locations.
- Pay frequencies of employees.

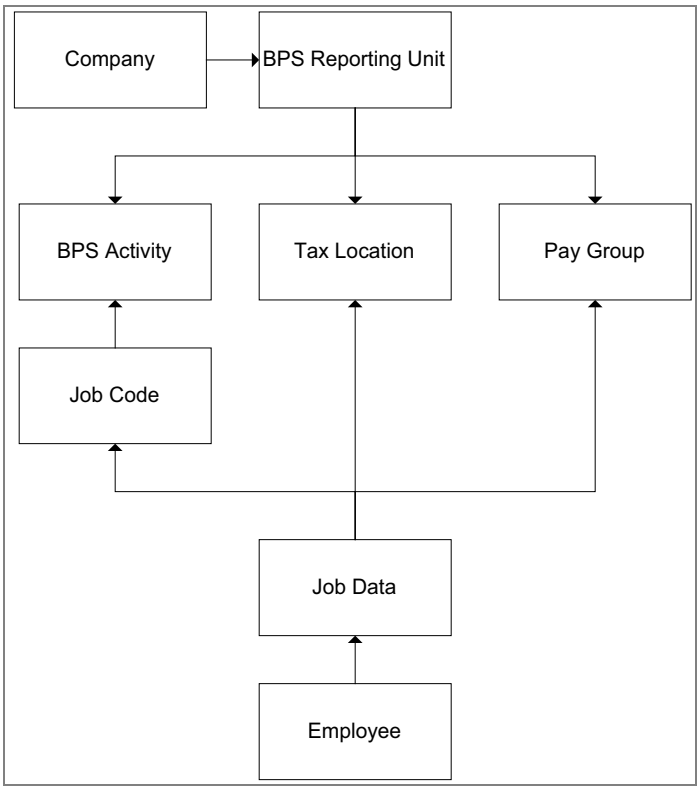
(Statistics Canada refers to pay frequency as *pay period type.*)

Use the BPS Reporting Unit Table to establish the relationship between these criteria. For each BPS Reporting Unit record:

- Define the required business activities and locations using the Tax Location and BPS Activity fields.
- Assign a pay group to ensure that each reporting unit includes only those employees with the same pay frequency (for example, biweekly or monthly) and pay period dates.

The system selects employees whose job data fulfils the criteria defined in the BPS Reporting Unit Table. It extracts and reports their payroll information in the Payroll record of the EDR file.

The following diagram shows the relationship of entities related to the BPS reporting unit:



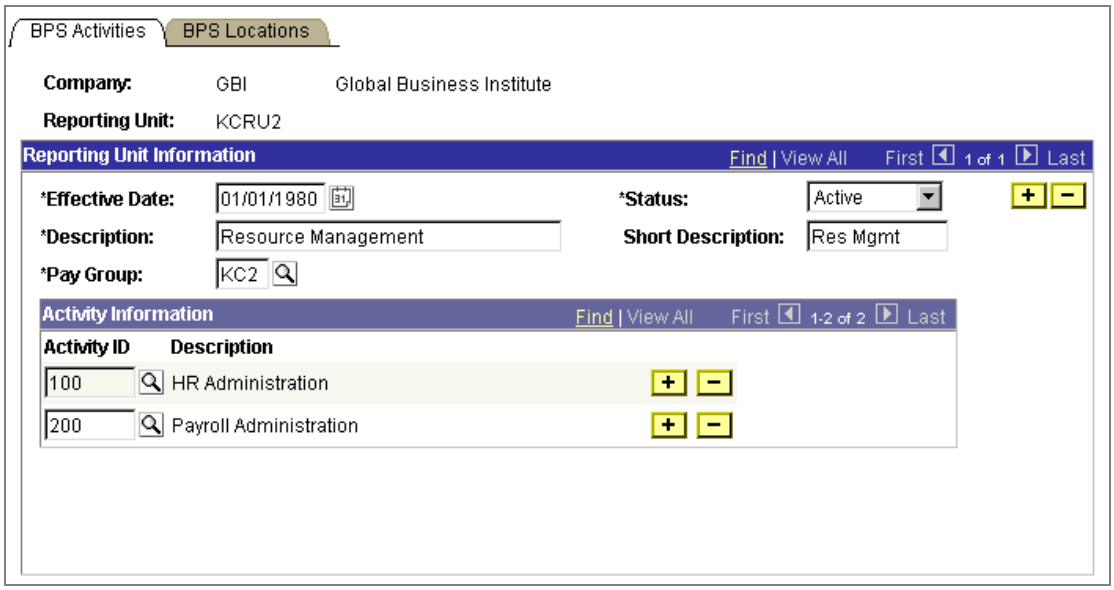
Pages Used to Define Business Payrolls Survey Reporting Units

Page Name	*Object Name*	*Navigation*	*Usage*
BPS Rptg Unit Table (CAN) - BPS Activities (Business Payrolls Survey reporting unit table [CAN] – Business Payrolls Survey activities)	BPS_RU_TBL1	Define Business Rules, Define Payroll Process, Setup 1, BPS Rptg Unit Table (CAN), BPS Activities	Specify the pay group and BPS activities that define a reporting unit.
BPS Rptg Unit Table (CAN) - BPS Locations (Business Payrolls Survey reporting unit table [CAN] – Business Payrolls Survey locations)	BPS_RU_TBL2	Define Business Rules, Define Payroll Process, Setup 1, BPS Rptg Unit Table (CAN), BPS Locations	Specify the BPS locations that define a reporting unit.

Note. To ensure that each employee appears only once per survey, assign a unique combination of pay group, BPS activity and tax location information for each reporting unit.

Specifying the Pay Group and Business Payrolls Survey Activities

Access the BPS Rptg Unit Table (CAN) - BPS Activities page.



BPS Rptg Unit Table (CAN) - BPS Activities page

Reporting Unit Information

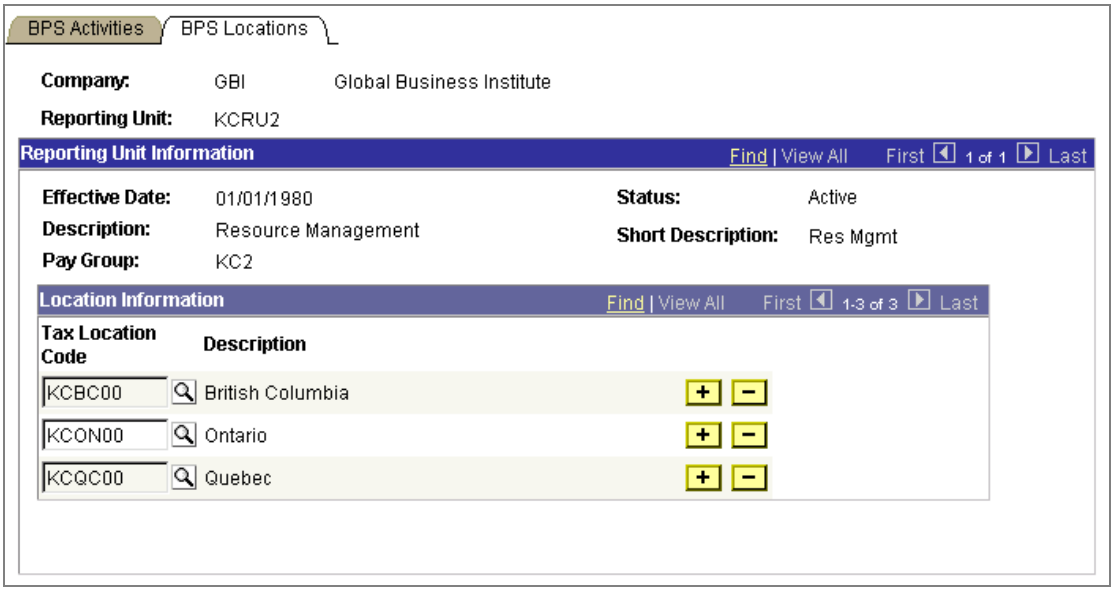
Pay Group Specify the pay group that represents the group of employees selected for the survey. Specify only one pay group for each reporting unit. This ensures that each reporting unit reports on employees of the same pay frequency and pay period dates.

Activity Information

Activity ID Select the BPS activity required for reporting within the reporting unit. If this field is blank, the system reports all activities.

Specifying Business Payrolls Survey Locations

Access the BPS Rptg Unit Table (CAN) - BPS Locations page.



BPS Rptg Unit Table (CAN) - BPS Locations page

Location Information

Tax Location Code Define the tax locations required for reporting within the specified reporting unit. If this field is blank, the system reports all tax location codes.

(CAN) Defining Earnings and Deduction Codes for Business Payrolls Survey Reporting

The Tax Form Definition Table provides the translation between your earnings and deduction codes and the earnings and hours that you report to Statistics Canada. Use this table to define the earnings and deduction codes to accumulate for reporting in selected fields of the Business Payrolls Survey (BPS) file. Before you do this, you must have:

In this section, we discuss how to define earnings and deductions codes for BPS reporting.

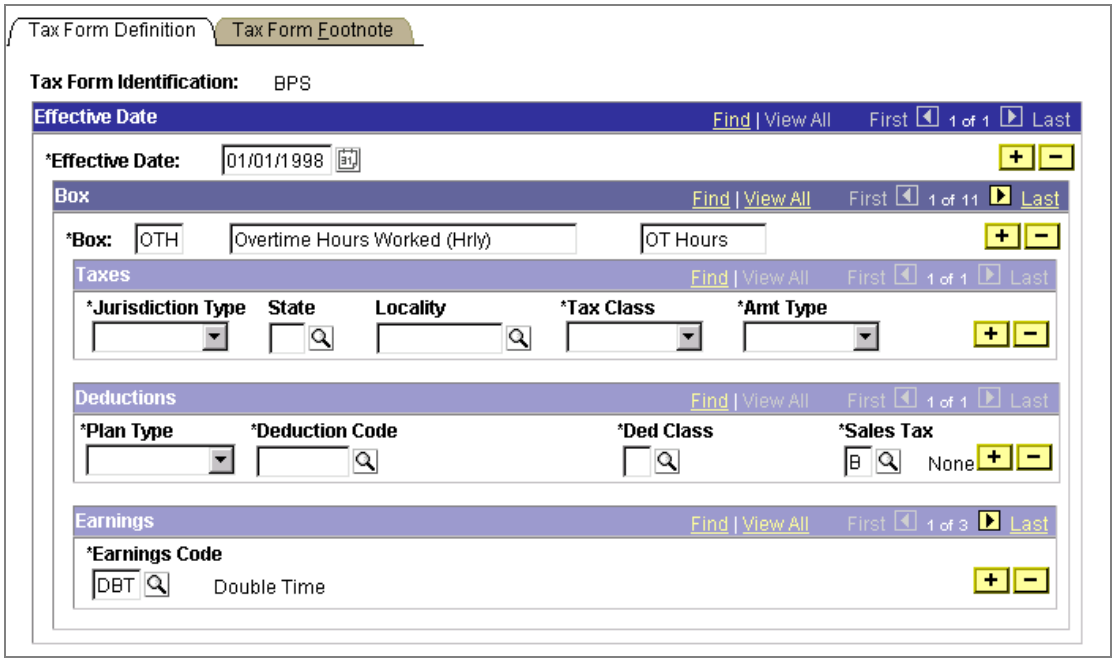
Pages Used to Define Earnings and Deduction Codes for Business Payrolls Survey Reporting

Page Name	*Object Name*	*Navigation*	*Usage*
Tax Form Definition - Tax Form Definition	TAXFORM_DEFN_TBL	Compensate Employees, Manage Annual Tax Rptg (CAN), Setup, Tax Form Definition, Tax Form Definition	Define earnings and deduction codes to accumulate the earnings and hours information for Business Payrolls Survey reporting.

Note. The second page of the Tax Form Definition component (Tax Form Footnote page) is not used as part of this process.

Defining Earnings and Deduction Codes for Business Payrolls Survey Reporting

Access the Tax Form Definition - Tax Form Definition page.



Tax Form Definition - Tax Form Definition page

Select the Tax Form Identification of ***Business Payrolls Survey-CAN*** from the entry dialog box. The earnings and deduction codes that you specify for BPS each tax form box apply to the respective categories of employees (hourly, salaried, or working owners) for all reporting units.

The tax form box descriptions in the following tables correspond directly to reporting fields of the same descriptions in the EDR record layouts. Ensure that you do not duplicate earnings codes in tax form boxes where you do not want to report those earnings or hours twice (for example, reporting overtime in the OTP box for regular overtime pay and reporting overtime in an SP box for irregular overtime payments).

The following boxes refer to payments made in the last pay period of a reference month:

Tax Form Box	*Description*	*Comments*
RGP	Regular Gross Pay	For hourly and salaried employees, and working owners.

Tax Form Box	Description	Comments
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 month:

Tax Form Box	Description	Comments
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 to report in addition to employees' True T4 taxable gross amounts (for example, severance pay).

Warning! It is imperative that you define all applicable earnings and deductions for each BPS tax form box before creating the EDR file for transmission to Statistics Canada.

Note. See the Business Payrolls Survey Electronic Data Reporting Guide published by Statistics Canada for further information on the reporting requirements for each box.

(CAN) Processing the Business Payrolls Survey EDR File

The SQR program PAY104CN generates the Business Payrolls Survey EDR file for transmission to Statistics Canada. At the same time, the system produces a summary report for your reference.

You select the reference month and companies for which the system should generate an EDR. Each company that you select corresponds to a Business and Contact Information record (Record Type 1) in the EDR file. The system reports on all the reporting units defined in the BPS Reporting Unit Table for the company. Each reporting unit corresponds to a Payroll record (Record Type 2).

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

See Also

"Appendix A: PeopleSoft Payroll for North America Reports," (CAN) PAY104CN - Business Payrolls Survey (BPS) Electronic Data Transmission File

(CAN) Establishing Canada Payroll Savings Plans

PeopleSoft Payroll for North America provides functionality to support the Canada Payroll Savings (CPS) plan and helps you effectively manage the activities as a participating organization. Unlike the pre-existing loan-based bonds purchase system, the Canada Payroll Savings plan (otherwise known as the new Canada Savings Bond program) does not require you to maintain loan records and repay a loan. You simply deduct the amount specified by the employee from the employee's pay cheque and remit it directly to the Bank of Canada.

In this section, we provide an overview of the Canada Payroll Savings plan and discuss how to:

- Define campaign contribution information.
- Maintain employee enrollment or change election periods.
- Set up 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, see the published guides that are available through your Canada Payroll Savings Representative.

Pages Used to Set Up a CPS Organization

Page Name	*Object Name*	*Navigation*	*Usage*
Canada Payroll Savings Org ID (Canada Payroll Savings organization identification)	CPS_ORG_ID_PNL	Define Business Rules, Define Payroll Process, Setup 1, CPS Organization ID	Specify details about a participating organization.
Canada Payroll Savings Table	CPS_CAMPAIGN_DATA	Define Business Rules, Define Payroll Process, Setup 1, Canada Payroll Savings Table	Enter information specific to each campaign. Specify the parameters required to create the EDR file for transmission to the Bank of Canada.

Note. Define CPS deduction codes as general deductions (plan type 00) on the Deduction Table – Setup page. If you offer both Non-RRSP and RRSP account types, define a separate deduction code to process contributions for each account type. Select a Special Processing type of Bond to identify Canada Payroll Savings deduction codes for reporting contribution information. Setup the corresponding General Deduction Table entry for each deduction code.

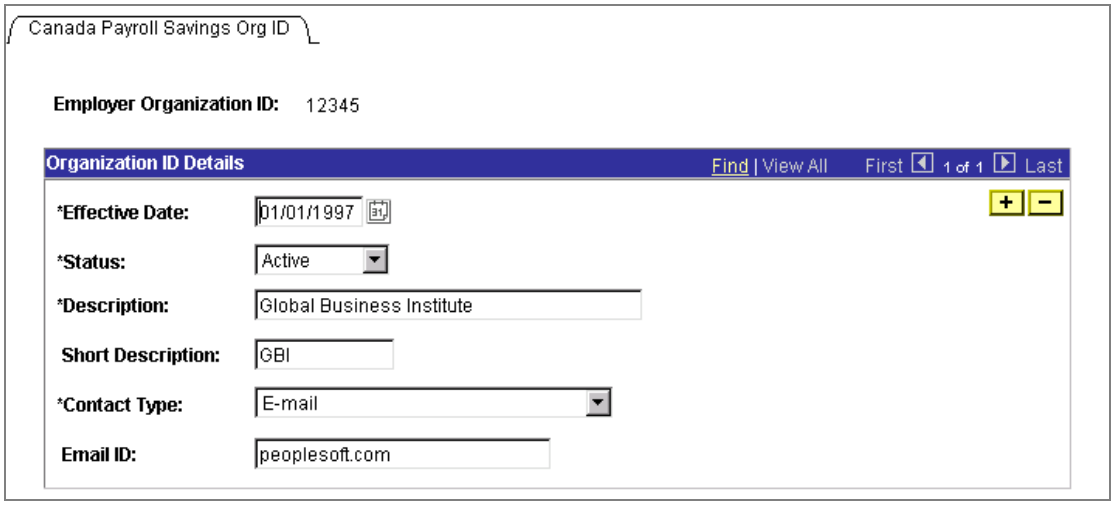
See Also

"Defining Deductions"

"Maintaining Payroll Data," Specifying the Calculation Method for General Deductions

Defining a CPS Organization

Access the Canada Payroll Savings Org ID page.



Canada Payroll Savings Org ID page

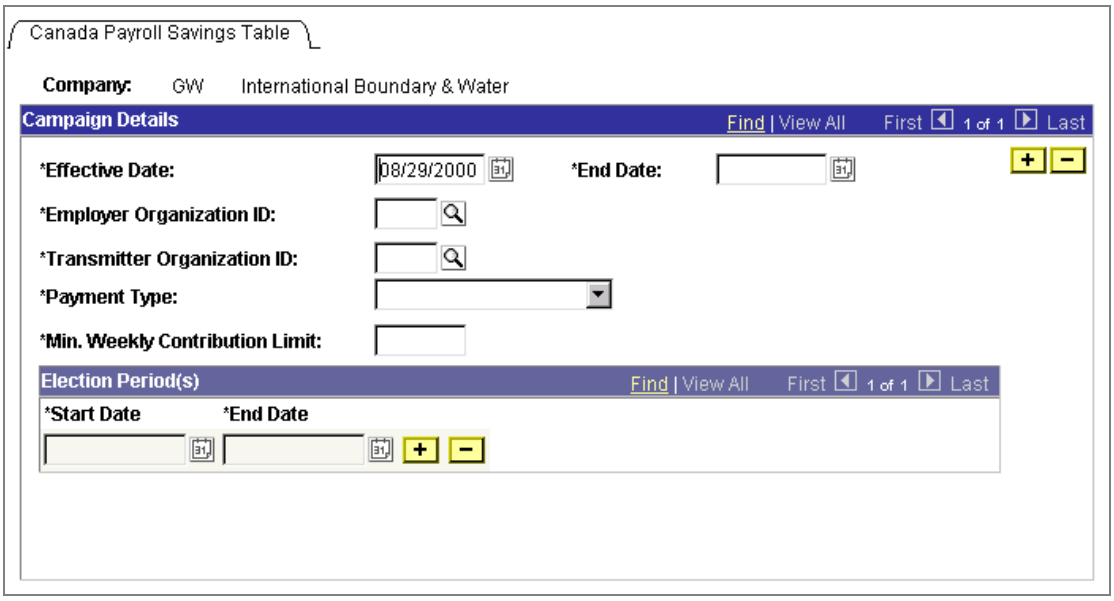
The information on this page is required to uniquely identify each employer, ensure the secure processing of your employees' contributions, and provide contact information for communications from the Bank of Canada (for example, to confirm file receipt and report the successful completion of batch processing).

Enter the **Employer Organization ID** in the entry dialog box. The Bank of Canada assigns this unique, five-digit identification number to participating employers and organizations.

Contact Type Specify how you require file transmission confirmations from the Bank of Canada: ***E-mail, Fax Number,*** or ***None.***

Specifying Canada Payroll Savings Campaign Information

Access the Canada Payroll Savings Table page.



Canada Payroll Savings Table page

For each campaign, complete the information on this page to:

- Identify the transmitting organization.
- Identify the employer(s) providing the payroll contributions to the bank on behalf of their employees.
- Determine the number of cheques associated with the transmission file.
- Ensure that employee contribution amounts from the General Deduction Data page meet the minimum limits established by the program.
- Maintain allowable time periods (election periods) for changes to employee contribution information within a campaign period.

Campaign Details

Effective Date Enter the date on which your payroll savings contribution period begins for each annual campaign.

End Date Enter the date on which your payroll savings contribution period ends for each annual campaign.

Employer Organization ID The ID selected here will identify the company with employees who participate in the plan, as indicated on the plan application forms. This ID will be used by the bank to update their system with purchase information. If you select Batch in the Payment Type field, the company specified here will be responsible for forwarding the contributions to the bank on behalf of their employees.

Transmitter Organization ID — The ID selected here will identify the company that processes the transmission file and transmits the file to the bank, for one or more companies. If you select Transmission in the Payment Type field, the company specified here will be responsible for forwarding the contributions to the bank for every employee in all companies included in the transmission file.

Payment Type — Select:

Batch: To send individual cheques for each batch header record or participating company.

Transmission: To send one cheque for the whole transmission.

Note. Multiple Company Processing – As one transmission file will be created for each Pay Run ID, multiple companies sharing the same Pay Run ID will be reported in one transmission file. The same Transmitter Organization ID and Payment Type must be specified for every company participating in a single transmission.

Min. Weekly Contribution Limit (minimum weekly contribution limit) — Enter the minimum limit established by the Bank of Canada for employees paid on a weekly pay frequency. The system uses this value to calculate the minimum contribution limits for employees in all other pay frequencies.

Election Period(s)

Start Date and **End Date** — Enter start and end dates for the campaign contribution period. These dates represent the earliest and latest dates on which the system accepts payroll savings contribution change information through the General Deduction Data page.

Note. If you permit changes to employee contribution information for the entire campaign contribution period, enter the campaign effective date in the Start Date field and the campaign end date in the End Date field. You can also define multiple election periods for one campaign contribution period.

See Also

"Maintaining Payroll Data," Specifying the Calculation Method for General Deductions

(CAN) Processing the CPS Transmittal File

The SQR program PAY132CN produces the CPS 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 produces a transmission summary report for your reference. The detailed employee deduction information to support this summary report is available on the corresponding Deduction Register (SQR program PAY001CN).

Note. See 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.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

Reviewing and Modifying Payroll Messages

The Pay Message Table identifies all the error messages that can occur during the batch Payroll processes. Each error message has a message ID number and a complete description. PeopleSoft maintains this table and delivers a new version with each new release.

If you modify the system and your changes include new error messages, you can add new error message codes and text. When you add a new message code, use a number greater than 90,000 to avoid conflict with message codes provided by PeopleSoft. You can also modify the error message descriptions to include procedures unique to your environment. For example, you might add:

Call Pat Jones at extension 23, and ask her to run Pay Calc in Final mode.

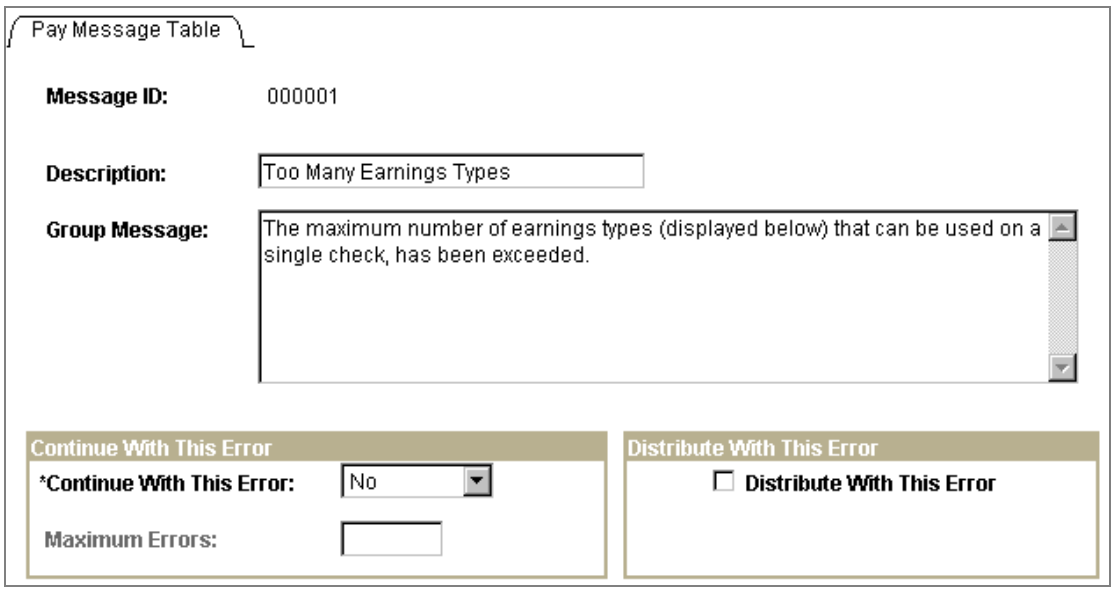
In this section, we discuss how to add and modify messages.

Page Used to Review and Modify Payroll Messages

Page Name	*Object Name*	*Navigation*	*Usage*
Pay Message Table	PAY_MESSAGE_TABLE	Define Business Rules, Define Payroll Process, Setup 2, Pay Message Table Define Business Rules, Define Payroll Process (USF), Setup 2, Pay Message Table	Add new error messages, modify message descriptions, and specify nonfatal system messages to bypass during pay calculation.

Adding and Modifying Payroll Messages

Access the Pay Message Table page.



Pay Message Table page

Continue With This Error Specify how to proceed when the system encounters this error that would otherwise cause the Payroll process to stop:

Yes: Select this value to continue with payroll processing after encountering this error. The **Maximum Errors** field becomes available for entry.

No: Select this value to stop payroll processing after encountering this error.

System: This value appears for errors for which you cannot select a Continue With This Error value. 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 the error message.

Note. When the number of occurrences of the message equals this value, the system bypasses none of the errors. You must correct the errors before continuing the Payroll process.

Distribute With This Error Select this check box to let the Actuals Distribution process to continue when it encounters this error.

CHAPTER 6

Defining Garnishments

In this chapter, we discuss how to:

- Establish a garnishment deduction.
- Define deduction information for garnishments.
- Maintain garnishment vendors.
- Maintain garnishment proration rules.
- Define disposable earnings for garnishments.
- Define U.S. garnishment rules.
- (CAN) Define Canadian garnishment rules.
- Define employee payroll data for garnishments.
- (USF) Define employee payroll data for garnishments.
- View garnishment information.
- Process one-time deduction overrides.
- Verify employee garnishment data.

Establishing a Garnishment Deduction

To establish a garnishment deduction, select ***Flat Amount*** as the **Deduction Calculation Routine** on the General Deduction Table page. The system automatically calculates the amount based on the employee's Garnishment Specification records, and deducts the appropriate amount, depending on the garnishment rules.

See Also

"Defining Deductions," Defining General Deductions

Defining Deduction Information for Garnishments

To define deduction information for garnishments:

1. Specify a garnishment deduction priority on the Deduction Table – Setup page.

   a. Enter a number that is large enough to enable the system to deduct taxes and required deductions before it attempts to deduct garnishments in the **Deduction Priority** field.

   b. Select ***Garnishment*** in the **Special Processing** field**.** This deduction code becomes the default garnishment deduction code.

   Arrears do not apply to garnishment deductions. Instead, establish a proration rule.

(CAN) Note. For Canada, there is no default garnishment deduction code because you can define multiple before-tax and after-tax deduction codes to process garnishments. In addition, proration rules don't apply for Canada.

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2. Assign a garnishment deduction classification on the Deduction Table – Tax Class page.

   a. For the U.S., select ***After-Tax*** as the **Deduction Classification**. For Canada, select ***Before-Tax*** or ***After-Tax.*** For example, a Canadian child support garnishment might be a before-tax garnishment.

   b. Select ***None as the*** **Canadian Sales Tax.**

3. Specify how the garnishment affects taxable grosses on the Deduction Table – Tax Effect page.

   - For U.S. companies, garnishments have no effect on taxable grosses.
   - For Canadian companies: after-tax garnishments have no effect on taxable grosses; before-tax garnishments do affect taxable grosses.

4. Specify how the system deducts the garnishment from pay on the Deduction Table – Process page.

   a. Select the **Partial Deduction Allowed** check box for U.S. only. Don't select for Canada or U.S. federal government. Partial deductions apply only to jurisdictions that permit prorated payments.

   b. Select the **Deductions Taken From Sep Chk** check box for U.S., Canada, and U.S. federal government.

   c. Don't select the **Deduction Arrears Allowed** or **Stop Deduction at Termination** check boxes. (For Canadian processing, this would be the recommended setup.)

   d. The **Maximum Yearly Deduction** should be left blank. Define the garnishment limit in the Garnishment Specification Data Table.

Note. Don't specify garnishment frequencies on the Schedule page in the Deduction Table component. Define the frequency of garnishment deductions at the employee level in the Garnishment Specification Data Table.

See Also

"Defining Deductions," Setting Up Deductions

Maintaining Garnishment Proration Rules

Maintaining Garnishment Vendors

Vendors are courts, tax authorities, or state agencies to which you send the garnishment monies that you withhold from employees. Vendors can be different from the court or tax authority that issues the withholding order, which you define in the Garnishment Specification Data Table.

PeopleSoft Payroll for North America uses the settings in the Garnishment Payee Table to create voucher data that it sends to PeopleSoft Payables, which pays the vendors. When you enter data in the Garnishment Payee Table, the system automatically updates the Vendor Tables in PeopleSoft Payables if you use PeopleSoft Application Messaging.

The Garnishment Payee Table is identical to the Vendor Information, Tax Collector Table, and Provider/Vendor Table components and shares the same object names.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Vendors"

PeopleTools PeopleBook: Application Messaging, "Introduction to Application Messaging"

Maintaining Garnishment Proration Rules

Because 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).

(CAN) Note. In Canada, courts and authorized agencies issue garnishment orders and determine proration requirements.

In this section, we discuss how to:

- Apply state rules to employee garnishments.
- Maintain state rules.

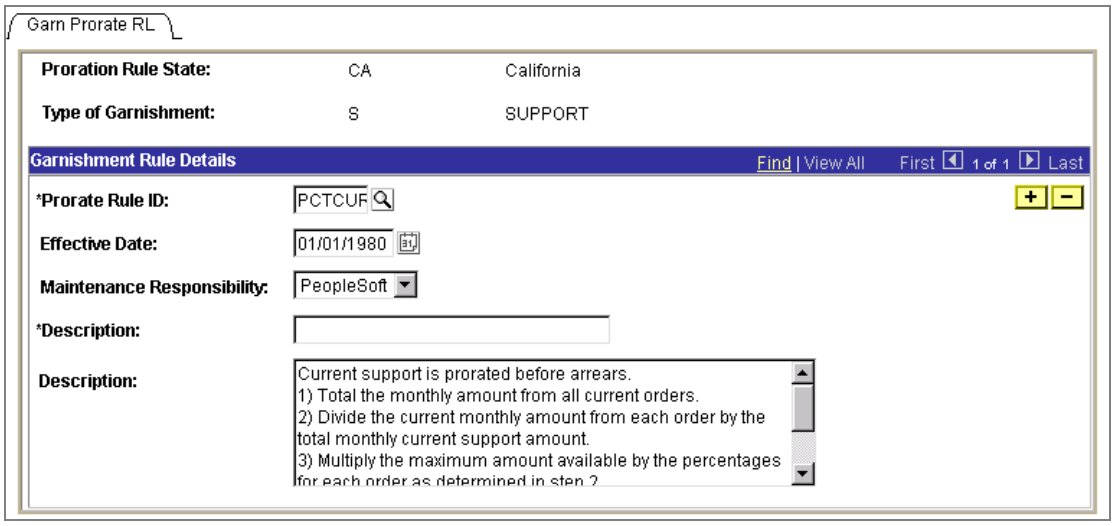
Note. The system uses the proration rule of the state from the Garnish Law Source field on the Garnishment Specification Data 6 page. If multiple garnishments of the same type are received from different states, enter the state where the employee works for all of the garnishments.

Pages Used to Maintain Garnishment Proration Rules

Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment Proration Rules Table	GARN_PRORATE_RL	Define Business Rules, Define Payroll Process, Setup 1, Garnishment Proration Rules	Apply state rules to employee garnishments.
Proration Rule	GARN_PRORATE_DF	Define Business Rules, Define Payroll Process, Setup 1, Garn Prorate Defn	Maintain rules used by states that permit proration of garnishments.

Applying Garnishment Proration Rules

Access the Garnishment Proration Rules Table page.



Garnishment Proration Rules Table page

Proration Rule ID (proration rule identification) Identifies the proration rule from the Garnishment Proration Definition Table.

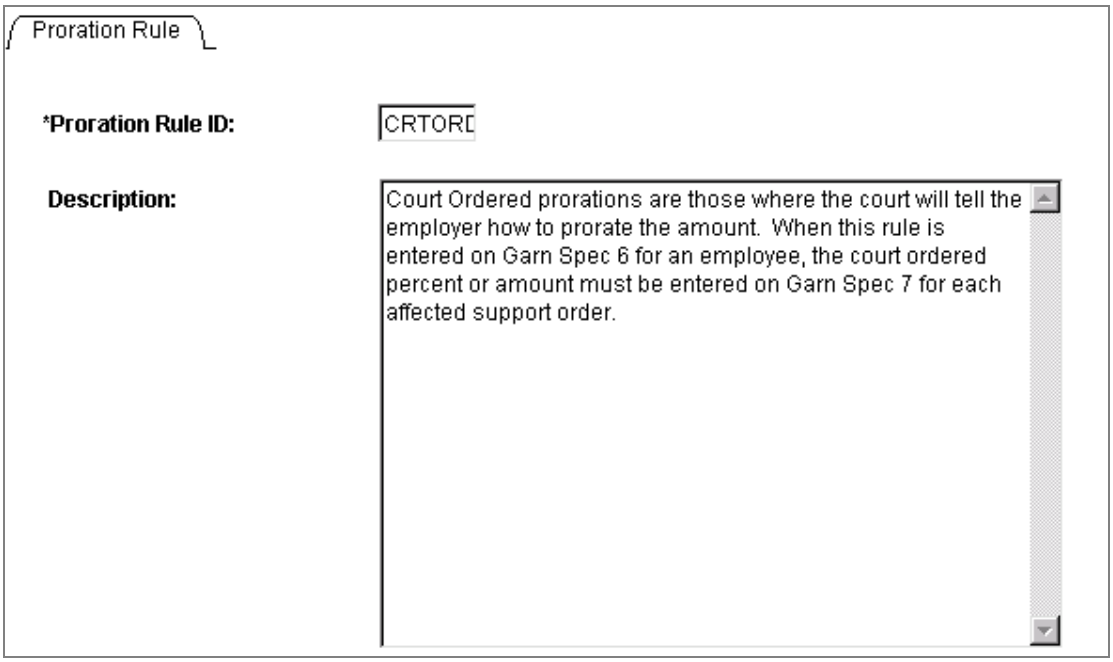
Text of Rule Displays the text of the rule the payroll system follows when applying the proration rule. PeopleSoft maintains this information in the Garnishment Proration Definition Table.

See Also

Entering the Garnishment Proration Amount

Maintaining State Garnishment Proration Rules

Access the Prorate Rule page.



Garnishment Prorate Definition Table page

PeopleSoft maintains the Garnishment Proration Definition Table with a proration rule identification (ID) and text for each rule used by states that permit proration of garnishments. If you make any changes or additions to this table, you become responsible for maintaining these records.

Defining Disposable Earnings for Garnishments

Disposable earnings (DE) are the earnings subject to garnishment. What constitutes disposable earnings varies according to the governing jurisdiction (that is, federal, state, provincial, or local authority). For example, a disposable earnings definition might specify the calculation of an employee's gross earnings minus all federal and state taxes and health insurance premiums.

PeopleSoft maintain and deliver the standard federal and state disposable earnings definitions with PeopleSoft Payroll for North America.

In this section, we discuss how to:

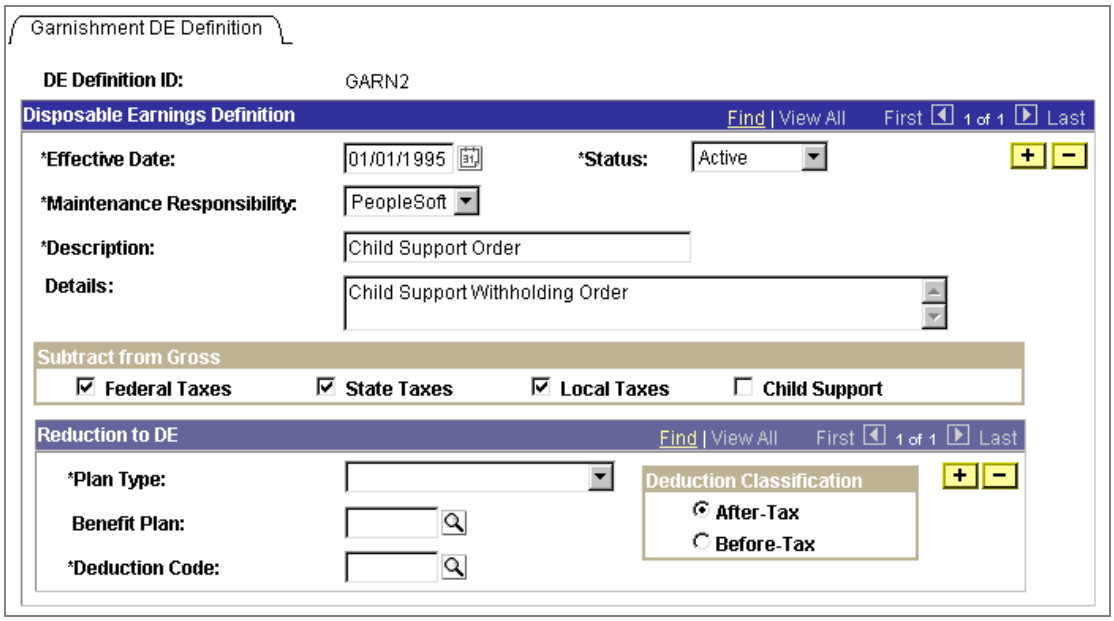
- Review and update disposable earnings definitions.
- (CAN) Review and update Canadian disposable earnings definitions.

Pages Used to Define Disposable Earnings for Garnishments

Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment DE Definition	GARNISH_DE_DEFN	Define Business Rules, Define Payroll Process, Setup 1, Garnishment DE Defn (U.S.)	Review and update disposable earnings definitions.
Garnishment DE Defn (Canada) (Garnishment disposable earnings definition [Canada])	GARNISH_DE_DEFN_CN	Define Business Rules, Define Payroll Process, Setup 1, Garnishment DE Defn (CAN)	Review and update Canadian disposable earnings definitions.

Reviewing and Updating Disposable Earnings Definitions

Access the Garnishment Disposable Earnings Definition page.



Garnishment DE Definition page

Note. Courts frequently issue garnishment orders defining disposable earnings definitions that are different from standard federal and state definitions. In such a case, use this page to establish a record of the court's individual definition. You are responsible for maintaining these records.

DE Definition ID This ID links the garnishment disposable earnings definition to the applicable Garnishment Rules Table.

Subtract from Gross Specify what to subtract from the gross, such as an employee's ***Federal Taxes, State Taxes, Local Taxes,*** or ***Child Support*** payments.

Deductions

Use this group box to enter deductions to apply when calculating disposable earnings. Some court orders require that you subtract deductions from the employee's gross pay to arrive at disposable earnings.

Deduction Class Specify ***After-Tax*** or ***Before-Tax.***

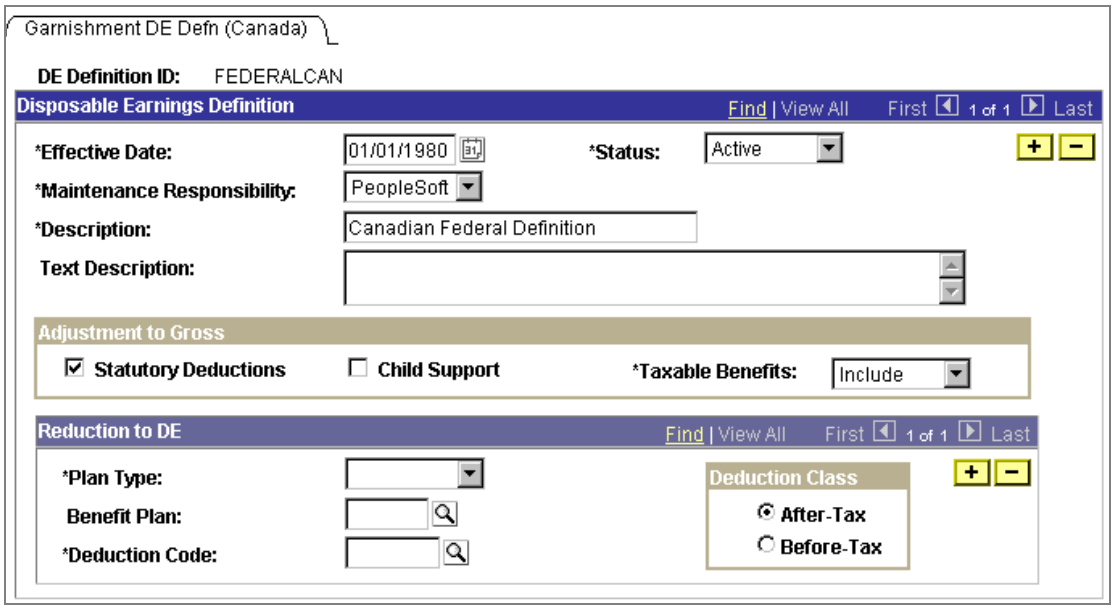
For example, if an employee paying child support has health insurance that covers his estranged wife and child, a judge might order you to subtract the health deduction from his disposable earnings.

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, you can apply only *involuntary* increases in those existing deductions 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. For the DE definition ID FEDTAXLEVY, use the Deductions group box to identify *only* those deductions that you *cannot* apply to the disposable earnings calculation.

Important! The PeopleSoft-maintained garnishment disposable earnings definitions are complete as delivered *except* for deductions to include or exclude when determining the disposable earnings subject to garnishment. During the implementation process, enter the deductions pertaining to specific disposable earnings definitions.

(CAN) Reviewing and Updating Canadian Disposable Earnings Definitions

Access the Garnishment DE Defn (Canada) page.



Garnishment DE Defn (Canada) page

Note. Most of these fields have the same function as the U.S. version of the Garnishment DE Definition page, except the following:

DE Definition ID

PeopleSoft maintains two Canadian federal disposable earnings definitions:

FEDERALCAN: Includes taxable benefits when calculating statutory deductions (that is, income tax, Canada Pension plan [CPP], and employment insurance [EI]) as a reduction to gross.

FEDCANEXBN: Excludes taxable benefits when calculating statutory deductions (that is, income tax, CPP, and EI) as a reduction to gross.

These definitions are part of PeopleSoft Payroll for North America.

Adjustment to Gross

Note. Courts and other authorized jurisdictions might issue garnishment orders establishing disposable earnings that are different from standard definitions. In such a case, use the Garnishment DE Definition page to establish a record of the court's individual definition. The maintenance of these records is *your responsibility.*

Statutory Deductions

Child Support

These check boxes are for your information only.

Reductions to DE

Some court orders specify deductions, such as union dues, that you can use to reduce disposable earnings. If so, use this group box to enter the deductions to use when calculating disposable earnings.

Important! The PeopleSoft-maintained garnishment disposable earnings definitions are complete as delivered *except* for deductions to include or exclude when determining the disposable earnings subject to garnishment. During the implementation process, enter the deductions to reduce the disposable earnings definitions.

(U.S.) Defining U.S. Garnishment Rules

PeopleSoft Payroll for North America provides most of the garnishment rules that U.S. federal and state governments use. Federal software also provides information for U.S. localities and Canadian provinces.

In this section, we discuss how to:

- View a garnishment rule definition.
- Maintain exemption calculation methods and data.

Pages Used to Define U.S. Garnishment Rules

Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment Rules Table1	GARNISH_RULE_TBL1	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (US), Garnishment Rules Table 1	View the basic definition for a garnishment rule.
Garnishment Rules Table2	GARNISH_RULE_TBL2	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (US), Garnishment Rules Table 2	Maintain exemption calculation methods and data.

Common Elements Used in This Section

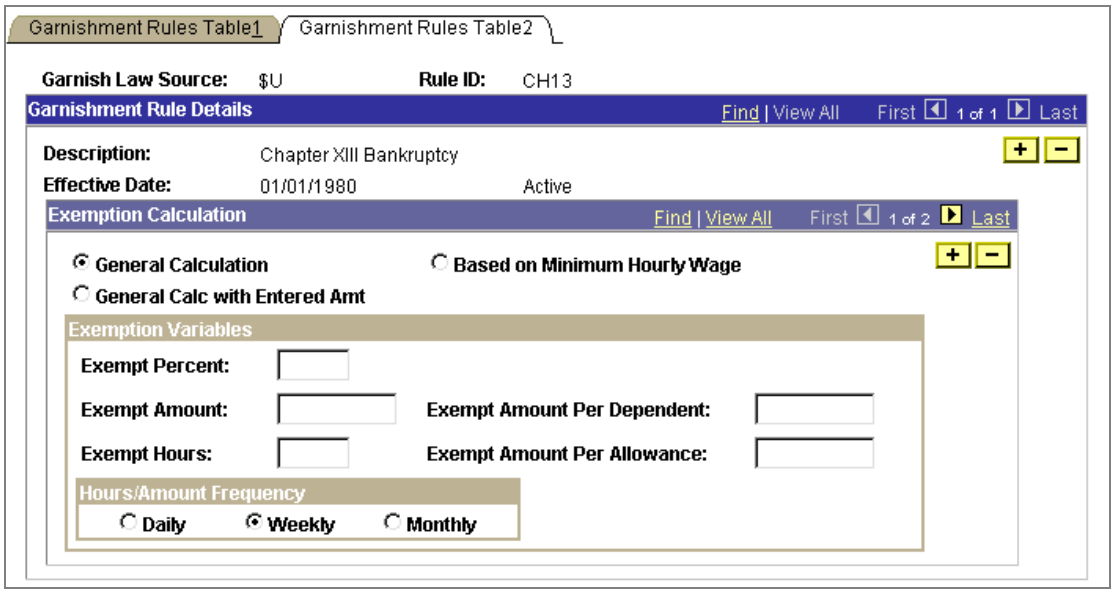
Garnish Law Source

Rule ID

Displays the jurisdictional entity (garnish law source) and unique rule ID that identify each garnishment rule. This information links the Garnishment Rules Table1 page to the garnishment specification data for an individual employee.

Maintaining Exemption Calculation Methods and Data

Access the Garnishment Rules Table2 page.



Garnishment Rules Table2 page

Exemption Calculation

If multiple calculation methods exist, the system uses each one and selects the method most favorable to the individual employee—that is, the method with the largest exemption amount, which results in deducting the least possible amount from the employee's paycheck per pay period.

General Calculation

If you select this option, the system calculates the exemption as follows, based on the exemption variables:

exempt percent + exempt amount + (exempt amount per dependent × number of dependents) + (exempt amount per allowance × number of allowances)

The number of dependents comes from the Dep/Exempt Count field on the Garnishment Spec Data 6 page. The number of allowances comes from the Allowance Count field on the same page.

General Calc with Entered Amt (general calculation with entered amount)

If you select this option, the calculation is the same as the general calculation except that the system uses the exempt amount from the Garnishment Spec Data 6 page instead of the exempt amount from the Garnishment Rules Table2 page.

Based on Minimum Hourly Wage	If you select this option, enter the minimum hourly wage in the Exempt Amount field. The system calculates as follows: (exempt amount × exempt hours) + (exempt amount per dependent × number of dependents)

Note. You can review the PeopleSoft-maintained information on the Garnishment Rules Table1 and Garnishment Rules Table2 pages in the Define Payroll Process component. However, if you have recommended changes, please contact the PeopleSoft Global Support Center, or follow the guidelines for updating PeopleSoft-maintained tables in *PeopleSoft HRMS Application Fundamentals*, "Setting Up Payroll Tax Tables.

(CAN) Defining Canadian Garnishment Rules

PeopleSoft Payroll for North America provides garnishment rules for the majority of federal and provincial garnishment requirements.

In this section, we discuss how to:

- Define garnishment rule information.
- Specify adjustments to disposable earnings.
- Select exemption amounts.
- Define calculation formulas.

Pages Used to Define Canadian Garnishment Rules

Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment Rules Table - Description	GARN_RULE_TBL1_CN	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (CAN), Description	Define basic information for a garnishment rule.
Garnishment Rules Table - Earnings Inclusions/Exclusions	GARN_RULE_TBL2_CN	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (CAN), Earnings Inclusions/Exclusions	Specify adjustments to disposable earnings, override selections in the Earnings Table, and specify whether to include or exclude earnings codes in the Garnishment process.

Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment Rules Table - Exemption Variables	GARN_RULE_TBL4_CN	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (CAN), Exemption Variables	Specify exemption variables and amounts for specific frequencies (that is, daily, weekly, or monthly).
Garnishment Rules Table - Calculation Formula	GARN_RULE_TBL3_CN	Define Business Rules, Define Payroll Process, Setup 1, Garn Rules Table (CAN), Calculation Formula	Define the formulas that calculate a garnishment. Create formulas that consist of multiple steps for calculating disposable earnings for rules, exemptions, the amount available for garnishment, and (in some provinces) the garnishment amount.

Common Elements Used in This Section

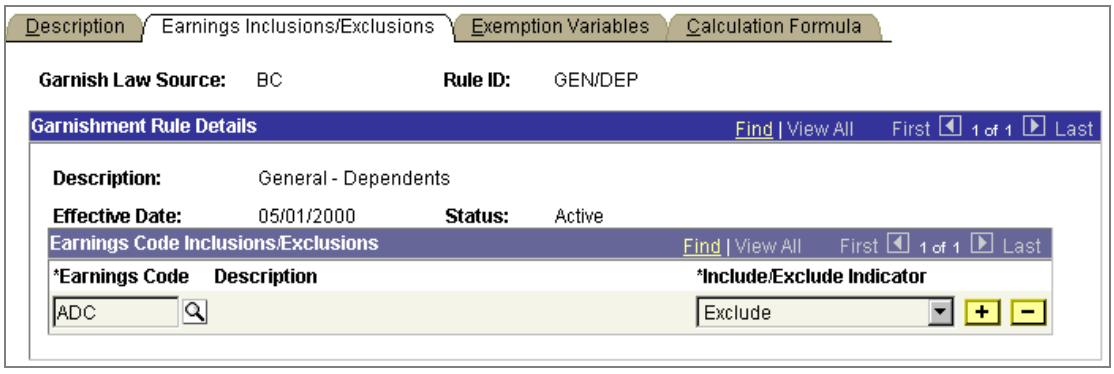
Garnish Law Source

Rule ID

Displays the province code/abbreviation or jurisdictional entity (garnish law source) and unique rule ID that identify a garnishment rule. You can use any rule if it applies to a garnishment situation, regardless of the original province designation. The ***ZZ*** value identifies federally related orders. This information links the Garnishment Rules Table1 page to the garnishment specification data for an individual employee.

Specifying Adjustments to Disposable Earnings

Access the Garnishment Rules Table - Earnings Inclusions/Exclusions page.



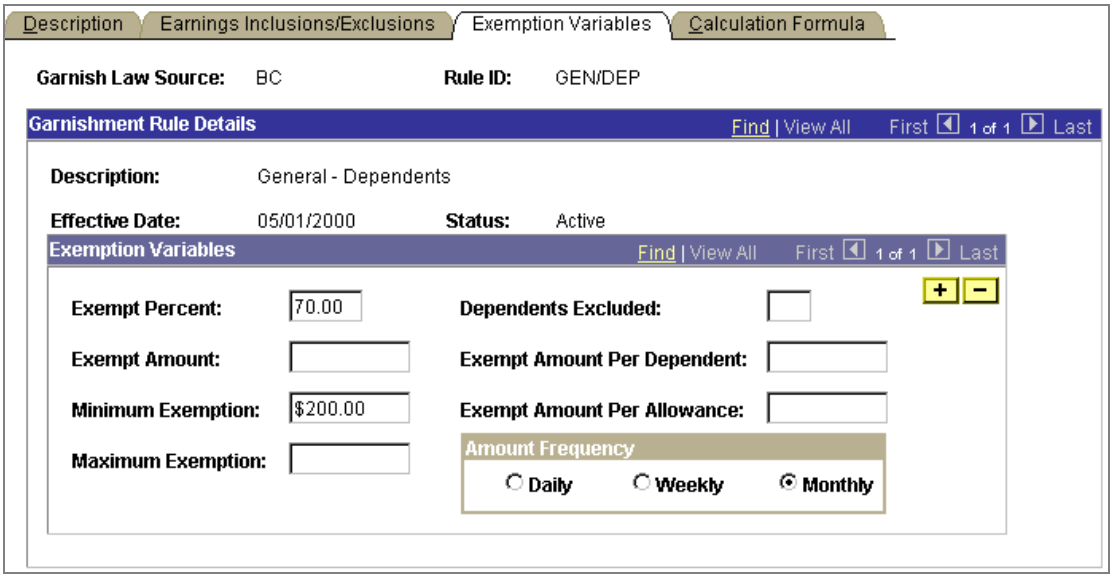
Garnishment Rules Table - Earnings Inclusions/Exclusions page

Earnings Code Inclusions/Exclusions

Earnings Code This field enables you to override selections in the Earnings Table. If no earnings codes apply, leave this field blank.

Selecting Exemption Amounts

Access the Garnishment Rules Table - Exemption Variables page.



Garnishment Rules Table - Exemption Variables page

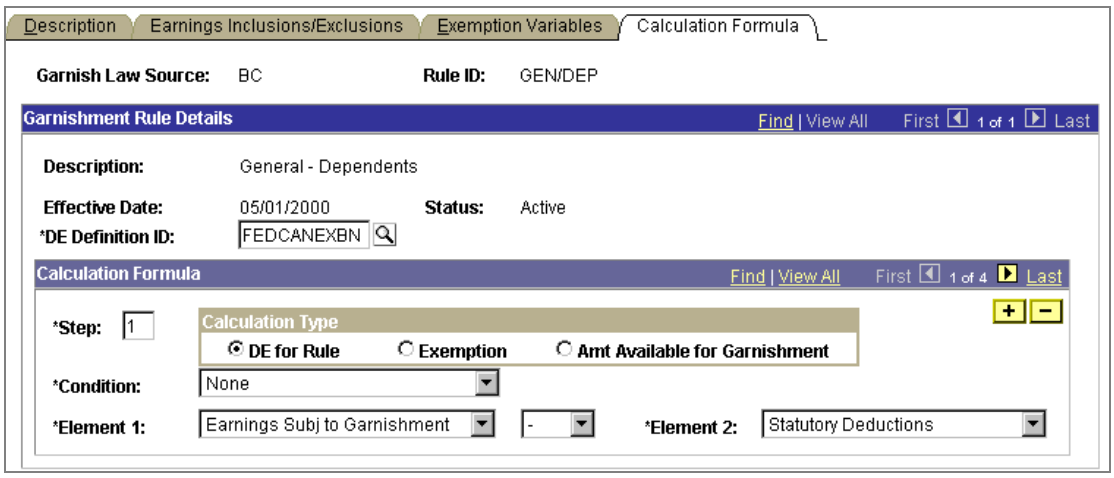
Exemption Variables

Dependents Excluded Specify the number of dependents to exclude before applying the exempt amount per dependent. For example, for an exemption of $30 per dependent when an employee has more than 2 dependents, enter ***2*** in this field, and enter $30 in the **Exempt Amount Per Dependent** field.

Note. If your selections here do not match the previously defined pay frequency, the system automatically performs a conversion for you.

Defining Calculation Formulas

Access the Garnishment Rules Table - Calculation Formula page.



Garnishment Rules Table - Calculation Formula page

Calculation Formula

Use this group box to create step-by-step formulas for calculating garnishments or the amount available for garnishment.

Step — Displays the actual step or sequence number in the calculation formula.

DE for Rule

Exemption

Amt Available for Garnishment (amount available for garnishment) — Select the option that identifies what the formula is calculating.

Condition — Specify how to handle the end result of each step, when necessary.

Note. 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

To better understand how garnishment rules work, consider this example, using the BC garnish law source and GEN/DEP rule ID. Use the following steps:

1. Calculate the disposable earnings (DE for rule):

   earnings subject to garnishment – statutory deductions = disposable earnings

2. Calculate the total disposable earnings (DE for rule):

   result of step 1 – selected deductions = total disposable earnings

3. Calculate the amount of exemptions:

   result of step 2 × exempt percent = exemption

   Because the condition is Min/Max Check, the system compares the calculation results to the minimum and maximum exemptions amounts on the Exemption Variables page. If the amount is less then the minimum, the system uses the minimum. If the amount is greater than the maximum, the system uses the maximum.

4. Calculate the amount available for garnishment:

   result of step 2 – result of step 3 = amount available for garnishment

   - The step 2 result is the total disposable earnings.
   - The step 3 result is the total amount exempt from the garnishment.

Defining Employee Payroll Data for Garnishments

In this section, we discuss how to define garnishment data.

Pages Used to Define Employee Payroll Data for Garnishments

Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment Spec Data 1 (garnishment specification data 1)	GARNISH_SPEC1	Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data, Garnishment Spec Data 1	Enter garnishment order information.
(CAN) Garnishment Spec Data 1 (garnishment specification data 1)	GARNISH_SPEC1_CN	Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data, Garnishment Spec Data 1	Enter garnishment order information.

Page Name	Object Name	Navigation	Usage
Garnishment Spec Data 2 (garnishment specification data 2)	GARNISH_SPEC2	Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data, Garnishment Spec Data 2 Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data, Garnishment Spec Data 2	Enter information regarding the payee.
Garnishment Spec Data 3 (garnishment specification data 3)	GARNISH_SPEC3	Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data, Garnishment Spec Data 3 Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data, Garnishment Spec Data 3	Define garnishment deduction parameters and limitations.
Garnishment Spec Data 4 (garnishment specification data 4)	GARNISH_SPEC4	Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data, Garnishment Spec Data 4 Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data, Garnishment Spec Data 4	Define deduction information when deducting from all payrolls. Before using this page, select the Deduct on All Payrolls option on the Garnishment Spec Data 3 page.

Page Name	Object Name	Navigation	Usage
Garnishment Spec Data 5 (garnishment specification data 5)	GARNISH_SPEC5	Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data, Garnishment Spec Data 5 Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data, Garnishment Spec Data 5	Define the payment schedule for the garnishment. Before using this page, select the Deduct by Schedule option on the Garnishment Spec Data 3 page.
Garnishment Spec Data 6 (garnishment specification data 6)	GARNISH_SPEC6	Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data, Garnishment Spec Data 6 Compensate Employees, Maintain Payroll Data (CAN), Use, Garnishment Spec Data, Garnishment Spec Data 6	Indicate which garnishment rule governs each garnishment.
Garnishment Spec Data 7 (garnishment specification data 7)	GARNISH_SPEC7	Compensate Employees, Maintain Payroll Data (US), Use, Garnishment Spec Data, Garnishment Specification Data 7	Enter the court-ordered amount or percent by which to prorate the employee's garnishments. Use this page only if the proration rule of the garnish law state is either CRTORD or CRTDET. **(CAN) Note.** This page isn't available from the Canadian navigation path.

Common Elements Used in This Section

% DE + Amount (percent of disposable earnings plus amount)

Select this option to calculate:

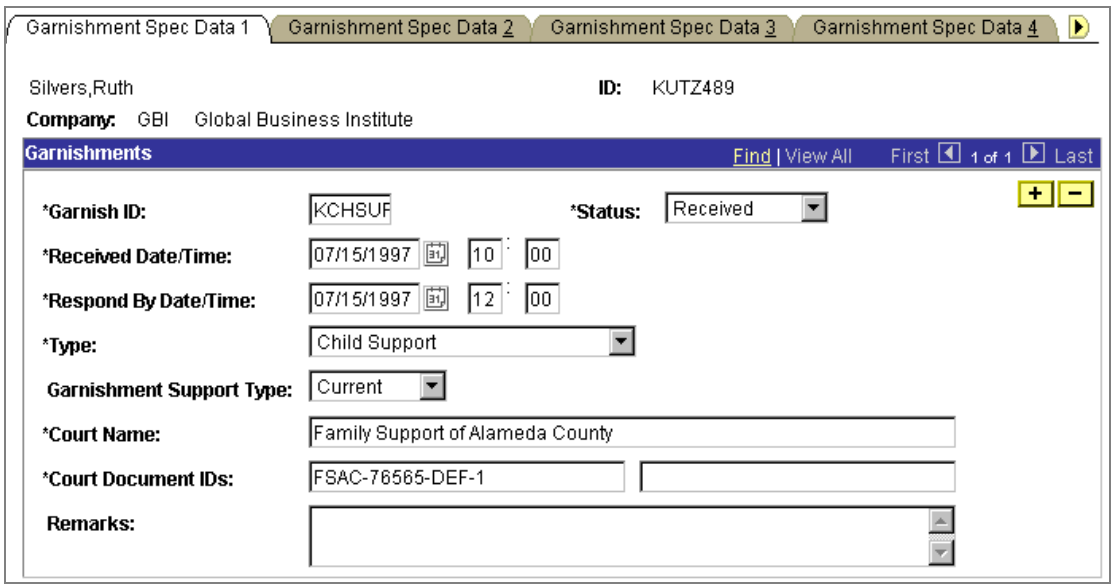
Deduction = percent of disposable earnings + flat amount

Use for garnishments such as child support.

% Gross + Amount (percent of gross plus amount)	Select this option to calculate: Deduction = percent of earnings subject to garnishment + flat amount
Greater of % DE or Amount (greater of percent of disposable earnings or amount)	Select this option to calculate: Deduction = greater of a percent of disposable earnings OR a flat amount
Greater of % Grs or Amount (greater of percent of gross or amount)	Select this option to calculate: Deduction = greater of a percent of earnings subject to garnishment OR a flat amount
DE% (disposable earnings percent)	If the deduction is a flat amount only, leave this field blank to indicate that the percent is zero.

Entering Garnishment Order Information

Access the Garnishment Spec Data 1 page.



Garnishment Spec Data 1 page

Note. Define only one garnishment specification for each garnishment order that you receive for an employee. Each garnishment specification must have a unique garnish ID.

Status	Update this field as the status changes throughout the life of the garnishment. This is important because it affects the payroll processing of the garnishment deduction.

Received: Select this value when you establish a new Garnishment record, or to define an off-cycle entry for the employee to test the garnishment deduction before you put it into production.

Approved: Select this value when you inform the court, authorized agency, or government agency that you will comply with the garnishment or levy.

Completed: Select this value when the garnishment is paid in full.

Rejected: Select this value if you cannot comply with the garnishment or levy. For example, if you have terminated the employee and there are no wages to garnish, you can reject the garnishment.

Suspended: Select this value to stop the garnishment deduction in payroll while preserving the garnishment specification data.

If you select ***Received*** or ***Approved,*** the system processes the garnishment when you run Pay Calculation. If you select ***Completed, Rejected,*** or ***Suspended,*** the system ignores the garnishment during the Calculation process.

Deduction Code

This field is required for Canada only. Select a valid before-tax or after-tax garnishment deduction code.

If you select a before-tax deduction code:

- The following warning appears: Before-tax garnishment requires separate general deduction(s) for Company and Payee Fees.
- The fields associated with the processing of garnishment fees (on the Garnishment Spec Data 3, 4, and 5 pages) become unavailable for entry.

Because the system must process company and payee fees associated with garnishments as after-tax deductions, you must define them separately as general deductions. When defining these general deductions, clear the Garnishment Process flag in the Deduction Table.

Received Date/Time

Enter the date and time you received the writ of garnishment or tax levy from the court, authorized agency, or government agency.

Respond By Date/Time

Enter the date and time by which you must tell the court, authorized agency, or government agency whether you can comply with the garnishment order. For example, if the employee is no longer employed, you cannot garnish wages.

Type

Select the type of garnishment or levy:

Writ of Garnishment: Typical garnishment type for failure to pay.

Tax Levy: Failure to pay taxes.

Chapter 13 Bankruptcy: Bankruptcy in Canada, or Chapter 13 bankruptcy in the U.S.

Wage Assignment: Similar to a writ, signifying a failure to pay.

Child Support, Spousal Support, and ***Dependent Support:*** Typically ordered by a family court. If you select this value, also select Current or Arrears in the **Garnishment Support Type** field.

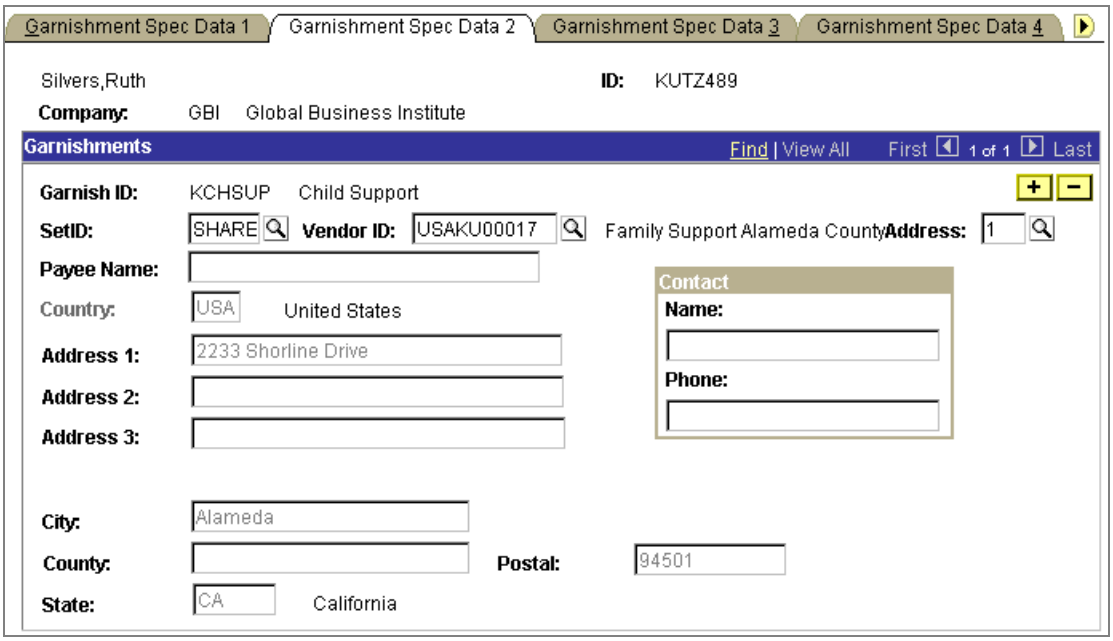
Garnishment Support Type U.S. Only. Applies only for Child Support, Dependent Support, and Spousal Support garnishment types.

Court Name Enter the name of the court, authorized agency, or government agency that has legal jurisdiction over the garnishment.

Court Document IDs Enter any codes with which you identify the garnishment documents from the court or reports that you send back to the court or government agency. For example, garnishment documents might carry a file or case number, but a tax levy is usually uses a date and the employee's social security number (SSN) or social insurance number (SIN).

Entering Garnishment Payee Information

Access the Garnishment Spec Data 2 page.

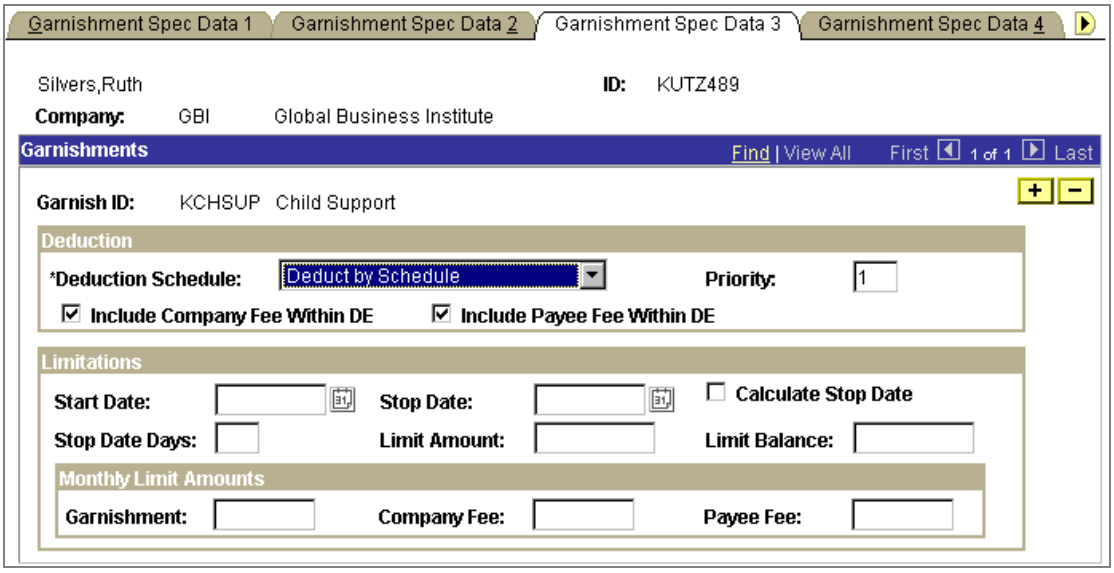


Garnishment Spec Data 2 page

Enter the **SetID, Vendor ID,** and **Address** number (the number that represents the remittance address in the Vendor Table) and the complete address will display.

Defining Garnishment Deduction Parameters and Limitations

Access the Garnishment Spec Data 3 page.



Garnishment Spec Data 3 page

Deduction

Deduction Schedule

Specify how to deduct garnishments:

Deduct on All Payrolls: If you select this value, use the Garnishment Spec Data 4 page to complete the deduction information.

Deduct by Schedule: If you select this value, use the Garnishment Spec Data 5 page to create the deduction schedule and complete the deduction information.

Priority

Select the processing priority of the garnishment in relation to other garnishments for the employee. This is not the same as the deduction priority in the General Deduction Table. The system uses this value to process garnishments to which proration rules do not apply.

If you leave this field blank, or assign the same priority number to more than one garnishment specification, the system determines the processing priority 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

Include Payee Fee Within DE

Select the check boxes to deduct fees from the employee's disposable earnings before taking garnishment deductions**.**

Note. PeopleSoft Payroll for North America provides a garnishment proration option for states that permit proration of garnishments when an employee has more than one of the same type. If you use this option, the system uses the value in the **Priority** field only for garnishments to which proration does not apply.

Limitations

The fields in this group box impose time and amount restrictions on the garnishment deduction. This functionality is useful when you handle multiple garnishment orders from states where regulations prohibit the collection of more than one garnishment order at a time, or where they impose time limits on the collection of a garnishment.

Start Date

To start the garnishment deduction immediately, leave this field blank.

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. This date must be greater than the check date for a pay period to withhold the garnishment for that pay period. For example, if the pay period has an 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 to withhold the garnishment in the 3/10/2000 pay period.

Calculate Stop Date

Stop Date Days

Select this check box to have the system calculate a stop date when you don't know the exact stop date. 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 might receive a garnishment order on September 1. If the employee has another garnishment of a higher priority, there might be no money available to garnish until November.

In this situation, you cannot enter a stop date because you don't know what the exact start date is. Instead, select the **Calculate Stop Date** check box and enter the length of the garnishment term (90 for Tennessee) in the **Stop Date Days** field. As soon as the system can take money for this garnishment, it:

1. Calculates the stop date by adding 90 days to the processing date of the current pay period.
2. Enters that date in the **Stop Date** field.
3. Clears the **Calculate Stop Date** check box.

From this point on, the system takes the garnishment until the end of the term, or until other limits are satisfied.

Limit Amount

Enter a limit amount to establish a maximum total amount for the garnishment deduction. Each time you run Pay Confirmation, the system updates the limit balance, displaying how much of the garnishment has been paid to date. When the limit balance equals the limit amount, the system automatically stops taking the deduction. To not set a limit, leave the limit amount blank.

Limit Balance

This field does not automatically reflect adjustments that you make to garnishment balances. If you make an online balance adjustment to garnishments, make the same update in this field.

Calculations for limit processing use the YTD Garnishment Balance field on the Garnishment Balances page. Update the **Limit Balance** field with that value after making any adjustments to garnishment balances.

Note. Your company or the payee might charge voucher fees, which are handling fees related to garnishments. Enter the fees owed to your company or to the payee in the **Processing Fees Defaults** group box on Garnishment Spec Data 4 page or Garnishment Spec Data 5 page, depending on which deduction option use.

Specifying Garnishment Limitations

Some courts impose monthly limitations on the garnishment and the company and payee fees. When processing monthly limitations, the system uses the actual paycheck date—not the pay period end date, which might be in a different month. For example, a pay period might end on January 31, but the paycheck date might be February 1.

PeopleSoft Payroll for North America normally calculates deductions—including garnishments—is as follows:

1. Annualizes a monthly amount (multiplying it by 12).

2. Divides by the appropriate number of pay periods (for example, 52 in the case of weekly pay periods).

In months of the year containing 5 weekly pay periods instead of 4, this can result in deductions of more than the original intended monthly amount. In months containing 4 pay periods, the system deducts less than the intended monthly amount.

For example, Steven has been ordered to pay spousal support of $1,000 per month. Ordinarily, the system:

1. Annualizes this amount to $12,000 per year.

2. Divides by 52 to arrive at a weekly garnishment of $230.77.

If January has 5 weekly pay periods, the system takes $1153.85 of Steven's pay. If February has 4 pay periods, the system takes $923.08.

To handle this situation, define a flat amount for the deduction calculation on the Garnishment Spec Data 5 page. You must also select the Deduct by Schedule option on the Garnishment Spec Data 3 page. However, to establish a monthly garnishment limitation only 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 Limit Amounts group box. This causes the system to stop taking the deduction after reaching the limit amount.

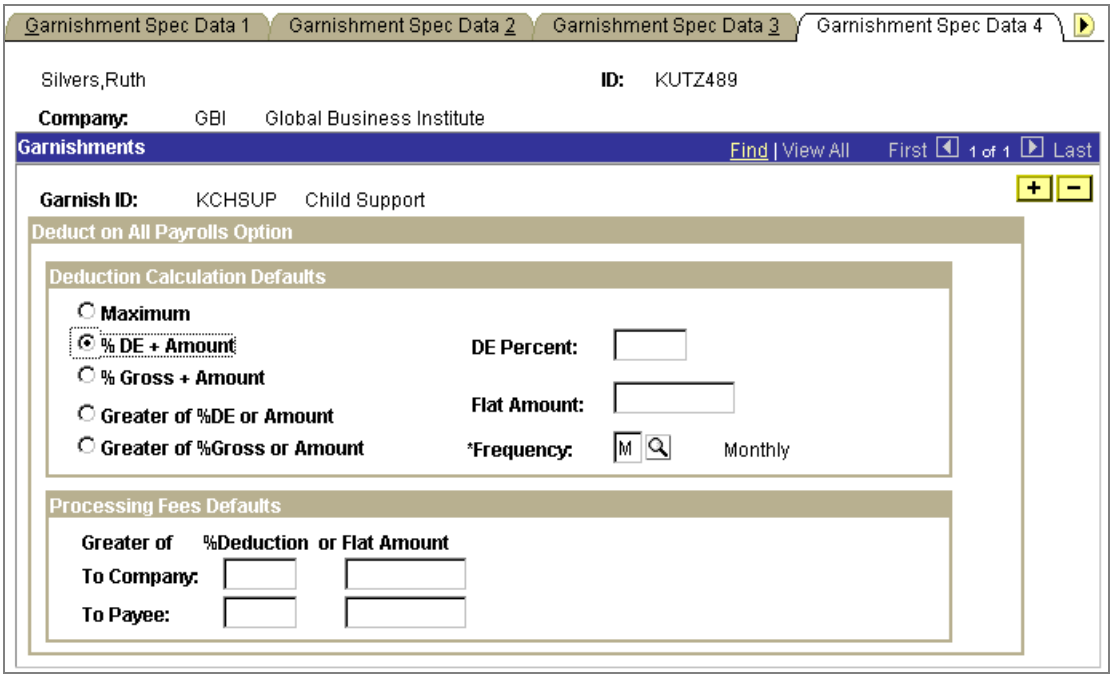
See Also

Maintaining Garnishment Proration Rules

Entering the Garnishment Proration Amount

Defining Deduction Information When Deducting From All Payrolls

Access the Garnishment Spec Data 4 page.



Garnishment Spec Data 4 page

Deduction Calculation Defaults

Maximum Select this option to calculate:

Deduction = disposable earnings – exemptions

The system takes all it can get. Use for garnishments such as tax levy and bankruptcy.

Frequency If you specify a flat amount, 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.

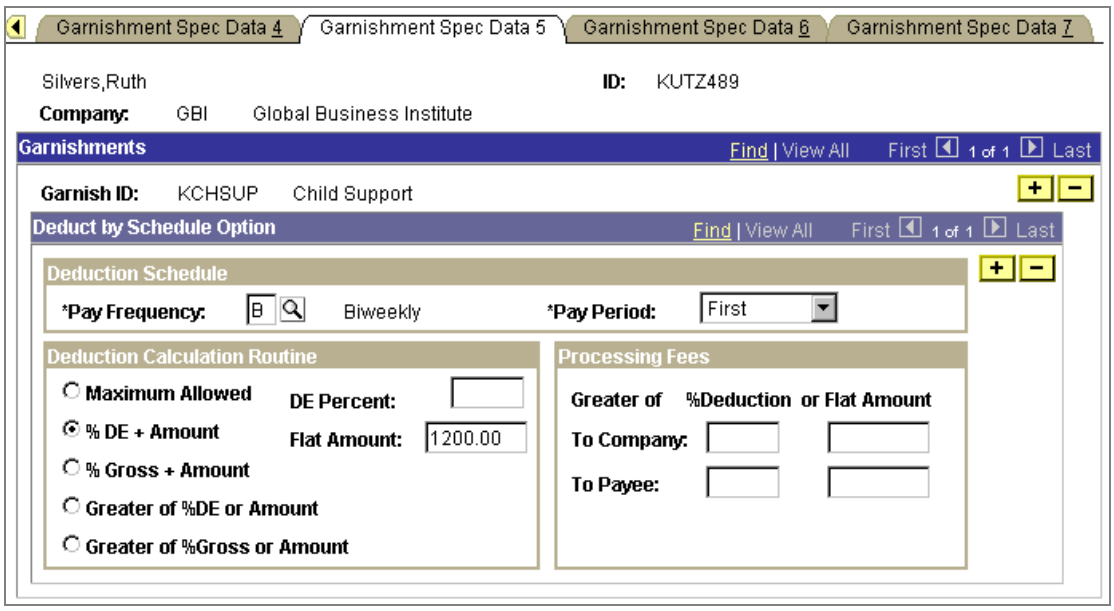
Processing Fees Defaults

Based on the details of the court order, enter processing fees consisting of a percentage of the deduction or a flat amount to be paid to the company or to the payee. On the Garnishment Spec Data 2 page, you specified whether to include the company and payee fees in the employee's disposable earnings.

Some garnishment orders might require that you compare a flat amount with a percentage of the deduction and take the greater of the two. In that case, enter both, and the system automatically takes the greater amount.

Defining a Garnishment Payment Schedule

Access the Garnishment Spec Data 5 page.



Garnishment Spec Data 5 page

Deduction Calculation Routine

Maximum Allowed

Select this option to calculate:

Deduction = disposable earnings – exemptions

The system takes all it can get. Use for garnishments such as tax levy and bankruptcy.

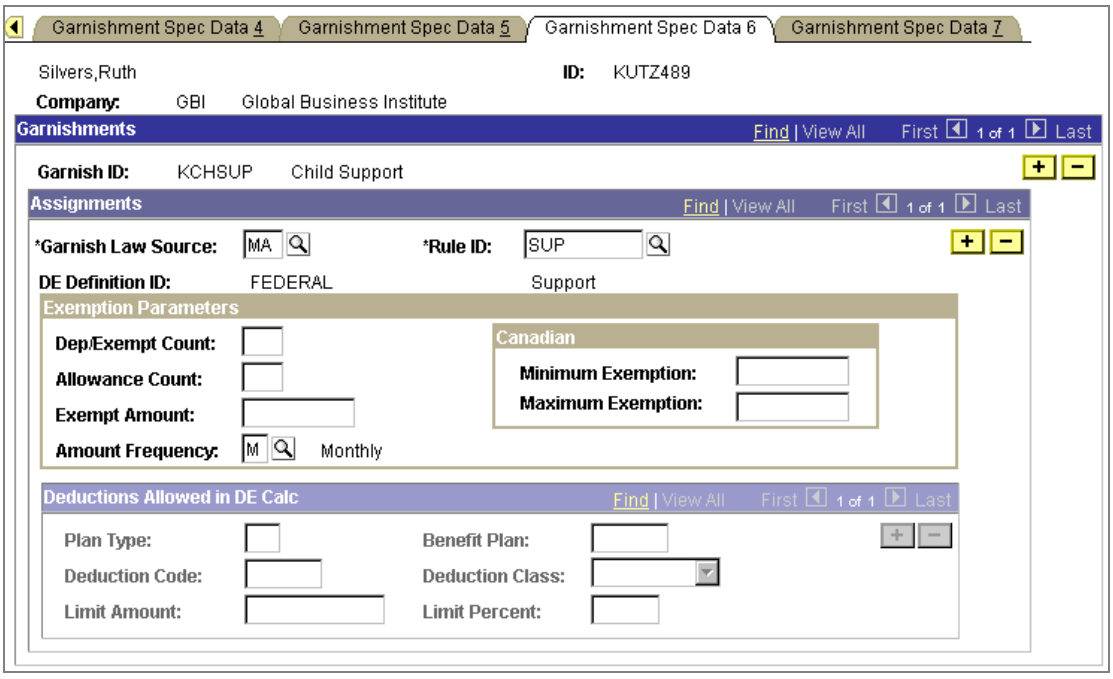
Specifying Different Garnishment Amounts in Different Pay Periods

Suppose you receive a garnishment order for an employee who you pay weekly. The order specifies that you garnish $150 in the first pay period of the month, $200 in the second, $250 in the third, $200 in the fourth, and nothing in the fifth (for those months that have 5 pay periods). To set this up:

1. Enter a pay frequency of Weekly and a pay period of First to define what to deduct in the first weekly pay period.
2. In the Deduction Calculation group box, select the %DE + Flat Amount option and enter a flat amount of $150. Leave the DE Percent field blank.
3. Insert a row for the second pay period.
4. Select a pay period of Second and enter a flat amount of $200.
5. Repeat these steps for the remaining pay periods.

Applying Garnishment Rules

Access the Garnishment Spec Data 6 page.



Garnishment Spec Data 6 page

(CAN) Note. For Canadian processing, you can use any rule if it applies to a garnishment situation, regardless of the original province designation.

Garnish Law Source

Rule ID

Select the jurisdictional entity (garnish law source) and unique rule ID for the garnishment you're calculating.

Maintain this information in the Garnishment Rules Table.

You can enter multiple garnish law sources and rule IDs for each employee. Typically, you enter the federal code (***$U***), then insert a row for each applicable state.

(CAN) Note. In Canada, you typically enter only the province code or ***ZZ*** for federally supported rules.

Note. In the U.S., 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 work state.

Note. For proration rules CRTORD and CRTDET, the courts supply amounts or percents for prorating garnishments. For multiple garnishments with either of these proration rules, enter the court-ordered proration amount or percent for each of the garnish IDs on the Garnishment Spec Data 7 page.

Exemption Parameters

The system uses this group box to calculate the most favorable garnishment deduction amount for the employee. Depending on the exemption calculation routine (in Garnishment Rules Table 2) that applies to this rule, the system uses one or more of these exemption parameters to calculate the amount of disposable earnings that are exempt from garnishment. You must enter only the exemption parameters that are appropriate to the rule.

Dep/Exempt Count (dependent or exemption count) — Enter the number of dependents or exemptions claimed by the employee.

Allowance Count — Enter the number of allowances claimed by the employee.

Exempt Amount — If the court determines an exemption amount, enter it here.

Amount Frequency — If the court determines an exemption amount frequency (daily, weekly, or monthly), select it here.

Canadian

This group box enables you to override amounts on the Garnishment Rules Table (CAN) – Exemption Variables page.

Deductions Allowed in DE Calc

For U.S. garnishments, the system populates this group box when you define a new garnishment for an employee and run the first payroll calculation.

Splitting Garnishment Orders

You can split complex orders such as:

- One-time handling fees.

  For example, a court might want a one-time $10 fee in conjunction with a garnishment. You can define separate garnishment specifications to handle:

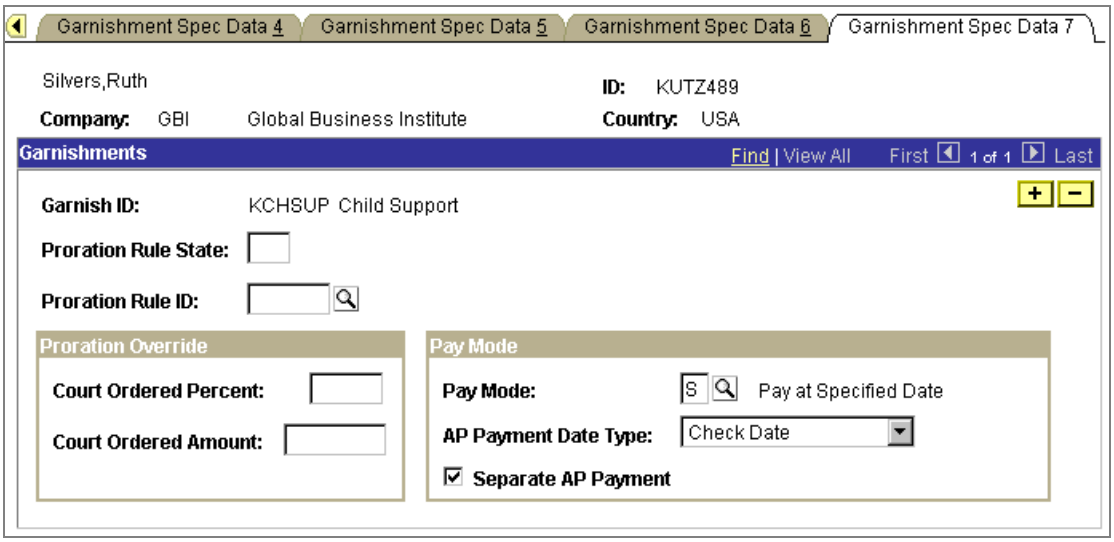
  - The fee.
  - The garnishment itself.

- 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.

Entering the Garnishment Proration Amount

Access the Garnishment Spec Data 7 page.



Garnishment Spec Data 7 page

Pay Mode

Use this group box to interface with PeopleSoft Payables.

Pay Mode

Specify how PeopleSoft Payables makes the garnishment payment:

Pay as Deducted: Select this value to pay the vendor each time PeopleSoft Payroll for North America calculates this deduction.

Pay at Specific Date: Select this value to pay the vendor on a date that you specify in the **AP Payment Date Type** field.

Pay when Bond Price met: This value does not apply to garnishments.

Pay When Collection Completed: Select this value to pay the vendor only when you reach the goal amount or deduction end date. (This pay mode is valid for general deductions and garnishments.)

AP Payment Date Type (accounts payable payment date type)

Specify which type of date to use when creating the accounts payable voucher. This field becomes available when you select Pay at Specified Date in the **Pay Mode** field.

Separate AP Payment (separate accounts payable payment) — Select this check box if the payment for this garnishment should be on a separate check when PeopleSoft Payables makes the payment.

(USF) Defining Employee Payroll Data for Garnishments

The Garnishment Spec Data component for Federal users is very similar to the component of the same name for the US and Canada, but retains unique object names and provides slight variations in fields.

See Also

Defining Employee Payroll Data for Garnishments

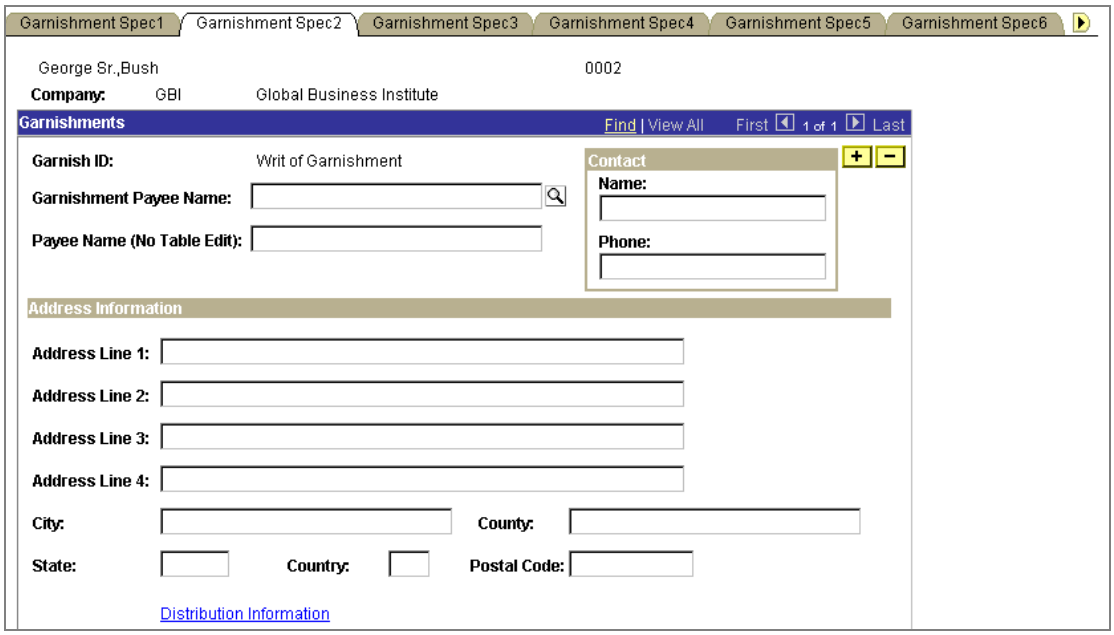
Pages Used to Define Employee Payroll Data for Garnishments

Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment Spec Data 1 (garnishment specification data 1)	GVT_GARNISH_SPEC1	Compensate Employees, Maintain Payroll Data (USF), Use, Garnishment Spec Data, Garnishment Spec Data 1	Enter garnishment order information.
Garnishment Spec Data 2 (garnishment specification data 2)	GVT_GARNISH_SPEC2	Compensate Employees, Maintain Payroll Data (USF), Use, Garnishment Spec Data, Garnishment Spec Data 2	Enter information regarding the payee.
Deduction Distribution Information	GVT_GARN_SPEC2_SEC	Select the Distribution Information link on the Garnishment Spec2 page.	Enter the payee's garnishment deduction distribution information.
Garnishment Spec Data 3 (garnishment specification data 3)	GVT_GARNISH_SPEC3	Compensate Employees, Maintain Payroll Data (USF), Use, Garnishment Spec Data, Garnishment Spec Data 3	Define garnishment deduction parameters and limitations.

Page Name	Object Name	Navigation	Usage
Garnishment Spec Data 4 (garnishment specification data 4)	GVT_GARNISH_SPEC4	Compensate Employees, Maintain Payroll Data (USF), Use, Garnishment Spec Data, Garnishment Spec Data 4	Define deduction information when deducting from all payrolls. Before using this page, select the Deduct on All Payrolls option on the Garnishment Spec Data 3 page.
Garnishment Spec Data 5 (garnishment specification data 5)	GVT_GARNISH_SPEC5	Compensate Employees, Maintain Payroll Data (USF), Use, Garnishment Spec Data, Garnishment Spec Data 5	Define the payment schedule for the garnishment. Before using this page, select the Deduct by Schedule option on the Garnishment Spec Data 3 page.
Garnishment Spec Data 6 (garnishment specification data 6)	GVT_GARNISH_SPEC6	Compensate Employees, Maintain Payroll Data (USF), Use, Garnishment Spec Data, Garnishment Spec Data 6	Indicate which garnishment rule governs each garnishment.
Garnishment Spec Data 7 (garnishment specification data 7)	GVT_GARNISH_SPEC7	Compensate Employees, Maintain Payroll Data (USF), Use, Garnishment Spec Data, Garnishment Specification Data 7	Enter the court-ordered amount or percent by which to prorate the employee's garnishments. Use this page only if the proration rule of the garnish law state is either CRTORD or CRTDET.

(USF) Entering Garnishment Payee Information

Access the Garnishment Spec 2 page.



Garnishment Spec 2 page

Payee Name (No Table Edit) Enter a payee's name that is not from an existing table.

Distribution Information Select this link to access the Deduction Distribution Information page where you enter distribution information for this garnishment.

(USF) Entering Garnishment Deduction Distribution Information

This page is identical to the General Deduction Distribution Information page.

See Also

"Defining Deductions," (USF) Entering General Deduction Distribution Information

Viewing Garnishment Information

In this section, we discuss how to:

- View garnishment deduction balances using the Garnishment Balances page.
- View online adjustments to garnishment balances using the Garnishment Balance Adjustment page.
- Viewing garnishments on a paycheck.

See Also

"Reviewing and Reporting on Payroll Data," Reviewing Garnishment Balances

"Reviewing and Reporting on Payroll Data," Reviewing Garnishment Balance Adjustments

"Calculating Pay," Viewing Paycheck Deductions

Processing One-Time Deduction Overrides

In this section, we discuss how to:

- Take only the garnishment deduction.
- Process only one garnishment.
- Process a garnishment refund.

Note. You cannot override a garnishment deduction on the Paysheet - One-Time Deductions page. Although you can enter and save a garnishment deduction code on the page, the Paycalc process generates error message 000010, indicating that the override is invalid.

See Also

"Working With Paysheets," Recording One-Time Deductions, Garnishments, and Taxes

Taking Only the Garnishment Deduction

To take only the garnishment deduction and no other deductions:

1. Select Subset in the Deductions Taken field on the Deduction Override page.
2. Enter a deduction subset that you have defined to include only your garnishment deduction code.

Processing Only One Garnishment

To process only one garnishment, enter a garnishment override with the one-time code of Suspend for every other active garnishment the employee has.

Processing a Garnishment Refund

To process a garnishment refund:

1. Enter the garnishment ID on the one-time garnishment override paysheet.
2. Select the one-time code of *Refund.*
3. Enter the amount to be refunded for the garnishment and/or for the company and payee fees.
4. If the employee has other garnishments, enter a garnishment override of *Suspend* for each of them.

Note. If you wish to refund the garnishment deduction and allow no other deductions to offset it, 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.

Verifying Employee Garnishment Data

When you receive a garnishment order for an employee, PeopleSoft Payroll for North America enables you to determine quickly whether you can comply.

To verify that the system can withhold the garnishment deduction as required by the garnishment order:

1. Enter the garnishment information for the employee.
2. Use the Online Check feature to enter the payroll information for that employee as if you are going to create a single check.
3. Create a paysheet.
4. Calculate pay.

Note. Delete the online check before you run your payroll.

See Also

"Working With Checks"

CHAPTER 7

Defining Your Organizational Framework

This chapter provides an overview of pay groups and discusses how to:

- Define pay groups.
- How the Pay Group Table affects paysheets.

Understanding Pay Groups

When you implement PeopleSoft Payroll for North America, a major decision you have to make is which pay groups to define. 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, and so on. A pay group consolidates 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.

Other reasons for defining multiple pay groups are:

- 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.

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, use any three-character alphanumeric ID that conforms to your payroll standards.

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.

After you define all the valid pay groups for a company, you must 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. Employees assigned to that company in their job record are set by default to the pay group established for that company and the employee type established for that pay group.

Identifying Pay Groups

As you define 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.
- Are paid at the same pay frequency.
- Use the same check form or direct deposit advice form.
- Have the same check date.
- Share the same pay period begin and end dates.
- Work in the same country.
- Are paid by the same bank.
- Are assigned the same work schedule for proration.
- Are assigned the same minimum net pay.
- Are similarly affected by FLSA (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.
- Are assigned to the same Earnings Program and the same Retro Pay Program.

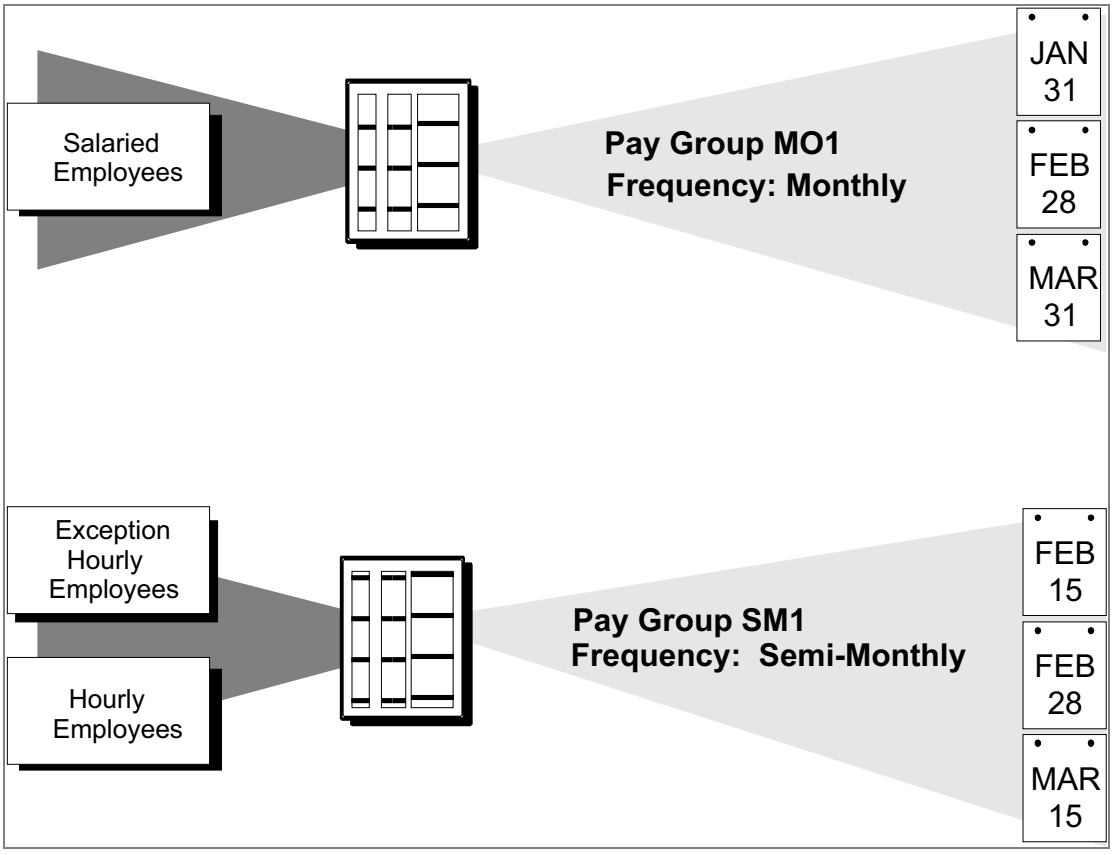
When processing payrolls, group multiple pay groups together only if they can be scheduled and completed concurrently.

Pay Group Setup Example

Here is an example of setting up pay groups for a company.

Pay Group	***Description***
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.

Pay Group	*Description*
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

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS"

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars," Creating Pay and FLSA Calendars

Defining Pay Groups

This section discusses how to:

- Define a pay group.
- Establish default employee types.
- Define payroll processing parameters for pay groups.
- Specify the FLSA period that applies to a pay group.
- Specify proration rules and options for a pay group.
- Specify the order in which you want paychecks sorted.
- Define the print sequence options.
- Define additional U.S and Canadian options for pay groups.
- Establish tips processing.

Pages Used to Define Pay Groups

Page Name	*Object Name*	*Navigation*	*Usage*
Pay Group Table – Definition	PAYGROUP_TABLE1	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	Define a pay group and its basic characteristics.
Pay Group Table – Process Control	PAYGROUP_TABLE2	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	Set process controls and establish default employee types.
Pay Group Table – Calc Parameters	PAYGROUP_TABLE3	Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Calc Parameters	Further define payroll processing parameters for pay groups.
Education and Government Additional Earnings Codes	PAYGROUP_TBL3_HP_SEC	Click the Addl Educ/Govt Earnings Codes button.	Access additional earnings codes for education and government.

Page Name	*Object Name*	*Navigation*	*Usage*
FLSA Period Definition	FLSA_PERIOD_SBPNL	Click the FLSA Period Definition button on the Pay Group Table – Calc Parameters page.	Specify the FLSA Period that applies to this pay group and other FLSA calculation parameters.
Pay Group Table – Paysheets	PAYGROUP_TABLE4	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	Specify the proration rules and paysheet options for each pay group you establish.
Pay Group Table – Check Distribution	PAYGROUP_TABLE5	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	Specify the order in which you want paychecks to be sorted and to select address and delivery options.
Pay Group Table – Check Sequencing	PAYGROUP_TABLE6	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	Define print sequence options.
Pay Group Table – Report Parameters	PAYGROUP_TABLE7	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	Define other report parameters for pay groups.

Page Name	Object Name	Navigation	Usage
Pay Group Table - Bank/Tip Info	PAYGROUP_TABLE8	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	Specify the bank from which employees are to be paid. Establish tips processing for tipped employees within the pay group.

See Also

"Administering Interfaces," Preprocessing Time and Labor Interface

Defining a Pay Group

Access the Pay Group Table - Definition page.

This page is documented in the *PeopleSoft Application Fundamentals for HRMS* PeopleBook. The only difference is the navigation to the page.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Jobs and Pay Groups"

Establishing Default Employee Types

Access the Pay Group Table - Process Control page.

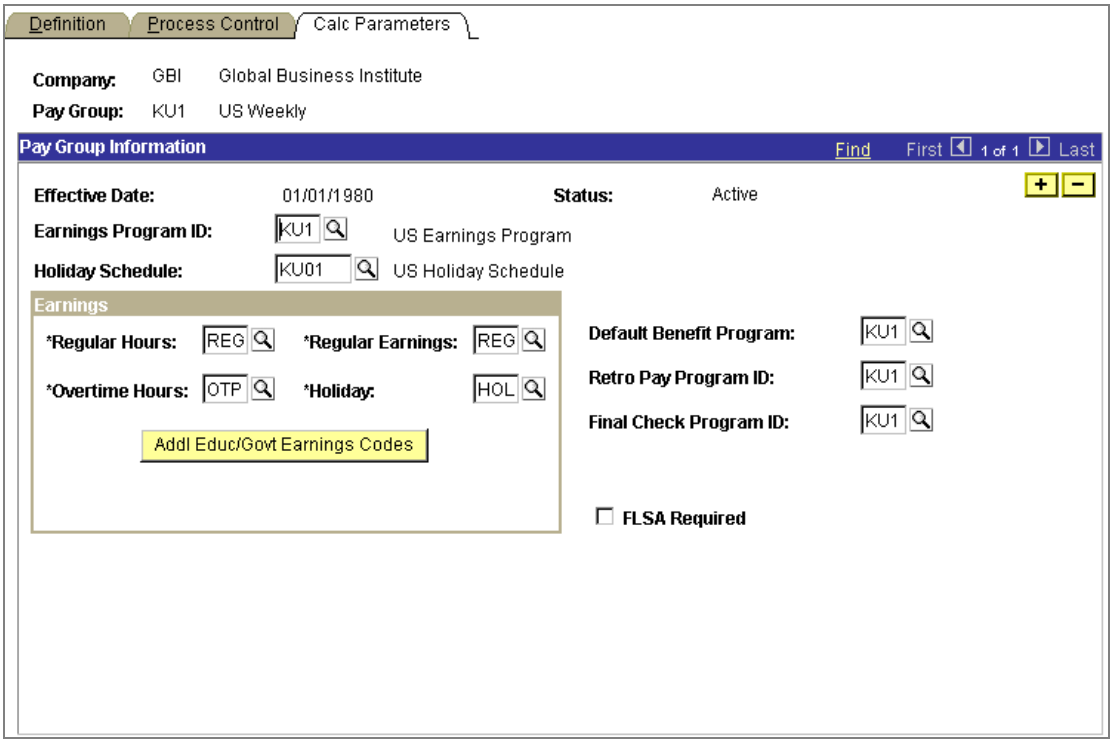
This page is documented in the *PeopleSoft Application Fundamentals for HRMS* PeopleBook. The only difference is the navigation to the page.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Jobs and Pay Groups," Establishing Employee Group Options for a Pay Group

Defining Payroll Processing Parameters for Pay Groups

Access the Pay Group Table - Calc Parameters page.



Pay Group Table - Calc Parameters page

Pay Group Information

Earnings Program ID Select a default value for the employee records in this pay group.

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 Process menu. You must set up that table first or leave this field blank for now.

Default Benefit Program Select the default benefit/deduction program for the pay group. The system uses this default benefit/deduction program 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 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.

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) (CAN)**.** The system refers to the Holiday (Non-Statutory) earnings code when paysheets are created, if the Holiday Type on the Holiday Schedule Table is Standard.

FLSA Required Select this check box if FLSA regulations are to be applied to this pay group. When you select this check box, the **FLSA Period Definition** button appears. If you do not select this check box, 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. After 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 clear the **FLSA Required** check box and define FLSA requirements on the Agency Table. Remember that if the **FLSA Required** check box isn't selected on the Agency Table, the FLSA Rule for a pay group is set by default to **Higher of FLSA Contractual.**

Note. To be included in FLSA calculation, an employee must have non-exempt status and belong to an FLSA pay group.

FLSA Period Definition Click this button to access the FLSA Period Definition page.

Earnings

Use this 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 the system creates paysheets and detects that a holiday falls within the pay period, it uses the earnings code associated with this field. If Holiday Type on the Holiday Schedule Table is Canadian, the system uses this earnings code to set up the statutory holiday earnings on the paysheet.
Addl Educ/Govt Earnings Codes	Click this button to access the Education and Government Additional Earnings Codes page.

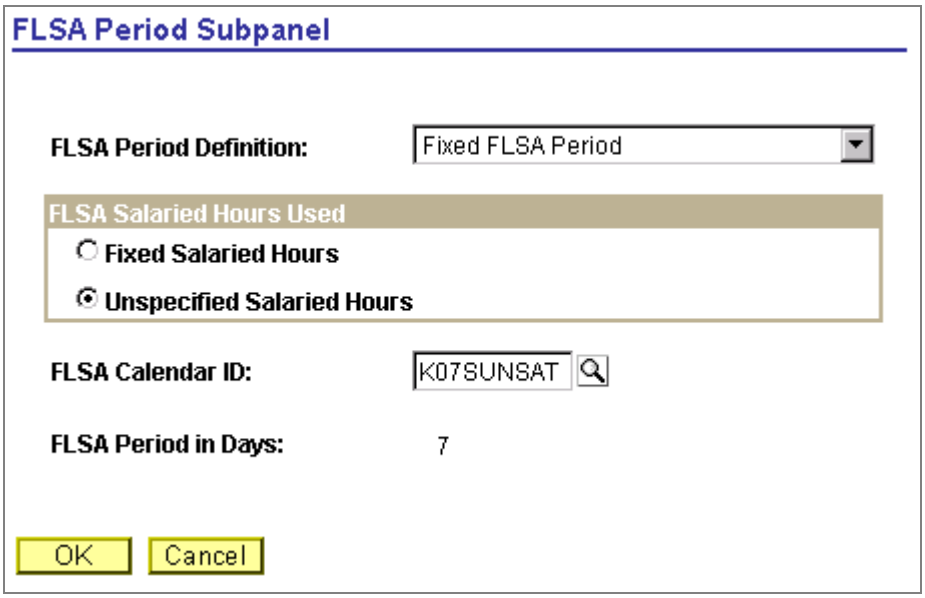
See Also

"Defining Earnings and Using Earnings Codes," Establishing Retro Pay Programs

"Processing Retro Pay"

Specifying the FLSA Period Definition

Access the FLSA Period Definition page.



FLSA Period Definition page

FLSA Period Definition	Select the appropriate FLSA period definition: ***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 Used

Fixed Salaried Hours (Hours per Week) Select this option to use the standard hours you entered on the employee's Job record. If you select this option, the **Use Basic Formula** check box appears.

Use Basic Formula If you select this 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 this check box, you must enter information into the Work Day Hours field on the Job Information page.

Unspecified Salaried Hours Select this option to use the actual number of hours worked per week by salaried employees 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 contains only 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.

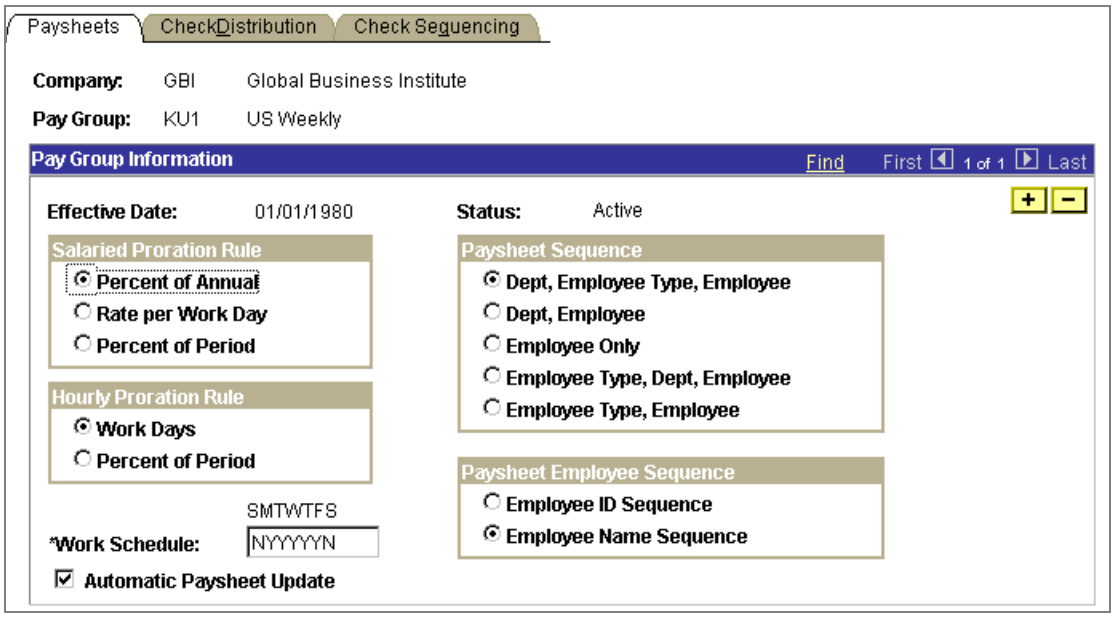
FLSA Threshold Hours The number of hours worked before the FLSA rate applies to Fire Protection and Law Enforcement employees. Both of these types of jobs have different threshold hours defined by FLSA regulations. Both threshold hour schedules are delivered by PeopleSoft and are defined in FLSA Period Table.

The FLSA Period Definition page changes, 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:

FLSA Period Definition	*FLSA Salaried HRS Use: Unspecified or Fixed*	*Use Basic Formula*	*FLSA Calendar ID*	*FLSA Period in Days*	*FLSA Threshold Hours*
Fixed FLSA Period with Fixed Salaried Hrs selected and Using Basic Formula clear	**X**	**X**	**X**	**X**	
Fixed FLSA Period with Fixed Salaried Hrs selected and Using Basic Formula clear	**X**	**X**			
Fixed FLSA Period with Unspecified Salaried Hrs selected	**X**		**X**	**X**	
Law Enforcement			**X**	**X**	**X**
Fire Protection			**X**	**X**	**X**

Specify Proration Rules and Other Paysheet Options

Access the Pay Group Table - Paysheets page.



Pay Group Table - Paysheets page

Salaried Proration Rule

This group box enables you to define how earnings and hours are prorated during paysheet creation for employees eligible for partial pay.

Hourly Proration Rule

This group box enables you to define how earnings and hours are prorated during Paysheet Creation for employees eligible for partial pay.

Paysheet Sequence

Use this 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 insert page breaks after each different employee type and department.
Dept, Employee	Select this option to insert page breaks after each different department.
Employee Only	Select this option to insert page breaks based on the number of paylines it can accommodate.
Employee Type, Dept, Employee	Select this option to insert a paysheet page break after each different department and employee type.
Employee Type, Employee	Select this option to insert page breaks after each different employee type.

Paysheet Employee Sequence

Use this group box to instruct the system to sort paysheets by employee ID or by employee name sequence. You have 10 sorting options. The online and hardcopy reports vary, depending on how you choose to sequence them.

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, enter ***NYYYYYN.***

Automatic Paysheet Update Select this check box 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 check box 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, and so on), the system automatically calculates the proration—or partial pay—using Percent of Period, in place of any other proration rule you may have specified. The same logic applies to the hourly proration rules. If the pay group is set up as Salaried, with either the Percent of Annual or the Rate per Work Day, and the employee has an active job distribution, the earnings will be prorated using the Percent of Period rule. If the pay group is set up as hourly, with the Work Days rule, and the employee has an active job distribution, the earnings will be prorated using the Percent of Period rule.

Let's examine how the system applies salaried and hourly prorations 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 checks 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:

Work Days x Annual Pay Rate/260 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 Work Days × $24,000/260 = $461.54

6 Work Days × $26,400/260 = $609.23

Total Pay = $1,070.77

If you select the **Rate per Work Day** option, the system uses the following formula:

Work Days × Hours Per Day x 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 Work Days x 8 Hours per Day × $11.538 per hour = $461.52

6 Work Days x 8 Hours per Day × $12.692 per hour = $609.22

Total Pay = $1,070.74

Note that the system calculates Mark's hourly rate using the following formula:

Annual Rate/2080 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:

Work Days/Total Work Days in Period × Pay Period Compensation Amount

In this case, Mark's earnings are calculated based on his salary compensation amount for that period:

5 Work Days × $1,000/11 Total Work Days = $454.55

6 Work Days × $1,100/11 Total Work Days = $600

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:

Work Days × Hours Per Day × 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 × 8 Hours per Day × $10 per hour = $400

6 Work Days × 8 Hours per Day × $11 per hour = $528

Total Pay = $928

If you use the **Percent of Period** option, the formula is:

Work Days × Hours in Period × 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:

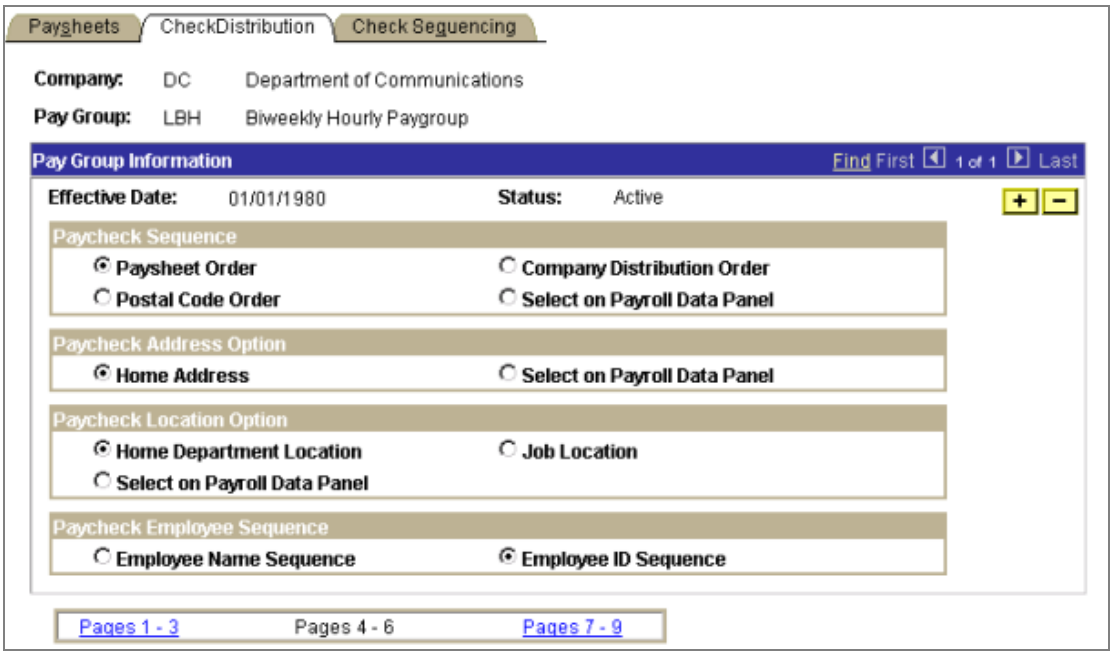
5 Work Days × 86.67 Hours × $10/11 Work Days in Pay Period = $393.94

6 Work Days × 86.67 Hours × $11/11 Work Days in Pay Period = $520.0

Total Pay = $913.94

Specifying Paycheck Sort Order and Other Options

Access the Pay Group Table - Check Distribution page.



Pay Group Table - Check Distribution page

Paycheck Sequence

Use this group box to select a sort order for the checks. The system prints checks according to the various sequencing options in the Pay Group Tables in off-cycle and on-cycle modes. Check sequencing occurs 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 define 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 this group box to select which address you want to appear on the 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 select.

Home Address	Select this option to print the employee's home address, as entered on Personal Data under the Administer Workforce 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 enables you to override the default address at the employee level.

Paycheck Location Option

Use this group box to specify the location to use to sort checks when you use location as a sort option for company distribution.

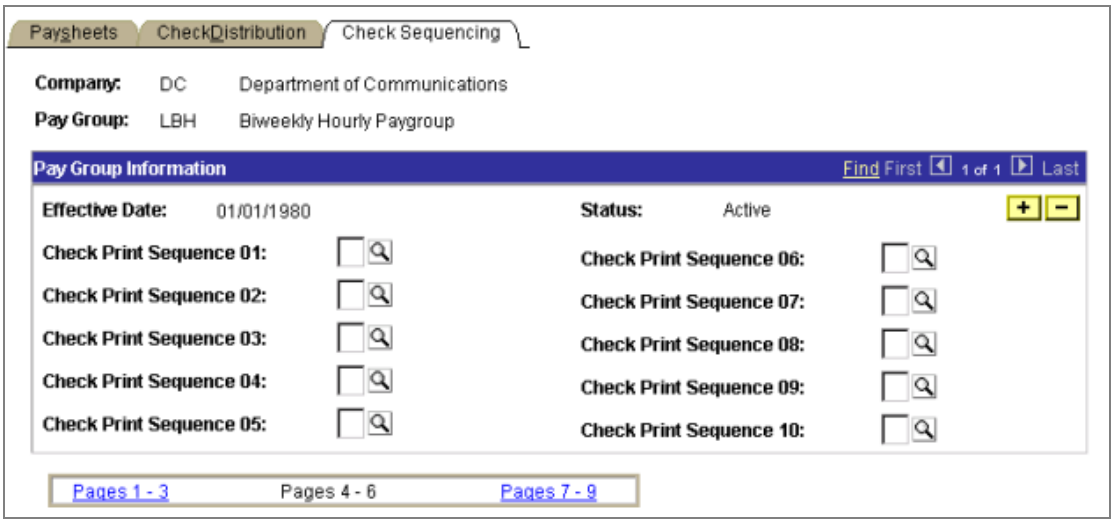
Home Department Location	Select this option to sort checks by home department location.
Select on Payroll Data Page	Select this option to sort checks using the Payroll Data page (1&2). Enter the appropriate location at the employee level.
Job Location	Select this option to sort checks by job location.

Paycheck Employee Sequence

Employee Name Sequence	Select this option to sort checks by employee name.
Employee ID Sequence	Select this option to sort checks by employee ID.

Defining Print Sequence Options

Access the Pay Group Table - Check Sequencing page.



Pay Group Table - Check Sequencing page

Pay Group Information

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: ***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).***

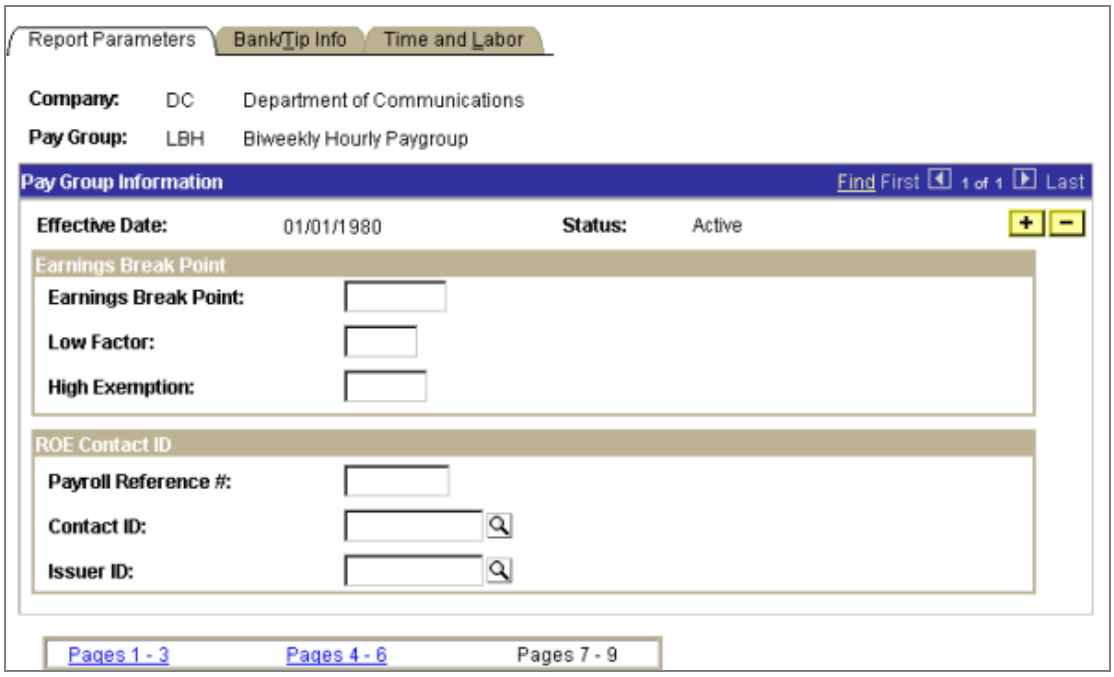
Example

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

Defining Other Report Parameters

Access the Pay Group Table - Report Parameters page.



Pay Group Table - Report Parameters page

(E&G) Earnings Break Point

Use this 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

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:

  Earnings × 2/3 × Rate

- Greater than $400, earnings are recalculated using the OASDI formula:

(Earnings - $133.33) × Rate

To set up this data for a pay group with a monthly pay frequency, enter 400 in Earnings Break Point, 0.6667 in Low Factor, and 133.33 in High Exemption.

(CAN) ROE Contact ID

If you run Canadian Payrolls and produce Record of Employment forms (ROE's), you must enter the appropriate reference and contact information in this group box.

Payroll Reference # Enter a reference 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 ROE's.

Issuer ID Select a value representing the employee ID of the person who issued the ROE.

Establishing Tips Processing

Access the Pay Group Table - Bank/Tip Info page.



Pay Group Table - Bank/Tip Info page

Delay Withholding of Taxes Select this check box if you do not want to withhold taxes until tipped employees have reported tips equaling 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 check 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 adjusting a tipped employee's earnings up to minimum wage when reported tips plus earnings do not equal the required minimum wage.
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.

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.

See Also

"Working with Paysheets"

CHAPTER 8

Preparing Your Payroll Process

In this chapter, we provide an overview of the information used in the Payroll process and discuss how to:

- Administer contract pay.
- Handle employees with multiple jobs in the same organization.

Understanding Information Used in the Payroll Process

Much of the employee information required to process a payroll resides in tables common to all PeopleSoft HRMS applications. Employee workforce and benefits information (such as name, address, social security number or social insurance number, rate of pay, department, medical and savings plans, and so on) works in conjunction with payroll data that you provide.

In this chapter, we review all the windows and pages that 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 this information is relevant only to human resources management, we don't cover all the pages in this menu. Instead, we concentrate on pages used by PeopleSoft Payroll for North America:

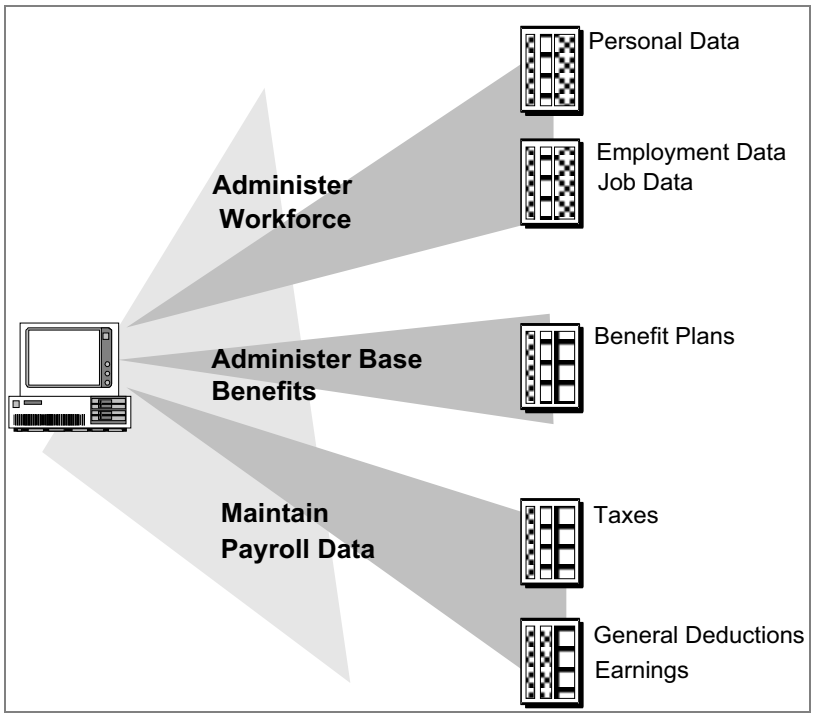
- Name/Address.
- Personal Profile.
- Eligibility/Identity.
- Work Location.
- Job Information.
- Job Labor.
- Payroll, Salary Plan.
- Compensation.
- Employment Information.
- Employment Dates.

- Job Earnings Distribution.
- Benefit Program Participation.

Note. Because many of the fields on these pages are self-explanatory, we don't cover details about how to complete them, except when the entries affect PeopleSoft Payroll for North America or other tables involved in the Payroll process.

Relationship Between PeopleSoft Human Resources and PeopleSoft Payroll for North America Pages

Depending on how your company is organized, you might be responsible for entering all payroll-related 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, review this chapter to become more familiar with the relationships between tables and fields and how they affect PeopleSoft Payroll for North America.



Setting up employees

Note. To set up Canadian employees, use pages in Administer Workforce (GBL) and Maintain Payroll Data (CAN) components. 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.

Note. When you set up employee information, remember to set the effective date; otherwise the entries might not go into effect when you (or the employee) expect.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce" and "(USF) Hiring Employees"

Administering Contract Pay

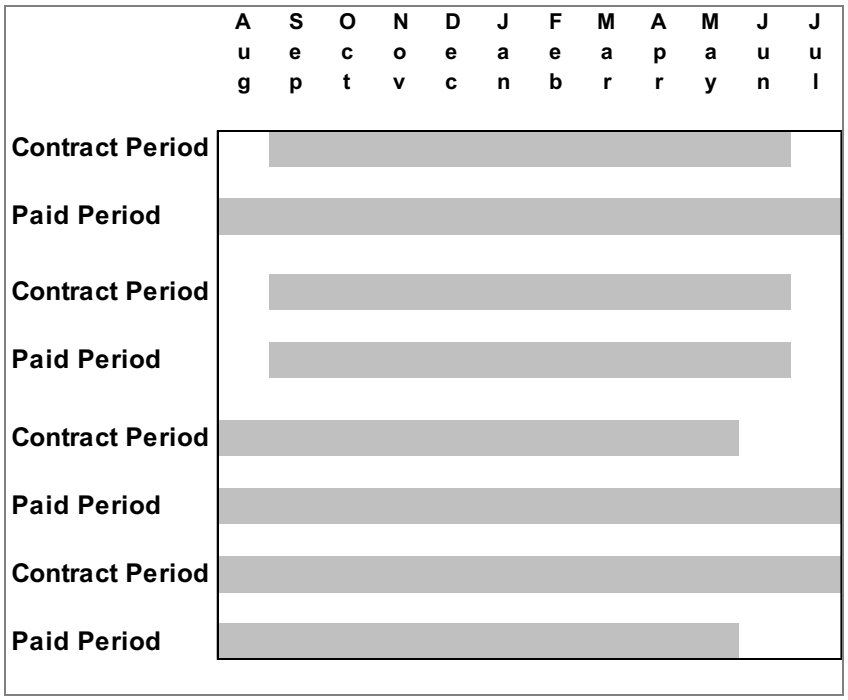
In this section, we provide an overview of the Contract Pay feature and discuss how to:

- Set up contract pay types.
- Enter employee contracts.
- View employee earnings and payments.
- Run the Additional Pay process.
- Run the Contract Renewal process.
- Update contract pay actuals.
- Recalculate actual days in a contract.
- (E&G) Using the prepay option.

Understanding the Contract Pay Feature

Employers in higher education must often process payroll and benefits over a period of time that differs from the employee's contract period. PeopleSoft Payroll for North America addresses this need with the Contract Pay feature.

The following chart illustrates the flexibility that the Contract Pay feature provides:



You can define the paid period of a contract independent of the actual contract period.

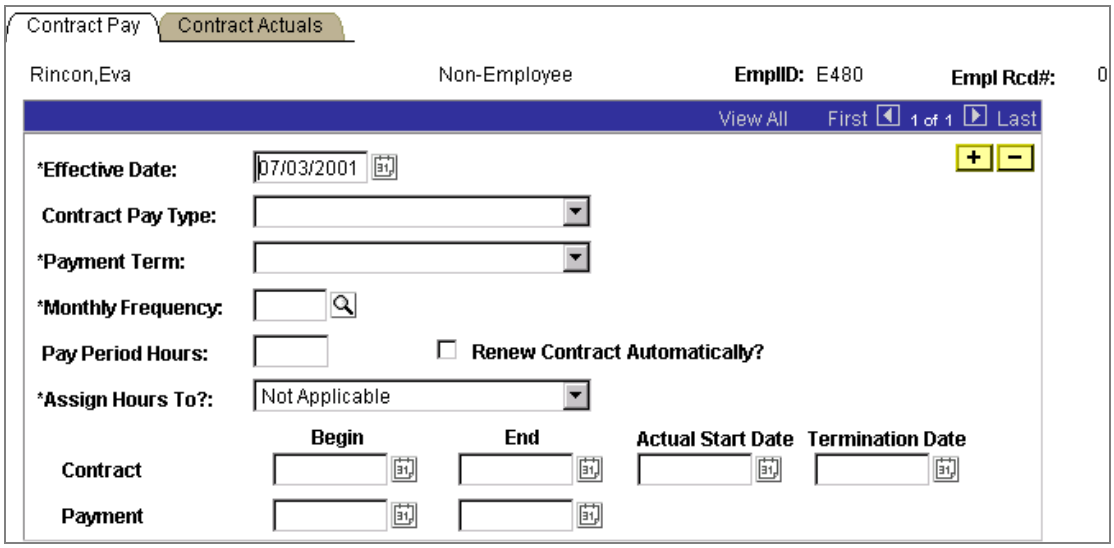
Pages Used to Administer Contract Pay

Page Name	*Object Name*	*Navigation*	*Usage*
Contract Type Table	CONTRACT_TYPE_TBL	Administer Workforce, Administer Workforce (GBL), Setup, Contract Type Table Administer Workforce, Administer Workforce (USF), Setup, Contract Type Table	Administer contracts of varying periods and payment terms.
Contract Pay - Contract Pay	CONTRACT	Administer Workforce, Administer Workforce (GBL), Use Lcl, USA/CAN Contract Pay, Contract Pay	Enter employee contracts for any period, including durations of less than one year.
Contract Pay - Contract Actuals	HP_CONTRACT_ACTUALS	Administer Workforce, Administer Workforce (GBL), Use Lcl, USA/CAN Contract Pay, Contract Actuals	View what an employee has earned and what they've been paid to date.

Page Name	Object Name	Navigation	Usage
Contract Additional Pay - Run Parameters	RUNCTL_CNTPAY01	Compensate Employees, Manage Payroll Process, Process USA/CAN, Contract Additional Pay	Run the Contract Additional Pay process to generate Contract Pay records. Run this process before creating paysheets.
Contract Renewals	RUNCTL_CNTPAY02	Administer Workforce, Administer Workforce (GBL), Proc Lcl USA/CAN, Renew Pay Contracts	Run the Contract Renewals process. This process enables you to automatically renew contracts that meet the criteria you specify.
Update Contract Pay Actuals - Run Parameters	RUNCTL_CNTPAY03	Compensate Employees, Manage Payroll Process, Process, Update Contract Pay Actuals	Update the contract actuals accumulators after each pay period.
Contract Work Days	RUNCTL_CNTPAY04	Administer Workforce, Administer Workforce (GBL), Proc Lcl, USA/CAN Contract Work Days	Recalculate the actual days in a contract when you modify the holiday schedule.
Contract Prepay	CONTRACT_PREPAY	Administer Workforce, Administer Workforce (GBL), Use Lcl, USA/CAN Contract Prepay Option	Enable a contract employee to prepay benefits over the course of the contract and pay period when the employee's benefits coverage extends past the term of the contract.

Entering Employee Contracts

Access the Contract Pay - Contract Pay page.



Contract Pay - Contract Pay page

Payment Term Select:

Pay Over 12 Months: Pay contracts over 12 months, starting on or before the contract begin date, and ending on or after the contract end date.

Pay Over Contract: Pay contacts over the length of the contract, as defined in the **Contract** fields.

Pay Over X Months: Pay contracts over a greater time period than the contract period, but less than a year.

Pay with Lump Sum

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 Select this check box to automatically renew the contract using the Contract Renewal process.

Assign Hours To? If you specify pay period hours, select whether to specify the hours over only the contract period or over the entire paid period.

Contract Begin and **End** You can enter these dates, or the system can calculate them.

Payment Begin and **End** Enter begin and end dates for when to make a payment to the contractor, according to the selected payment term. The system can calculate the payment end date, based on the information you provide. You can also enter an end date for contracts paid over *X* months.

Actual Start Date Enter the date the employee actually starts work, if different from the contract begin date.

Termination Date Enter the date the employee terminates the contract, if different from the contract end date.

Contract Pay Example

Scenario:

Contract Amt (contract amount)	$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)*
January	**$1000**	**0**	**$1000**	**0**
February	**$1000**	**0**	**$1000**	**0**
March	**$1000**	**0**	**$1000**	**0**
April	**$1000**	**0**	**$1000**	**0**
May	**$1000**	**$3000**	**–$1000**	**–$1000**
June	**$1000**	**$3000**	**–$1000**	**–$1000**
July	**$1000**	**$3000**	**–$1000**	**–$1000**
August	**$1000**	**$3000**	**–$1000**	**–$1000**
September	**$1000**	**0**	**0**	**$1000**
October	**$1000**	**0**	**0**	**$1000**
November	**$1000**	**0**	**0**	**$1000**
December	**$1000**	**0**	**0**	**$1000**
Total	**$12,000**	**$12,000**	**0**	**0**

How the Contract Pay Feature Interacts With PeopleSoft Human Resources

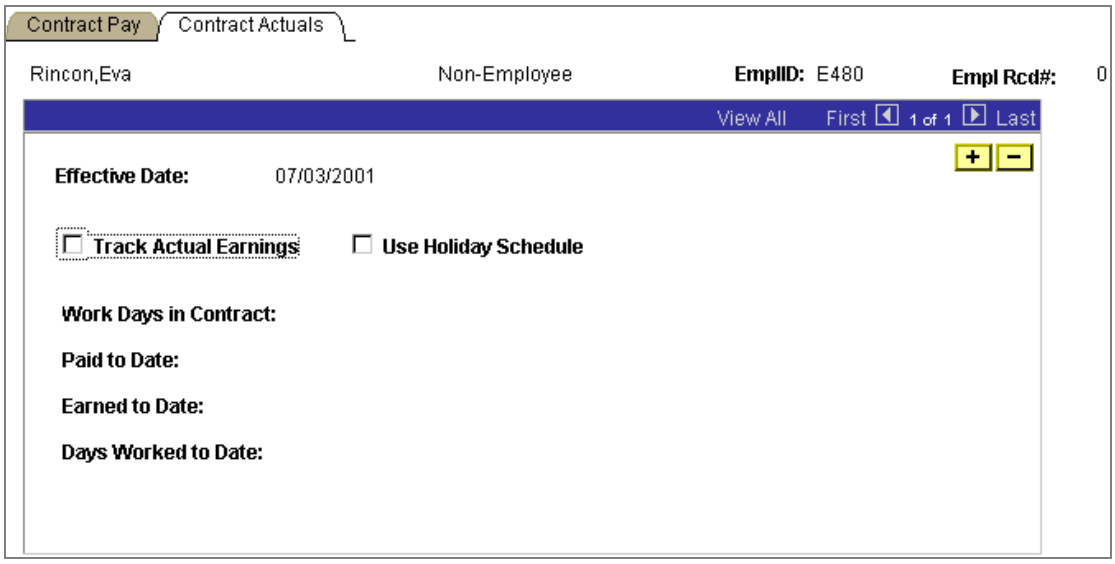
To pay an employee by contract, select the Contract compensation frequency on the Job Data - Compensation page. The system uses the Contract Pay - Contract Pay page to determine how to pay the employee.

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 in the contract rather than assuming that the employee is paid the same amount for the entire year.

Viewing Employee Earnings and Payments

Access the Contract Pay - Contract Actuals page.



Contract Pay - Contract Actuals page

Track Actual Earnings Select to have the system track actual earnings versus paid earnings.

Use Holiday Schedule Select to have the system use the holiday schedule when calculating days worked.

Work Days in Contract Displays the number of work days in a contract, using the contract begin and end dates on the Contract Pay – Contract Pay page.

Paid to Date Displays the amount paid to the employee to date, using the total of all contract earnings paid to the employee.

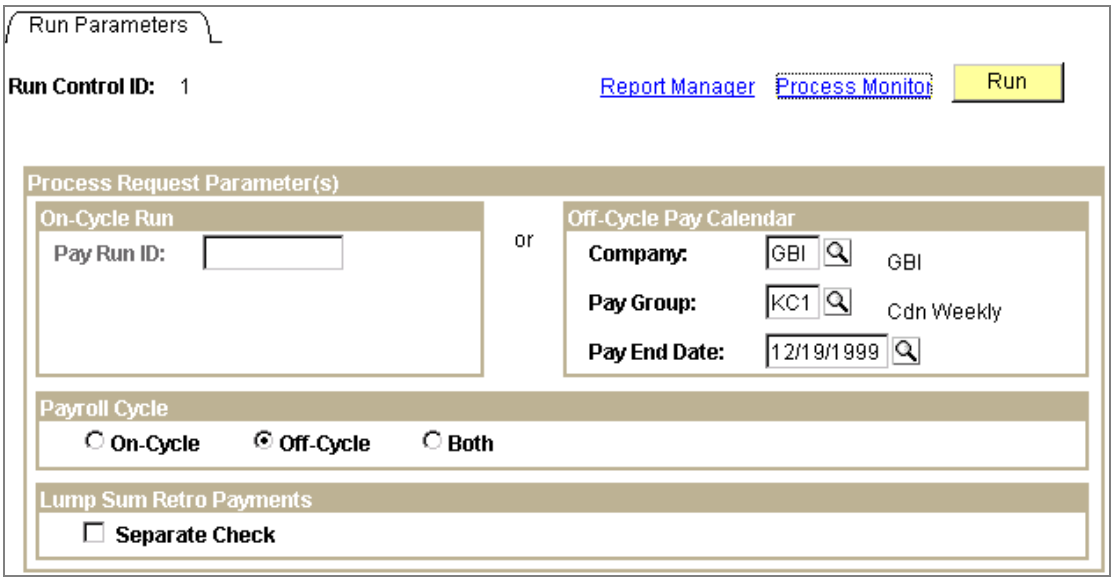
Earned to Date Displays the amount earned by the employee to date, calculated using the following formula:

total contract amount * days worked to date / work days in contract

Days Worked to Date Displays the number of days the employee has worked since the actual start date.

Running the Additional Pay Process

Access the Contract Additional Pay - Run Parameters page.



Contract Pay Process - Run Parameters page

On-Cycle Run

Pay Run ID — If you are running the process by on-cycle run, enter the pay run ID that you are processing.

Off-Cycle Pay Calendar

Company, **Pay Group**, and **Pay End Date** — If you are running the process by off-cycle pay calendar, enter the Company, Pay Group and Pay End date of that you are processing.

Payroll Cycle

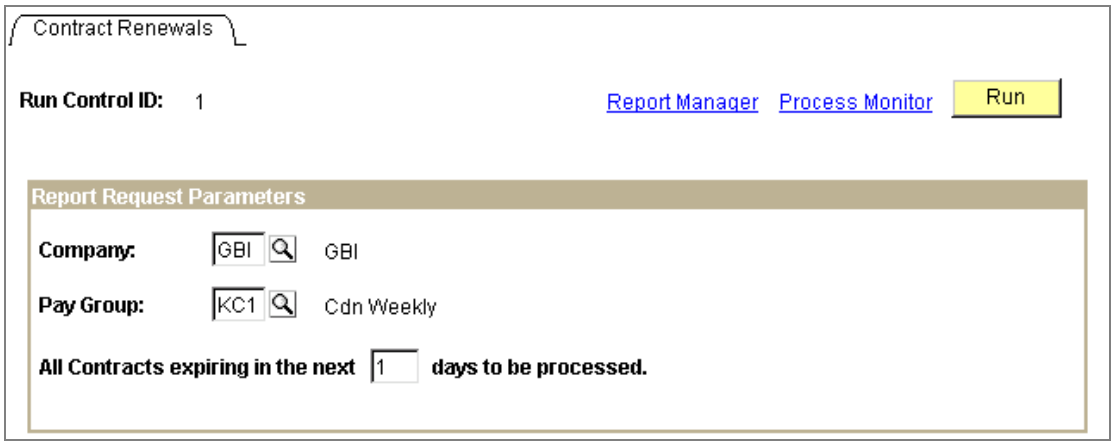
On-Cycle, **Off-Cycle**, and **Both** — Select if you are running this process for on-cycle or off-cycle payroll runs, or both.

Lump Sum Retro Payments

Separate Check — Indicate if you are running this process for a lump sum payment that was paid using a separate check.

Running the Contract Renewal Process

Access the Contract Renewals page.



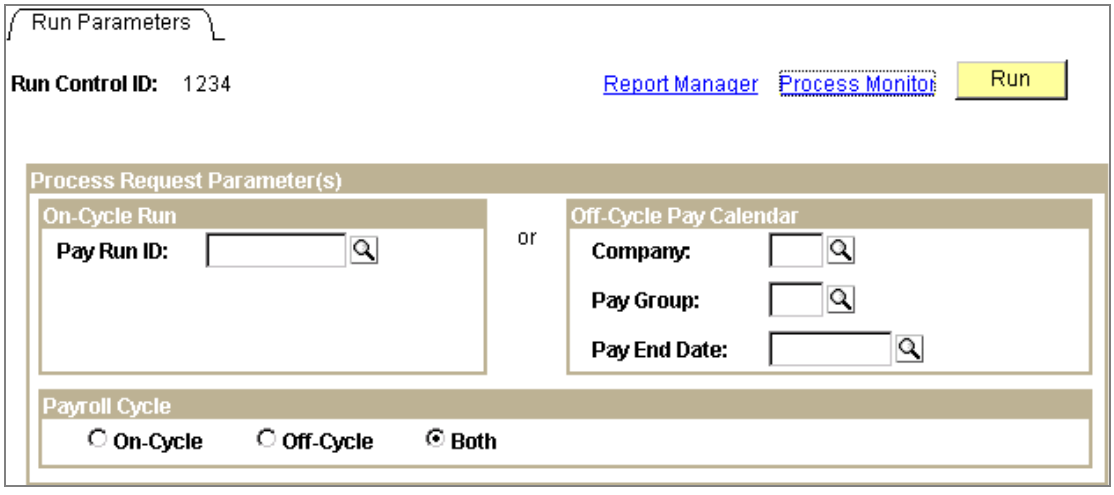
Contract Renewals page

This process completes the following tasks:

- Generates a new effective-dated entry on the Contract Pay-Contract Pay page and on the Job Data page for the next contract period.
- Decreases the number of renewals on the Contract Type Table page by one (unless 99 is specified, in which case it's left untouched).
- 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.

Updating Contract Pay Actuals

Access the Update Contract Pay Actuals - Run Parameters page.



Update Contract Pay Actuals - Run Parameters page

On-Cycle Run

Pay Run ID — If you are processing an on-cycle pay period, select a Pay Run ID.

Off-Cycle Pay Calendar

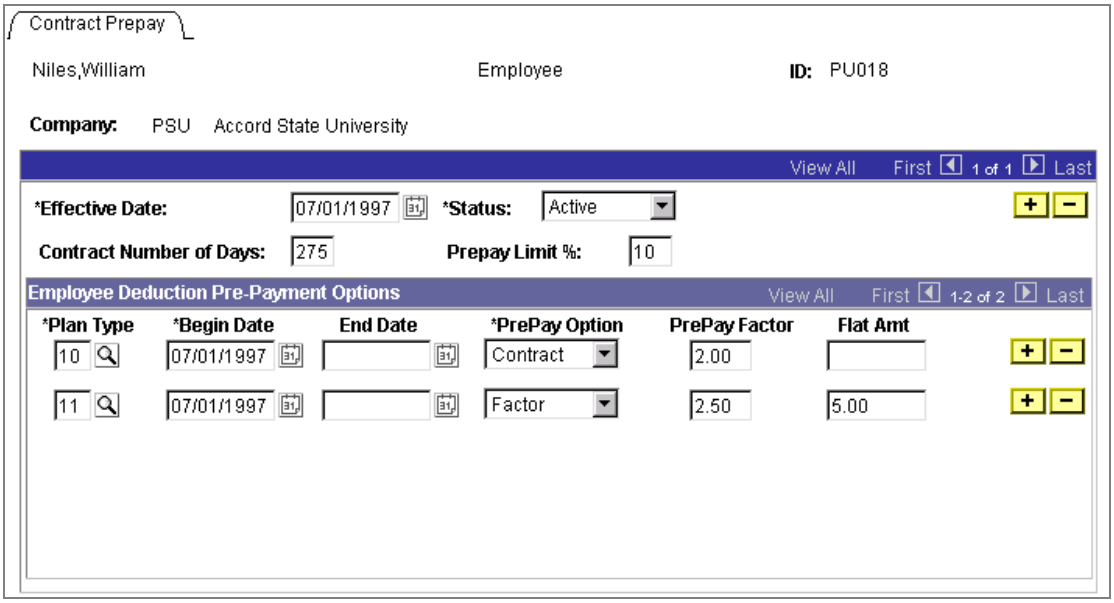
Company, **Pay Group**, and **Pay End Date** — If you are processing an off-cycle pay period, select the Company, Pay Group, and Pay End Date you want to process.

Recalculating Actual Days in a Contract

When you modify a holiday schedule that affects contractors, you must run the Contract Work Days process from the Contract Work Days page (CNTPAY04) to update the actual number of days in the contracts.

(E&G) Using the Prepay Option

Access the Contract Prepay page.



Contract Prepay page

Contract Number of Days — The default value is the length of the contract period for the contract that is effective on the prepay options effective date. You can override this field.

Prepay Limit % (prepay limit percent) — Enter the percentage of the net pay amount that you can use to prepay benefits. For example, if this value is ***15*** percent, then you can use a maximum of 15 percent of the

net pay amount to prepay benefits. If the prepay benefits amount exceeds 15 percent of the net pay amount, the system takes up to the 15 percent limit.

Employee Deduction Pre-Payment Options

PrePay Option

Indicate how to calculate the prepaid deductions for this benefit:

Contract: The system prorates the deductions that extend past the term of the contract across the contract pay period.

Factor: The system adds a factor of the regular deduction to each pay period that falls in the time period in 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.

- 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.

$$\$60 \times \left(\frac{\text{frequency factor}}{\text{number of days in contract}} \right)$$

  Use the frequency factor of the daily frequency on the Contract Pay - Contract Pay page.

- If you select ***Factor,*** indicate the time period during which the system should apply the prepayment calculations. If you decide to pay the benefits deductions for the remaining three months of the year in the first six months of the contract, indicate the dates of those months in the **Begin Date** and **End Date** fields. Then decide the factor of the deduction to add to the regular benefits deduction for each month in the period. If you enter 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 deducts only the regular benefits deduction of $60.

- You can also indicate a prepay factor and a flat amount. If you indicate the middle seven months of the contract in the **Begin Date** and **End Date** fields, you might use a factor and a flat amount to spread the prepaid deductions across those seven months. If you

enter 0.4 in the **PrePay Factor** field and $1.72 in the **Flat Amt** (flat amount) field, the system deducts $24 (0.4 × $60) and $1.72, for a total of $25.72, for each of the seven months.

PrePay Factor — Enter the prepay factor of the deductions you are prepaying. For example, if you enter ***2,*** the system deducts twice the pay-period deduction amount, in addition to the regular pay-period deduction, for each pay period between the begin and end dates. Use this field only when you select Factor in the **PrePay Option** field.

Note. Using the **PrePay Factor** option might cause an overpayment of deductions.

Prepaying Benefits Over Contracts

The Contract Prepay Option page enables employees who are paid only during their contract period to prepay their deductions for benefits that extend past the term of their contract. For example, if benefits coverage is 12 months and an employee has a 6-month contract and is paid only during the contract period, the employee can choose to prepay the remaining 6 months benefits deductions during the contract (and pay) period. This prepayment option is only available to employees who are paid over the contract period and who have a payment term of Pay Over Contract on the Contract Type Table page.

The Contract Prepay Option functionality does not allow for gross-up checks.

Note. 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 covers benefits deductions after the contract period ends. 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 prepay limit (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 no longer receives a paycheck (the contract and payment period have ended), the system takes current deductions from the prepaid balance.

It is possible to prepay too much or too little in some circumstances, such as:

- The deduction rates are based on age.
- The deductions are based on current pay earnings, and there is a pay change.
- The deduction rate changes after the contract is over.
- The prepayment factor causes over payment.

If an employee prepays too much for benefits, use paysheets to make a one-time deduction refund. If an employee prepays too little, make a one-time benefits payment.

Note. You must set up the Company General Deductions page to use PREPAY as a deduction code.

Handling Employees With Multiple Jobs in the Same Organization

In many medical, academic, and industrial settings, employees hold more than one job in the same organization. A professor might double as a dean or a doctor as a professor of medicine.

In this section, we provide an overview of multiple job considerations and discuss how to:

- Issue a single check.
- Set up direct deposit for paychecks.
- Take general deductions.
- Set up deduction subsets.
- Set up union dues deductions.
- Set up multiple benefits programs.
- Set limits for general deductions and benefits deductions.

Note. The content of this section is only part of what you must know about multiple jobs. Other relevant information appears in the *PeopleSoft Application Fundamentals PeopleBook.*

Understanding Multiple Job Considerations

FLSA Overtime Requirements for Multiple Jobs

The Fair Labor Standards Act (FLSA) of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week. When an employee has multiple

nonexempt jobs in the same organization, PeopleSoft Payroll for North America applies the overtime rule to the total hours for all jobs with the same FLSA period.

For example, suppose an employee has two nonexempt jobs:

- Data entry clerk for 22.5 hours.
- Receptionist for 20 hours.

The system adds together the hours and pays overtime for 2.5 hours at the FLSA rate.

FICA Status Indicator

An employee who holds multiple jobs might be exempt from the Federal Insurance Contributions Act (FICA) in one job, while eligible for FICA in another job. Designate the FICA status of each job on the Job Data - Payroll page in the Job Data component.

Tax Calculations

If an employee has multiple jobs with different pay frequencies (weekly, biweekly, and monthly), PeopleSoft Payroll for North America calculates the taxes for each job separately, based on the pay frequency. This ensures that you tax an employee's earnings according to the appropriate tax bracket.

Off-Cycle Pay Run

When processing an off-cycle payroll using the right-hand side of the run control page (Off-Cycle group box), do not include multiple-job employees in the same calculation as the single-job employees. You must process the two separately.

Issuing a Single Check

PeopleSoft Payroll for North America can issue a single check that covers all of an employee's FLSA calculations, taxes, benefits, and general deductions for multiple jobs in the same organization.

To issue a single check:

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. It also determines whether the system should take general deductions for a pay period.

   PeopleSoft recommends that you select the pay group in which the payee is paid most often. If you do not select a primary pay group, the system uses the pay group associated with the first job into which you hired the employee.

When you run the Paysheet Calculation process, the system combines the paysheets for all jobs into the paysheet for the primary pay group. When you view the individual paysheets online, they appear as OK to Pay, signifying that they are paid through the consolidated paysheet. The system combines pay sheets only when they have the same period end date, check date, FLSA period definition, FLSA calendar ID, FLSA salaried hours used (if subject to FLSA rules), and payroll cycle (on-cycle or off-cycle). The pay frequencies of the paysheets do not have to be the same.

To change paysheets after running the Paysheet Calculation process:

1. Enter changes on the individual paysheets (you can't see the collective paysheet).
2. Run the Paysheet Calculation process again.

Setting Up Direct Deposit for Paychecks

Regardless of how many jobs an employee has, create only one set of direct deposit instructions on the Direct Deposit page.

Taking General Deductions

When the Single Check Feature is Enabled

- The system takes general deductions based on earnings from the total earnings it calculates for all jobs paid in the same check.
- The system always takes general deductions scheduled for the current period when paying the job in the primary pay group.

To have the system take a deduction every time it issues a check for the employee—even when not paying the employee's job in the primary pay group—select the Take on All Paygroups option on the General Deduction Data page. For example, suppose an employee has a weekly job and a biweekly job. The pay group for the weekly job is the primary pay group, because it is the one that the system pays most frequently. Normally, when the system pays the biweekly job, it also pays the weekly job, so it issues a single check. If the system processes the biweekly job at a different time than the weekly job, it takes the deduction only if the Take on all Paygroups check box is selected.

- The system automatically takes general deductions in the appropriate pay periods when an employee receives a single check for jobs that the system pays at different frequencies and deductions have different frequencies.

For example, suppose an employee receives a single check, which includes compensation for a semimonthly pay period and a monthly pay period. The system takes a United Way deduction only in the first pay period of each month. When the system issues a check for the second pay period (the check that covers both the second semimonthly period and the monthly period), the system does not take the United Way deduction.

- To override a deduction for an employee who has jobs in different pay groups (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.

The system ignores override instructions for the employee's other pay groups. To identify an employee's primary pay group, check the Payroll Data 2 page.

When the Single Check Feature is Not Enabled

If the Take on All Paygroups option is not selected on the General Deduction Data page, the system uses the Priority Number field on the Pay Group Table - Definition page to determine whether to take a general deduction. It takes the deduction only when processing the job in the pay group with the lowest priority number.

Setting Up Deduction Subsets for Employees With Multiple Jobs

For employees who receive additional pay:

1. Select a deduction subset on the Additional Pay page.
2. Request that the system issue a separate check using the Sep Chk # (separate check number) field on the Additional Pay page.

   The deduction subset overrides other deduction instructions elsewhere in the system.

If you do not request a separate check, the system ignores the deduction subset and follows the deduction instructions from the calendar, the employee's Job record, or payroll data.

If an employee has multiple Additional Pay records with 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 that it processes.

Use deduction subsets to process only a selected set of deductions for a pay run. For example, for a bonus run, you might deduct only one or two of the deductions that you process during the regular monthly pay run.

Select a deduction subset on any of the following pages:

- Pay Calendar Table.
- Payroll Data 2.
- Additional Pay.

When you select subsets on more than one page, the system uses a hierarchy to determine which deductions to process. If you pay an employee for multiple jobs, the system also considers the employee's primary pay group and primary job when making this determination.

See the following scenarios and examples of the processing rules that apply. If you do not use the single check option, the term primary pay group used in the scenarios refers to the pay group for the job that the system is processing.

Scenario 1: Deduction subset on calendars

The system processes:

- General deductions in the subset attached to the calendar for the primary pay group.
- Benefit deductions in the subset attached to the calendar associated with the primary job.

Scenario 2: Deduction subset on calendars and *the Benefit Ded Subset Override page*

The system processes:

- General deductions included in the subset attached to the calendar for the primary pay group.
- Benefit deductions included in the subset selected on the Benefit Ded Subset Override page.

Scenario 3: Deduction subset on calendars and *the Payroll Data 2 page*

The system processes:

General deductions in the subset on the Payroll Data 2 page.

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*

The system processes:

- General deductions in the subset on the Payroll Data 2 page.
- Benefit deductions in the subset on the employee's Benefit Ded Subset Override page.

The system ignores the subsets on the calendars because employee-level instructions take precedence.

Example

This table displays the five deduction subsets from the example. All of these deductions have been assigned to the employee on the General Deduction Data page and Benefits Program Participation page.

- (B) indicates a benefit deduction.
- (G) indicates a general deduction.

The following table indicates where the deduction subset is selected.

Additional Pay	*Calendar for primary pay group*	*Job (Benefits Ded Subset Override page)*	*Calendar (not primary pay group)*	*Payroll Data*
None	401K (B) GARN (G)	FSA-H (B) Bond (G)	FSA-D (B) MISC (G)	401K (B) Garn (G) Bond (G) Charity (G)

This table displays the deductions taken in the following scenarios:

- Scenario 1: Subset defined on calendars.
- Scenario 2: Subset defined on calendars *and* Job data.
- Scenario 3: Subset defined on calendars *and* Payroll Data 2
- Scenario 4: Subset defined on calendars *and* Job Data *and* Payroll Data 2

Scenario and Deductions Processed	*401(k)*	*FSA-H*	*FSA-D*	*Garn*	*Bond*	*Charity*
Scenario 1						
Primary job in primary pay group	**X**			**X**		
Primary job *not* in primary pay group			**X**	**X**		
Scenario 2						
Primary job in primary pay group		**X**		**X**		
Primary job *not* in primary pay group		**X**		**X**		
Scenario 3						
Primary job in primary pay group	**X**			**X**	**X**	**X**
Primary job *not* in primary pay group			**X**	**X**	**X**	**X**
Scenario 4						
Primary job in primary pay group		**X**		**X**	**X**	**X**
Primary job *not* in primary pay group		**X**		**X**	**X**	**X**

Setting Up Union Dues Deductions

Set up union dues as general deductions. The system takes these deductions only when paying a job affiliated with the union code. Therefore, if an employee is a member of a union, but one job does not qualify for union membership, the system does not take dues for that job.

If the system calculates union dues as a percentage of earnings, PeopleSoft recommends that you:

1. Assign a unique earnings code to each job associated with the union.

2. Create a special accumulator to track the total earnings for jobs with that earnings code.

Consequently, when calculating the union dues, the system considers only the earnings from jobs enrolled in the corresponding union.

Setting Up 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, the system breaks down all benefits deductions by benefit record number during processing and stores the balances 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, the system calculates two deductions and displays both on the paysheets.

Setting 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 each program has the same deduction, the system adjusts each current goal balance (from the Benefits Program Table page) by the appropriate amount. Because you assign a general deduction at the company level, you can have only a single limit per company for those deductions.

For example, suppose an employee's two jobs are covered by different benefit programs, each with an individual retirement account (IRA) deduction. The deductions are as follows:

Empl_Rcd#	*Ben_Rcd#*	*Contribution Amount (% of gross)*	*Goal Balance*
0	0	5%	$1000
1	1	2%	$500

The system issues a check that includes:

- $500 gross pay for Empl_Rcd#0, Ben_Rcd#0.
- $1000 gross pay for Empl_Rcd#1, Ben_Rcd#1.

The total deduction amount is ($500 × 5%) + ($1000 × 2%) = $45. The current goal balance for Ben_Rcd#0 increases by $25 and the current goal balance for Ben_Rcd#1 increases by $20.

CHAPTER 9

Understanding Date Processing

In this chapter, we provide an overview of the interactions between various date fields.

Note. Because PeopleSoft Payroll for North America balance records have effective dates, you do not have to clear balance accumulators before you begin processing payrolls for a new calendar month, quarter, or year.

Understanding the Interactions Between Various Date Fields

In this section, we provide an overview of how the critical dates in the Pay Calendar Table (pay period begin date, pay period end date, and paycheck issue date) interact with:

- General deductions.
- Additional pay.
- Benefit deductions.
- Job data.
- The Deduction Table.

Note. The examples in this section use a pay period that starts on 02/15/99, ends on 02/28/99, and has a check date of 03/01/99.

Understanding Interactions With General Deductions

To process a general deduction for an employee, the system uses two dates from the General Deduction Data page:

- Effective date.
- Deduction end date (optional).

If the effective date of the deduction is before, or on, the pay period end date, the system takes the deduction.

If you specify a deduction end date, the system takes the deduction only if the deduction end date is after, or on, the pay period end date.

The following tables display examples of how the system uses dates in processing general deductions:

Deduction Effective Date	*Deduction Taken?*	*Reason*
02/15/99	Yes	Effective date is before, or on, the pay period end date.
02/16/99	Yes	Effective date is before, or on, the pay period end date.
02/28/99	Yes	Effective date is before, or on, the pay period end date.
03/01/99	No	Effective date is not before, or on, the pay period end date.

Deduction End Date	*Deduction Taken?*	*Reason*
02/15/99	No	Deduction end date is not after, or on, the pay period end date.
02/16/99	No	Deduction end date is not after, or on, the pay period end date.
02/28/99	Yes	Deduction end date is after, or on, the pay period end date.
03/01/99	Yes	Deduction end date is after, or on, the pay period end date.

See Also

"Maintaining Payroll Data"

Understanding Interactions With Additional Pay

To process additional pay for an employee, the system uses two dates from the Additional Pay page:

- Effective date.
- Earnings end date (optional).

If the effective date of the additional pay is before, or on, 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 after the pay period begin date.

The following tables display examples of how the system uses dates in processing additional pay:

Additional Pay Effective Date	*Additional Pay Paid?*	*Reason*
02/15/99	Yes	Effective date is before, or on, the pay period end date.
02/16/99	Yes	Effective date is before, or on, the pay period end date.
02/28/99	Yes	Effective date is before, or on, the pay period end date.
03/01/99	No	Effective date is not before, or on, the pay period end date.

Earnings End Date	*Additional Pay Paid?*	*Reason*
02/14/99	No	Earnings end date is not after the pay period begin date.
02/15/99	No	Earnings end date is not after the pay period begin date.
02/16/99	Yes	Earnings end date is after the pay period begin date.
03/01/99	Yes	Earnings end date is after the pay period begin date.

See Also

"Maintaining Payroll Data"

Understanding Interactions With Benefit Deductions

For benefit deductions, use the Health Benefits page in the Administer Base Benefits menu.

Like general deductions, benefit deductions use an effective date and deduction end date. The page, however, does not display the Effective Date field. On all benefit pages, PeopleSoft has renamed the Effective Date field to be the Deduction Begin Date field.

PeopleSoft Payroll for North America does not use the other date fields on the benefits pages:

- Coverage Begin Date.
- Coverage End Date.

- Coverage Election Elect/Waive Date.

The following tables display examples of how the system uses dates in processing benefit deductions:

Deduction Begin Date (Effective Date)	***Benefit Deduction Taken?***	***Reason***
02/15/99	Yes	Deduction begin date is before, or on, the pay period end date.
02/16/99	Yes	Deduction begin date is before, or on, the pay period end date.
02/28/99	Yes	Deduction begin date is before, or on, the pay period end date.
03/01/99	No	Deduction begin Date is not before, or on, the pay period end date.

Deduction End Date	***Benefit Deduction Taken?***	***Reason***
02/15/99	No	Deduction end date is not after, or on, the pay period end date.
02/16/99	No	Deduction end date is not after, or on, the pay period end date.
02/28/99	Yes	Deduction end date is after, or on, the pay period end date.
03/01/99	Yes	Deduction end date is the pay period end date.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits

Understanding Interactions With Job Data

The effective date on the Administer Workforce (GBL) - Job Data - Work Location page, together with the action that you select, determines whether the system processes an employee during a 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 and an effective date of 01/15/99, then 01/15/99 represents the first day that the employee is no longer working. Therefore, the system does not pay the employee for that day.

USF Note. PeopleSoft HRMS for U.S. Federal Government accommodates statutory and regulatory requirements. Personnel actions that begin new stages of employment (hire, promotion, reassignment, transfer, disciplinary action, and pay rate changes) are effective at the beginning of the business day. Personnel actions such as removal and termination are effective at the end of the business day.

The following tables display examples of how the system uses the effective dates from the job data:

Hire Effective Date	*Employee Active on Paysheets?*	*Resulting Paysheet Proration*	*Reason*
02/15/99	Yes	Full pay.	Hire effective date is before, or on, the pay period begin date.
02/16/99	Yes	Prorated 02/16–02/28.	Hire effective date is after the pay period begin date.
02/28/99	Yes	Prorated 02/28 only.	Hire effective date is after the pay period begin date.
03/01/99	No	Not on paysheet.	Hire effective date is not before, or on, the 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 is before, or on, the pay period begin date.
02/16/99	Yes	Prorated 02/15 only	Termination effective date is after the pay period begin date.
02/28/99	Yes	Prorated 02/15–02/27.	Termination effective date is after the pay period begin date.
03/01/99	Yes	Full pay.	Termination effective date is after the pay period end date.

Understanding Interactions With the Deduction Table

Depending on the employee status on the Job Data - Work Location page (for example, if the employee has been terminated), there is another field that determines whether the system takes

benefit and general deductions: the Stop Deduction at Termination field on the Define Business Rules - Define Payroll Process Tables - Setup 1 - Deduction Table - Process page.

If the Stop Deduction at Termination check box is selected, an employee must have an Active employee status during the entire pay period for the system to take the deduction.

The following table displays whether the system would take the deduction for employees would have the deduction taken, for a deduction with Stop Deduction at Termination turned on for who were terminated on different days of a pay period:

Termination Effective Date	*Deduction Taken?*	*Reason*
02/15/99	No	Employee is not on the paysheet. If paid, the deduction is still not taken.
02/16/99	No	Employee is not active for the entire period.
02/28/99	No	Employee is not active for the entire period.
03/01/99	Yes	Employee is active for the entire period.

See Also

"Defining Deductions"

CHAPTER 10

Maintaining Payroll Data

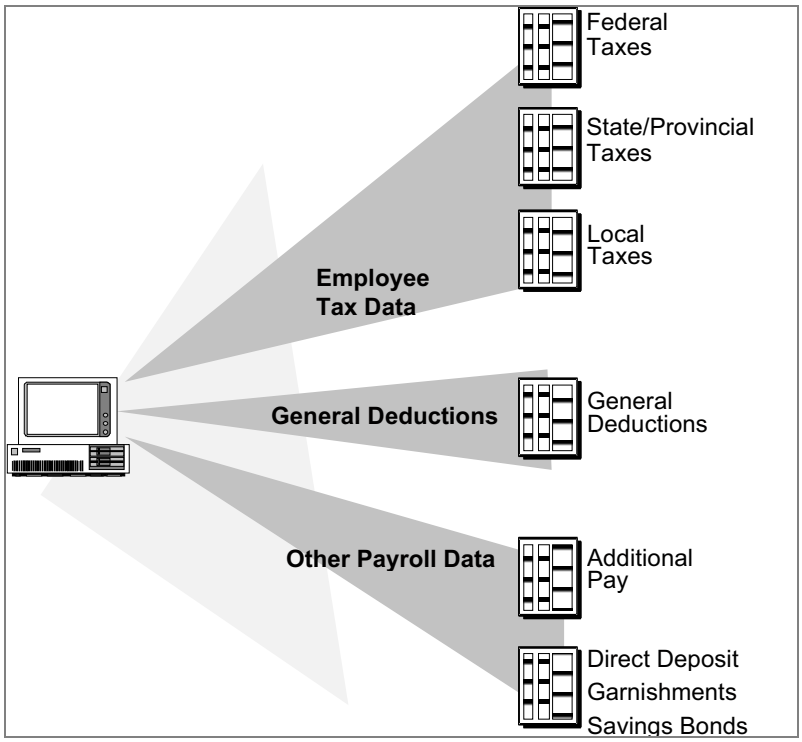
This chapter provides an overview of payroll data and discusses how to:

- Enter U.S. employee tax data.
- Process W-4 and W-5 employees.
- Define employee general deductions.
- (USF) Credit military service to civilian retirement.
- Define direct deposits.
- Define additional pay earnings.
- Administer U.S. Savings Bonds purchases.
- Maintain optional payroll data.
- (USF) Maintain and track employee IRR data.
- Define garnishment information.
- (CAN) Enter Canadian income tax data.
- (CAN) Administer the Canada Savings Bond program

Understanding Payroll Data

The Maintain Payroll Data menu contains the PeopleSoft Payroll for North America pages that you use to maintain payroll-specific data, such as tax information, additional pay, general deductions, savings bonds, direct deposit, and garnishments information.

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

The Maintain Payroll Data menu also offers the Search by National ID page, part of the Administer Workforce business process in PeopleSoft Human Resources. You can search for employees and their dependents/beneficiaries using their National ID.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Searching by National ID

Creating Employee Tax Data Automatically

If you select the Automatic Employee Tax Data option on the Installation Table, PeopleSoft Payroll for North America 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 lists which employees have such default data on their tax records. The report checks records within the date range that you specify.

(USF) Note. The employee's retirement code coverage helps determine which tax data is generated by the system.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up PeopleSoft HRMS," Setting Up Implementation Defaults

Entering U.S. Employee Tax Data

In this section, we discuss how to:

- Enter federal tax data.
- Enter state tax data.
- Enter local tax data.

Pages Used to Enter U.S Employee Tax Data

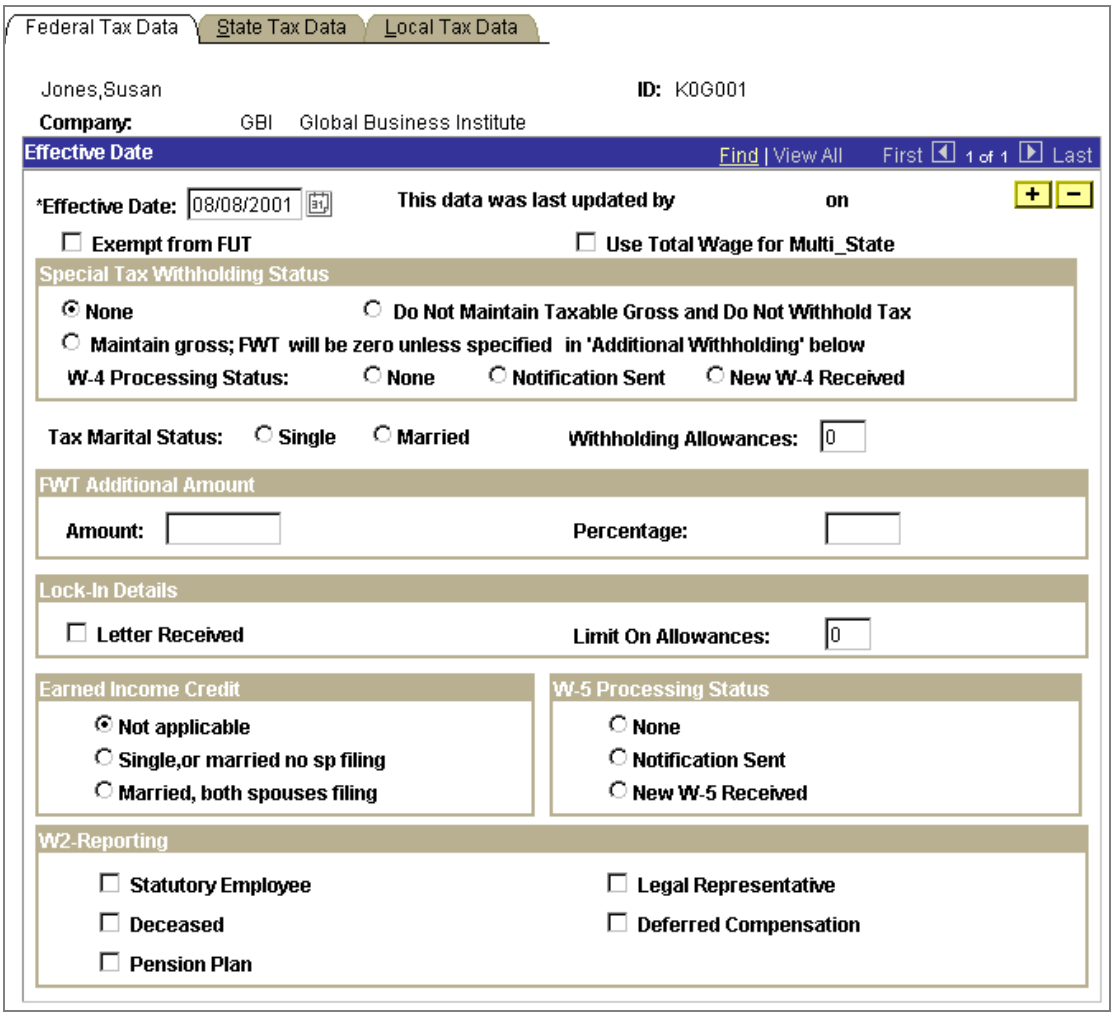
Page Name	*Object Name*	*Navigation*	*Usage*
Federal Tax Data	TAX_DATA1	Compensate Employees, Maintain Payroll Data (US), Use, Employee Tax Data, Federal Tax Data Compensate Employees, Maintain Payroll Data (USF), Use, Employee Tax Data, Federal Tax Data	Enter and maintain the federal tax information that the system uses to calculate federal taxes for employees.

Page Name	*Object Name*	*Navigation*	*Usage*
State Tax Data	TAX_DATA3	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	Enter and maintain state tax information that the system uses to calculate state taxes for employees.
Local Tax Data	TAX_DATA5	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	Enter employee tax data for each locality in which an employee lives or works.

(USF) Note. 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.

Entering Federal Tax Data

Access the Federal Tax Data page.



Federal Tax Data page

Federal taxes include Federal Income Tax, FICA, and FUT. If the employee works for multiple companies, the tax data is defined by company.

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 appears.

Exempt from FUT Select this check box if the employee is exempt from FUT. The default value comes from the FICA/Tax Details page. You can override the default from the Company Table for an employee.

Use Total Wages for Multi-State Employee Select this check box to use taxable wages from all work states in the calculation of state taxes.

Special Tax Withholding Status

None — Select this option if no special tax status exists. With this option, the system calculates 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 calculates taxes based on the information in the tax table and the indicated additional withholding.

Maintain gross — Select this option to override the normal tax calculation with the amount or percentage indicated in the **Additional Withholding Amount** or **Percentage** fields. The system determines taxable gross for FWT, using the individual earnings an employee is paid. The tax withheld 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 this option 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.

(E&G) Non-Resident Alien — Select this option if the employee is to be taxed as a nonresident alien. Typically this is a result of a tax treaty agreement between the United States and the nonresident alien's country of citizenship. When this option is selected, the appropriate taxation information for the nonresident alien is entered on the Federal Tax Data 3 page.

Note. Use the Substantial Presence Test page to track an employee's residency status.

W-4 Processing Status — Used with the W-4 Business Process Designer run at year-end to identify employees who must submit new forms to retain their Exempt status.

None — Select this option 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 this option to indicate that the employee has been notified to submit a new Form W-4.

New W-4 Received — Select this option to indicate that a new Form W-4 has been received.

Tax Marital Status	Select the appropriate marital status for federal withholding taxes.
Withholding Allowances	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 Amount

Use these 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.

Note. For Guam (GU), Virgin Islands (VI), and American Samoa (AS): Although employees in these territories are not subject to federal withholding, they are subject to state withholding at the same rate as federal. The system uses the **Tax** Marital Status and **Withholding Allowances** information on the Federal Tax Data 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 Allowances	Enter the maximum number of allowances possible. The value that you enter in the **Withholding Allowances** field cannot exceed the value you enter in this field.

Note. Because 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 page.

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 this option if the employee is not eligible for this credit. No payment is made.
Single, or Married without spouse filing	Select this option if the employee is eligible for the credit and is single or married without the spouse filing.

Married with both spouses filing	Select this option if the employee is eligible for the credit and is married with both spouses filing.

Note. The payment amounts are determined by rates in 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 to retain their Advanced Earned Income Credit status.
None	Select this option if W-5 processing is not applicable to the employee.
Notification Sent	Select this option to indicate that the employee has been notified to submit a new Form W-5.
New W-5 Received	Select this option to indicate that a new Form W-5 has been received.

W-2 Reporting

Use to 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-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 initiates 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. The system then 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.

Note. You can always click the Worklist toolbar button and select a W-4 Process worklist item to display the Federal Tax Data 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 selected Worklist, Email, and Electronic Forms in PeopleTools Workflow Administrator, when you set an employee's status to ***Notification Sent,*** the system:

- Generates a worklist item for the Payroll Administrator workflow role.
- Generates 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.*

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 initiates a database agent that looks for all nonterminated 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.

Note. You can click the Worklist Toolbar button and select a W-5 Process worklist item to display the Federal Tax Data page where you can correct the employee W-5 Processing Status.

Tax Treaty/NR Data

Note. These fields are available for employees with a 1042 status if you have selected the Education and Government option on the Installation Table.

Use these fields to enter information for nonresident alien employees. The information in this group box assigns the employee to a tax treaty table and enables the eligible employee to be subject to a reduced tax treaty rate.

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.

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.

Treaty Exp Date (treaty expiration date) — The treaty expiration date appears. The system calculates the 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. Select this check box, and enter the appropriate date in the **8233 In Effect Date** field.

Form W8-BEN Recd? — Form W8-BEN, formerly Form 1001, is required for scholarship and fellowship income. Select this check box, and enter the appropriate date in the **W8-BEN In Effect Date** field.

Form W9 Recd? — If applicable to the employee, select this 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.

Taxpayer ID Number — Enter the taxpayer ID number of the employee. If you enter a value here, the system uses this value instead of the SSN when producing the 1042 forms/magnetic media.

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.

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 nonresident aliens.
Tax Rate (after form)	For nonresident aliens, whose forms (8223 or W8-BEN) have been completed and are in effect, this is the tax rate that is applied to their income until the income exceeds the maximum earnings specified.
Tax Rate (before form)	For nonresident aliens the tax rate that is applied to the employee's income if their forms (8223 or W8-BEN) have not been completed.

See Also

Processing W-4 and W-5 Employees

PeopleSoft Application Fundamentals for HRMS PeopleBook

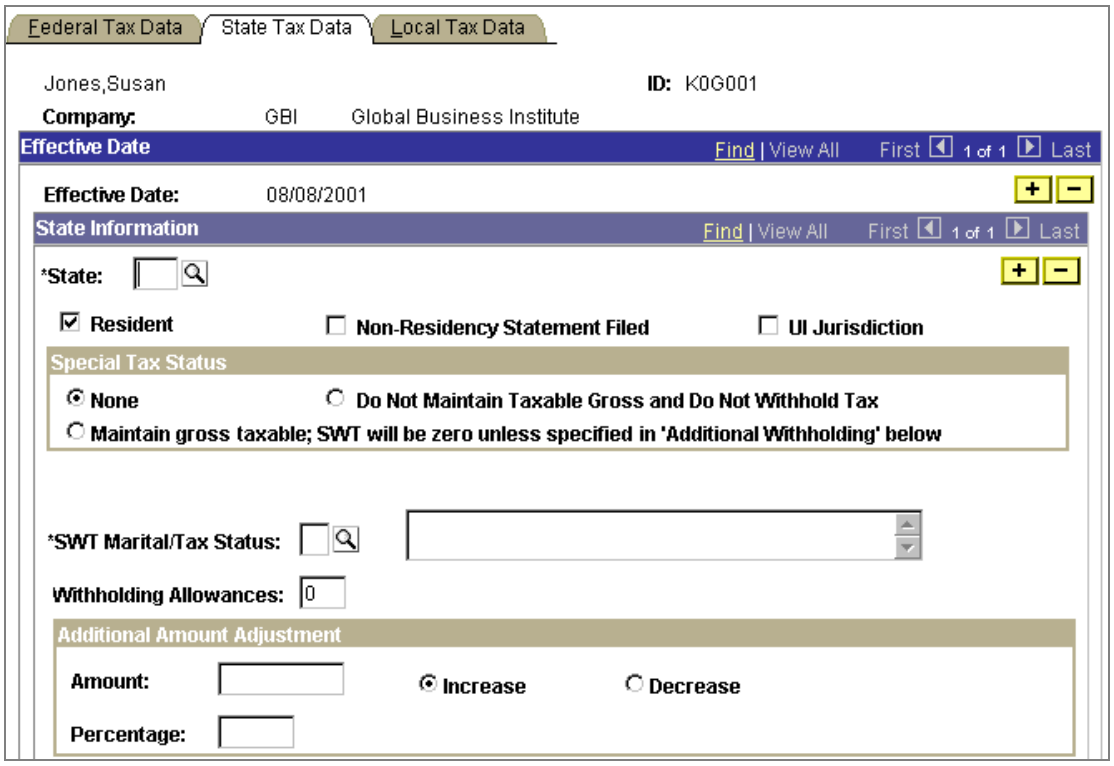
(E&G) Establishing 1042 Processing for Non-resident Aliens

Setting Up 1042 Processing for Non-Resident Aliens

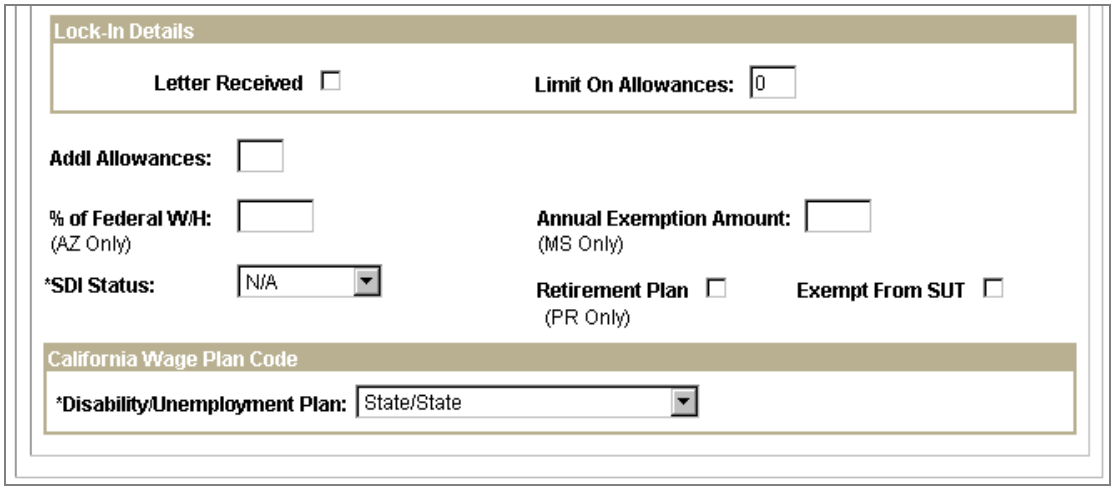
"Working With Paysheets," Entering One-Time Taxes

Entering State Tax Data

Access the State Tax Data page.



State Tax Data page (1 of 2)



State Tax Data page (2 of 2)

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.

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. This check box indicates whether the employee is a resident of the work state; the default value is selected.

Non-Residency Statement Filed — Select this check box if the employee has completed the necessary nonresidency certificate.

UI Jurisdiction (unemployment insurance jurisdiction) — Select this check box if the state selected in the **State** field is the state of jurisdiction for unemployment insurance tax.

Special Tax Status — Select **None** if no special tax status exists. The system calculates state withholding tax based on the employee's gross, marital status, and withholding allowances.

Select **Maintain Gross Taxable** 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.

(E&G only) Select the **Non-Resident Alien** check box to calculate state taxes using the same treaty rule as used for federal tax calculations.

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, different field values for this field appear.

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 page.

Note. For Guam (GU), Virgin Islands (VI), and American Samoa (AS): Although employees in these territories are not subject to federal withholding, they are subject to state withholding at the same rate as federal. The system uses the Marital Status and Withholding Allowances information on the Federal Tax Data 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 this field.

Note. Because 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 page.

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 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.

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. Other values are: ***DI Exempt/State, None/None, None/State, State/Exempt, State/State, Voluntary/Exempt, and Voluntary/State.***

Working in One State and Living in Another

If the employee is a resident of a state other than the primary work state, you must create an additional State entry and select only one of the states as the state of residence.

Use the **Non-Residency Statement Filed** check box to record whether or the employee has completed the necessary nonresidency 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 nonresidence for Minnesota with their employer 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 is the default state of jurisdiction.
- If an employee has two states (one resident, the other nonresident), the nonresident state is the default state of jurisdiction.
- If an employee has multiple nonresident states, and no state is indicated as the state of jurisdiction, the system issues a message requiring you to select the **UI Jurisdiction** check box on 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 indicates 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.

Note. For Guam (GU), Virgin Islands (VI), and American Samoa (AS): Employees in these territories are subject to state withholding at the same rate as federal. You must enter the Marital Status and Withholding Allowances claimed on their withholding certificates on this page and on the Federal Tax Data page.

See Also

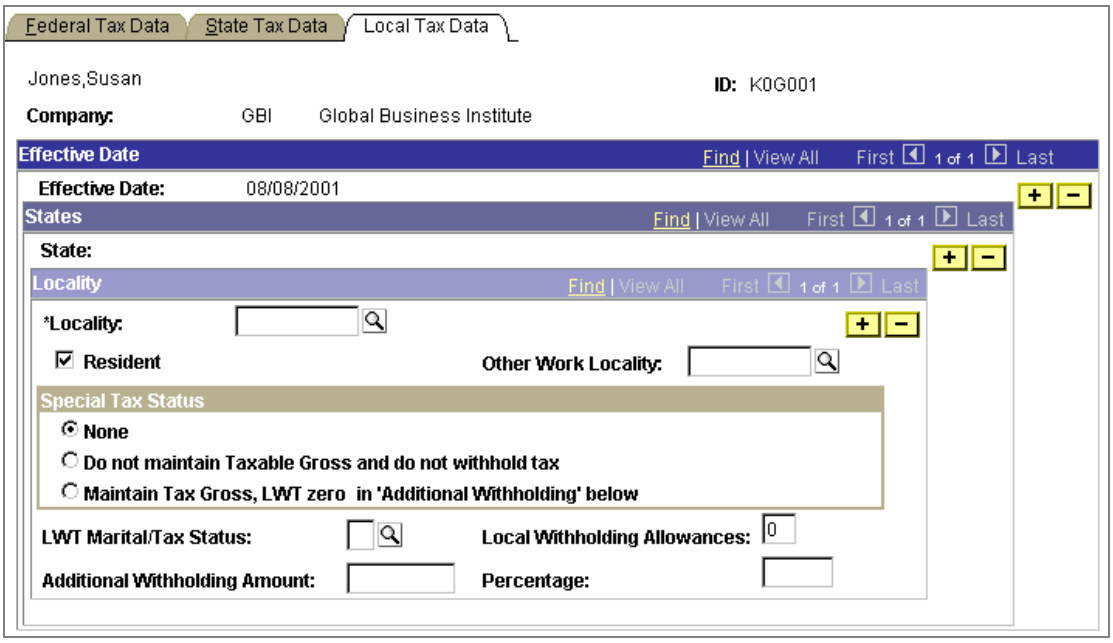
(E&G) Establishing 1042 Processing for Non-resident Aliens

Setting Up 1042 Processing for Non-Resident Aliens

"Working With Paysheets," Entering One-Time Taxes

Entering Local Tax Data

Access the Local Tax Data page.



Local Tax Data page

Locality Select the locality that the employee lives or works in. If the employee lives or works in multiple localities, enter a row for each different locality an employee pays taxes in. Define 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 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 nontaxing 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 nonresident 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

Special Tax Status

Select **None** if no special tax status exists. Under this option, the system calculates local 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 Amount or Percentage field, the system calculates 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, different field values appear.

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.

Percentage

Enter an additional percentage of taxable wages to withhold.

See Also

"Working With Paysheets," Entering One-Time Taxes

Processing W-4 and W-5 Employees

In this section, we provide an overview of W-4 and W-5 employees and discuss how to:

- Define your W4 or W5 processing parameters.
- Enter tax distribution information

Understanding W-4 and W-5 Employee Processing

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.

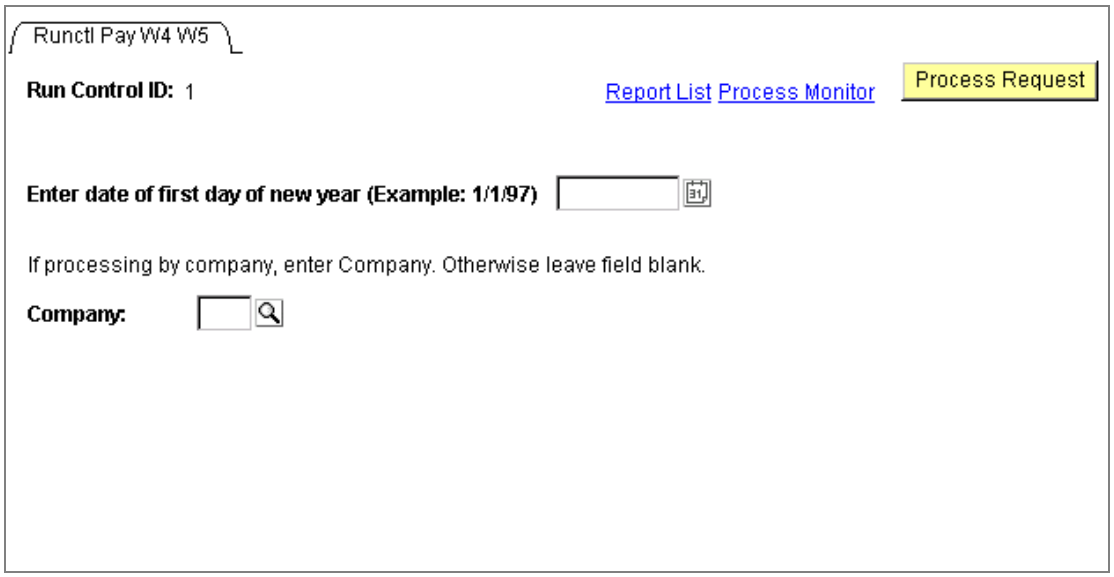
Running Process W-4 or W-5 employees initiates a database agent that determines which employees need to submit new forms. Workflow notifies each of these employees by email and sets their W-4 or W-5 Processing Status to *Notification Sent.* At the same time, Workflow adds work-list instances to the Payroll Administrator's workflow role so that you can update employee records when you receive the new W-4 or W-5 forms.

Pages Used to Process W-4 and W-5 Employees

Page Name	*Object Name*	*Navigation*	*Usage*
Runctl Pay W4 W5	RUNCTL_PAY_W4W5	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	Define your W4 or W5 processing parameters.
Tax Distribution	TAX_DISTRIBUTION	Compensate Employees, Maintain Payroll Data (US), Use, Employee Tax Distribution Compensate Employees, Maintain Payroll Data (USF), Use, Employee Tax Distribution	Enter tax distribution information for US employees only.
Tax Distribution	TAX_DIST_CAN	Compensate Employees, Maintain Payroll Data (CAN), Use, Employee Tax Distribution	Enter tax distribution information for Canadian employees

Defining Your W4 or W5 Processing Parameters

Access the Runctl Pay W4 W5 page.



Runctl Pay W4 W5 page

Company Select a company to run the process for all employees in that company only. To run the process for all employees in all companies, 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 also identifies future-dated records.
- *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.*

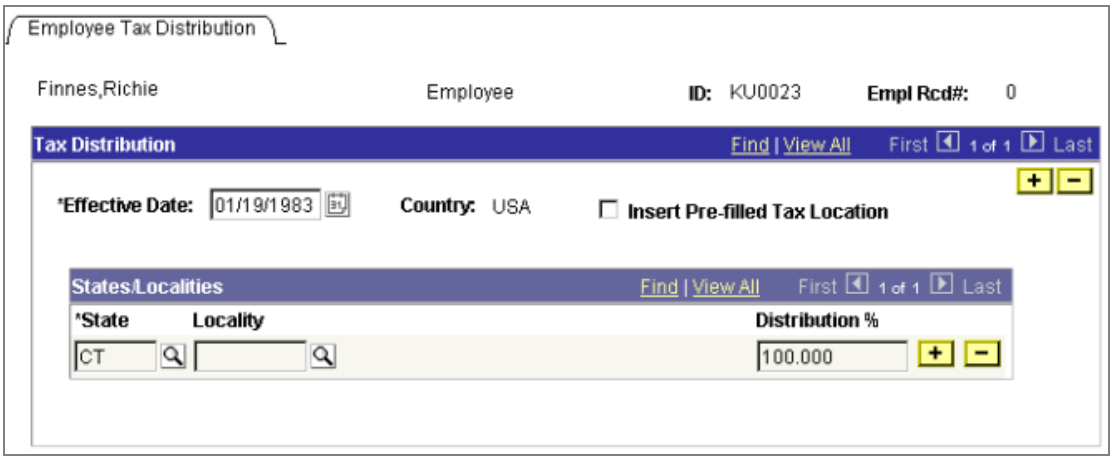
Processing W-5 EIC Employees Who Fail to Re-file

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 also identifies future-dated records.
    - *Update* inserts a new tax record and sets the Earned Income Credit status to *Not Applicable.*

Entering Tax Distribution Information

Access the Tax Distribution page.



Employee Tax Distribution page

The system sets by default state and local tax data to the Employee Tax Distribution page using the Tax Location Code 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.

Tax Distribution

Insert Pre-filled Tax Location

Select this check box to have 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

Distribution %

Enter the percent of the employee's time or earnings that apply to the selected state/locality in the **State** and **Locality** fields. 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.

This is how you determine 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 × 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:

   Because Employee A works 70 percent in New York, his annual taxable earnings is $52,000 ∗ 70% = $36,400. 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:

   Because Employee A works 30 percent in Connecticut, his annual taxable earnings is $52,000 ∗ 30% = $15,600. 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 ÷ 52 weeks = $31.50 per week

   Connecticut Weekly Tax Calculation:

   $936 ÷ 52 weeks = $18 per week

Note. The Paysheet Creation process uses Tax Distribution information to set the state and locality by default 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 must manually update the paysheet with the distribution changes.

(CAN) Entering Canadian Tax Distribution Information

Access the Canadian Employee Tax Distribution page.



Employee Tax Distribution page

Canada doesn't allow distribution to more than one province.

Note. All fields on this page have the same functionality as the fields on the U.S version except for the following fields.

Province Enter the province in which the employee works.

Distribution % For Canadian Payroll, the Distribution % must be ***100*** for a single row. The default value is ***100%.***

See Also

Entering Tax Distribution Information

PeopleSoft Application Fundamentals for HRMS PeopleBook

Setting Up Employee General Deductions

Use the General Deduction Data page to assign general (nonbenefit-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 can also use this page to assign benefit deductions to an employee.

In this section, we discuss how to:

- Specify the calculation method for a general deduction.
- (USF) Enter employee deduction distribution information.

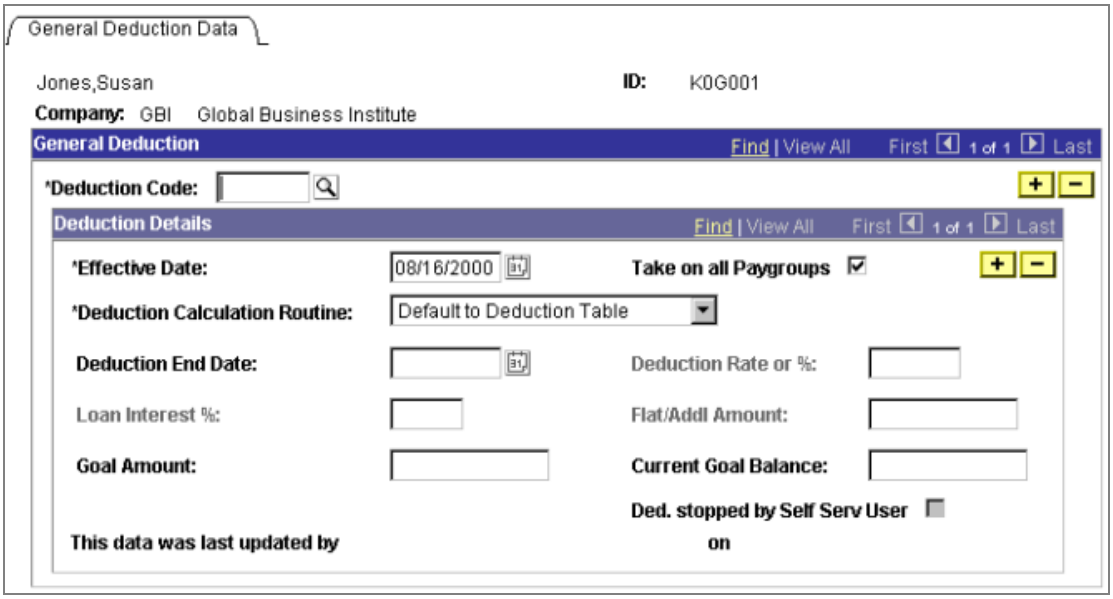
- Override deduction settings for an employee.

Pages Used to Set Up Employee General Deductions

Page Name	Object Name	Navigation	Usage
General Deduction Data	GENL_DED_DATA	Compensate Employees, Maintain Payroll Data (US), Use, General Deduction Data Compensate Employees, Maintain Payroll Data (CAN), Use, General Deduction Data	Specify the calculation method for a general deduction.
(USF) General Deduction Data	GVT_GNL_DED_DATA	Compensate Employees, Maintain Payroll Data (USF), Use, General Deduction Data	Specify the calculation method for a Federal – specific general deduction.
Deduction Distribution Information	GVT_EMPE_DIST_SEC	Click the Distribution Information link on the General Deduction Data page.	Enter employee distribution information.
General Deduction Override	GENL_DED_OVERRIDE	Compensate Employees, Maintain Payroll Data (US), Use, General Deduction Override Compensate Employees, Maintain Payroll Data (USF), Use, General Deduction Override Compensate Employees, Maintain Payroll Data (CAN), Use, General Deduction Override	Override deduction settings contained on the Deduction Table for a particular employee.

Specifying the Calculation Method for General Deductions

Access the General Deduction Data page.



General Deduction Data page

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

Take on all Paygroups

This option applies only to employees who have jobs in more than one pay group. It instructs the system whether to take the deduction when the employee's pay group is not being processed. This field 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 processes 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 is always 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 takes the deduction only if the job with the lowest priority number, as designated on the Pay Group Table – Definition page, is being paid.

Deduction Calculation Routine

The Deduction Calculation Routine determines how a deduction is 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 takes 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 is not available for entry. 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 defined 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.

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 defined 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.

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 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.

(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.

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.

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 the Pay Calculation process.

Goal Amount

Enter the limit for the total amount of the deduction. After this goal is met, the deduction ends. 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.

Current Goal Balance

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.

Ded. stopped by Self Serv User

If the employee stops a voluntary deduction using the Voluntary Deduction Update self-service Web application, the system will automatically select this check box.

This data was last updated by, On

Each time the general deduction is updated, the system indicates whether an Online operator or a self-service Web user made the update, and it displays the date of the most recent update. Online operators can update online using the General Deduction Data page. The employee, also known as the Web user, can update using the Voluntary Deduction self-service application.

See Also

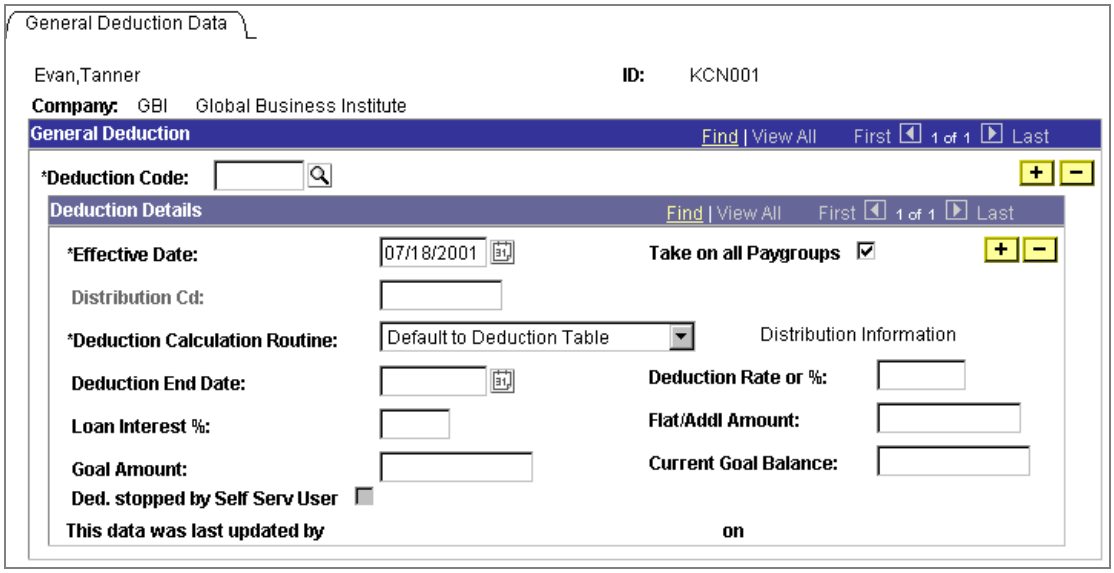
PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Multiple Jobs"

"(CAN) Working with Canadian Low-Interest Loans"

"Defining Deductions"

(USF) Specifying the Calculation Method for General Deductions

Access the General Deduction Data page.



General Deduction Data page

Note. All fields on this page have the same functionality as the fields on the General Deduction Data page (commercial version), except for the following fields.

Deduction Code — For military deposits, select the Military Deposit Deduction reporting code you defined in the Deduction Table.

Distribution Cd (distribution code) — When the deduction is an allotment, this field is available for entry.

Distribution Information — Click this link to access the Deduction Distribution Information page, where you can enter distribution information.

Deduction End Date — When a military deposit is closed or canceled, update the deduction end date to stop the deduction from being taken during payroll processing.

Flat/Addl Amount	For military deposits, the pay period deduction amount defined on the Military Deposit Earning Information page.
Goal Amount	For military deposits, the total military deposit liability (the sum of all open deposit accounts, interest, and unscheduled payments).

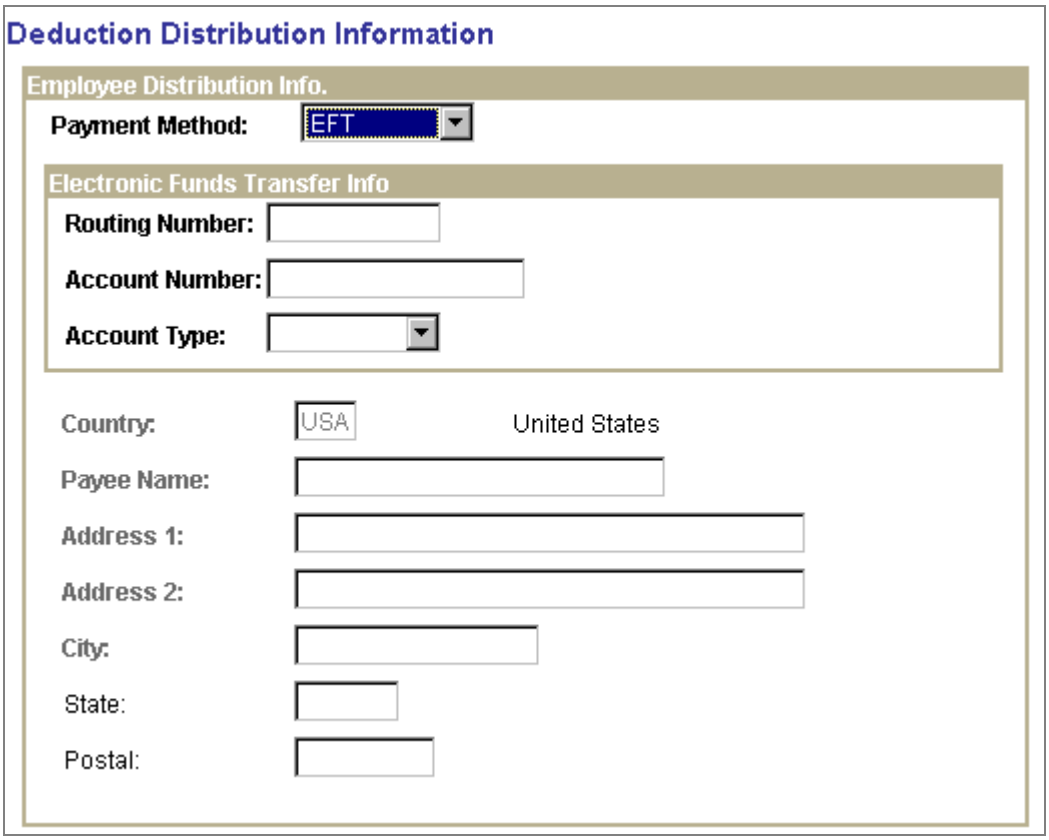
Handling Military Deposits

After an employee has been enrolled in military deposits and has chosen to use payroll deductions, the General Deduction Data Table is automatically updated with the flat amount and goal amount.

Note. The effective date populated is the system date. You may need to change it.

(USF) Entering Employee Deduction Distribution Information

Access the Deduction Distribution Information page.



Deduction Distribution Information page

Electronic Funds Transfer Info

If you select ***EFT*** (Electronic Funds Transfer) as the payment method, you must enter the following information:

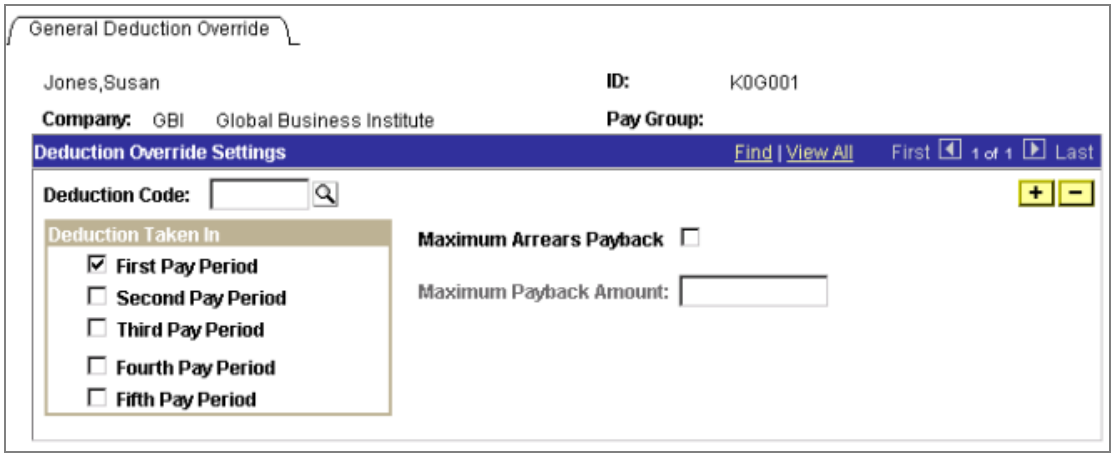
Routing Number	Enter the routing number.
Account Number	Enter the account number.
Account Type	Enter the type of account: ***Checking, Expense, Issue Check, Liability, NA,*** and ***Savings.***

Check Address Information

If you select check as the payment method, you must enter the check address information.

Overriding Deduction Settings for an Employee

Access the General Deduction Override page.



General Deduction Override page

If you've defined benefit deductions on the General Deduction Table, you can also use this page to override benefit deductions. For most companies, you 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. 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.

Note. 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.

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 the corresponding Period check box that you want the system to take the deduction in.
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 enables 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.

Note. 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.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Multiple Jobs"

(USF) Crediting Military Service to Civilian Retirement

In this section, we provide an overview of crediting military service to civilian retirement and discuss how to:

- Enter information about the type and dates of military service.
- Enter service period earnings information.

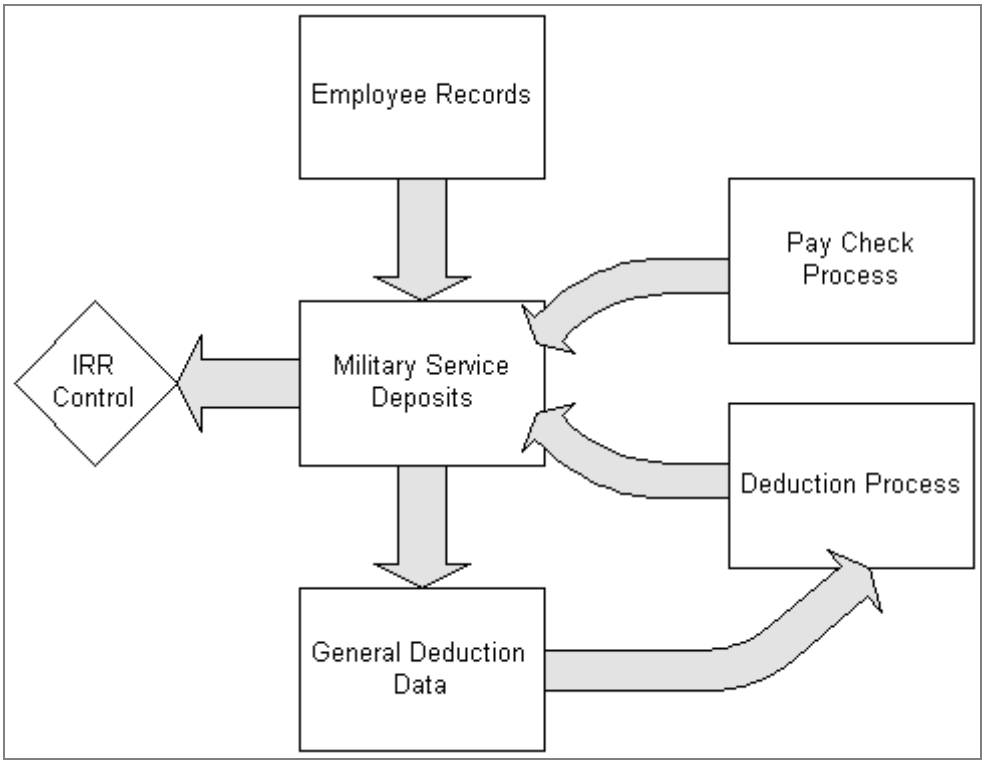
- View dated deposit and interest information.
- Enter military deposit interest rate.
- Run the military service interest calculation process.

Understanding Crediting Military Service

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 enables you to:

- Record past service details required for OPM Form 1514.
- Process military service payroll deductions using PeopleSoft Payroll for North America.
- 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.



Crediting military service to civilian retirement

If you are using military deposit payroll deductions, you must create a Deduction Code with the necessary distribution control information on Deduction Table 1.

See Also

"Defining Deductions"

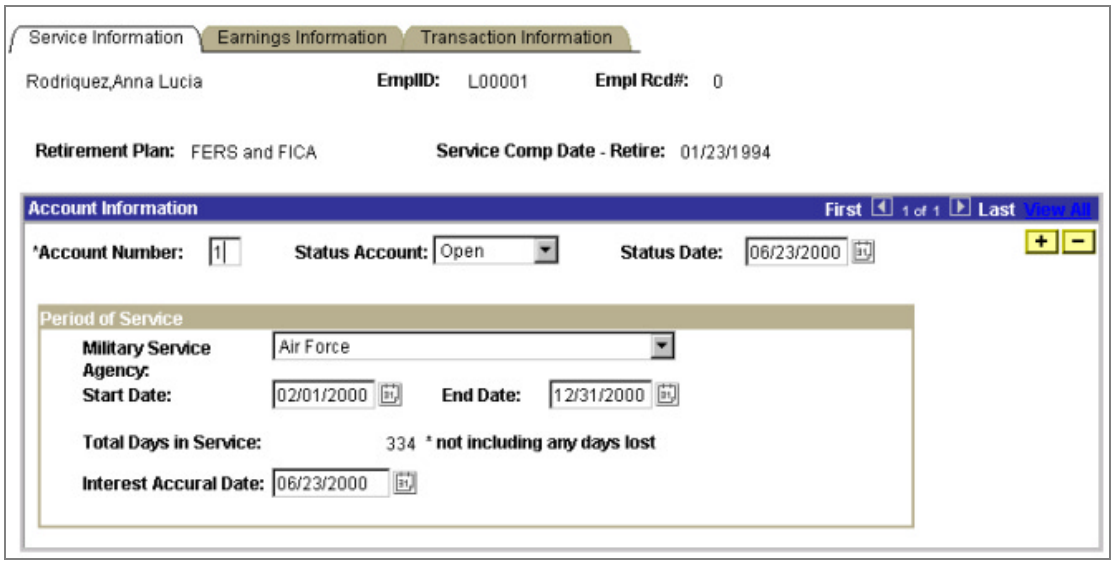
Pages Used to Credit Military Service to Civilian Retirement

Page Name	*Object Name*	*Navigation*	*Usage*
Service Information	GVT_MILDEP_PNL	Compensate Employees, Maintain Payroll Data (USF), Use, Military Service Deposits, Service Information	Enter information about the type and dates of military service.
Earnings Information	GVT_SVCPER_PNL	Compensate Employees, Maintain Payroll Data (USF), Use, Military Service Deposits, Earnings Information	Enter service period earnings and deduction information.

Page Name	*Object Name*	*Navigation*	*Usage*
Transaction Information	GVT_SVCTRN_PNL	Compensate Employees, Maintain Payroll Data (USF), Use, Military Service Deposits, Transaction Information	View dated deposit and interest information.
Military Service Deposit	GVT_MIL_INTRST_PNL	Define Business Rules, Define Payroll Process (USF), Setup 2, Military Deposit Interest	Enter military deposit interest rate.
Calc Military Service Interest	GVT_RUN_FGPY020	Compensate Employees, Manage Payroll Process (USF), Process, Calc Military Service Interest	Run the military service interest calculation process.

Entering Military Service Deposit Information

Access the Service Information page.



Service Information page

The information entered here appears on the military service IRR and on OPM Form 1514.

Retirement Plan — The retirement plan is set by default from the employee's election on the FEGLI/Retirement Data page of the PAR Job Data page.

Service Comp Date-Retire (service computation date-retire) — The date is set by default from the Employee Data 1 page.

Account Information

Account Number

The system automatically assigns an account number, in sequence, for each military service period; you can override it. If, for example, an employee served in Panama, Grenada, and Desert Storm, when you define the three different accounts, the system assigns them account numbers: ***1, 2,*** and ***3,*** in that respective order.

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 does not let you select ***Closed***. When the account is closed, the system opens the Administer Workforce USF, Data Control page to create PAR process to adjust the Service Computation dates.

Status Date

The default is the system date when you establish the account and is used as the Date of Computation on OPM Form 1514. The system will not change the date when the status changes, but you can update it when the account closes or leave the original date.

Period of Service

Start Date/End Date

Select the Start and End Date for the service period. You obtain Period of Service information from the employee's military documentation, and the system prints it on the IRR and on OPM Form 1514.

Total Days in Service

The total days in service appears. 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

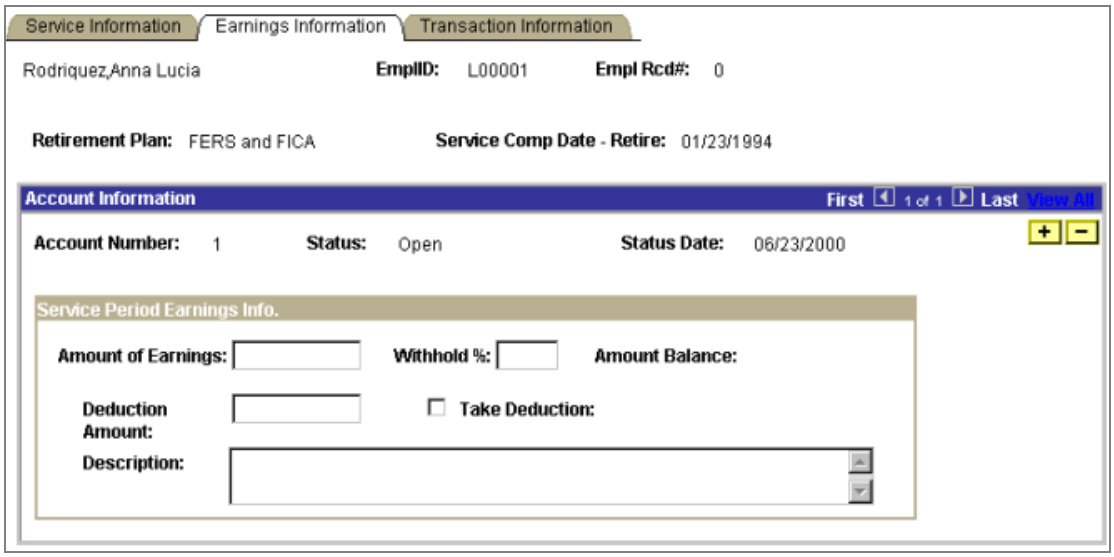
The Interest Accrual Date (IAD) is the annual date when interest is added to the deposit owed by the employee. It is recorded on OPM Form 1514.

The initial IAD for CSRS employee is three years from the date the employee returns to a position subject to CSRS retirement deductions. The FERS law provides a two-year interest free grace period on deposits.

The initial date must be entered manually. The Military Interest Calculation (FGPY020.SQR) updates the IAD for the remaining years.

Entering Service Period Earnings Information

Access the Earnings Information page.



Earnings Information page

Retirement Plan This field value is set by default from the employee's election on the FEGLI/Retirement Data page.

Service Comp Date-Retire This field value is set by default from the Employee Data 1 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 appears 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 appears on OPM Form 1514.

Amount Balance The system multiplies earnings amount by withholding percent to calculate the amount balance. This field value appears on OPM Form 1514.

Take Deduction Select this check box if the employee elects to pay military deposits through a payroll deduction. If this 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 creates 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.

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 makes the **Deduction Amount** field and **Take Deduction** check box unavailable for entry for all other accounts.

When an account closes, the system applies deductions to the next account. It makes the **Take Deduction** check box and **Deduction Amount** field unavailable on the closed account and makes available for entry 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.

Viewing Deposit and Interest Information

Access the Transaction Information page.



Transaction Information page

The first transaction 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 component. 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)

The Transaction Date is the Status Date when the account was opened.

The date is populated differently depending on the type of transaction; for scheduled payments it is the pay period end date, for unscheduled payments it is the system date, for interest adjustments it is pay end date of the last confirmed payroll.

You can change this date because it might not be the true historical date the employee started making deposits.

Trans Type (Transaction Type)

Select the type of transaction from the drop-down list box.

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, because 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, 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)

This is the dollar amount the employee owes.

Begin Balance

Displays the previous row's end balance. The beginning balance is first calculated from the Amount of Earnings

	and Withhold % you defined for the deposit on the Earnings Information page.
End Balance	The system calculates this 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.

Closing a Military Service Deposit

When the End Balance on the Transaction Information page reaches zero, the Military Deposit account must be closed. PeopleSoft Payroll for North America 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, run the Military Deposits Closed Accounts SQR Report as often as you need to, 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 must 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 makes the field unavailable for entry when you save the page. It then transfers you to the HR Processing PAR page, where you create a PAR with NOA code 882.

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.

Process the Military Deposit Report to print the OPM Military Deposit Worksheet.

Military Deposits Closed Accts Page

Use the Military Deposits Closed Accounts SQR report (FGPY012) to identify accounts that were closed during RITS Interface processing. For the accounts identified, you must 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.

Calculating Military Deposit Interest

Federal civilian employees with prior military service, whose military service is not otherwise creditable for the purposes of civilian retirement, may in certain cases choose to *buy into* or *buy back* that military service so that it will be creditable for civilian retirement. This applies to military service after December 31, 1956. Military service may not otherwise be creditable for civilian retirement because the employee did not make their required contributions to the selected civilian retirement system (FERS or CSRS) while they were in military service. Therefore, to make their military service creditable, they must get their contributions to their civilian retirement account up-to-date.

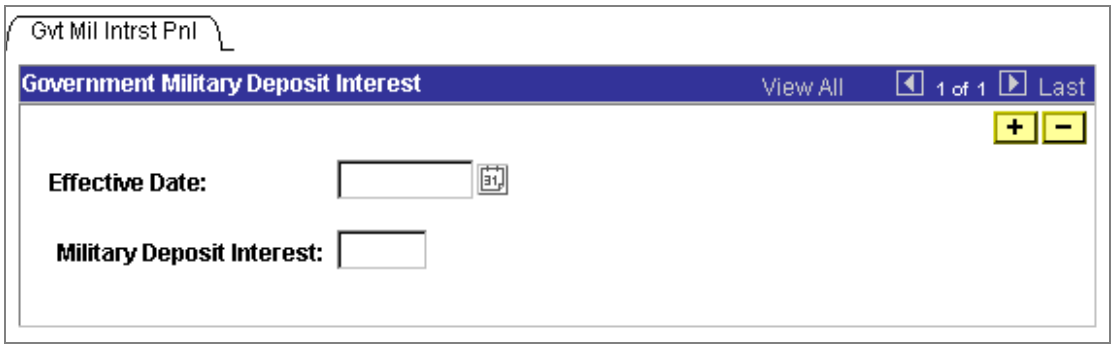
These deposits are subject to interest accruals. PeopleSoft Payroll for North America calculates these interest adjustments and adds them to the military deposit register.

This is how you calculate military service deposit interest.

1. Make sure any applicable deductions for military deposits are defined. To define a deduction as a military deposit deduction the reporting code must be Military Deposit Deduction on the Deduction Table 1 page. To report the IRR, the Interface must be OPM/RITS Interface.
2. Enter the military deposit interest rate on the Military Service Deposit page.
3. Make sure all necessary information is entered in the Military Service Deposits component.
4. Run the Calc Military Service Interest Process.
5. Complete your RITS Interface, completion of military deposit, closing of military deposit accounts, PAR process, IRR process, and reporting process as documented elsewhere in this PeopleBook.

Entering the Military Service Deposit Interest Rate

Access the Military Service Deposit page.



Military Deposit Interest page

The interest rate on military deposits for post-1956 military service is computed on a calendar year basis, January 1 through December 31. Use this page to record the current interest rate.

During the interest calculation process (FGPY020.SQR), the interest rate for the employee's Interest Accrual Date (IAD) is used.

Military Deposit Interest Enter the military service deposit interest rate.

Running the Calculate Military Service Deposit Interest Process

Access the Calc Military Service Interest page.

Select the appropriate **Pay Run ID** and run this process (FGPY020.SQR). The **Pay Run ID** identifies the next open pay period.

Interest is calculated for employees with an Interest Accrual Date (IAD) that is within the next open pay period. The interest is calculated on the ending balance, reporting in the transaction field, and then added to the end balance. The transaction date is the pay end date of the last payroll the RITS Interface was run.

This process is generally run weekly to calculate military deposit interest and post the values to the military deposit ledger. The process determines who has interest due and reads the interest rate stored on the Military Deposit Interest page to determine the correct amounts.

If the interest period crosses multiple years, the process will calculate accordingly. The process increases the IAD date by one year, if applicable.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "(USF) Setting Up Human Resources Management Tables," PAR Remarks Table Page

"(USF) Processing Individual Retirement Records (IRRs)"

"Appendix A: PeopleSoft Payroll for North America Reports"

Setting Up Direct Deposits

In this section, we provide an overview of direct deposits and discuss how to set them up.

Understanding Direct Deposits and Enterprise Integration Points

U.S. employees who are set up for direct deposit 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 page.

PeopleSoft 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 through the DIRECT_DEPOSIT_SETUP channel.

After PeopleSoft Payroll for North America publishes the data, the PeopleSoft Expenses product can subscribe to the data for incorporation into their own data.

Note. In PeopleSoft Payroll for North America, direct deposit distributions are performed during the Pay Confirmation process.

To research the technical details of any Enterprise Integration Point (EIP) used by PeopleSoft applications, refer to the online EIP Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

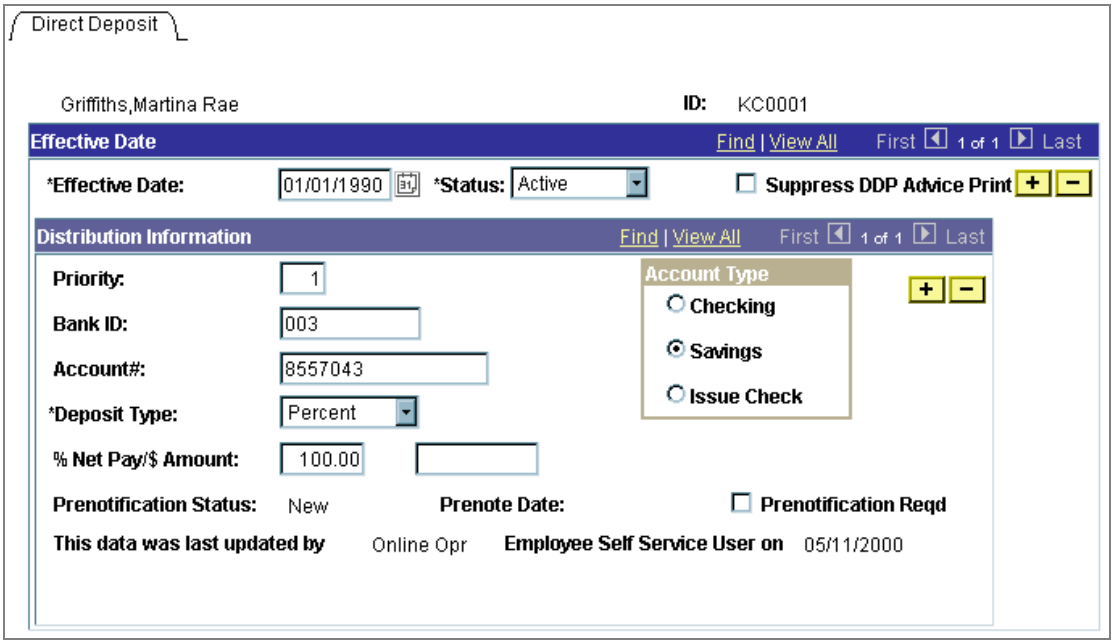
Page Used to Set Up Direct Deposits

Page Name	*Object Name*	*Navigation*	*Usage*
Direct Deposit	DIRECT_DEPOSIT	Compensate Employees, Maintain Payroll Data (US), Use, Direct Deposit Compensate Employees, Maintain Payroll Data (USF), Use, Direct Deposit	Enter the information to enable the direct deposit of employee pay to checking and/or savings bank accounts.
(CAN) Direct Deposit	DIRECT_DEPOSIT_CAN	Compensate Employees, Maintain Payroll Data (CAN), Use, Direct Deposit	Enter the information to enable the direct deposit of employee pay to checking and/or savings bank accounts.

Note. The Canadian Direct Deposit page is nearly identical to the generic Direct Deposit page.

Entering Direct Deposit Information

Access the Direct Deposit page.



Direct Deposit page

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 is made.

Bank ID Enter the Bank ID.

Note. You must enter a Bank ID and Account # for each Account Type.

Branch ID (CAN) Enter the Branch ID. This field applies to Canada only.

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 option to indicate a direct deposit to a checking or savings account, or if the system will issue a check: ***Checking, Savings,*** and ***Issue Check.***

Prenotification Status and Prenote Date — To verify that the Bank ID and Account numbers are valid, the system creates a prenote status file the first time it processes direct deposits for each employee and displays the date of the most recent update.

(CAN) **Note.** In PeopleSoft Canadian Payroll, the prenotification process is not applicable.

Prenotification Reqd (prenotification required) — Select this check box 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 self-service Web user made the update, and it displays the date of the most recent update. Online operators can update online using the Direct Deposit page. The employee, also known as the Web user, can update using the Direct Deposit self-service application.

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, make sure that you assign the savings and separate check entries lower priority numbers than the checking account direct deposit; this ensures that they are taken out first. Otherwise, 100 percent of the employee's net pay goes into checking before the system checks the other direct deposit guidelines.

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 is issued through a check.

Understanding the Prenotification Process

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 run the SQR program DDP001 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, suppose that it's the end of January and you're running a payroll with the dates 1/1/01 to 1/31/01. 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 1/31/01. 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 go into effect.

To change or discontinue direct deposits, set up the appropriate effective-dated rows, using the Direct Deposit page.

(CAN) Note. The prenotification process does not apply in Canada.

Note. You can stop direct deposits for a single paycheck by selecting the Disable Direct Deposit check box on an employee's paysheet. This causes the system to produce an actual paycheck for the employee, rather than a direct deposit.

Using Direct Deposit Reports

PeopleSoft Payroll for North America comes with several SQR programs that are an integral part of the direct deposit process. You typically run these SQRs after you complete 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.

See Also

"Working With Paysheets"

"Appendix A: PeopleSoft Payroll for North America Reports"

Defining Additional Pay Earnings

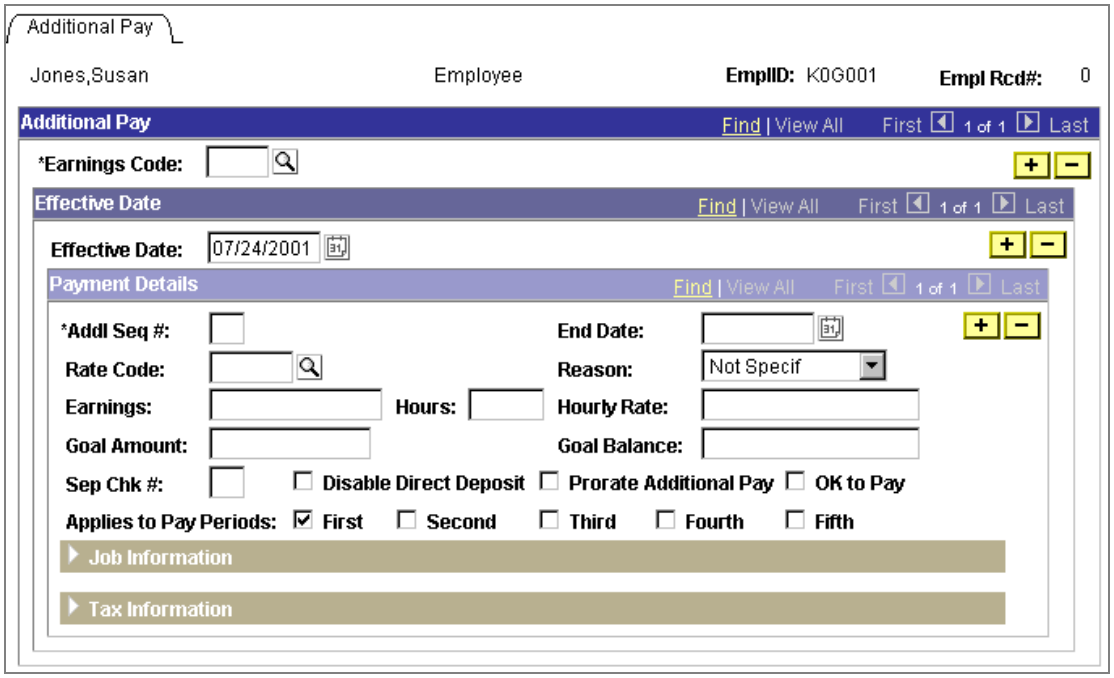
In this section, we discuss how to set up earnings that an employee will be paid on a regular basis *in addition* to regular pay—a car allowance, for example.

Page Used to Define Additional Pay Earnings

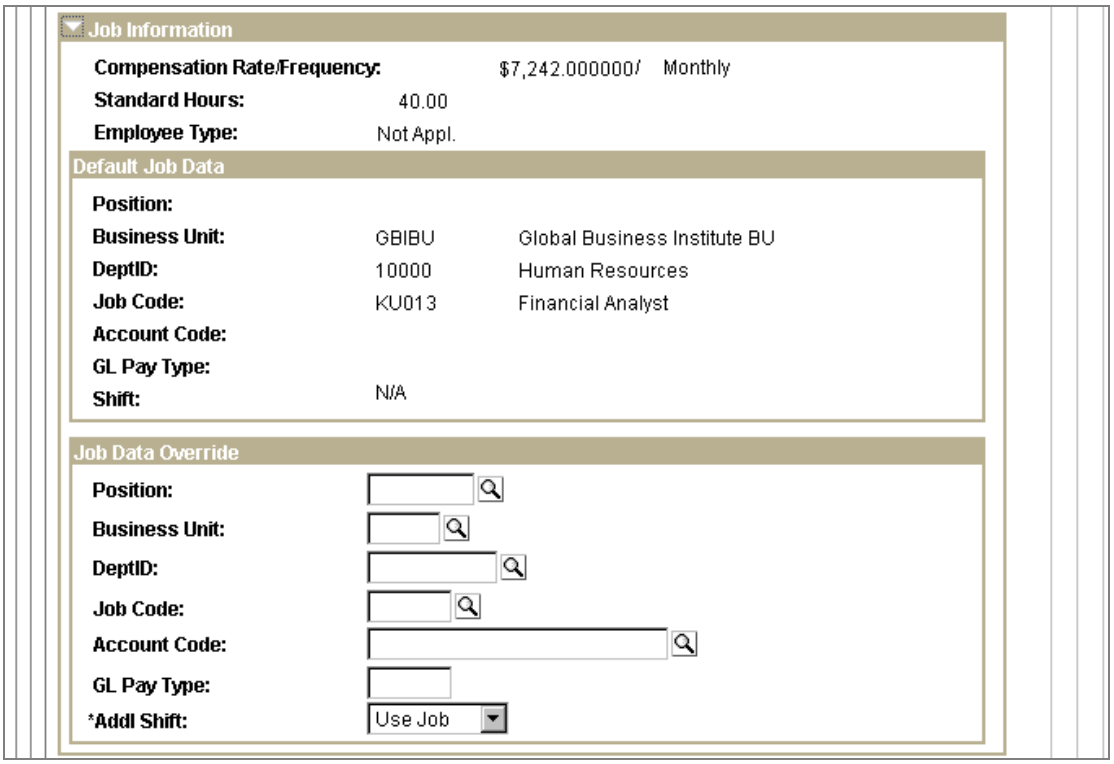
Page Name	*Object Name*	*Navigation*	*Usage*
Additional Pay	ADDITIONAL_PAY1	Compensate Employees, Maintain Payroll Data (US), Use, Additional Pay Compensate Employees, Maintain Payroll Data (USF), Use, Additional Pay Compensate Employees, Maintain Payroll Data (CAN), Use, Additional Pay	Override the current job data for each additional pay earning, change default additional pay settings, and override the employee tax data for additional pay earnings.

Entering Additional Pay Earnings Information

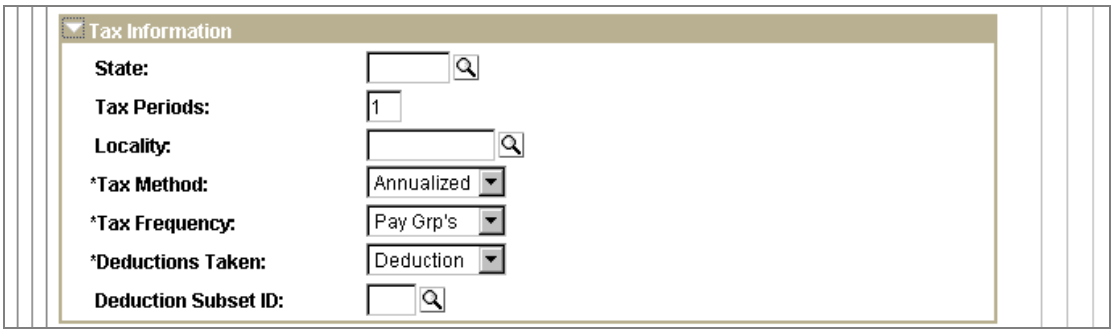
Access the Additional Pay page.



Additional Pay page (1 of 3)



Additional Pay page (2 of 3)



Additional Pay page (3 of 3)

(USF) 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.

Note. Do not confuse additional pay with a one-time payment, such as overtime or an expense reimbursement, which you enter directly on the paysheet.

Changes that you make to an employee's Additional Pay record can initiate the Retro Pay function. Retro Pay is initiated 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.

Payment Details

Addl Seq # (additional sequence number)

Every additional pay entry that you set up requires an additional sequence number. The system uses this number to uniquely identify the additional pay and, if necessary, to distinguish it from other rows of data you set up. For example, you may charge the additional pay to different departments. The additional sequence number you enter here is 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

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, Job Code Table, or Employee Compensation Table. Therefore, after you've selected your rate code, the system makes the **Earnings** and **Hourly Rate** fields unavailable on this page.

Reason

Indicate the reason the employee is receiving additional pay. Although this field is not used for payroll processing, the system generates a new Pay Earnings record for each additional pay earnings code where you have defined a different reason. You create your own reason codes according to your business needs. PeopleSoft Payroll for North America delivers one reason code, ***BAS Credit***. This reason code 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 must enter the fixed earnings amount in this field.

Hours

Enter the number of hours that are payable 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 variable, depending on the number

of payable hours, then you must enter those hours in the 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, enter ***8*** in the **Hours** field and enter ***10*** in the **Hourly Rate** field.

Hourly Rate — Enter the hourly rate. The hourly rate comes from the Job record if this field is blank.

Goal Amount — Enter a goal amount. This causes the system to stop the additional pay after the amount has been reached.

Goal Balance — 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 this field, 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 is put on the check that you specify here. If you leave this field blank, the additional pay is included with regular pay in one paycheck.

If the employee has multiple jobs, and you plan to select a deduction subset in the **Tax Information** group box, enter a check number in this field. Otherwise, the deduction subset is ignored and the standard deductions are taken.

Disable Direct Deposit — Select this check box if the additional pay will be paid by check versus direct deposit to the employee's bank account. In this case, a separate check is processed for the additional pay amount when a sequence number is entered in the **Sep Chk #** field.

Prorate Additional Pay — Select this check box 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 their Job record, the system prorates 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 must be approved before payment, do not select this check box. In this case, after approving the payment, the person manually selects the OK to Pay check box on 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 can select only the ***First*** or ***Second*** check box or both of those check boxes. If you selected both, the employee would receive the additional pay on each of his or her semi-monthly checks.

The system checks the pay calendar and then at the additional pay data, to determine what applies to the pay period, when processing a payroll.

Default Job Data

This group box displays 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 **Job Data Override** group box.

Job Data Override

The fields in this group box enable you to make adjustments to individual additional pay earnings. You also use this section of the page for other 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 the employee spends in the other department, you could create an additional pay entry and enter 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.

Position, Business Unit, DeptID, Job Code, Account Code, GL Pay Type Select any of these fields to override the default value.

Addl Shift (additional pay 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.

Tax Information

State (U.S.) Enter the state the employee worked in, if different from the employee's regular pay. This field is validated against the employee's State and Local Tax Data.

Tax Periods Enter the number of pay periods over which to spread the tax for these earnings. The system uses this field in conjunction with the 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 this field, the taxes are calculated as if they were earned over a six-week period.

Locality

(U.S.) Enter the locality the employee worked in, if different from the employee's regular pay. This field is 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, select ***Supplemental.*** In contrast, for a Canadian employee receiving the same bonus payment, select ***Bonus.*** Select one of these values:

(U.S.) Select ***Aggregate*** to tax the lump sum of the current payment with a previous payment. The system takes the last confirmed paycheck for that pay period and adds 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) Select ***Bonus*** to tax bonus payments.

(CAN) Select ***Commission*** to tax commission payments.

(U.S.) 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 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.

(CAN) Select ***Lump Sum*** to tax lump sum payments.

Select ***Paysheet*** to tax the additional pay using the default method specified on the paysheets.

(U.S.) 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: ***Annual, 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 paid on a separate check. This does not apply if it is added to a regular check. Select ***None*** to take no deductions when additional pay is paid on 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 paid on a separate check. This does not apply if it is added to a regular check.
Deduction Subset ID	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 Sep Chk #, select the same deduction subset ID. If you select different subsets, the system applies the deduction subset associated with the last additional pay record it processes.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Multiple Jobs"

"Working With Paysheets"

"Processing Retro Pay"

(CAN) Bonus Tax Method

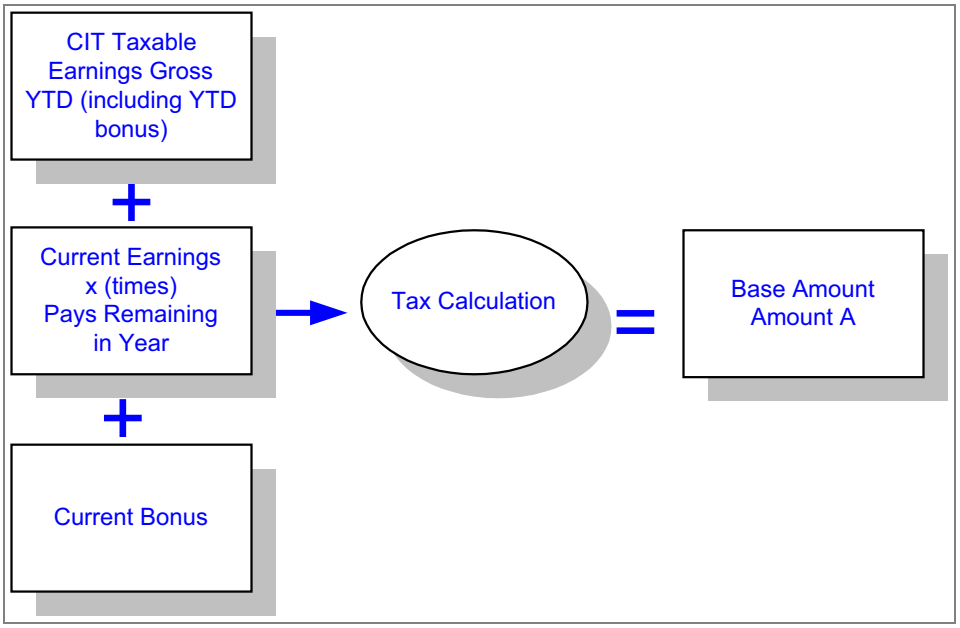
The Bonus Tax Method calculates the taxes on bonus payments. The actual calculation steps the system uses depend on *how* the bonus is paid—whether it is included with earnings or paid in a separate check.

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

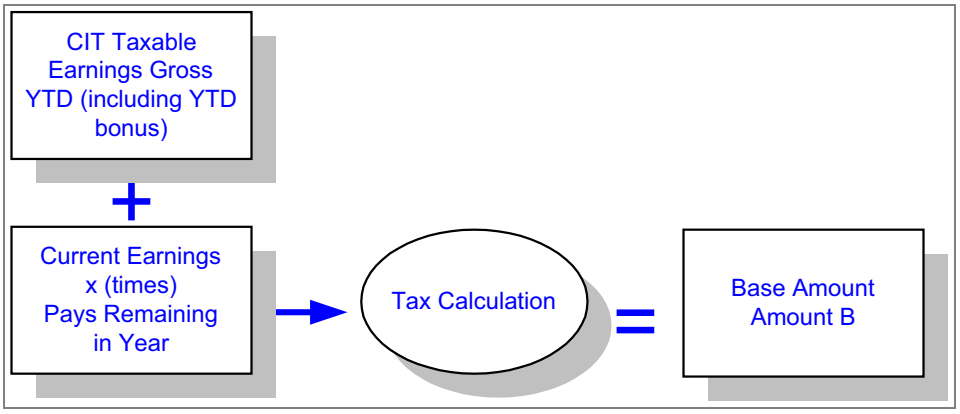
Scenario 1: Calculating the tax on a bonus that was included with regular earnings:

1. The system calculates a Base Amount A. The Tax Calculation in the following diagram annualizes the final net amount.



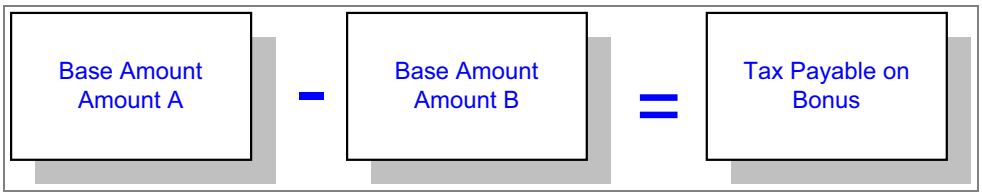
Bonus included with regular earnings - base amount A

2. The system calculates a Base Amount B.



Bonus included with regular earnings - base amount B

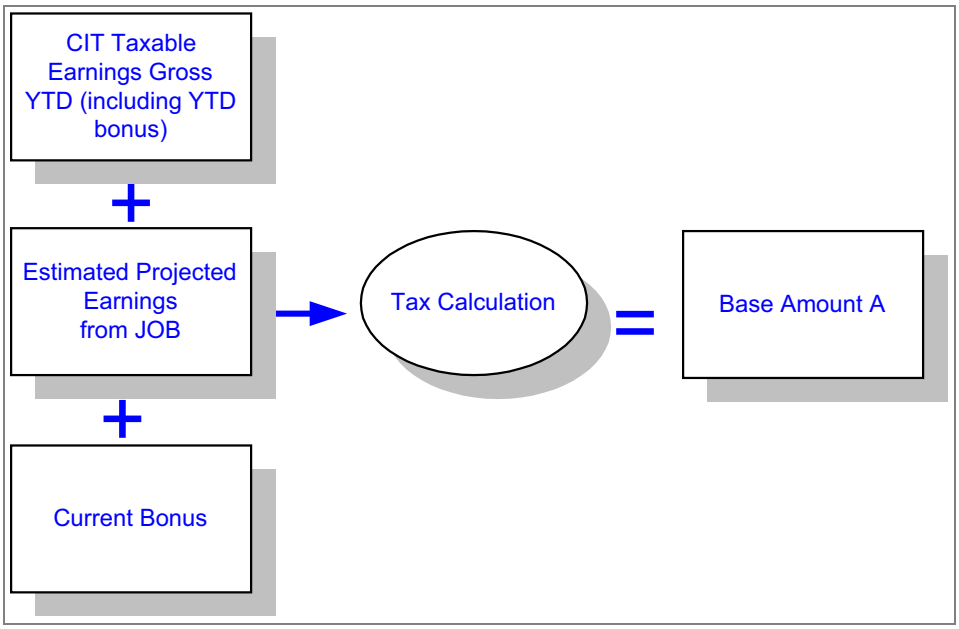
3. The system subtracts Base Amount B from Base Amount A to arrive at the tax payable on the bonus.



Bonus included with regular earnings - tax on bonus

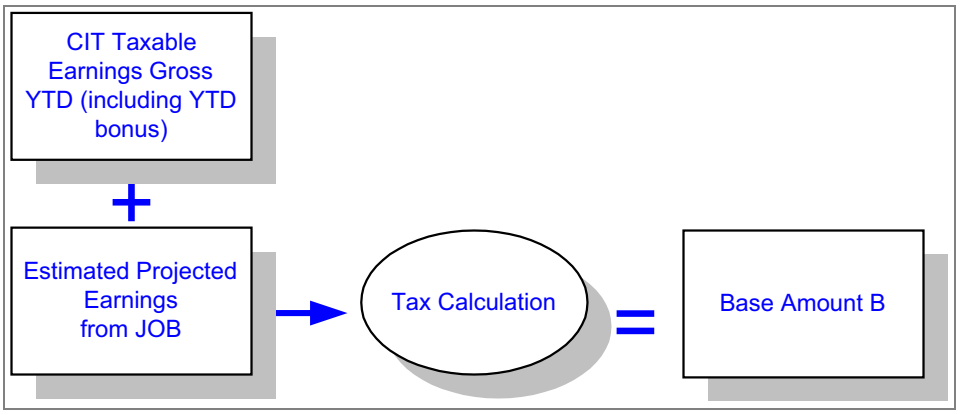
Scenario 2: Calculating the tax on a bonus that is paid in a separate cheque:

1. The system calculates a Base Amount A.



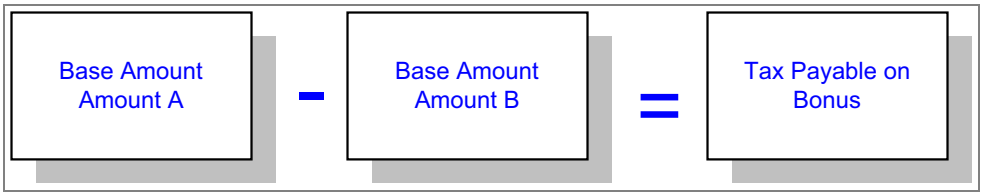
Bonus paid in a separate check - base amount A

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

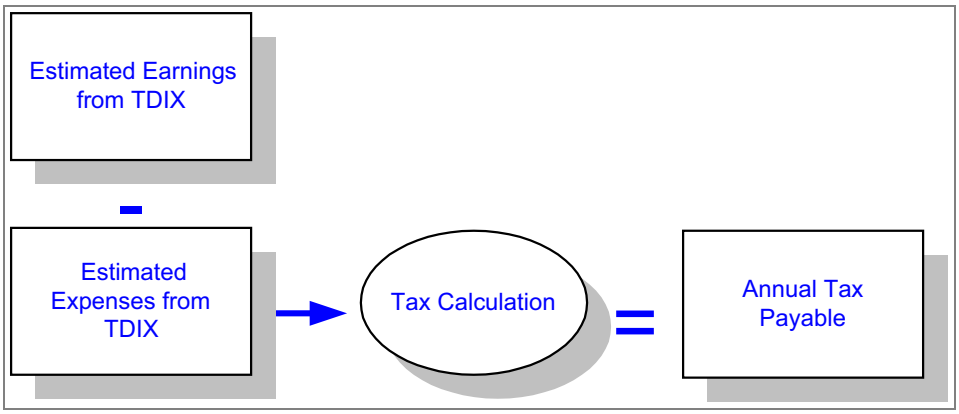
The Commission Tax Method uses amounts entered in the Commission Income and Expenses fields of the Canadian Income Tax Data page and Quebec Income Tax Data pages. Note that if these amounts are *not* entered, the system calculates tax using the annualized method, resulting in a higher amount of tax withheld.

Note. Amounts entered in the Commission Income and Expenses fields on the Canadian Income Tax Data and Quebec Income Tax Data represent the total annual estimated earnings and expenses, as reported by employees on the *CCRA 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.

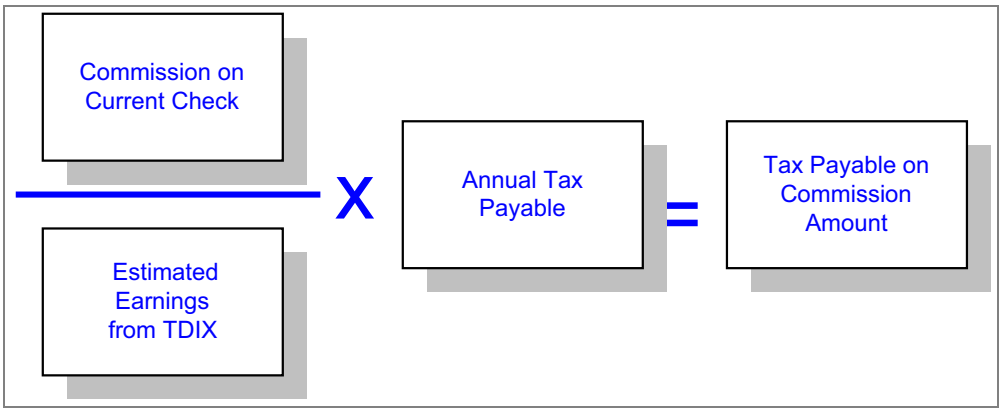
Scenario 1 - CIT Commission Tax Calculation

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 TD1X 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.



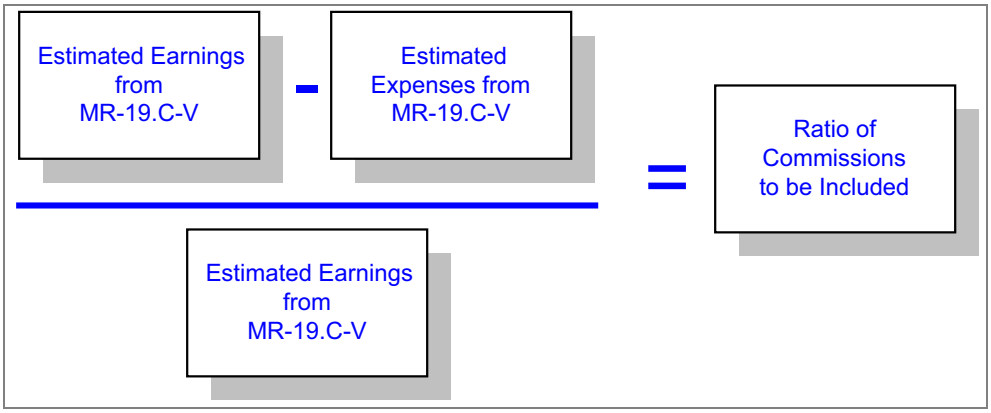
CIT commission tax - tax on commission

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.

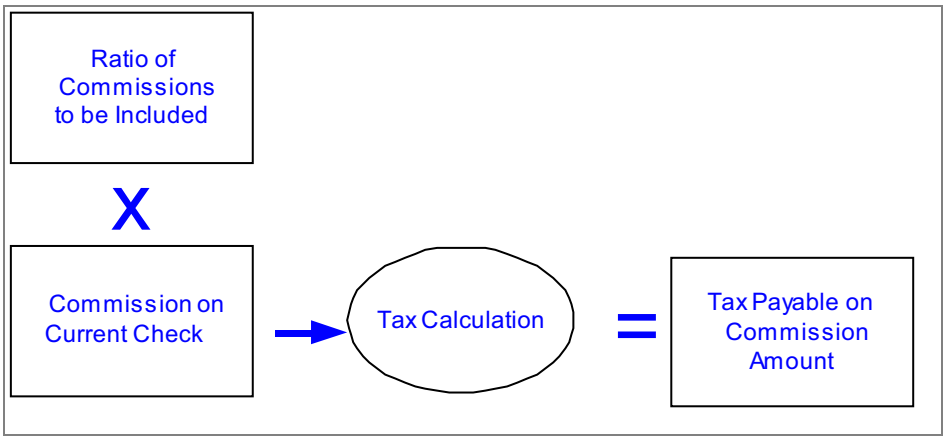
For Quebec provincial tax, the current cheque's commission earnings are calculated based upon a percentage determined by the values entered in the Commission Income and Expense fields on the Quebec Income Tax Data page. This calculated amount is then annualized, and the tax is calculated using the annualized method. Additional withholding amounts are added to the calculated amount.

1. Derive the ratio of commission to be applied to the current cheque's commission earnings amount.



QIT commission tax - ratio of commissions included

2. 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.

Administering U.S. Savings Bonds Purchases

In this section, we provide an overview of the U.S Savings Bonds feature and discuss how to:

- Enter data to process payroll accumulations toward the purchase of bonds.
- Display the activity of bond purchases and amounts collected towards each bond.
- Run the Bond Purchase report.
- Produce magnetic media output in Federal Reserve System format.

Understanding 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 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 North America 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.

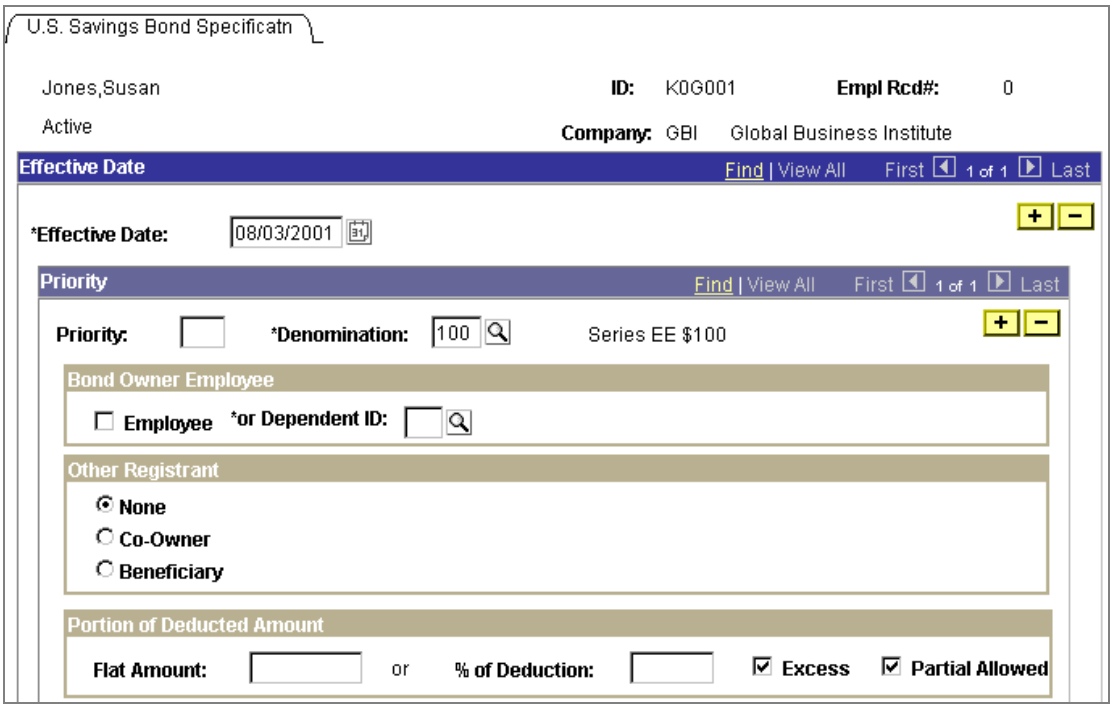
Pages Used to Administer U.S. Savings Bonds Purchases

Page Name	*Object Name*	*Navigation*	*Usage*
U.S. Savings Bond Specification	SAVINGS_BOND_SPEC	Compensate Employees, Maintain Payroll Data (US), Use, U.S. Savings Bond Spec Compensate Employees, Maintain Payroll Data (USF), Use, U.S. Savings Bond Spec	Enter data to process payroll accumulations toward the purchase of bonds.

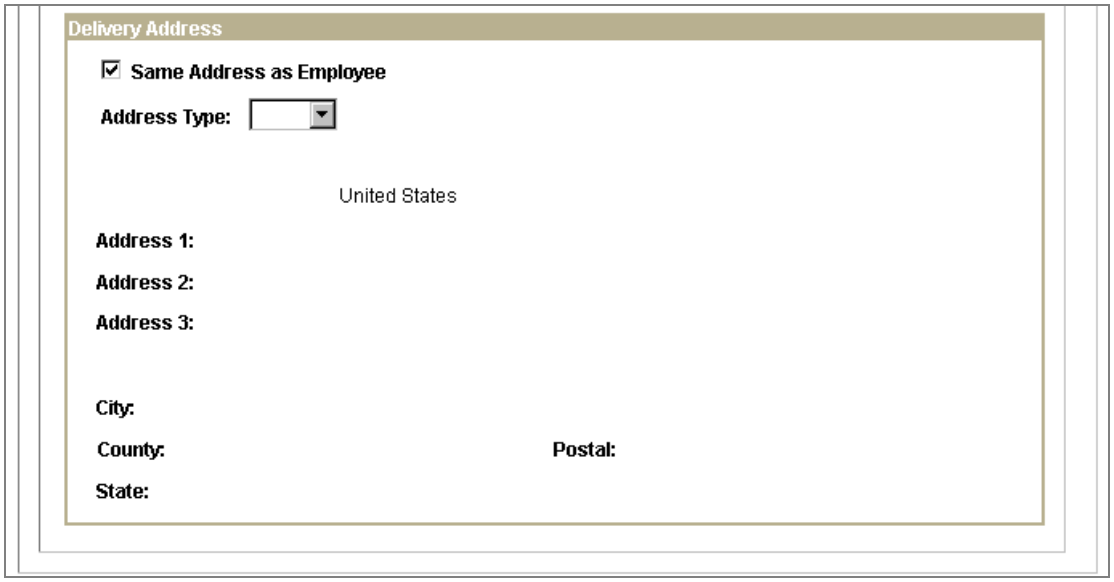
Page Name	Object Name	Navigation	Usage
U.S. Savings Bond Activity Log	SAVINGS_BOND_LOG	Compensate Employees, Maintain Payroll Data (US), Inquire, U.S. Savings Bond Activity Log Compensate Employees, Maintain Payroll Data (USF), Inquire, U.S. Savings Bond Activity Log	Display the activity of bond purchases and amounts collected.

Entering Data to Purchase Savings Bonds

Access the U.S. Savings Bond Specification page.



U.S. Savings Bond Specification page (1 of 2)



U.S. Savings Bond Specification page (2 of 2)

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. As with 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.

Bond Owner Employee

Employee — Select 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 if the employee's name is the only one on the savings bond.

Co-owner — Select if there are two owners of the bond. Additional fields become available for entering the co-owner information.

Beneficiary	Select if there is a beneficiary for the bond. Additional fields become available for entering the co-owner information.
Employee	Select 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.

Note. 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 pages in the Administer Base Benefits menu). The system does not 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 is 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 this field 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 this check box 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. Because the three deductions add up to only $80, the excess $20 is 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 Amount check box is selected for the second bond, $20 is allocated for the second bond.

Delivery Address

Same Address as Employee Select if the address you want the bond certificate mailed to the same as the employee's address.

Address Type If the employee is the bond owner, select the appropriate address from the list of employee addresses.

If a dependent is selected as the Bond Owner, Co-Owner, or Beneficiary, you can have the bond certificate mailed to a dependent's address.

To send a bond certificate to an address other than the employee's, deselect the Same Address as Employee check box. A group box displays within the Delivery Address group box asking you whether the delivery address should be for the Bond Owner or Other Registrant. The default is Bond Owner and the Bond Owner address displays. If Other Registrant is selected, the address of the Other Registrant will display.

Displaying Bond Purchase and Amount Activity

Access the U.S. Savings Bond Activity Log page.



U.S. Savings Bond Activity Log page

This is a display-only page that is maintained by the system to show the status of bond activity. The system doesn't purchase bonds for you, but it does show 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.

Bond Activity Status The status of the bond activity appears:

Funds Not Ready: Indicates that there are insufficient funds to purchase the bond.

	Funds Ready to Disburse: Indicates that there are sufficient funds to purchase the bond when you run the Bond Purchase report. ***Funds Disbursed:*** 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.
AP Status (accounts payable status)	This is system-maintained and indicates whether bond monies have been sent to PeopleSoft Payables 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 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 also identifies relevant information on co-owners and/or beneficiaries.

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 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.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

Maintaining Optional Payroll Data

In this section, we discuss how to enter optional employee payroll processing information.

Note. 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.

Pages Used to Maintain Optional Payroll Data

Page Name	*Object Name*	*Navigation*	*Usage*
Payroll Data 1	PAYROLL_DATA1	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	Enter optional employee payroll processing information.
Payroll Data 2	PAYROLL_DATA2	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	Enter other optional payroll processing information.

Entering Optional Payroll Processing Information

Access the Payroll Data 1 page.



Payroll Data 1 page

Paycheck Delivery Option This field 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 using 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.

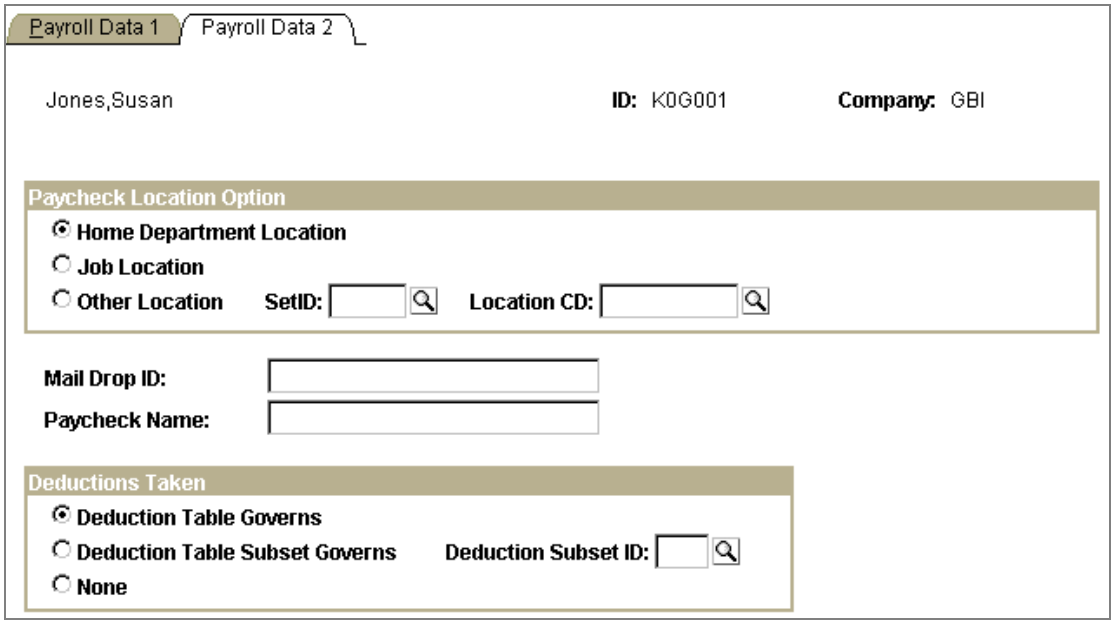
Check Address Select this option to send checks to the employee's check address. The system automatically displays the check

address from the employee's Personal Data in PeopleSoft Human Resources.

Update Check Address Click the link to update the employee's check address here, rather than on the Personal Data component.

Entering Other Optional Payroll Processing Information

Access the Payroll Data 2 page.



Payroll Data 2 page

Pay Group

Primary Pay Group Displays only when the employee has multiple jobs. 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.

PeopleSoft recommends 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 uses the default pay group associated with the first job into which the employee was hired.

Paycheck Location Options

These 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 - 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 Check Print Sequence on the Pay Group Table - Check Sequencing page.

Note. 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 (in 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 uses the Designated Agent Address and transmits the check for office delivery.

If you select this option, you also must select a setID and a location CD.

Select the setID 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 employee's mail drop ID.

Paycheck Name — Use this field to indicate a name, other than the employee name entered on the Personal Data record, to whom the paycheck should be made out. This field is not formatted, so enter the name exactly as you want it to appear on the paycheck.

Deductions Taken

Deduction Table Governs — Select this option 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 this option to take only those general deductions included in the 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 checks the employee's primary pay group and primary job to determine which set of deductions to apply.
None	Select this option if no general deductions should be taken out of the paycheck.

Note. 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.

See Also

"Working With Paysheets"

"Defining Deductions," Creating Deduction Subsets

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Multiple Jobs"

(USF) Maintaining and Tracking Employee IRR Data

In this section, we provide an overview of IRR data and discuss how to:

- Display an employee's IRR information.
- Display employee service history details.
- Display the PAR remarks for a specific action.
- Display an employee's current year and accumulated fiscal data.
- Enter remarks to an employee's IRR.

Understanding and Monitoring IRR Data

For a federal agency, you must 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.

After 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 component. You can also add remarks in the IRR Remarks page.

This component includes pages to review and update a pending IRR. After a final IRR is created, you can no longer modify it in these pages.

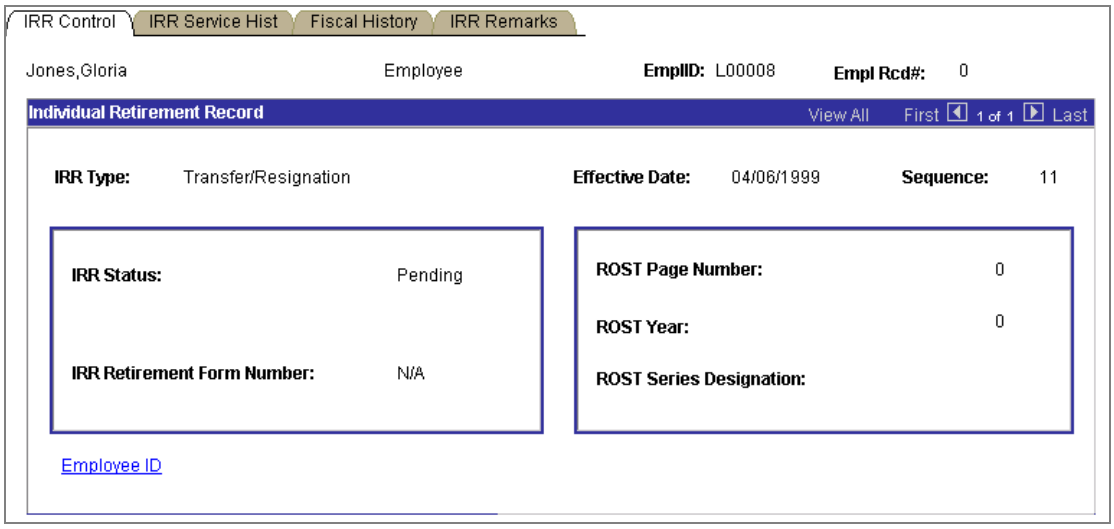
Pages Used to Maintain and Track Employee IRR Data

Page Name	*Object Name*	*Navigation*	*Usage*
IRR Control	GVT_IRR_CNTRL_HDR	Compensate Employees, Manage Payroll Process (USF), Use, Individual Retirement Record, IRR Control	Display an employee's IRR information.
Employee	GVT_IRR_DTA_TRK	Click the Tracking Data button on the IRR Control page.	Enter tracking data comments.
Individual Retirement Record - Service History	GVT_IRR_CNTRL_SERV	Compensate Employees, Manage Payroll Process (USF), Use, Individual Retirement Record, IRR Service History	Display employee service history details.
PAR Remarks	GVT_IRR_PAR_RK_SEC	Click the Information button on the IRR Service Hist page.	Display the PAR remarks for a specific action.
Fiscal History	GVT_IRR_CNTRL_FIN	Compensate Employees, Manage Payroll Process (USF), Use, Individual Retirement Record, Fiscal History	Display an employee's current year and accumulated fiscal data.

Page Name	Object Name	Navigation	Usage
IRR Remarks	GVT_IRR_REMARK	Compensate Employees, Manage Payroll Processes (USF), Use, Individual Retirement Record, IRR Remarks	Enter remarks to an employee's IRR.

Displaying IRR Control Information

Access the IRR Control page.



IRR Control page

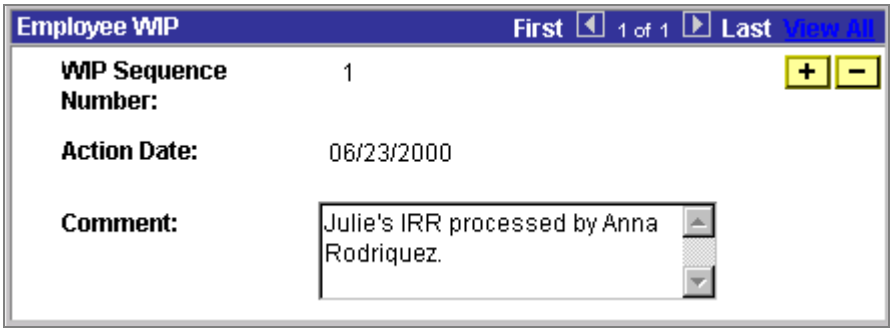
IRR Status Indicates whether this is a ***Pending*** or ***Final IRR***. A pending IRR is one where the separation PAR has been generated, but the final IRR process has not been run. The status of the IRR changes to final when the final IRR is run in the Process menu.

IRR Retirement Form Number The Form type comes from the IRR Retirement Plan Type that you designated on the Retirement Plan Table in the Base Benefits business process.

Employee ID Click to access the Employee page.

Entering IRR Tracking Comments on the Employee Page

Access the Employee page.



Employee 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 who makes changes to the IRR.

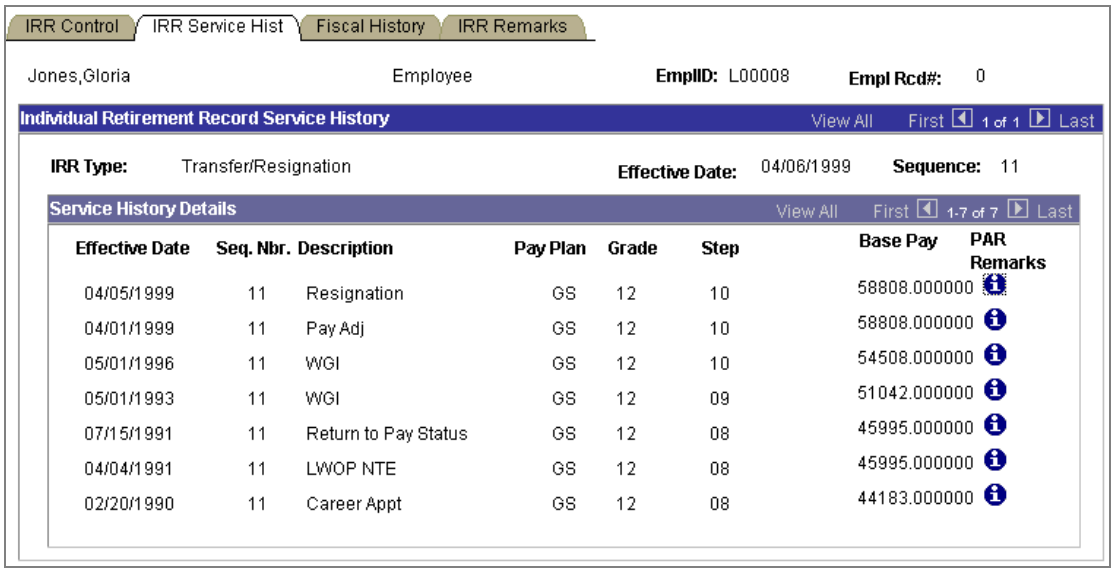
WIP Sequence No (Work In Progress Sequence Number)	The WIP Sequence number enables the audit trail entry to be uniquely identified in the system. This value is set by default from the Establishing Job Codes.
Action Date	The current date at time of entry by default.
Comment	Enter comments to track updates to an IRR or to indicate the person who is responsible for processing the IRR.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits

Display Employee Service History Details

Access the IRR Service Hist page.



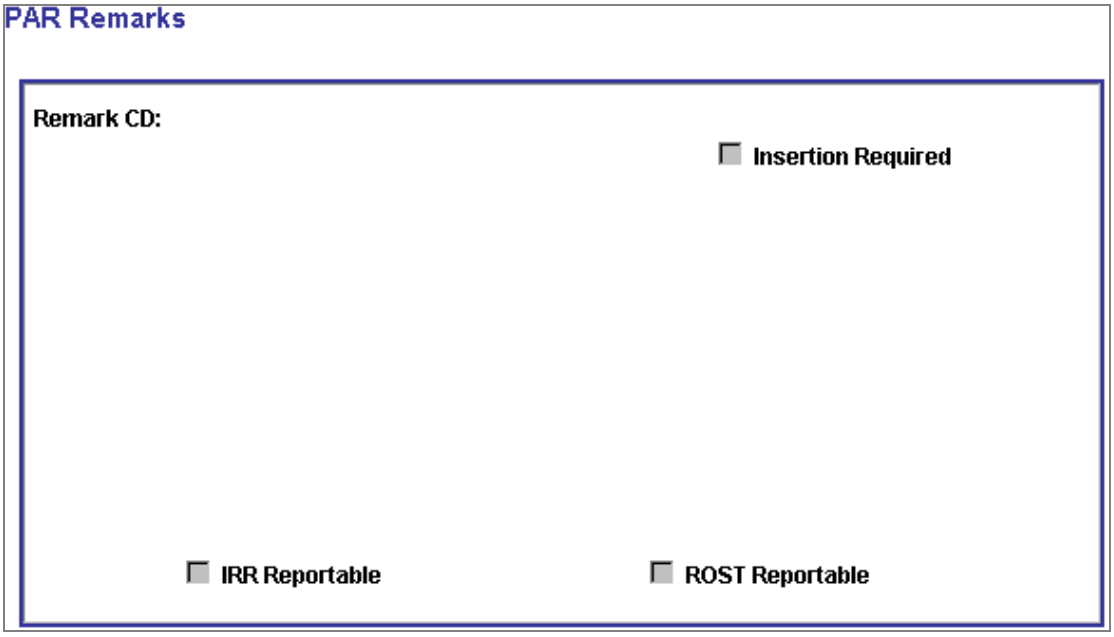
IRR Service Hist page

Base Pay The base pay associated with each PAR.

PAR Remarks (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.

Displaying PAR Comments

Access the PAR Remarks page.



PAR Remarks page

Remark CD This code uniquely identifies the PAR Remark. The value comes from the Pers Action Request Remarks - PAR Remarks Table Page.

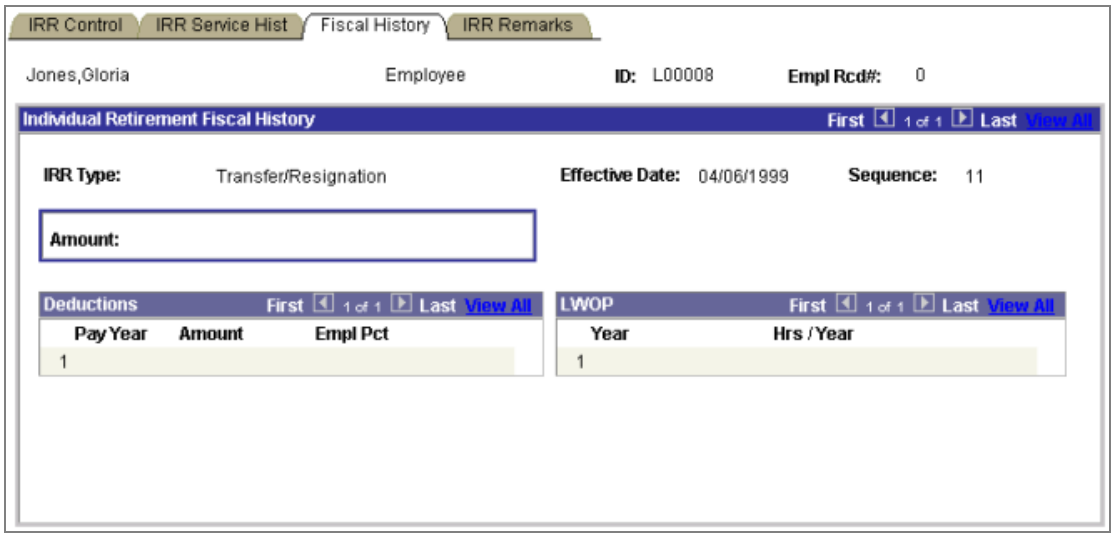
Insertion Required Select this check box to specify that additional text must be inserted into the Remark when it is associated with a PAR.

IRR Reportable (Individual Retirement Record Reportable) This check box is selected and unavailable, indicating that this PAR remark will be printed on the IRR report.

ROST Reportable (Record of Separation and Transfer) This check box is selected and unavailable, indicating that this PAR remark will be printed on the IRR report.

Displaying Employee's Fiscal Details

Access the Fiscal History page.



Fiscal History page

Individual Retirement Fiscal History

Amount The Basic Pay for prior years while not enrolled in the CSRS or FERS retirement plan.

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.

Amount The sum of the retirement deductions for that year.

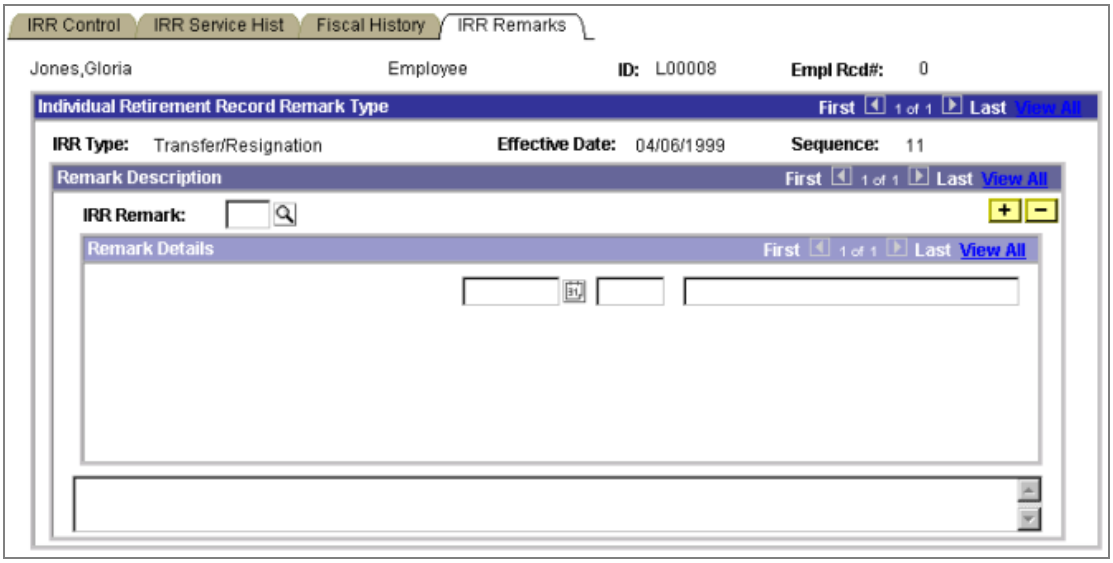
Empl Pct The deduction percentage of the retirement deduction for that year.

LWOP (leave without pay)

Hours/Year The hours accumulated for the year.

Entering IRR Remarks

Access the IRR Remarks page.



IRR Remarks page

Remark Description

IRR Remark

Select an IRR remark code from the IRR Remark drop-down list box. When you select an IRR remark code for an employee, the system provides 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 consists of the Sequence Number, Remark Type, Field Type, and Label. On the left side of the inner scroll bar is the sequence level for each remark component. On the right side of the inner scroll bar are user entry fields for text, date, or number entries.

Depending on the remark type selected, different fields appear. For example, fields that have a ***Text*** remark type have the text appear as display-only on the page, without any user entry fields. Fields that have an ***Employee-specific*** remark type have user entry fields available. Use these fields 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 in advance in the IRR Remarks Table.

Remark Details

These 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 generic and enables the customer to predefine the remark format. Depending upon how the remark is defined (Employee Specific or Text), you may need to enter additional information. If the remark is defined as employee specific, then you 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 (that is YX4) for display purposes. After you insert a remark, the display changes.

See Also

"Defining Earnings and Using Earnings Codes," Creating IRR Remarks

Setting Up Garnishment Information

To define garnishments, you create garnishment deduction codes and enter garnishment information in both the Define Payroll Process menu and the Maintain Payroll Data menu. In Maintain Payroll Data, you define the general deduction data and paycheck information you need to track for employees being garnished. Use the Garnishment Specification Data pages to enter specific information for garnishing an employee's pay.

See Also

"Defining Garnishments"

Processing Form W-2c

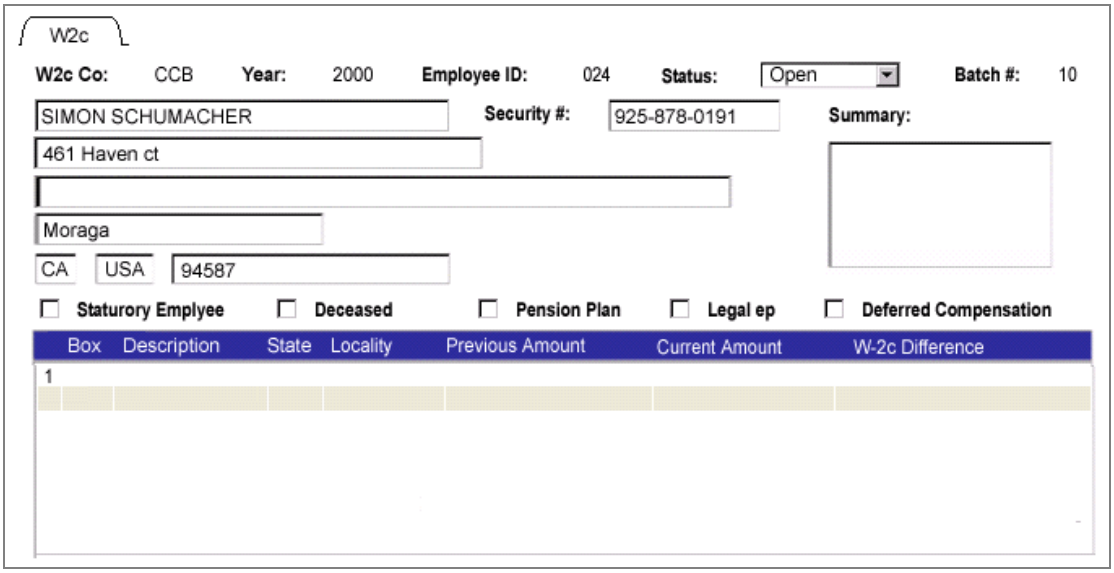
In this section, we discuss how to correct a W-2 or a previously submitted W-2c form.

Page Used to Process Form W-2c

Page Name	Object Name	Navigation	Usage
W-2c	W2C	Compensate Employees, Maintain Payroll Data (US), Use, W2c Compensate Employees, Maintain Payroll Data (USF), Use, W2c	Correct a W-2 or previously submitted W-2c.

Correcting a W-2 or W-2c Form

Access the W-2c page.



W-2c page

For each employee record that you update, the system retrieves the most recently submitted W-2 or W-2c information. For each change, enter either a new amount or an increase or decrease to the current amount. Either way, the system does the calculations for you.

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 appears. 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.
Comments	Select this button to display a 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.

Note. The following check boxes have the same functionality: You 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 check box.

Box	Select the Form W-2 box that you want to update.
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 is set by default from the Previous Amount. Enter a different amount, if necessary.
Increase/Decrease	This amount is set by default to ***zero.*** You can specify an increase or decrease to the Previous Amount by any amount you enter here—precede *decrease* amounts with a minus sign (**-**). If you enter an Increase/Decrease amount, the system calculates and displays the corrected amount.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

(CAN) Entering Canadian Income Tax Data

The pages in this section enable you to record and maintain employee information for calculating Canadian taxes. This section discusses how to:

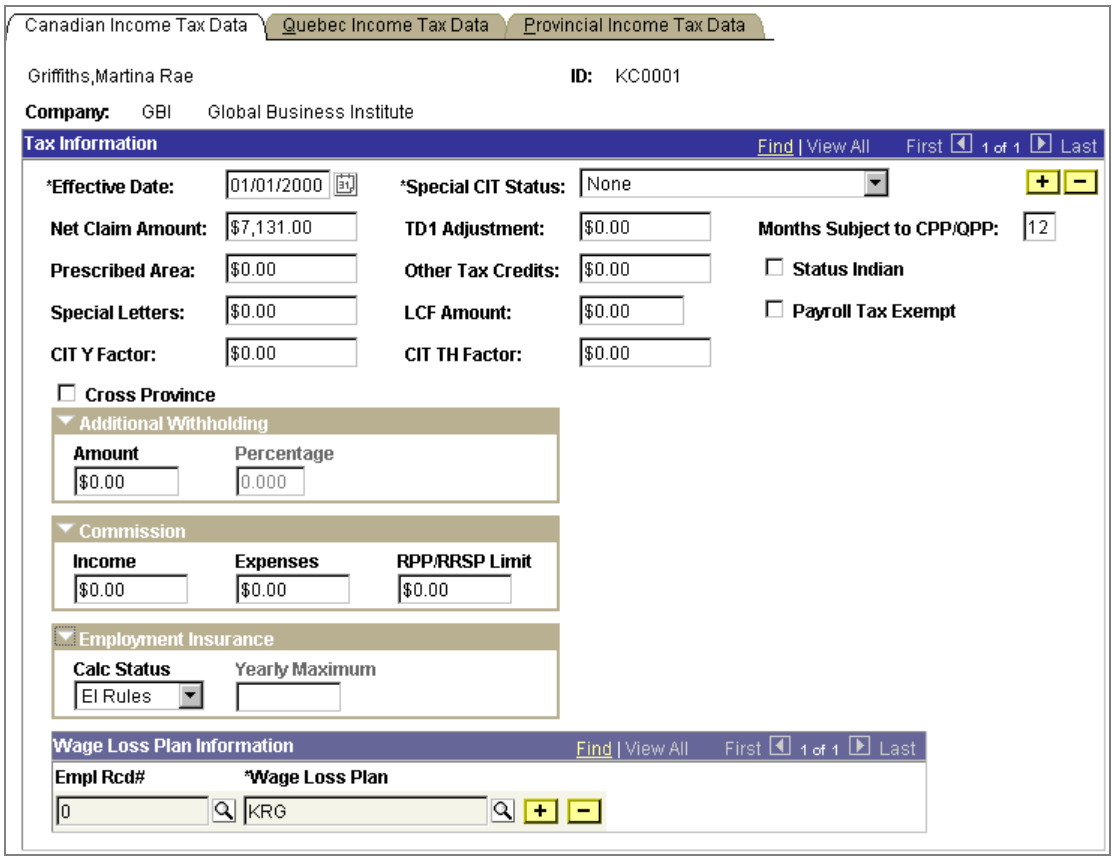
- Specify CIT withholding status, federal TD1 exemptions and adjustments, and other tax credits.
- Enter tax information for employees based in Quebec.
- Enter provincial nonrefundable personal tax credit amounts for employees' provincial TD1 forms.

Pages Used to Enter Canadian Income Tax Data

Page Name	*Object Name*	*Navigation*	*Usage*
Canadian Income Tax Data	TAX_DATA_CAN1	Compensate Employees, Maintain Payroll Data (CAN), Use, Canadian Income Tax Data, Canadian Income Tax Data	Specify special CIT withholding status, TD1 exemptions and adjustments, and other tax credits.
Quebec Income Tax Data	TAX_DATA_CAN3	Compensate Employees, Maintain Payroll Data (CAN), Use, Canadian Income Tax Data, Quebec Income Tax Data	Enter tax information for employees based in Quebec.
Provincial Income Tax Data	TAX_DATA_CAN4	Compensate Employees, Maintain Payroll Data (CAN), Use, Provincial Income Tax Data`	Enter provincial nonrefundable personal tax credit amounts for employees' provincial TD1 forms.

Specifying Special CIT Withholding Status and TD1 Exemptions and Tax Credits

Access the Canadian Income Tax Data page.



Canadian Income Tax Data page

Special CIT Status (special Canadian income tax status)

Select options in this 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** group box.

Select ***None*** if no special status exists. If you select this option, the system calculates 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 the CCRA 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 ∗ (net claim amount – TD1 adjustment)

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 allowed for those employees who live in designated areas of Canada (such as the Northwest Territories and the Yukon Territory). Note 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 CCRA 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.

Months Subject to CPP/QPP

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 (for example ***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, enter ***9.*** If the employee was exempt for the entire year, 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.

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

Select this check 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 become unavailable for entry and automatically set to an ***Exempt*** status.

PeopleSoft Payroll for North America 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.

When the **Status Indian** check box is selected, the relevant tax form definition boxes of the T4 and RL-1 forms, will facilitate the reporting of Status Indian tax-exempt employment income for year-end slip reporting purposes. For further information, refer to the Special Tax Topic on Year-End Processing located on Customer Connection.

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.

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** check box. 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, 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.

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. Note 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.

LCF amount

Enter the purchase amount of shares in Labour-Sponsored Venture Capital Corporations (LSVCC). This amount is 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 nonrefundable 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 is calculated. If you leave this field blank for employees who work in British Columbia, no provincial surtax credit is calculated.

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 is 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 Province

An employee who resides in one province or territory and is employed in another, may be subject to excessive tax deductions. If the CCRA 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 for North America refers to this type of situation as *cross-province taxation* as it applies only between provinces or territories.

Select this check box to generate cross-province tax processing. The default for this check box is unselected.

Use Province of Residence

Select this check box to use the employee's province of residence for calculating the employee's tax liability. The default for this check box is selected.

Or Override

Use this check box to override the employee's province of residence. Specify the applicable province of residence. Tax calculation is based upon province of residence override as defined in this field.

Note. When the province of employment for taxation purposes is Quebec (QC), the reduction in the tax liability is applied to the federal portion.

Additional Withholding

Amount and **Percentage**

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 calculates taxes based on the information on the tax table and takes 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 overrides the normal calculated tax and takes only the amount and/or percentage entered in the **Additional Withholding** fields.

Note. 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.

Commission

Income — For individuals paid on a commission basis, enter the employee's annual estimated commission income.

Expenses — For individuals paid on a commission basis, enter the employee's annual expenses.

RPP/RRSP Limit — Enter the RPP/RRSP limit. This limit overrides 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 applicable as of January 1, 1997 are ***EI Rules*** and ***EI Exempt***. The Payroll Calculation process uses this field to determine whether to deduct EI premiums. Pre-January 1, 1997 the only options available were the UI Yearly and UI Period options.

Select ***EI Rules*** if the employee is subject to Employment Insurance premiums. This is the default premium calculation formula.

Select ***El 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. 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.

Note. 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

Wage Loss Plan

Select the appropriate wage loss plan code. This 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 define valid wage loss replacement plan codes in the Canada Wage Loss Plan Table component in Define Payroll Taxes. You must create these codes *before* you use them elsewhere in the system.

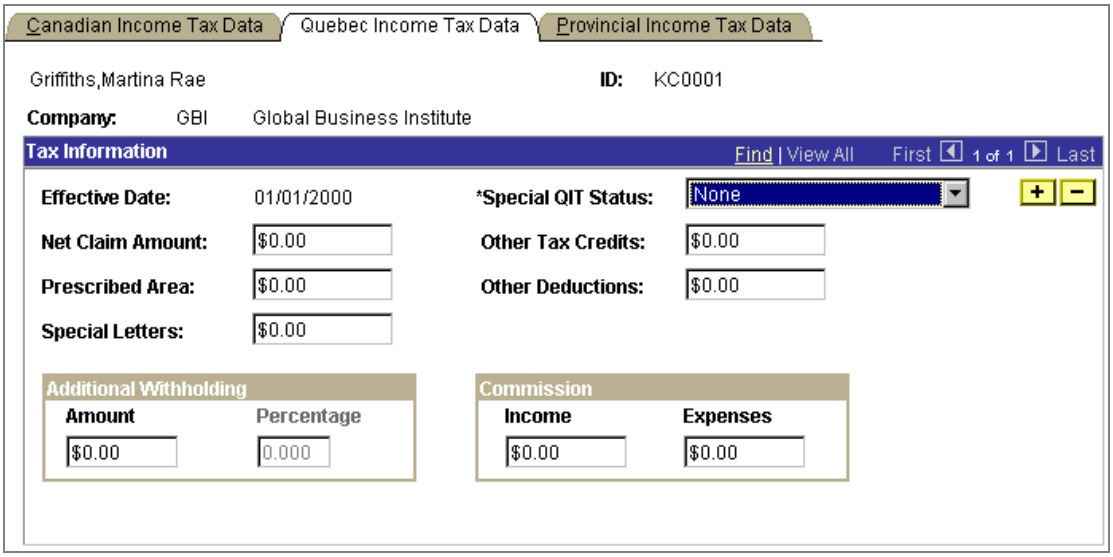
Note. If the Multiple Jobs feature is enabled, you can enter multiple Wage Loss Plans per employee. If the Multiple Jobs Allowed check box is cleared, you can enter only one wage loss plan per employee.

If the Automatic Employee Tax Data check box on the Installation Table – Products Specific page is selected, the system automatically creates employee tax data records whenever you hire an employee or transfer an employee to a new company.

The wage loss plan default that you specify on the Pay Group Table - Definition page becomes the default Wage Loss Plan on the Canadian Income Tax Data page whenever the system automatically creates employee tax data records.

Entering Quebec Income Tax Information

Access the Quebec Income Tax Data page.



Quebec Income Tax Data page

Tax Information

Special QIT Status (special Quebec income tax status)

These options are similar to those on the Canadian Income Tax Data page. Your selection indicates whether the employee has any special tax status for QIT purposes.

Net Claim Amount

Enter the total sum of all Quebec income tax exemption amounts from the employee's Source Deductions Return.

Other Tax Credits

Enter other authorized *Revenu Quebec* 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.

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). Note 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 *Revenu Quebec* 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, enter that amount here. Note that if a special letter is entered mid-year, the amount must be prorated by the number of pay periods remaining in the year.

Additional Withholding

Amount and **Percentage**

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 calculates taxes based on the information on the tax table and takes 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 overrides the normal calculated tax and takes only the amount and/or percentage entered in the **Additional Withholding** fields.

Note. 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.

Commission

Income

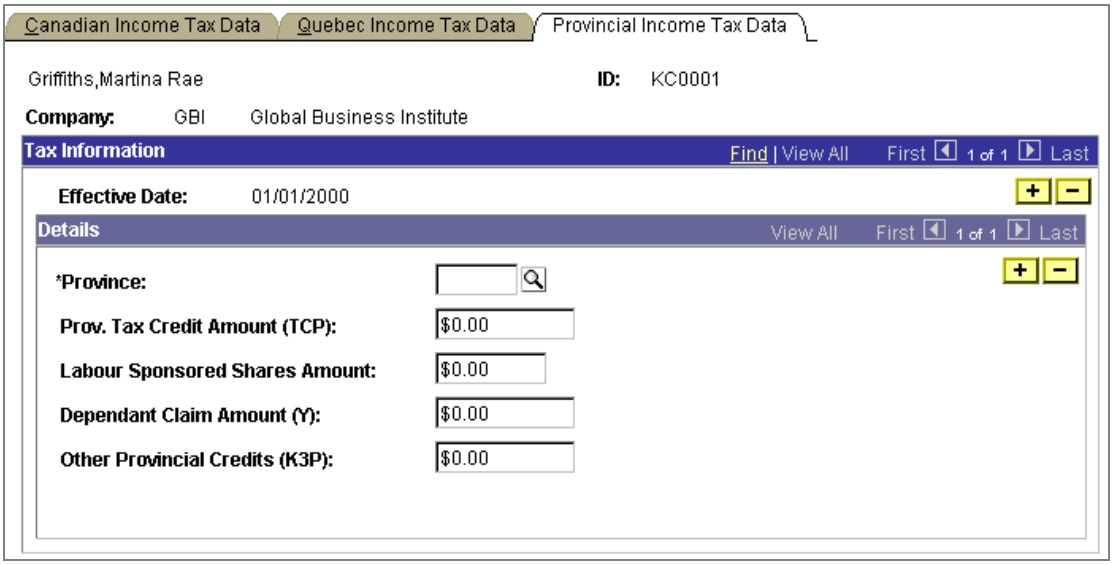
For individuals paid on a commission basis, enter the employee's estimated annual commission income.

Expenses

For individuals paid on a commission basis, enter the employee's estimated annual expenses for individuals paid on a commission basis.

Entering Provincial Income Tax Data

Access the Provincial Income Tax Data page.



Provincial Income Tax Data page

Prov. Tax Credit Amount (TCP)

Enter the Total Claim Amount from the employee's or pensioner's provincial form TD1. This is the sum of all of the individual personal tax credit amounts reported on the provincial form TD1 contributing to the Total Claim Amount.

Labour Sponsored Shares Amount

Enter the provincial or territorial labour-sponsored funds tax credit amount that is applicable to Nova Scotia, New Brunswick, Ontario, Manitoba, Saskatchewan, British Columbia, Yukon Territory, Nunavut, and the Northwest Territories.

Note. If a Provincial Income Tax Data record exists, the value specified in the Labour Sponsored Shares Amount field (including zero) is used for the provincial income tax calculation and the LCF Amount field on the Canadian Income Tax Data page is used for the federal income tax calculation. If no Provincial Income Tax Data record exists, by default the system uses the federal labour-sponsored funds tax credit amount indicated in the LCF Amount field of the Canadian Income Tax Data page for both federal and provincial income tax calculations.

Note. (Employers Paying Employees in the Province of Saskatchewan). Investment amounts in venture capital corporations that are registered federally only must be entered into the LCF Amount field of the employee's Canadian Income Tax Data page. Investment amounts in venture capital corporations that are registered in Saskatchewan must be entered into the Labour Sponsored Shares Amount (LCP) field of the employee's Provincial Income Tax Data page

Dependant Claim Amount (Y)	Where applicable, calculate and enter the total Dependent Claim Amount (Y). This is the total sum of the calculated reduction factor Y amounts applicable to Manitoba and Ontario used in determining the provincial tax reduction (factor S).
Other Provincial Credits (K3P)	This field is currently not in use. Currently, although factor K3P is referenced in the TONI formulas, the details of the other provincial tax credits authorized by a tax services office or tax centre related to this factor have not yet been determined by the government.

Important! For cross-province taxation to be calculated correctly, entries should be created on the Provincial Income Tax Data page for both the province of employment *and* the province of residence. If entries do not exist for one or both provinces, the provincial basic personal amounts from the Canadian Tax Table will be applied.

(CAN) 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 and enables you to define different deduction characteristics for each pay group within your company.

See Also

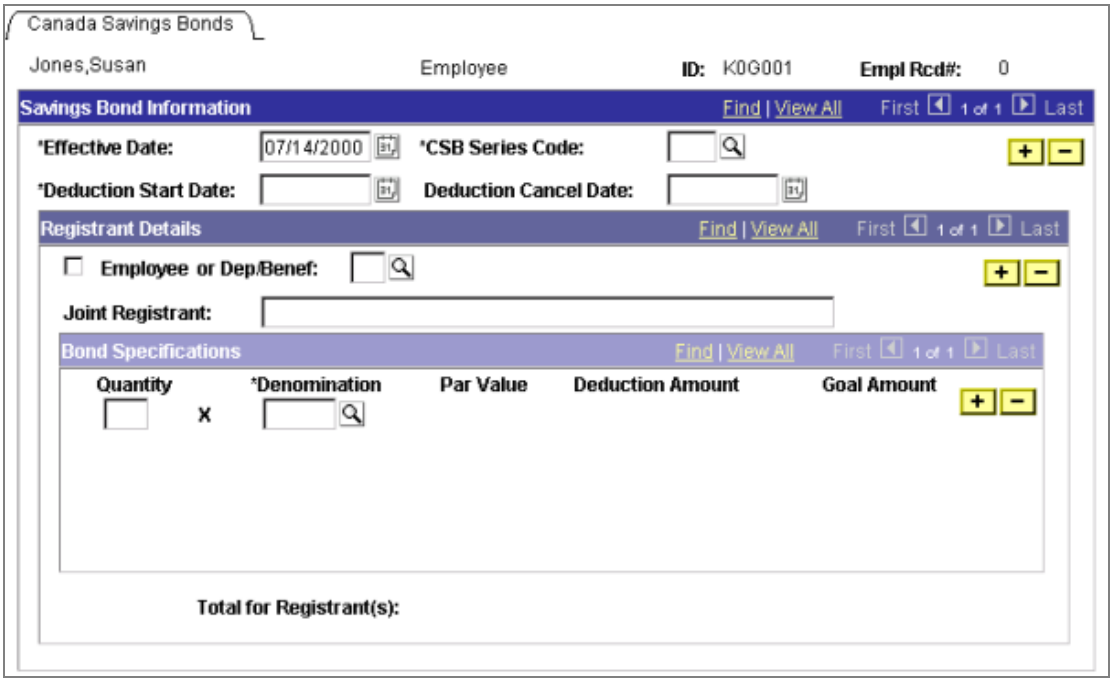
"Defining Tables That Support the Payroll Process," (CAN) Establishing Canada Payroll Savings Plans

Page Used to Administer the Canada Savings Bond Program

Page Name	*Object Name*	*Navigation*	*Usage*
Canada Savings Bond Spec	CSB_REG_DATA	Compensate Employees, Maintain Payroll Data (CAN), Use, Canada Savings Bond Spec	Register employees participating in the Canada Savings bond program.

Registering Employees in the Canada Savings Bond program

Access the Canada Savings Bonds page.



Canada Savings Bonds 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 Table or Canada Savings Bond Spec data, you must 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, enter a new General Deduction Data record to 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 is required for employees who leave the company or change to an unpaid status.

Savings Bond Information

CSB Series Code (Canada savings bond series code) — Select the CSB series code for which you're registering the employee.

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 becomes unavailable for entry.

Or Dep/Benef (or dependent/beneficiary) — Select this check box if the principal registrant is a dependent or beneficiary of the employee.

Joint Registrant	Enter any joint registrant.

Bond Specifications

Denomination	Enter the denomination of the bonds to be purchased.
Par Value	The Par Value is maintained by the system. Par Value represents the face value of the bonds.
Deduction Amount	This is the Par Value multiplied by the Deduction Factor from the Canada Savings Bond Table. The Deduction Amount total is maintained by the system and is sent to the employee's General Deduction Data page for payroll processing.
Goal Amount	The goal amount is the Deduction Amount multiplied by the Number of Deductions from the Canada Savings Bond Table. The Goal Amount total is maintained by the system and is sent to the employee's General Deduction Data page for payroll processing.
Total for Registrant(s)	Represents the total amount for all registrants.

Note. 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 Table must be dated early enough to enable selection of the series code on the registrant page. For example, if the bond series code is effective October 1, 2001, but you want to start keying CSB registrant information on September 1, 2001, the CSB Series Code **Effective Date** must be entered as September 1, 2001.

Bond Purchase Report

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.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

CHAPTER 11

Handling Group-Term Life Insurance

In this chapter, we provide an overview of group-term life insurance and discuss how to:

- Set up deductions for group-term life plans.
- Calculate imputed income.
- Adjust imputed income for U.S. employees.

Understanding Group-Term Life Insurance

Group-term life insurance that employers provide to employees and their dependents is a special type of benefit subject to taxation and reporting requirements in both the U.S. and Canada.

In the U.S., the value of the first $50,000 of group-term life insurance that an employer provides to an employee is not considered taxable income. The value of coverage in excess of $50,000 (computed according to Internal Revenue Service [IRS] regulations) minus premiums that the employee pays with after-tax dollars, is considered taxable income and is subject to social security and Medicare taxes. Although you must report the amount 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 can also provide group-term life insurance coverage for an employee's spouse and 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 (computed according to IRS regulations) becomes taxable income and is 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.

Note. This is not an issue for federal employers, because Federal Employee Group Life Insurance (FEGLI) is paid by employee deductions and is not employer-provided.

In Canada, the value of all employer-paid premiums for group-term life insurance on employees and their dependents constitutes a taxable benefit.

After you set up tables and enroll employees in your plans, the system automatically calculates employees' imputed income and associated taxes.

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Organizing Payroll Information for Base Benefits," Working With Imputed Income

Setting Up Deductions for Group-Term Life Plans

After you establish that a plan is a group-term life plan, set up the plan so that the system calculates imputed income. Set up the plan in the Deduction Table with a plan type of 20-29 (Life). The plan must have a Taxable Benefit deduction classification component.

In this section, we discuss how to:

- Select deduction classifications.
- (CAN) Select Canadian deduction classifications.
- Set up tax options.

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.
- Nontaxable Benefit—After-Tax/Before-Tax.

Set up these classifications on the Deduction Table - Tax Class page.

- If the employer completely pays for the plan, use 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 employee fully or partially pays for the plan, use 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, use three classifications:
    - Nontaxable Benefit.
    - After-Tax (or Before-Tax).
    - Taxable Benefit.

For FEGLI, there are no additional classifications. It is an after-tax employee deduction. Basic Life Options A, B, and C coverage as separate deduction codes.

(CAN) Selecting Canadian Deduction Classifications

After-Tax and Taxable Benefit are the deduction classification options. 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, define an After-Tax deduction classification.
- For employer contributions to the group-term life insurance, define a Taxable Benefit deduction classification.

Selecting Sales Tax

In Ontario and Quebec, premium contributions are subject to Provincial Sales Tax on Insurance (PSTI). For these provinces, 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 in the Personal Data component determines the provincial rate that the system uses when calculating the employee portion of a deduction that is subject to 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.

See Also

"Defining Deductions," Understanding Canadian Deductions and Specifying Tax Classifications

Setting Up Tax Options

After you set up the deduction, the system calculates the taxable amount for federal, state, and local taxable income. In most cases, indicate that imputed income (the taxable benefit):

- Adds to the effect on the Federal Insurance Contributions Act (FICA) FICA gross.
- Has no effect on the Federal Unemployment Tax (FUT) gross.

The cost of group-term life insurance in excess of $50,000 is not subject to federal withholding tax (FWT). Therefore, to have the system withhold FWT, select the Withhold FWT check box.

If you must calculate state or local taxes based on a taxable gross that differs from the federal taxable gross, enter GTL (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 earnings or deduction types (such as imputed income) that you must treat differently at the state or local level than at the federal level. The Taxable Gross Definition Table is where you make changes to taxable gross definitions.

PeopleSoft maintains the entries in the Taxable Gross Definition Table for group-term life taxable grosses (for U.S. only). The only time you might change an entry is when state or

local taxing authorities alert you about changes in their regulations. PeopleSoft also incorporates the changes in the next tax update. If you discover an error or missing information, please notify the Global Support Center, so PeopleSoft can incorporate the change or addition in the next tax update.

You don't ordinarily change the Taxable Gross Definition Table, but you can change definitions of taxable gross for state and local income taxes, state disability insurance, and state unemployment taxes.

In the Taxable Gross Definition Table, specify whether the withholding for each state follows the federal rules.

Selecting GTL or DPL

Depending on whether you set up an employee group-term life (GTL) plan or a dependent life (DPL) plan, select the appropriate value in the GTL/DPL field on the Deduction Table - Tax Effect page. The system calculates imputed income for dependent life separately from regular (individual) group-term life. Your selection determines which calculation the system uses.

Add to Group Term Life	Select this value if you set up a regular or supplemental employee life plan that qualifies as a group-term plan.
Add to Dependent Life	Select this value if you set up a dependent life plan that qualifies as a group-term plan.
No Imputed Income Calculated	This value is for other types of plans that do not qualify as group-term life plans.

See Also

"Defining Deductions," Specifying U.S and Canadian Tax Effect Considerations

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Payroll Tax Tables," Setting Up a Section 125 Definition

Calculating Imputed Income

In this section, we discuss how the system:

- Calculates U.S. imputed income.
- (CAN) Calculates Canadian imputed income.

Calculating U.S. Imputed Income

To calculate imputed income for all group-term life plans (except dependent life) in accordance with IRS regulations, the system performs the following processes when you run the Pay Calculation process:

1. 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 this case, the system combines the calculated coverage of all the plans to determine the employee's total life insurance coverage.

2. Subtracts $50,000 from the total coverage—the amount of coverage that 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 the system uses that cost to calculate imputed income.

3. Uses the IRS Uniform Premium Table to establish the amount to include in the employee's taxable gross. (The rates in this table are generally less than the actual cost of the insurance.) PeopleSoft stores the information from the Uniform Premium Table under **Benefits Tables, IRS Age-Graded Rate Table.** IRS is the Age-Graded Rate Table ID (key) for the information from the Uniform Premium Table.

Note. There is no need to enter the IRS rate table in the Benefit Deduction Program Table, because the system uses it automatically.

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4. Subtracts employee-paid, after-tax contributions to the coverage. The IRS stipulates that if an employee contributes to the total cost of coverage, then you must subtract the amount of the employee contribution 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 uses only after-tax deduction classifications; it ignores before-tax deductions. The system does not take into account one-time paysheet adjustments, but rather recalculates these at the end of the year.

The system adds the resulting amount to the employee's taxable gross in the Paycheck record. 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.
- In step 2, the system determines whether the total is greater than $2,000; if it is, the system proceeds with the remaining steps.

The Paysheets - Paycheck Deductions page displays the results of dependent life calculations as a taxable benefit separate from the regular (individual) group-term life taxable benefits.

Example

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, 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 (supplemental life)	$200,000	Employer-paid premium: $0 Employee-paid premium: $100

If the employee has more than one type of life coverage, the system calculates imputed income in an iterative manner.

1. The system calculates the basic life plan:

   a. Determine the total coverage for basic life:

      $150,000

   b. Subtract $50,000 from the total coverage:

total coverage	$150,000
	−$50,000
subject to imputed income	$100,000

   c. 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:

$$\left(\frac{\$100{,}000}{1{,}000}\right) \times \$1.17 = \$117$$

   d. Subtract employee-paid, after-tax contributions to the coverage:

result of previous calculation	$117
employee contribution	−$10
taxable benefit	$107

   Robert's Paycheck Deduction record displays:

20	Life	After-Tax	10
20	Life	Nontaxable Benefit	49
20	Life	Taxable Benefit	107

2. The system calculates the supplemental life plan:

   a. Determine the total coverage.

basic life	$150,000
supplemental life	+$200,000
total coverage	$350,000

b. Subtract $50,000 from the total coverage:

total coverage	$350,000
	−$50,000
subject to imputed income	$300,000

c. Apply the IRS Uniform Premium Table. Robert's age of 60 calls for a calculation of $1.17 per $1,000 of coverage.

$$\left(\frac{\$300,000}{1,000}\right) \times \$1.17 = \$351$$

d. Subtract employee-paid, after-tax contributions to the coverage:

result of previous calculation	$351
employee contribution	−$110
total taxable benefit	$241

3. The system subtracts the initial $107 taxable benefit for basic life from the $241 total taxable benefit to determine the supplemental life taxable benefit:

total taxable benefit	$241
basic life taxable benefit	−$107
supplemental life taxable benefit	134

Robert's Paycheck Deduction record displays:

20	Life	After-Tax	10
20	Life	Nontaxable Benefit	49
20	Life	Taxable Benefit	107
21	Supp (supplemental)	After-Tax	100
21	Supp	Taxable Benefit	134

Calculating Canadian Imputed Income

To calculate the taxable benefit for all group-term life plans, the system performs the following processes when you run the Pay Calculation process:

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 this case, the system 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 it uses in the following step.

4. Subtracts employee-paid, after-tax contributions to the coverage. The law stipulates that if an employee contributes to the total cost of coverage, then you must subtract the amount of the employee contribution 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 uses only after-tax deduction classifications; it ignores before-tax deductions. The system does not take into account one-time paysheet adjustments, but rather recalculates these at the end of the year.

The system adds the resulting amount added to the employee's taxable gross in the Paycheck record. 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.

Example

Suppose a Canadian employee has three plans:

20	Life	$100,000	Employer-paid premium: $50 Employee-paid premium: $50 $1 per $1,000
21	Supp Life (supplemental 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: $150,000.
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:

$$\left(\frac{\$100{,}000}{1{,}000}\right) \times 1 = \$100$$

   - Supplemental Life:

$$\left(\frac{\$150{,}000}{1{,}000}\right) \times 1 = \$150$$

4. Subtract 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 displays:

20	Life	After-Tax	50
20	Life	Taxable Benefit	50
21	Sup (supplemental)	After-Tax	100
21	Sup	Taxable Benefit	50
25	Dep	After-Tax	50

See Also

PeopleSoft Human Resources PeopleBook: Base Benefits, "Setting Up Benefit Support Tables," Defining Age-Graded Rates

Adjusting Imputed Income for U.S. Employees

PeopleSoft Payroll for North America addresses imputed income every pay period. Although imputed income calculations are accurate with the information available in a pay period, you might require adjustments at the end of the year, as a result of changes in coverage or an employee being termination. To make adjustments, use the Imputed Income Adjustment (IMPCALC) process.

Note. Before running Imputed Income Processing, you must establish the taxable benefit deduction that you plan to use for adjustments. You can use either an existing deduction code of 20-29, or establish a new deduction code only for adjusting imputed income.

In this section, we provide an overview of the Imputed Income Adjustment process and discuss how to:

- Modify imputed income.
- View results.

Understanding the Imputed Income Adjustment Process

The Imputed Income Adjustment process performs calculations and creates a file containing one-time Adjustment records for all employees who require them.

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, run Imputed Income Processing in Update Paysheets mode, and the system makes the adjustments as one-time deductions with a Taxable Benefit deduction classification. The system establishes these one-time deductions as off-cycle manual checks (paylines).

The manual checks that Imputed Income Processing creates do not have an amount in the Total Gross and Net Pay fields. This is not necessary, because the imputed income adjustment that the process creates is a taxable benefit deduction class, and it does not affect gross or net pay.

When Imputed Income Processing creates the adjustment paysheet, it changes the Deductions Taken field value on the Paysheet - One-Time Deductions page to None. This prevents the system from taking normal taxable benefits and employer deductions on the adjustment check.

You cannot rerun Imputed Income Processing. For example, suppose 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 receive another error, because the system attempts to insert duplicate rows into the database. Therefore, if you must rerun the process, delete the paysheets that the process added previously.

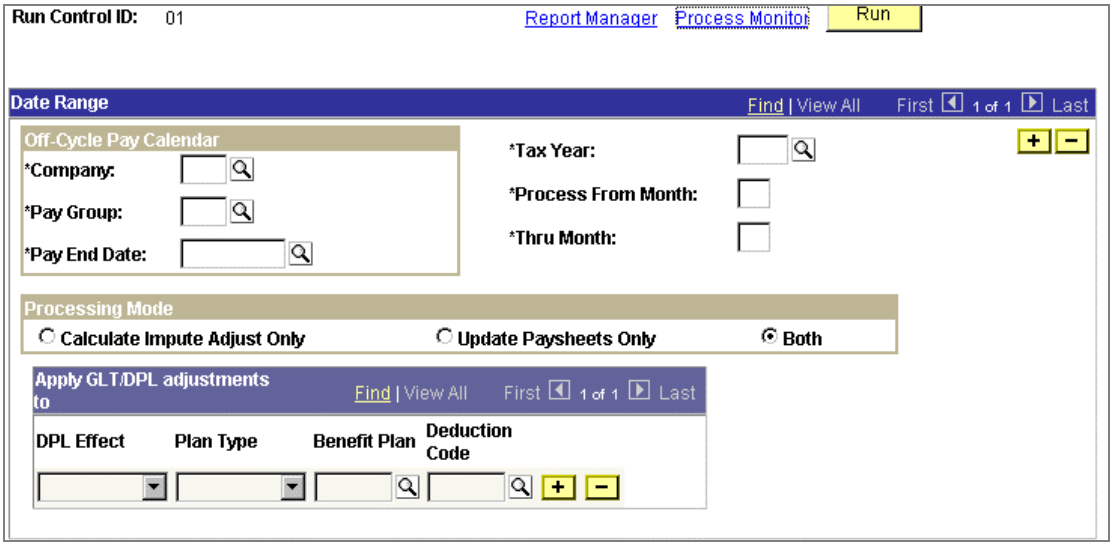
Attach your adjustment paysheets to a pay calendar that does not contain any other off-cycle paysheets. In other words, there should be no other off-cycle paysheets entered for the same calendar in which you create the imputed income adjustments.

Page Used to Adjust Imputed Income for U.S. Employees

Page Name	*Object Name*	*Navigation*	*Usage*
Imputed Income Adjustment - Imputed Income	RUNCTL_IMP_CALC	Compensate Employees, Manage Payroll Process (US), Process, Imputed Income Adjustment, Imputed Income Compensate Employees, Manage Payroll Process (USF), Process, Imputed Income Adjustment, Imputed Income	Calculate imputed income adjustments and update paysheets with the adjustment amounts.

Modifying Imputed Income

Access the Imputed Income Adjustment - Imputed Income page.



Imputed Income Adjustment - Imputed Income page

Process From Month and **Thru Month**

Enter a numerical value for the first and last months in the date range. (Ordinarily, this is ***1*** through ***12***—January through December.)

Processing Mode

Calculate Impute 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 follows:

1. Run the process in Calculate Impute 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 this group box to designate the deduction codes to which you want the system to apply the imputed income transactions when it loads the transactions into paysheets.

DPL Effect Select the type of adjustment.

You must have one row for ***Add to DPL*** and one row for ***Add to GTL.***

Note. 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.

Deduction Code Deduction codes must be valid for all employees in the run.

Note. This COBOL process takes one or two minutes to process each employee. If you have many employees, the process could take hours or even a full day.

Example

Joanne 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

1. Because the IRS does not consider the first $50,000 of coverage taxable, the system performs no imputed income calculations for Joanne during the first half of the year.

2. 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

3. Because Joanne now has coverage totaling $75,000, starting with the next payroll after July 1, $25,000 is 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:

$$\left(\frac{\$25{,}000}{1{,}000}\right) \times \$.11 = \$2.75$$

4. The system subtracts Joanne's employee-paid, after-tax contribution to the coverage:

result of previous calculation	$2.75
employee contribution	−$1.25
taxable benefit	$1.5

These calculations are correct beginning with the end-of-July payroll. However, the IRS stipulates that any contributions made by the employee must be factored into the equation. In Joanne's case, you must include all her contributions from January 1 to June 30. 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:

1. Recalculates Joanne's imputed income (without subtracting her monthly contributions) for every month of the year.

2. Adds up the monthly figures to arrive at a total.

3. Adds up her monthly contributions.

This table 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

Month	*Imputed Income*	*Employee Contribution*
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). However, because the system is calculates her taxable benefit on a month-by-month basis, her taxable benefit is $9 (6 months × $1.50 per month). Therefore, the system must reduce Joanne's taxable benefit for the year by $7.50:

total taxable benefit from month-by-month calculations	$9
total taxable benefit from end-of-year calculation	– $1.50
end-of-year adjustment	$7.50

See Also

PeopleTools PeopleBook: ***Process Scheduler***

Viewing Results

View the results of imputed income calculations by running SQR PAY033 (Compensate Employees, Manage Payroll Process, Report 1, Imputed Income Adjustment Rpt).

Note. If you used the process to load transactions into paysheets, use the Paysheet or Payline pages to view the one-time deductions.

See Also

PeopleTools PeopleBook: Reporting

"Appendix A: PeopleSoft Payroll for North America Reports"

CHAPTER 12

(CAN) Working with Canadian Low-Interest Loans

This chapter provides an overview of Canadian low-interest loans and discusses how to define them.

Understanding 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).

Note. 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.

PeopleSoft Payroll for North America calculates the low-interest loan taxable benefit as follows:

Loan Balance ∗ Prescribed Interest Rate % on Canadian Company Tax Table

minus

Loan Balance ∗ Loan Interest Rate % on General Deduction Data page for employee

equals

Annual low-interest loan taxable benefit for the employee

To calculate 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, 2001, VNB lends Joan Avery $10,000 at a rate of 5 percent. The government-prescribed rates for 2001 are:

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:

Pay Period	*Loan Balance*	*Prescribed Interest Percent (Government Rate)*	*Loan Interest % (Company Rate)*	*Monthly Taxable Benefit*
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**

Note. The system does not calculate 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.

Setting Up Loan Processing and Loans

This section discusses how to:

- Specify prescribed interest rates and loan data.
- Activate loan processing.
- Establish loan deductions.

Page Used to Set Up Loan Processing and Loans

Page Name	*Object Name*	*Navigation*	*Usage*
Canadian Company Tax Table	CAN_USR_TAX_TABLE1	Define Business Rules, Define Payroll Taxes, Setup, Canadian Company Tax Table, Canadian Company Tax Table	Maintain the government's prescribed interest rate.

Specifying the Government's Prescribed Interest Rate

You must maintain the government's prescribed interest rate.

See Also

PeopleSoft HRMS Application Fundamentals PeopleBook, "Setting Up Payroll Tax Tables," (CAN) Defining Canadian Tax Information

Activating Calculation Routines for Low-Interest Loans

To activate the unique calculation routines used for low-interest loans, access the General Deduction Table page and select the **Loan Processing (Canada)** check box.

See Also

"Defining Deductions"

Establishing the Loan Deduction

To establish a loan deduction for payback of the low-interest loan, select and define a deduction classification using the:

- Deduction Table - Tax Class page
- Deduction Table - Tax Effect page

Deduction Table - Tax Class Page

Access the Deduction Table - Tax Class page. In the **Deduction Classification** group box, select ***Taxable Benefit***.

Deduction Table - Tax Effect Page

Access the Deduction Table - Tax Effects page. In the **Tax Effects** group box, select the appropriate Canadian Tax Effects: ***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***.

See Also

"Defining Deductions"

Specifying the Loan Percentage

Access 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 in the Canadian Company Tax Table, the system calculates a low-interest loan taxable benefit for the employee. If the field is left empty, it is assumed that the interest rate is zero.

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.

See Also

"Maintaining Payroll Data"

CHAPTER 13

Working With Paysheets

In this chapter, we provide an overview of paysheets and discuss how to:

- Create paysheets.
- Modify paysheets.
- Record one-time deductions, garnishments, and taxes.
- Create final check paysheets.
- Work with paysheets online.
- Review paysheet balances.
- Use paysheets effectively.
- Use paysheet reports.

Understanding Paysheets

Before you run payroll calculations, you must create paysheets. Generated by PeopleSoft Payroll for North America, paysheets contain 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 in a 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 for North America uses an online version of the pencil-and-paper paysheets and paylines. The information that you enter in the payroll tables appears in the paysheets during the Paysheet Creation process, which the system does automatically.

Use the 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 run payrolls for Canadian employees, use the pages in the Manage Payroll Process (CAN) menu. Because these pages are similar to the U.S. versions, this documentation

includes explanations of the page, field, and processing differences, and other important variations.

Understanding Paysheet Page Messages

Paysheet pages display messages that might appear for each pay earnings on the paysheet. The messages indicate either the status of the pay earnings, or what the pay earnings represent.

Normal Payroll Processing Messages

Message	*Explanation*
No Message	The standard message indicates that nothing unusual has happened.
Partial Period	Indicates that the employee was not active for the entire pay period, or that the employee's Job record was 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 was updated since the last time you ran the Pay Calculation process. If you haven't already recalculated the employee's pay, the system recalculates it the next time you run the Pay Calculation process. To select all employees whose pay data changed and requires recalculating, select the Calculation Required value in the Job Pay Data Change field on the Payline Update/Display page. Entering Y in the same field selects all employees whose pay was recalculated due to a change in one of their pay-related records.
Pay Data Change - Partial Period	Indicates, for employees who received a Pay Data Change message, that a change was 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 in 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.

Reversal and Adjustment Messages

The following messages might appear when you run the Reversal batch process for a check adjustment:

Message	*Explanation*
Reversing Adjustment	Indicates that a Pay Earnings record that was adjusted. It appears in the original Pay Earnings record.

Message	Explanation
Adjustment	Indicates that the Reversal/Adjustment process created a Pay Earnings record. It appears in the Pay Earnings record that you use to recalculate an employee's pay.
Adjustment - Partial Period	Indicates that the employees with the adjusted Pay Earnings record 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 was updated since the last time you ran the Pay Calculation process. The system recalculates this employee during the next Pay Calculation process if it hasn't already. To select all employees whose pay data changed and requires recalculating, enter R in the Job Pay Data Change field on the Payline Update/Display page. Entering Y in the same field selects all employees whose pay was recalculated due to a change in one of their pay-related records. (See the previous example.)
Adj - PayChg - Partl Period (adjustment - pay change - partial period)	Indicates, for an employee who received an Adjustment - Pay Data Change message, that a change was 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

Message	Explanation
Manual Check	This message appears when you activate the Manual Check option.

See Also

"Working With Checks," Reversing Paychecks

Creating Paysheets

To create a paysheet automatically, use the Paysheet Creation process. This process gathers information about the employees for whom to process payroll from system tables and generates the pay earnings information for each payline.

To create a paysheet manually, create a blank paysheet with only the pay begin and end dates specified.

Note. You can run the Paysheet Creation process only for on-cycle pay runs. You must enter paysheets for off-cycle pay runs individually.

In this section, we provide an overview of the Paysheet Creation process and discuss how to:

1. Run the Presheet Audit report.
2. Establish run controls.

3. Run the Paysheet Creation process.

4. Check for payroll errors.

Understanding the Paysheet Creation Process

During this process, the system scans all employees and selects the employees scheduled to be paid for the specified pay period. It recognizes them because their pay groups are assigned to a pay calendar entry that is associated with the pay run ID.

When you create paysheets, the system 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 it charges earnings).
- Provides for earnings and hours to be divided among two or more departments, accounts, locations, and so on.
- Uses the pay calendar and holiday schedule to automatically set up the holiday earnings code and hours for pay periods that contain holidays, using the holiday earnings code from 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 use the Multiple Job feature and established multiple jobs, or employment record numbers, for your employees).
- Provides for printing 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 Fair Labor Standards Act (FLSA) employees when the FLSA period is smaller than the pay period.

Pages Used to Create Paysheets

Page Name	*Object Name*	*Navigation*	*Usage*
Paysheet Creation	RUNCTL_PAYSHEET	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	Specify a pay run ID and create a paysheet. This page is also used to confirm a pay run that processed paysheets loaded with variable compensation data.
Payroll Error Messages - Payroll Error Messages	PAY_MESSAGES	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	View payroll error messages that arise when creating paysheets.

Running the Presheet Audit Report

Before creating paysheets, run the Presheet Audit report. This is an optional SQR that verifies the integrity of your payroll and benefits setup, and your employee data.

See Also

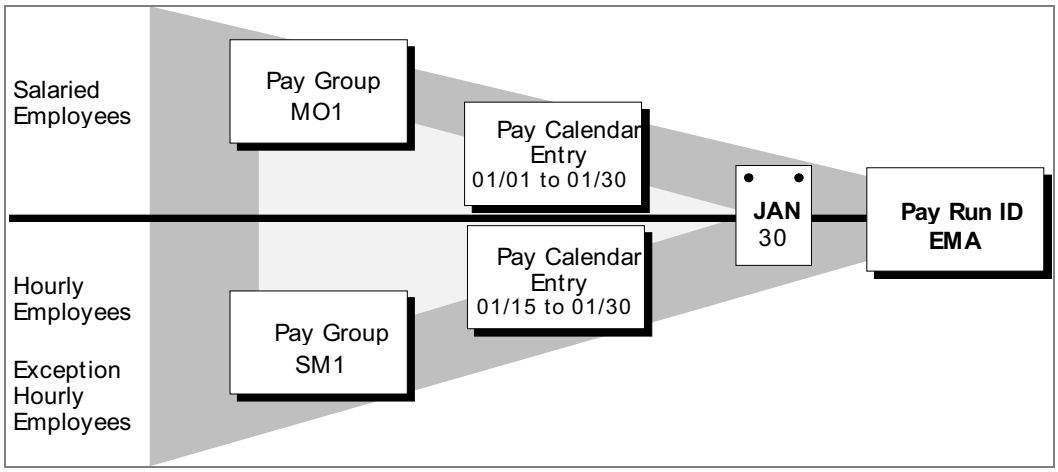
"Appendix A: PeopleSoft Payroll for North America Reports," PAY034 - Presheet Audit

Establishing Run Controls

To indicate for whom you want to create paysheets, specify a pay run ID on the Paysheet Creation page. This pay run ID groups together pay calendar entries from different pay groups for payroll processing.

When you set up the Payroll Process Tables, you assigned a pay run ID to each pay calendar entry. At this point, you have already know how to organize your payroll cycles, and whether 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 in the Define Payroll Process menu.



Setting up pay run controls

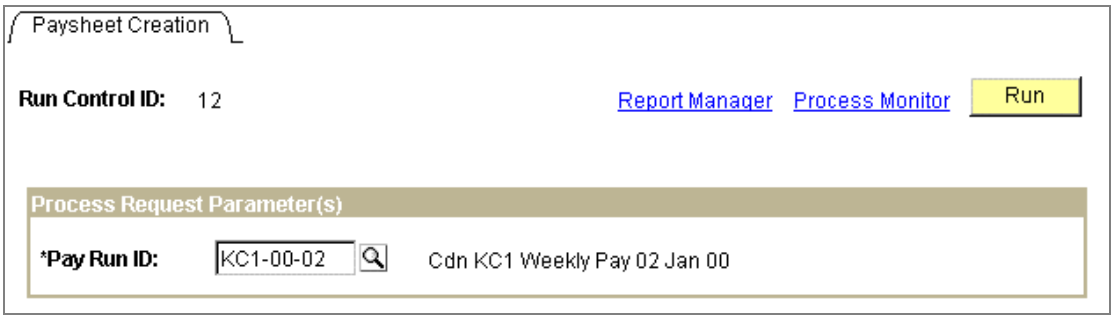
See Also

"Defining Your Organizational Framework"

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Calendars"

Running the Paysheet Creation Process

Access the Paysheet Creation page.



Paysheet Creation page

Pay Run ID You already set up pay run IDs and associated them with pay calendar entries.

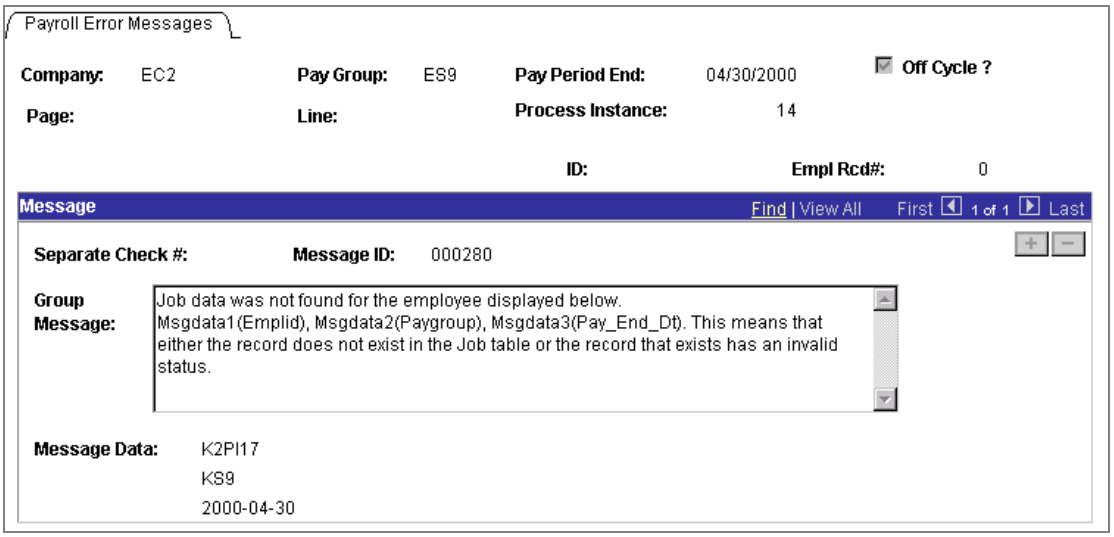
Note. Use the Pay Run Table to verify the accuracy of the selected group to be processed. This table displays every company and pay group calendar entry that you linked to the pay run ID.

See Also

PeopleTools PeopleBook: ***Process Scheduler***

Checking for Payroll Errors

Access the Payroll Error Messages - Payroll Error Messages page.



Payroll Error Messages - Payroll Error Messages page

Page If the error is for an employee, this field displays the paysheet page number.

Line	If the error is for an employee, this field displays the paysheet payline number.
Message	
Separate Check # (separate check number)	This field appears If the error is for an employee and the error occurred on a separate check.
Message ID	The MIS department uses this to find and correct errors.
Message Data	If the error is associated with an object, such as an earnings code, this field displays the object ID. **Note.** SQR PAY011, Payroll Error Messages for Employees, also lists errors related to employee data.

Modifying Paysheets

Because the Pay Calculation process uses paysheets, it is important to use caution when entering data on a paysheet. The data that you enter on a paysheet is contingent upon whether it is a Final or Online check, and whether you automatically or manually created the paysheet.

For example, if you modify a paysheet that you created automatically, you must add only additional earnings to it, as opposed to a manual check paysheet, which requires more extensive changes.

In this section, we discuss how to:

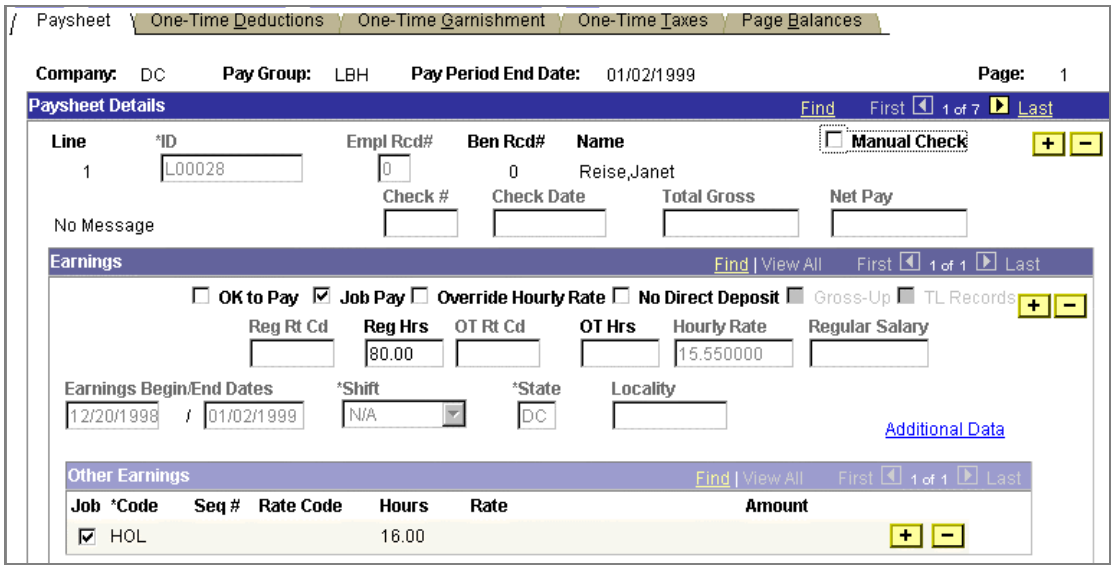
- Modify a paysheet.
- Alter default information.
- View a sample employee payline.

Pages Used to Modify Paysheets

Page Name	*Object Name*	*Navigation*	*Usage*
Paysheet - Paysheet	PAY_SHEET_ADD_S	Compensate Employees, Manage Payroll Process (US), Use, Paysheet, Paysheet Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, Paysheet Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, Paysheet	Modify the paysheet to affect the Pay Calculation process. Normally, you run the Paysheet Creation process before accessing this page, but it is not required. You can create one paysheet using these pages.
Additional Data	PAY_SHEET_ADD_S1	Click the Additional Data link on the Paysheet – Paysheet page.	Alter default information, such as department and taxes.
Payline	PAY_SHEET_LINE_S	Compensate Employees, Manage Payroll Process (US), Use, Payline Compensate Employees, Manage Payroll Process (USF), Use, Payline Compensate Employees, Manage Payroll Process (CAN), Use, Payline	View employee paylines.

Modifying a Paysheet

Access the Paysheet - Paysheet page.



Paysheet - Paysheet page

Paysheet Details

Before using this group box, review Understanding Pay Lines.

Manual Check Select this check box to identify that the paysheet was 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.

Earnings

Ok to Pay You must select this check box to calculate pay for this record. If you clear the check box, the system bypasses the record and does not perform a calculation. Then, the Pay Confirmation Process deletes this record. If you have an employee who is not receiving pay, select this check box if to calculate deductions.

The default depends on how you set up employee types for pay groups on the Pay Group Table - Process Control page.

Job Pay Select this check box to check the job data each time you run the Pay Calculation process. During each calculation, the system automatically compares paysheet data to the job record. The system automatically selects this check box when you create a paysheet. However, if you clear this check box, it 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 become available for entry.

	The check box disappears from the page because the system assumes that you cleared it to enter data other than that specified in the Job record (to do a one-time override of the Job record). The system assumes that you don't want the next Payroll Calculation process to replace your manual entries with the default Job Data. The default comes from the pay group or additional pay. **Note.** This check box works together with the **Automatic Paysheet Update** check box on the Pay Group Table - Paysheets page.
Override Hourly Rate	Select this check box to override an employee's current hourly rate for this pay. If you select this check box, it disappears from the page. The default comes from the paysheet. See Using the Override Hourly Rate Function.
No Direct Deposit	The default is cleared, from the paysheet.
Gross-Up	Select this check box to gross-up a check for this pay earnings. The default is cleared, from the paysheet.
TL Records (time and labor records)	The default comes from PeopleSoft Time and Labor. The system automatically selects this check box when paysheets are created by the process that loads time from PeopleSoft Time and Labor.
Reg Rt Cd (regular rate code)	Select a rate code to override the regular rate from the Job for regular hours. To specify a regular hours rate code, clear the **Job Pay** check box.
Reg Hrs (regular hours)	Enter the number of regular hours worked (for hourly employees only). The system calculates hours by frequency. If the employee is exception hourly, this field is populated, but unavailable for entry. The default comes from Job Data.
OT Rt Cd (overtime rate code)	Select a rate code to override the regular rate from the Job for overtime hours. To specify an overtime hours rate code, clear the **Job Pay** check box.
Hourly Rate and **Reg Salary** (regular salary)	The default comes 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. The defaults come from the pay calendar (Job Data for prorated pay). **Note.** The system automatically creates these dates, based on the pay calendar for the current pay period. Only enter them 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: ***N/A (not applicable), 1, 2, 3, Compressed,*** or ***Rotating.*** The default comes from Job Data.
State and **Locality**	The defaults come from Job Data.

Other Earnings

The system might populate the fields in this group box with awards and bonuses that it processes through a Personnel Action Request. The system transfers time loaded from PeopleSoft Expenses, PeopleSoft Stock Administration, PeopleSoft Time and Labor, or other sources into the Other Earnings section of the paysheet. Additional pay, entered on the Additional Pay page, also appears as Other Earnings. This is true of any other earnings codes designated on the Applicant Hire - Compensation page on a Personnel Action Request.

Hours	Enter the number of hours if the Earnings Table designates the earnings as requiring entry of hours.
Rate	The use of this field varies if it is used with a rate code.
Amount	Enter the amount if the Earnings Table designates the earnings as requiring entry of an amount.

(CAN) Paysheet - Paysheet Page

Note. All fields on this page have the same functionality as those on the Paysheet - Paysheet page (commercial version), except as follows:

Province	Select the work province associated with the earnings. The default comes from Job Data.
El Pd Corr	Select this check box to allocate the insurable earnings and hours for the pay corrections to the prior pay periods for which they are paid—not the pay periods in which they are paid.

Understanding Pay Lines

A payline consists of:

- Line number.
- Employee ID.
- Employment record number (used for multiple jobs).
- Benefit record number.
- Employee name.
- Manual Check indicator.

A payline is associated with one or more Pay Earnings records. Each Pay Earnings record associated with a payline contains the following information:

- Amount of regular pay.
- Number of regular hours.
- Additional pay.
- Other earnings.
- Tax information.
- Job data, such as department and job code.

The Paysheet - Paysheet page brings together information from many different sources in the system. The default information appears 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, several paylines appear on the same page. When you view paysheets online, you only see one payline per page on the Paysheet - Paysheet page. Specify the number of paylines to appear on a paysheet in the Company Table. Specify the sort sequence for paysheets in the Pay Group Table.

During the Paysheet Creation process, the system creates one payline for each employee to be paid:

- Active employees.
- Employees who are on leave with pay.
- 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, create a new Paysheet - Paysheet page to include last-minute pay data for the terminated employee, or to indicate how much to pay a new hire who you hired after creating the paysheets. You can also create paysheets automatically by activating the Automatic Paysheet Update option for the pay group.

In some cases, depending on the data provided, the system automatically creates multiple pay earnings; otherwise, enter additional records manually before running the calculation. The system automatically creates the following:

- Multiple paylines, if the employee has multiple job records and additional employment records.
- Multiple pay earnings records, if the following criteria are valid:
  - The pay is charged to different departments, account codes, and so on, as specified in 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 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.

Note. Each employee who you scheduled to pay during a 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.

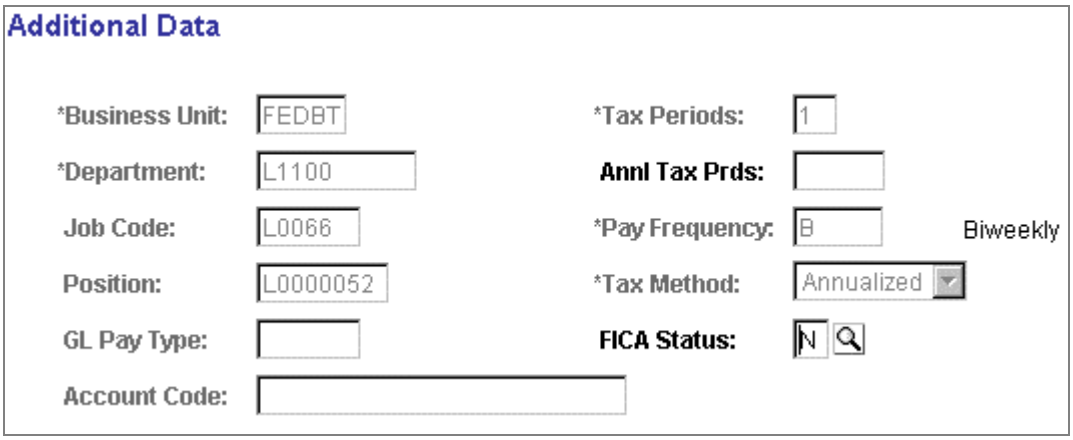
Using the Override Hourly Rate Function

The Override Hourly Rate function works differently, depending on whether you clear or select the Job Pay check box. The following table represents how the Override Hourly Rate 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 changes to the current hourly rate in the Job record each time you run the Calcpay process, if the rate change is effective on the first day of the pay period. However, it doesn't update the hours, and so on, from the Job record.
On	**Off**	The system updates the paysheet with changes to the current hourly rate, hours, and so on, in the Job record each time you run the Calcpay process.
Off	**On**	The Calcpay process uses the override hourly rate on the paysheet, regardless of the current rate in the Job record. The system doesn't update the paysheet with changes to hours, and so on, in the Job record.
On	**On**	The Calcpay process uses the override hourly rate on the paysheet, regardless of the current rate in the Job record. The system updates the paysheet with changes to hours, and so on, from the Job record.

Altering Default Information

Access the Additional Data page.



Additional Data page

Note. Changes to any information on this page might require that you insert an additional payline if the changes do not apply to the entire period covered by the begin and end dates on the payline.

Note. Unless otherwise noted, default values for these fields come from the Job Data.

GL Pay Type (general ledger pay type) and **Account Code**

Enter the type and code for the PeopleSoft General Ledger account to which the system charges salaries and wages.

Tax Periods and **Pay Frequency**

The default number of tax periods is ***1.*** The default frequency comes from Pay Group. Do not change it unless the payline contains only other earnings (no regular pay).

Note. This field and the **Pay Frequency** field work together on paysheets to determine how to tax earnings. The tax period refers to how many pay periods this earnings cover, and the frequency refers to how often the employee is paid during the year. Normally, use the paysheet defaults for the taxing period and frequency. However, you might change the way you tax earnings in some cases, such as when earnings cover a period of time longer than a standard pay period.

For example, Jan is normally taxed based on the annualized method. She received a $3,000 bonus in the March 31 monthly payroll. To calculate her withholding as though Jan received the $3,000 in three $1,000 monthly increments, set the **Tax Periods** field to ***3*** and the **Pay Frequency** field to ***Monthly.*** If the period is semimonthly, set the **Tax Periods** field to ***6*** and the **Pay Frequency** field to ***Semimonthly.***

If Jan is taxed based on the cumulative method, set the Tax Periods field to the number of pay periods for the year. So, if you paid the same bonus on June 30 in the

monthly pay run, set the Tax Periods field to ***6*** and the Pay Frequency field to ***Monthly*** to indicate that the earnings being paid cover six tax periods of the year.

(CAN) Note. For Canadian customers, the **Pay Frequency** field is display-only, and you cannot override it. This maintains the integrity of the application of Canada Pension Plan (CPP) exemptions. The default comes from Job Data.

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. The system calculates this field from the dates on the Contract Pay page and uses it to annualize taxable gross for contract pay employees.

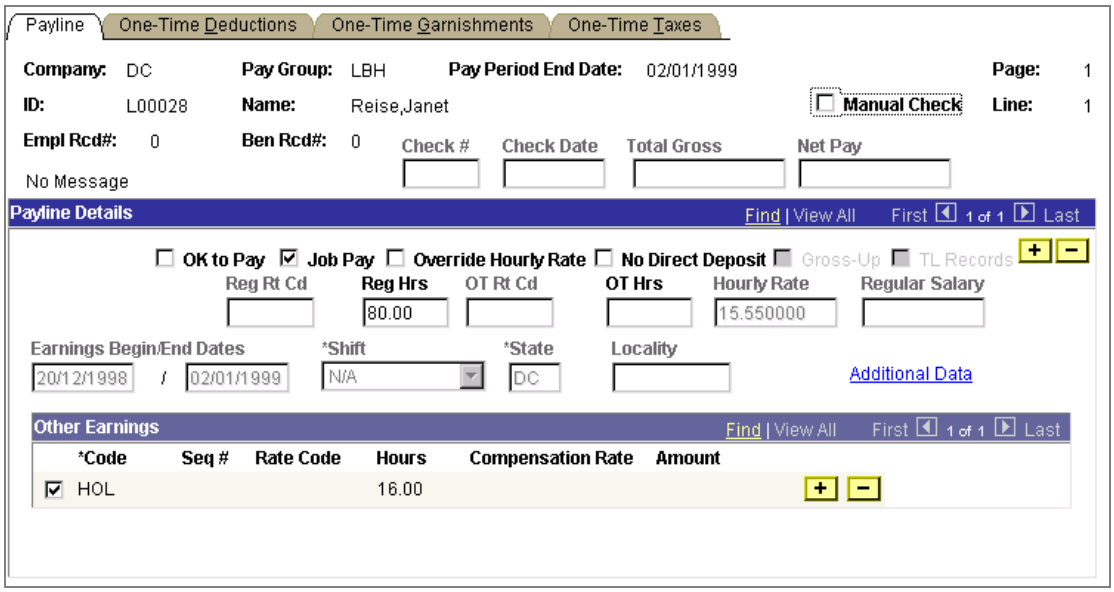
Tax Method — Select the tax method: ***Annualized, Aggregate,*** or ***Cumulative.*** The default is ***Annualized.*** The default comes from the paysheet.

Note. This field works together with the **Tax Periods** field to determine how to tax earnings.

FICA Status — (E&G) Select ***E (exempt), M (Medicare only),*** or ***N (subject).*** The default comes from Job Data.

Viewing a Sample Employee Pay Line

Access the Payline page.



Sample Payline page

Normally, this employee works in Department 10200. During the last Paysheet Creation run, the system generated most of the information on this page. The payroll clerk manually entered:

- 40 hours of regular.
- 10 hours of overtime.
- Additional earnings for an automobile allowance of $50.
- 8 hours of vacation.

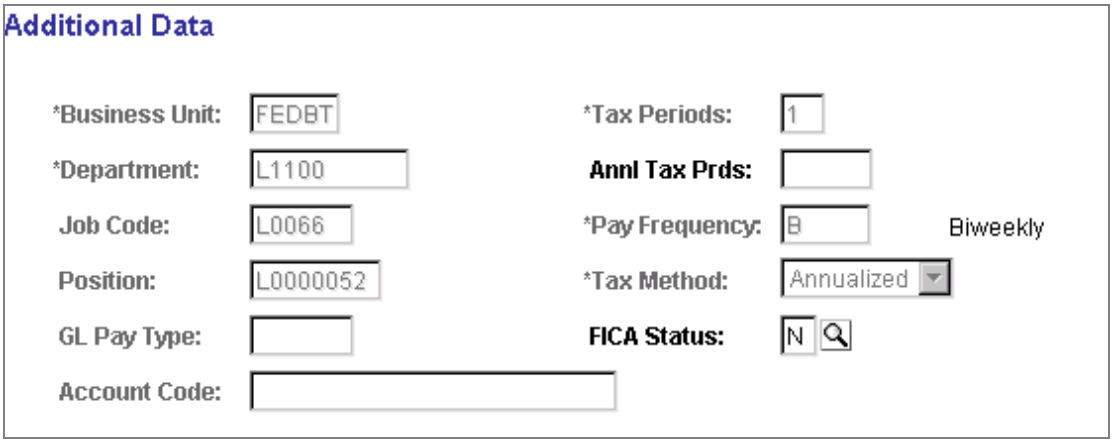
This information represents the employee's primary pay earnings.

In this pay period, the employee also receives an anniversary award bonus, which the company charges to another department. They tax the bonus using the supplemental tax method and pay it on a separate check.

To enter this information, the payroll clerk:

1. Uses the Payline Details scroll bar to insert a row.
2. This creates an Addl # (additional number) Pay Earnings record, on which he enters a Sep chk # (separate check number) of 1 with a reason code of Anniv (anniversary).
3. In the Other Earnings group box, he selects the earnings code BNS (bonus) and enters the amount.

When you enter additional pay in the Other Earnings group box on the Paysheet - Paysheet page, you can enter the sequence number with the earnings code and hours or amount. The sequence number on the Paysheet - Paysheet page corresponds to the Addl Seq # (additional sequence number) on the Additional Pay page. The system does not require you to enter a sequence number, but if you don't, the system does not update the employee's current goal balance on the Additional Pay page when you run the Pay Confirmation process.



Sample Additional Data page

Some companies must enter both hours and an amount for other earnings on paysheets. Use this feature to record an employee's hours for record-keeping purposes only, 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 earnings types, select the Both Hours and Amount OK option on the Earnings Table - General page.

Recording One-Time Deductions, Garnishments, and Taxes

In this section, we discuss how to:

- Enter one-time deductions.
- Enter one-time garnishments.
- Enter one-time taxes.

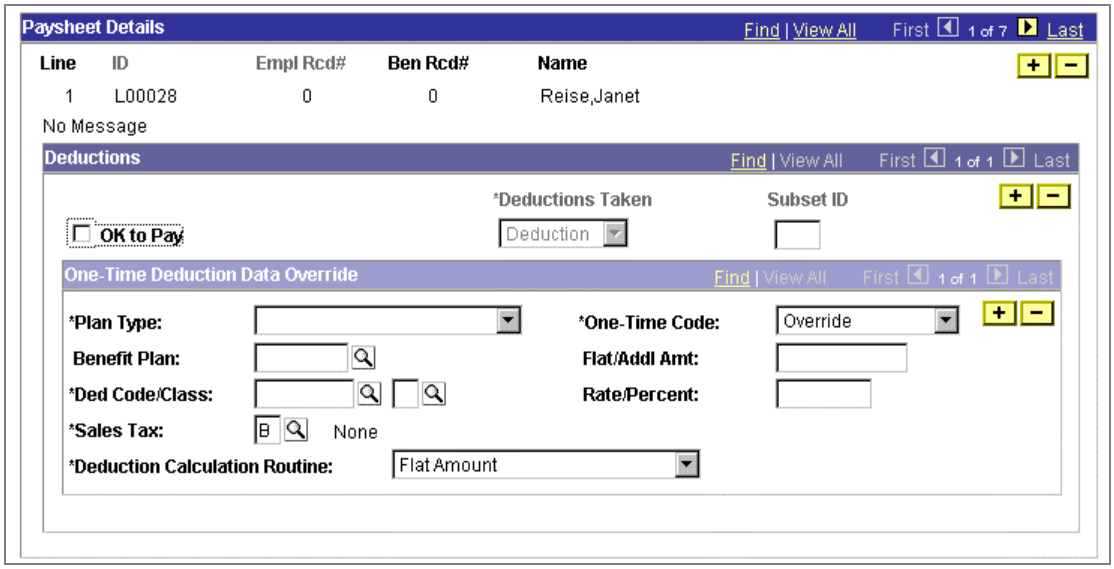
Pages Used to Record One-Time Deductions, Garnishments, and Taxes

Page Name	*Object Name*	*Navigation*	*Usage*
Paysheet - One-Time Deductions	PAY_SHEET_ADD_D	Compensate Employees, Manage Payroll Process (US), Use, Paysheet, One-Time Deductions Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, One-Time Deductions Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, One-Time Deductions	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.

Page Name	*Object Name*	*Navigation*	*Usage*
Paysheet - One-Time Garnishment	PAY_SHEET_ADD_G	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	Enter a one-time garnishment to take in the current pay period only, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.
Paysheet - One-Time Taxes	PAY_SHEET_ADD_O	Compensate Employees, Manage Payroll Process (US), Use, Paysheet, One-Time Taxes Compensate Employees, Manage Payroll Process (USF), Use, Paysheet, One-Time Taxes Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet, One-Time Taxes	Review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.

Entering One-Time Deductions

Access the Paysheet - One-Time Deductions page.



Paysheet - One-Time Deductions page

Deductions

OK to Pay — The default comes from the paysheet.

Deductions Taken and **Deduction Subset ID** — The defaults come from the pay calendar and additional pay data, but you can override them.

Deductions Taken: Select to have the Deduction Table govern deductions.

Subset: Select to make the **Deduction Subset ID** field available for entry.

One-Time Deduction Data Override

Ded Code/Class (deduction code and class) — The deduction code must match the code for the deduction type that you are adjusting. To create a one-time override for both the 401(k) before-tax and after-tax deductions, create two entries: one for a deduction classification of after-tax, the other for before-tax.

Sales Tax — (CAN) For one-time deductions that attract sales tax (PSTI, PST, PPT, QSTI, QST, QPT, GST or HST), you do not need to enter the sales tax classification here. The Payroll Calculation process generates the sales tax amounts. If you enter a one-time sales tax deduction only, the system processes it accordingly.

Deduction Calculation Routine — Define how to calculate the deduction: ***Flat Amount, Percent of Net Pay,*** or ***Percentage.*** If you select a calculation routine that uses a rate or percent, you can enter an additional flat dollar amount to deduct.

One-Time Code and **Flat/Addl Amt** (flat or additional amount)

Addition: Select this value to add the calculated amount specified on this page to the regular calculation.

Arrs Paybk (arrears payback): Select this value 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 that 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 when an employee gives you a check to pay back an owed arrears amount.

Override: Select this value 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. Apply the same technique to stop an arrears payback one time.

Refund: Select this value 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 entered a one-time deduction refund of $75, the resulting deduction amount is $25. If the normal deduction is 0 (the employee does not currently have this deduction), the system refunds the amount entered here.

What You're Adjusting

The system computes regular deductions based on deduction data at the company level and the employee level. To make a permanent change to deduction data:

- Use the Deduction Table pages in the Define Payroll Process menu to change the basic attributes of a deduction, such as:
  - Processing priority.
  - Classification (before-tax, nontaxable benefit, and so on).
  - Effect on Federal Insurance Contributions Act (FICA) gross and federal unemployment tax (FUT) gross.
  - Maximum yearly deduction.
  - Deduction frequency.
  - Pay periods in which the deduction is taken.

- Use one of the Benefits Table pages or the General Deduction Table page to change how the system calculates a deduction, depending on whether the deduction is benefits- or nonbenefits-related.
- Use the General Deduction Override page in the Maintain Payroll Data menu (for nonbenefit deductions) or the Benefit Deduction Override page in the Administer Automated Benefits menu (for benefit deductions) to override fields at the employee level that are normally controlled by the Deduction Table:
  - Pay periods in which the deduction is taken.
  - Information on maximum arrears payback.
- Use the General Deduction Data page in the Maintain Payroll Data menu to change employee-specific deduction data not governed by the Deduction Table. This data includes:
  - The calculation option, with related dollar amounts, rates, or percentages.
  - Start and stop dates.
  - A goal amount and current goal balance.

Note. While each One-Time Deduction record corresponds to a Pay Earnings record, the one-time deduction is based on all the pay earnings associated with the employee. The only exception is when you associate the one-time deduction with a pay earnings that you pay on a separate check.

For example, Jan 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 to charge it to her regular department, the Office of the President. Jan also decided to take an additional 10 percent from her regular pay for this pay period to apply to her loan payback.

To accommodate Jan's request:

1. Access her payline, using the Payline Earnings page.
2. In her Regular Pay Earnings record, select the Paysheet - One-Time Deductions page.
3. Enter the 10 percent loan payback.
4. Create a second Pay Earnings record for the $500 bonus.
5. Because you don't want the loan payback to affect her bonus check, enter a separate check number of 1 and a Bonus reason code. Otherwise, the one-time deduction applies to all her Pay Earnings records.

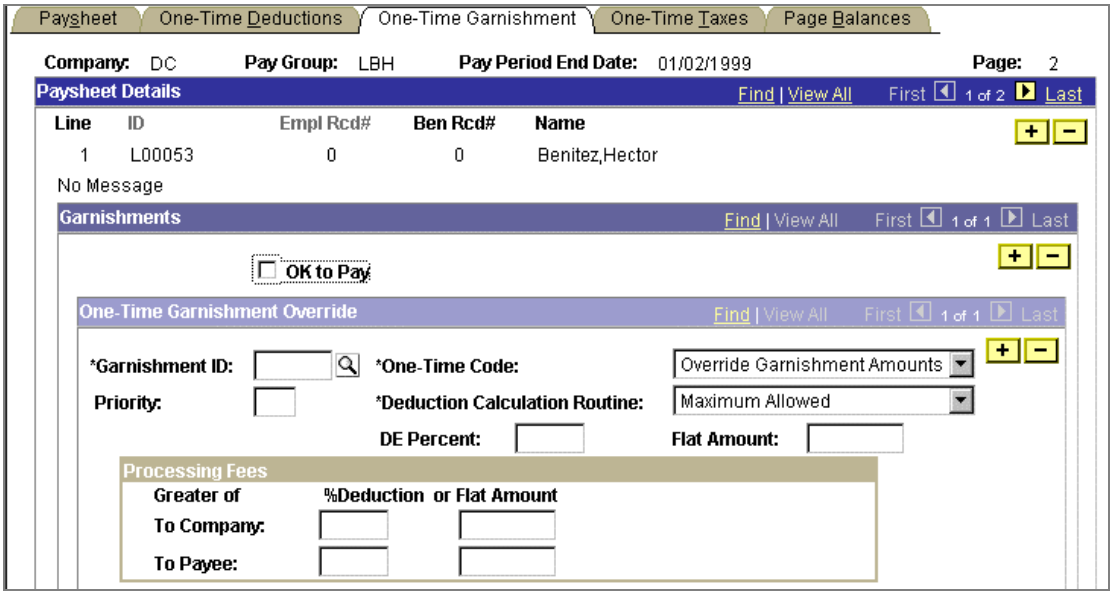
Note. When an employee transfers mid-period, the system creates two paysheets and takes all deductions on both paysheets. To prevent the system from taking deductions on both paychecks, use the one-time deduction override option for one of the paysheets and set the deductions to None.

See Also

"Defining Deductions," Specifying Tax Classifications and Defining How Nonbenefit Deductions are Calculated

Entering One-Time Garnishments

Access the Paysheet - One-Time Garnishment page.



Paysheet - One-Time Garnishment page

One-Time Garnishment Override

Garnishment ID Select the Garnishment Specification Data record to override.

Priority Enter the priority to override from the Garnishment Spec Data pages.

One-Time Code ***Override:*** Select this value to ignore the regular calculation and replace it with the calculation specified on this page.

Refund: Select this value to refund a garnishment amount. Enter the amount to refund to the employee. The system does not calculate the refund amount.

Suspend: Select this value to stop the garnishment deduction for the current pay period.

Note. If you 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 you entered zero.

Deduction Calculation Routine — These values are the same as those on the Garnishment Spec Data pages.

DE Percent (disposable earnings percent) — Enter the percent of disposable earnings to use in the override calculation.

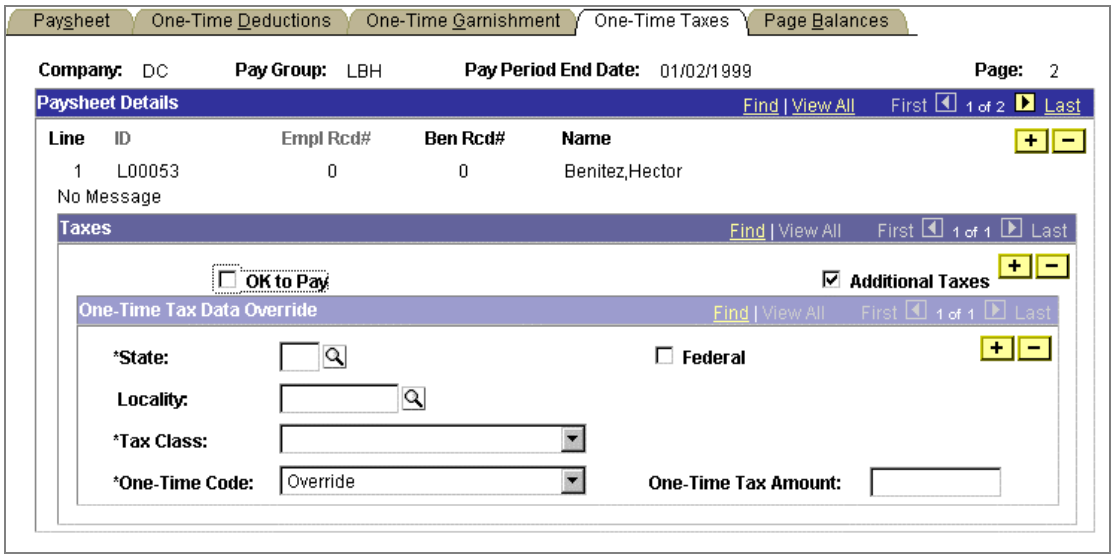
Flat Amount — Enter the flat amount to use in the override calculation.

Processing Fees

Use this 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.

Entering One-Time Taxes

Access the Paysheet - One-Time Taxes page.



Paysheet - One-Time Taxes page

Taxes

Additional Taxes This 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 page, and the Canadian Income Tax Data pages.

The default is selected. If you do not want to take the employee's regular additional taxes out of a check, clear this check box.

The system ignores this 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.

One-Time Tax Data Override

One-Time Code and **One-Time Tax Amount**

Addition: Select this value to add the amount specified on this page to the regular calculation. You cannot use this value if the system did not take normal taxes. If the system did not take normal taxes, it does not take the additional amount that you enter here.

Override: Select this value 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 value to calculate the taxes normally and then apply the refund amount. For example, if the normal tax is $100 and you entered a one-time tax refund of $75, the resulting tax amount is $25. You cannot use this value if the system did not take normal taxes. If the system did not take normal taxes, it does not refund the amount you enter here.

Note. In general, do not use the Paysheet - 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 the Pay Calculation process. If you make an adjustment this pay period, the system corrects it in the next pay period.

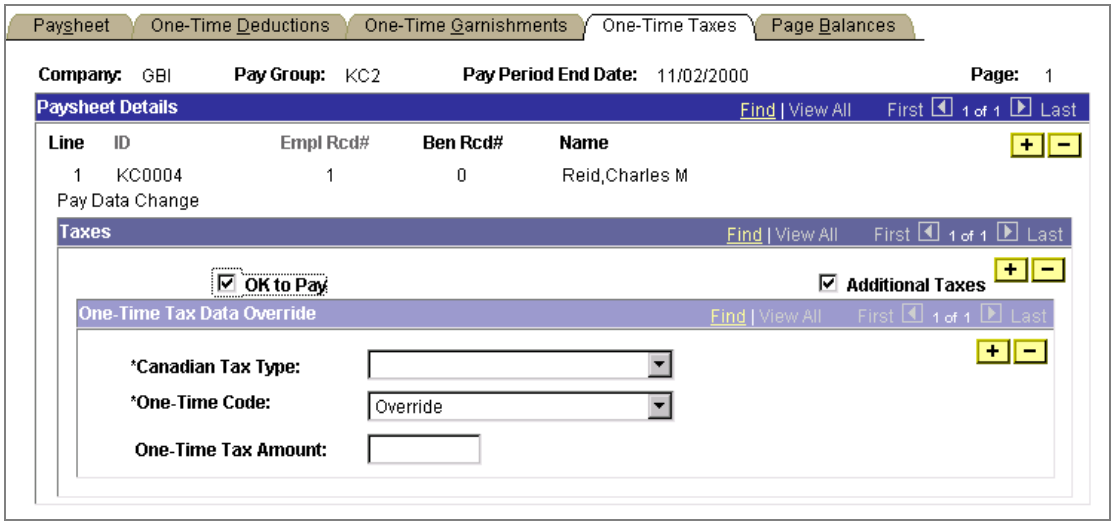
What You're Adjusting

The system computes regular taxes based on tax data at the company level and the employee level. To make a permanent change to tax data, use the appropriate tax page, depending on which data you change.

While each One-Time Tax record corresponds to a Pay Earnings record, the one-time deduction is based on all the pay earnings associated with the employee, unless you pay the pay earnings on a separate check. In this case, the one-time deduction associated with the pay earnings affects only the pay earnings on that separate check.

To make a one-time tax for the same tax apply to only one pay earnings, pay the pay earnings 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 the Pay Calculation process.

(CAN) Paysheet - One-Time Taxes Page



Paysheet - One-Time Taxes page

Note. All fields on this page have the same functionality as those on the One-Time Taxes page (commercial version), except as follows:

One-Time Tax Data Override

Canadian Tax Type Select: ***Health Tax, Payroll Tax,*** or ***Canadian Income Tax (T4).***

Note. In general, do not use the Paysheet - One-Time Taxes page to change taxes with associated wage limits, such as Canada Pension Plan (CPP), Quebec Pension Plan (QPP), and Employment Insurance (EI). The system recalculates taxes with maximums every time you run the Pay Calculation process. If you make an adjustment this pay period, the system corrects it in the next pay period.

See Also

"Maintaining Payroll Data"

Creating Final Check Paysheets

Before you can review paysheet and payline information for final check requests, run the Final Check Paysheet Create process to create final check paysheets associated with your final check requests. You can create final check paysheets only for existing final check requests. You must enter at least one final check request before creating final check paysheets. You can create final check paysheets in either on-cycle or off-cycle processes.

Warning! If you create final check paysheets in an off-cycle process, create your regular paysheets before creating your final check paysheets. The Final Check Paysheet Create process obtains important information from the regular paysheets.

In this section, we provide an overview of the Final Check Paysheet Create process and discuss how to:

- Create Final check paysheets.
- Rerun the Final Check Paysheet Create process.
- View the Final check reports.

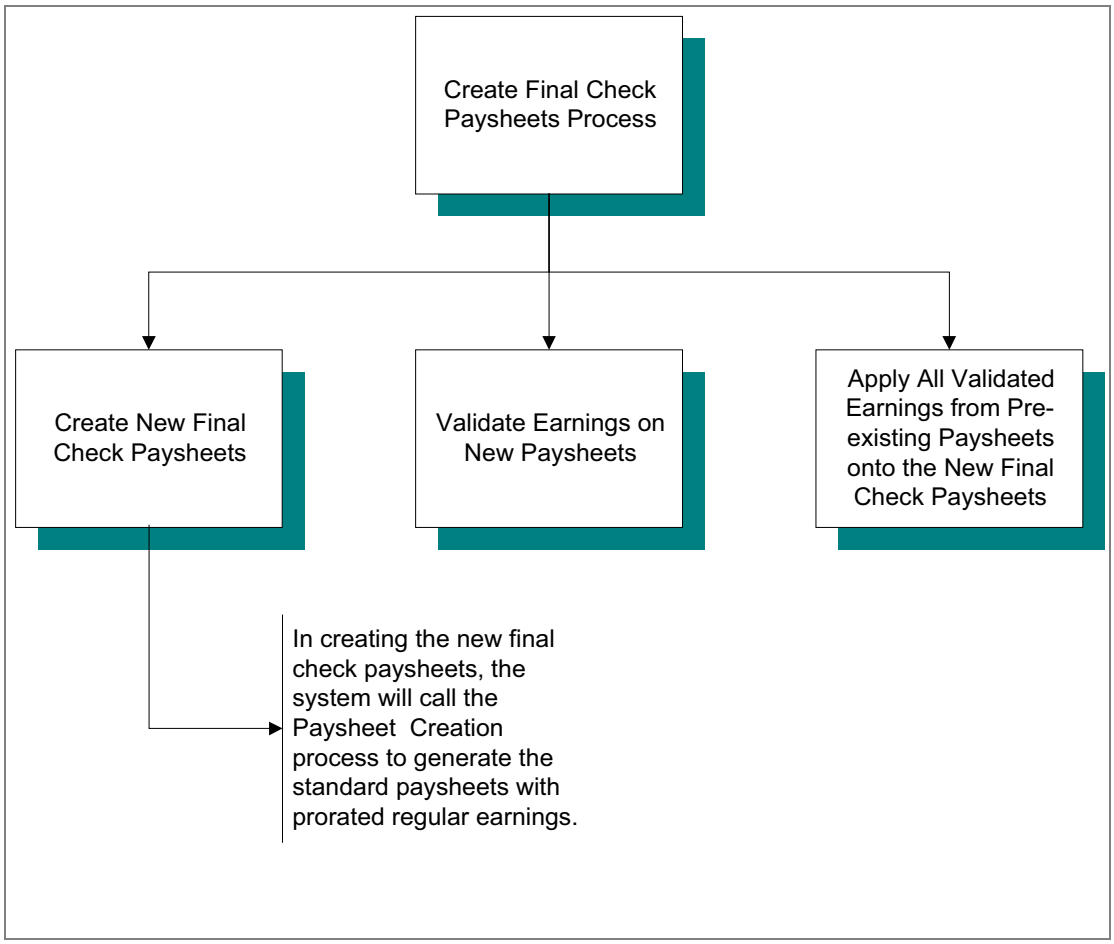
Understanding the Final Check Paysheet Create Process

The Final Check Paysheet Create process 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:
    - Leave accruals and deduction refunds to pay to the employee.
    - Deductions to collect from the employee.
- Loads the extracted leave accruals and deductions to the paysheets.

However, to ensure that the balance records reflect correct information, PeopleSoft recommends that you complete manual checks, reversals, or adjustments before processing a final check. Because the Final Check Paysheet Create process uses information from regular paysheets, PeopleSoft also recommends that you first run your regular Paysheet Create process.

Create Final Check Paysheet Process



Create Final Check Paysheet process flow

This batch process creates the final check paysheets. It prorates regular earnings for all employees (salaried, exception hourly, and hourly) based on the pay period begin and end dates and the termination date on final check requests.

After creating the new final check paysheets, the system determines whether the earnings on the new paysheets are defined in the employee's final check program. The system deletes from the paysheet earnings that are not defined in the employee's final check program and generates a warning message.

Note. It is your responsibility to verify the regular earnings for hourly employees and to update the paysheets 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 whether the pay end date on the paysheet equals 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 as Not OK to Pay.

If the pay end date on the paysheet 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 as Not OK to Pay. If the pay end date on the paysheet is later than the current pay end date, the system generates a warning message.

Note. The system generates a warning message for every earnings code on the pre-existing paysheets that is not defined in the final check program, and marks the existing paysheets as 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 to the final check paysheets. The system verifies one-time deductions against the final check program and copies only those one-time deductions that are in 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 determine the correct earnings amount. Depending on the pay-out option on the Program Earnings Definition page of the final check program, the pay-out amount is either the flat earnings amount on the paysheet or the difference between the goal amount and the goal balance.

If you defined a dollar override limit for an 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 clears the Job Pay check box at the earnings level on all final check paysheets. On all pre-existing paysheets where the system modified information through validation when copying it to the final check paysheets, the system also clears the Job Pay check box at either 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 activated, regardless of how you defined the Pay Group Table - Process Control page or the Additional Pay Table. Even if an earning was defined as Not OK to Pay, that earnings becomes OK to Pay when you create the final check paysheet.

Special Considerations for PeopleSoft Time and Labor Paysheets

These processes 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 special considerations.

PeopleSoft Time and Labor enters all pay information onto the payroll paysheets as other earnings. Therefore, for salaried employees whose pay end date equals the current pay end date, the system does not enter PeopleSoft Time and Labor REG other earnings from the current pay period into the new final check paysheets as regular earnings.

However, when processing PeopleSoft Time and Labor REG other earnings for exception hourly and hourly employees when the pay end date equals the current pay end date, the system uses those REG other earnings and overlays the regular earnings on the new final check paysheet.

The system copies PeopleSoft Time and Labor prior period adjustments (represented as Other Earnings records with identical earnings begin and end dates) as they are, if the earnings codes are identified in the final check program.

The system adds to the final check paysheet any earnings codes (other than regular or holiday) from pre-existing, unconfirmed PeopleSoft Time and Labor paysheets, if the pay end date is the same for both the PeopleSoft 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 and hours earnings codes on the final check paysheet with the information from pre-existing, unconfirmed PeopleSoft Time and Labor paysheets, if the earnings code is for holiday and the PeopleSoft Time and Labor paysheet and the final check paysheet have the same pay end date.

When copying PeopleSoft Time and Labor paysheets onto the final check paysheets, the system selects the TL Records (time and labor records) check box on the paysheets.

After copying pre-existing PeopleSoft Time and Labor pay earnings onto final check paysheets, the system marks the PeopleSoft Time and Labor paysheets as final check paysheets. It does this by changing the paysheet source on the paysheets to either Batch Final Check or Online Final Check. Additionally, it marks the PeopleSoft Time and Labor paysheet as Not OK to Pay. Any paysheet marked Not OK to Pay is an original—it was copied from a prior PeopleSoft Time and Labor upload.

After creating the final check paysheets and copying onto 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 in the final check program earnings definition, the pay-out amount is either 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 an 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.

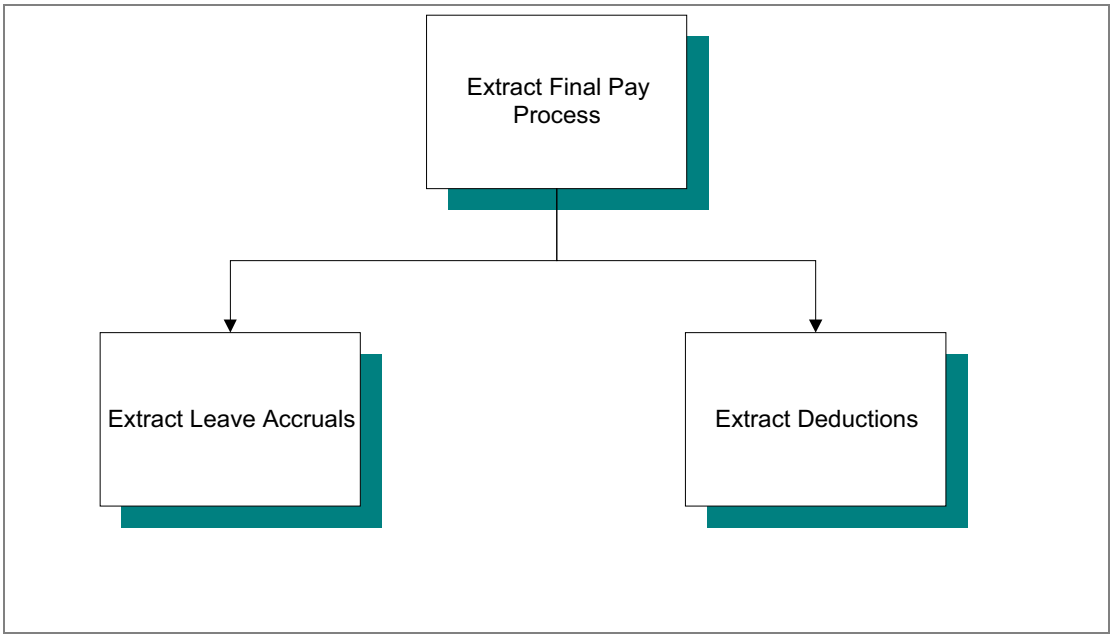
If the dollar override limit applies to multiple occurrences of the same earnings code, the system prorates the dollar override limit proportionately among those earnings.

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 reversal/adjustment paysheets to the final check paysheets, marks the original paysheets Not OK To Pay, and generates a message to inform you.

PeopleSoft recommends that you complete all manual check, reversal, and reversal/adjustment processing for an employee before processing a final check paysheet. Otherwise, the balance records might not contain the correct information. This could be a problem for items that have limits, such as FICA.

Final Check Extract Process



Final Check Extract 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 loads to the paysheets. After extracting an employee's deductions and accruals, the system sets the 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 and benefit plan are defined in the final check program. The pay-out hours include either or both:

- Fully earned and awarded leave accruals.

These are always paid if they are defined in 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 from these accruals (the months or hours incurred from the last leave accruals run until the present) is optional. If you do this, define a proration method for the system in the Final Check Program Table.

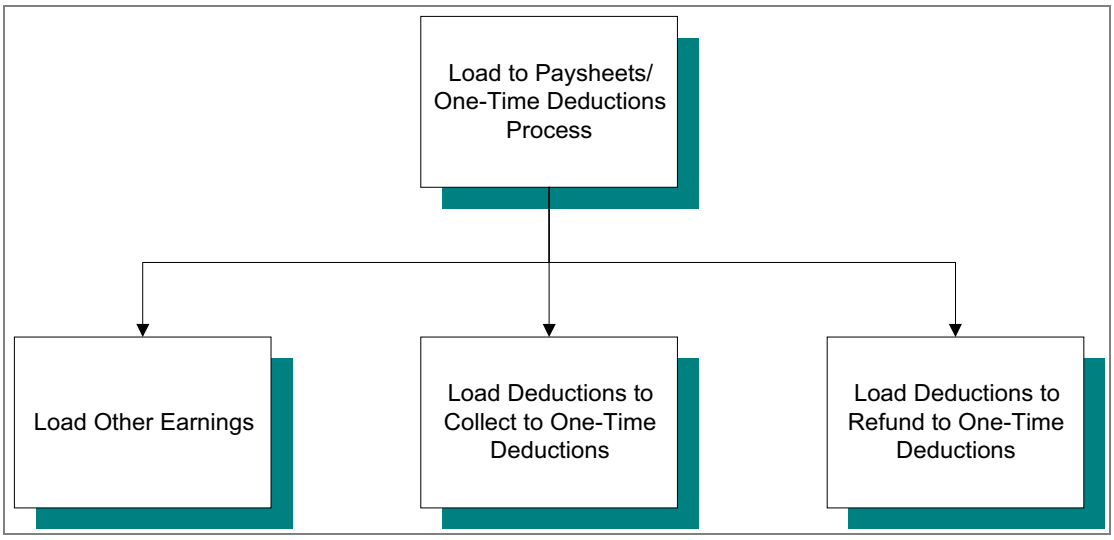
Extract Deductions

You can refund or collect all deductions, both general and benefit, for an employee upon termination. Specify a processing rule for each deduction that you include on the Deduction Definition page of a final check program. The final check processing rule that you specify for a deduction determines whether the system refunds or collects that deduction. The processing rule also specifies how the system calculates this deduction.

If the plan type and deduction code are 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 it collects in the Payroll Calculation process.

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 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 in the Final Check Extract Table. It selects only those rows from the extract table for which the 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 (overrides or refunds).

If the system 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, make adjustments before you run the Payroll Calculation process, because multiple one-time deductions for the same deduction are not allowed.

The system performs all 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 were extracted in the Extract process, this program performs only the tax distributions as defined on the Employee Tax Distribution page. The system does not perform FLSA distributions and job earnings distributions. It is your responsibility to perform distributions.

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 from the worktable.

If a pre-existing paysheet displays a company or pay group that differs from the one 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.

See Also

"Working With Checks," Processing a Final Check Request

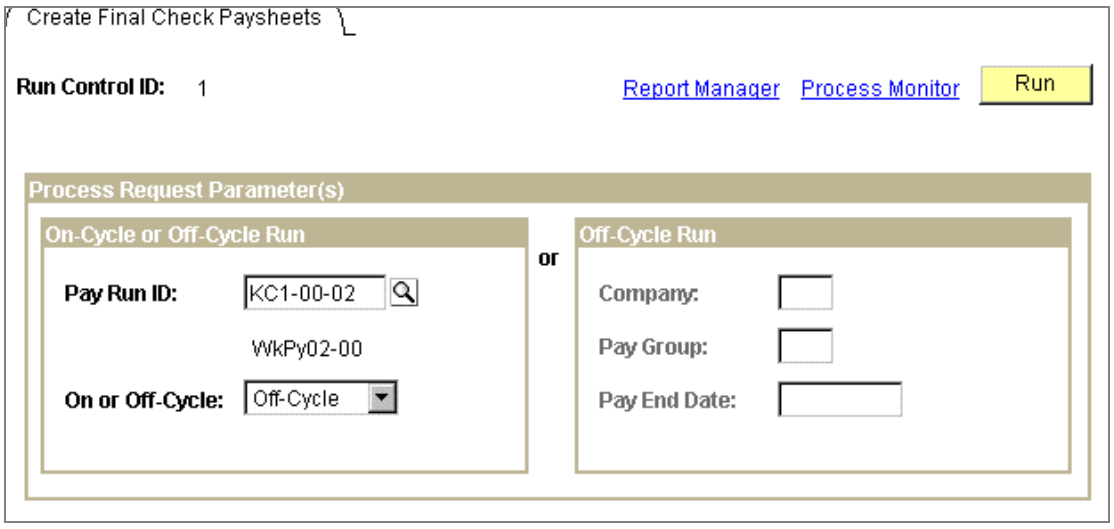
"Defining Earnings and Using Earnings Codes," Defining the Final Check Process

Page Used to Create Final Check Paysheets

Page Name	Object Name	Navigation	Usage
Create Final Check Paysheets	RUNCTL_TERM	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	Create final check paysheets.

Creating Final Check Paysheets

Access the Create Final Check Paysheets page.



Create Final Check Paysheets page

On-Cycle or Off-Cycle Run

If you use 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.

Off-Cycle Run

If you use this group box, the **On-Cycle or Off-Cycle Run** group box becomes unavailable for entry.

Note. The Final Check Paysheet Create process gathers information from system tables about the employees for whom you processed final check requests and generates the pay earnings information for each payline.

Note. After creating final check paysheets, run the normal Payroll Calculation and Confirmation processes.

See Also

PeopleTools PeopleBook: Process Scheduler

"Calculating Pay"

"(USF) Setting Up and Processing Agency Interfaces"

Rerunning the Final Check Paysheet Create Process

To rerun the Final Check Paysheet Create process:

1. Select the Reprocess check box on the Final Check Request page.

   Note. This check box does not appear on the page unless the employee has an Unconfirmed final check paysheet.

2. Mark pre-existing paysheets as OK to Pay.
3. Run the Final Check Paysheet Create process again.

   After reprocessing the request, the system hides the Reprocess check box.

See Also

"Working With Checks," Processing a Final Check Request

Viewing Final Check Reports

You can generate two final check reports from the Create Final Check Paysheets page:

- Final Check Request report.
- Final Check Reconcile report.

Select Report 1 and select the report to generate.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

Working With Paysheets Online

In this section, we provide an overview of the differences between paylines and paysheets discuss how to:

- Access paysheet data.
- Access payline data.
- Access payline information by account code.
- Make quick changes to paysheets.

Understanding the Differences Between Paylines and Paysheets

Before running the Pay Calculation process, you can make pay-related adjustments for the current pay period. Paysheet and Payline pages display the same content, but you access them differently. Also, you can view only one payline at a time on the Payline page.

If you must enter hours for the majority of the employees in your payroll run, use the Paysheet pages to enter most of the information. This way, you can scroll through paylines for that paysheet run, entering the required data. After the initial calculation run, use the Payline pages to enter corrections and last-minute adjustments for employees, because you can access the employee much faster by through the individual payline.

If you use paysheet reports to enter payroll information, use one of the Paysheet pages. However, to review pay earnings entries for an employee or group of employees, use one of the Payline pages.

Pages Used to Work With Paysheets Online

Page Name	*Object Name*	*Navigation*	*Usage*
Paysheet – Paysheet	PAY_SHEET_ADD_S	Compensate Employees, Manage Payroll Process (US), Use, Paysheet Compensate Employees, Manage Payroll Process (USF), Use, Paysheet Compensate Employees, Manage Payroll Process (CAN), Use, Paysheet	Access paysheet data.
Payline	PAY_SHEET_LINE_S	Compensate Employees, Manage Payroll Process (US), Use, Payline Compensate Employees, Manage Payroll Process (USF), Use, Payline Compensate Employees, Manage Payroll Process (CAN), Use, Payline	Access payline data.
Payline Earnings (Account)	PAY_SHEET_LINE_S	Compensate Employees, Manage Payroll Process, Use, Payline Earnings (Account)	Access payline information by account code.

Page Name	Object Name	Navigation	Usage
Paysheet Earnings (Short Form) – Paysheet Earnings (Short Form)	PAY_SHEET_MULT_S	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)	Make changes to the paysheet that affect the Pay Calculation process. This page provides an abbreviated view of the Paysheet - Paysheet page. It limits the number of items you can change for an employee, but provides less complicated data entry.

Accessing Paysheet Data

Access the Paysheet - Paysheet page. To access paysheets by Paysheet - Paysheet page, specify:

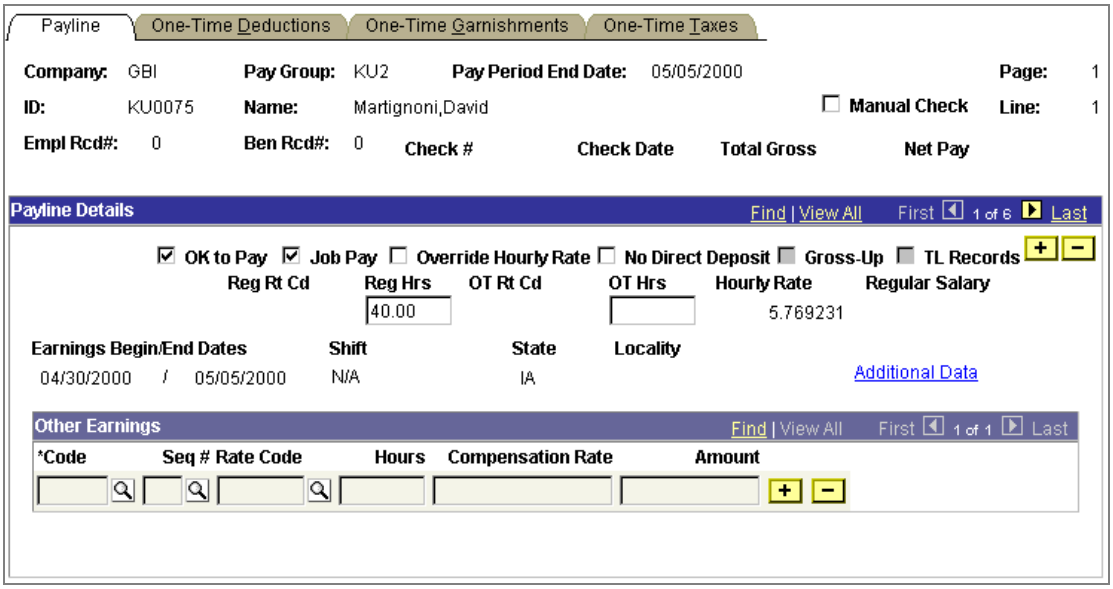
- Company.
- Pay group.
- Pay period end date.
- Page number.

If the pay period end date that you specify is not current, the Off-Cycle check box is selected.

For example, you can go directly to an employee's payline by entering the employee ID or the employee's name.

Accessing Pay Line Data

Access the Payline page.



Sample Payline page

This page offers two additional options for a search:

- To select all employees whose pay data changed and requires recalculating, select ***Calculation Required*** from the **Job Pay Data Change** drop down list box.

  Entering ***Yes*** in the same field selects all employees whose pay was recalculated due to a change in one of their pay-related records.

- Entering ***Y*** in the Partial Pay Period field displays a list of all employees who were not active for the entire pay period, or whose Job record was updated with an effective date that falls between the pay period begin and end dates.

  The system activates 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, the subsequent list includes only those employees for whom the partial pay period flag is activated.

Suppose CCB hired five new people:

- Marie started on February 2.
- Bob started on February 5.
- Allen, Judy, and Chris started on February 10.

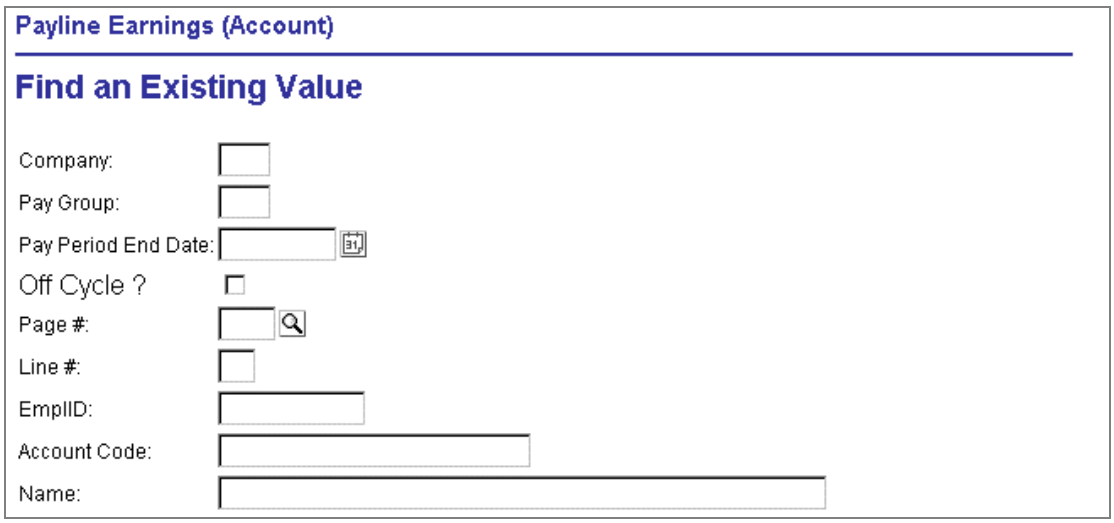
They were all assigned to the SM1 pay group and are scheduled to receive their first paychecks in the February 1-15 pay period. When you run paysheets, the system prorates their pay automatically. You can quickly access their paylines by entering Y for the partial pay period as part of your payline selection criteria.

You can also view only those paysheets that were recalculated since the last pay run. For example, suppose you run your first payroll calculation and then notice that Jan was scheduled

to receive a salary increase last week. During the second half of the pay period, you should have paid her at a new rate of $30.00 per hour. Make an entry in her Job record reflecting her new salary, and rerun payroll calculation.

Accessing Pay Line Information by Account Code

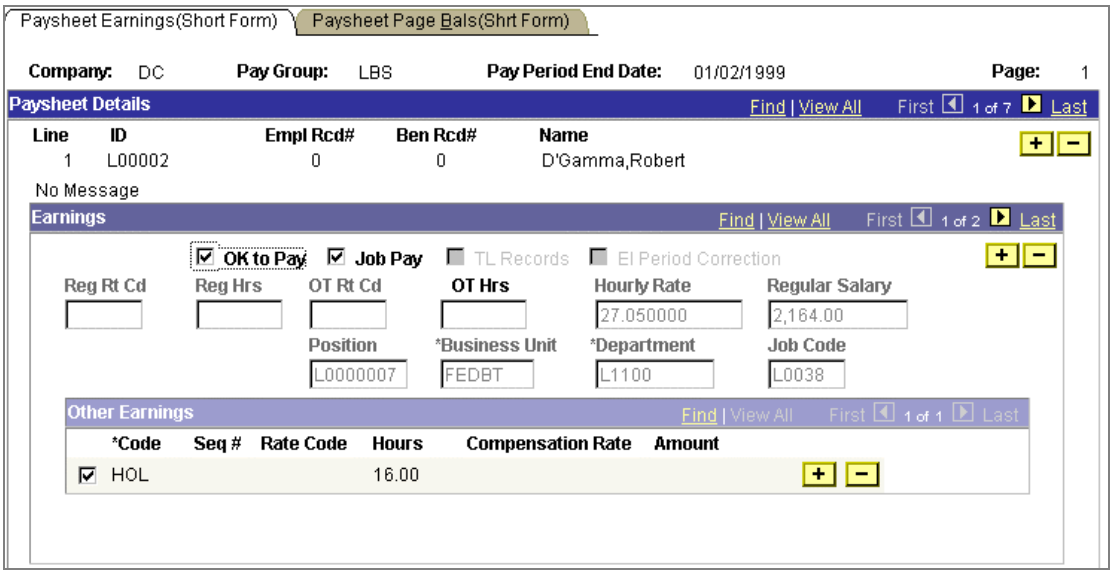
Access the Payline Earnings (Account) page.



Payline Earnings (Account) page

Making Quick Changes to Paysheets

Access the Paysheet Earnings (Short Form) - Paysheet Earnings (Short Form) page.



Paysheet Earnings (Short Form) - Paysheet Earnings (Short Form) page

Note. All fields on this page have the same functionality as those on the Paysheet - Paysheet page.

Reviewing Paysheet Balances

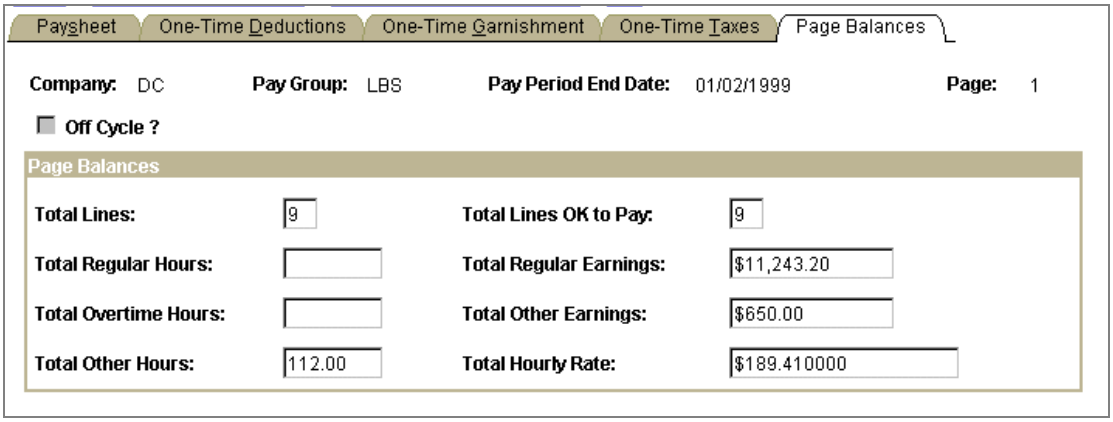
In this section, we discuss how to audit paysheets for accuracy.

Pages Used to Review Paysheet Balances

Page Name	Object Name	Navigation	Usage
Paysheet - Page Balances	PAY_SHEET_ADD_P	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	Audit paysheets for accuracy.
Paysheet Page Bals (Shrt Form) (paysheet page balances [short form])	PAY_SHEET_MULT_P	Compensate Employees, Manage Payroll Process, Use, Paysheet Earnings (Short Form), Paysheet Page Bals (Shrt Form)	Display the Paysheet - Page Balances page from the Paysheet Earnings (Short Form) - Paysheet Earnings (Short Form) page. Press the **F2** key to toggle between the short form and the balances.

Auditing Paysheets for Accuracy

Access the Paysheet - Page Balances page. This page is display-only.



Paysheet - Page Balances page

Using Paysheets Effectively

After you create paysheets, you can either print them like a 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 way to check paysheet information and make additions or changes. Use the Paysheet pages to enter new data.

If you select the Automatic Paysheet Update check box on the Pay Group Table - Paysheets page, the system adds additional paysheets 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 check box is cleared, he must manually add Paysheet pages, using the action, Add Page. If the Automatic Paysheet Update check box is selected, the system updates paysheets during the Pay Calculation process.

Using Paysheet Reports

In this section, we discuss how to:

- View multiple pay earnings on a paysheet report.
- Use pre-printed paysheet forms.
- View paysheet reports.

See Also

- "Appendix A: PeopleSoft Payroll for North America Reports"

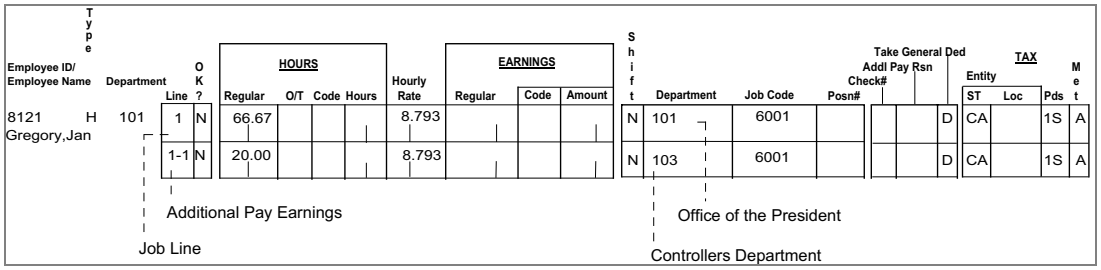
Viewing Multiple Pay Earnings on a Paysheet Report

When you read paysheet reports, the information that you see on the Paysheet - Paysheet page is reduced to one line in a report.

If an employee has additional earnings on the paysheet, the payline number doesn't change; it is merely extended. The second pay earnings entry becomes a second line in the report and is prefaced with the employee's payline number and a hyphen (for example, 1, 1-1, 1-2, 1-3).

The first number (in this example, 1) represents the initial pay earnings information for the payline, which is entered in the Job record. Subsequent pay earnings (1-1, 1-2, and so on) refer to additional data defined by that person's Job record or Additional Pay Earnings records.

For example, if an employee's earnings reflect the time spent working as an administrative assistant in both the Office of the President and the Controller's department, the first part of the payline might appear as:



Multiple lines on a payline

Using Pre-Printed Paysheet Forms

The Standard Paysheet Report (PAY009) displays all the information associated with paylines. Each line on this report represents a different payline or pay earnings entry, identified by employee ID. Indicate how many lines should appear on each page in the Company Table, and determine how to sort the pages sorted (by employee ID, department, and so on, on the Pay Group Table pages.

For each Paysheet - Paysheet page, the system creates a Paysheet **-** Page Balance page that includes the total number of:

- Paylines
- Regular hours
- Regular pay

This Paysheet - Page Balance control provides a total based on what the paysheet batch process creates. These totals are not updated by paysheet entries that you make after you create paysheets.

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 Microsoft® Windows®) that you can modify for your company, or you can design your own.

To access the PeopleSoft paysheet form, install Microsoft® Word.

Viewing Paysheet Reports

Use the Manage Payroll Process Report 1 and Report 2 menus to run reports relating to direct deposits and paysheets.

CHAPTER 14

Administering Interfaces

This chapter provides an overview of each of the interfaces that PeopleSoft Payroll for North America provides to other PeopleSoft applications. It discusses how to do the following:

- Preprocess the Time and Labor Interface.
- Preprocess the Variable Compensation, Employee Referral Program, Stock, and Expenses interfaces.
- Post-process the Time and Labor Interface.
- Post-process the Variable Compensation, Employee Referral Program, and Expenses interfaces.
- Use the PeopleSoft Payables Interface.
- Use the PeopleSoft General Ledger Interface.
- Generate payroll accounting lines.
- Transfer PeopleSoft Payroll information to General Ledger.
- Reset the General Ledger Interface Run Flag.

Preprocessing Time and Labor Interface

In this section, we provide an overview of the Time and Labor Interface process and discuss how to:

- Define which Time and Labor elements are loaded into paysheets.
- Load payable time from PeopleSoft Time and Labor into Payroll for North America paysheets.
- Load payable time from PeopleSoft Time and Labor into Payroll for North America paysheets on an off-cycle basis.

Understanding the Time and Labor Interface Process

PeopleSoft Time and Labor generates payable time that can be transmitted to a payroll application using an integration feature between the two applications.

You initially configure the two applications to work together. After the setup is done, your payroll personnel follow a simple procedure to load PeopleSoft Time and Labor payable time into Payroll for North America before each pay run 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 started, as usual, and Payroll for North America can then properly pay time reporters for their labor initially reported in Time and Labor.

All interactions between Time and Labor and Payroll for North America are initiated from the payroll pages. The following is an overview of this process.

Stage 1 – Define Pay Run ID and Pay Calendars

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 want 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 is updated if there are new rows of Time and Labor data eligible to be transferred to paysheets.

To update all Time and Labor earnings data after the first run is processed, use the Refreshing Data feature.

Note. 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

After being 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. After 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.

Note. 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 offsets 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 set to zero. 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 set to zero 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.

After 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 – Start Pay Calculation and Finish Payroll Cycle

After the Payroll for North America paysheets are checked and verified, start the payroll run calculation and complete the payroll cycle.

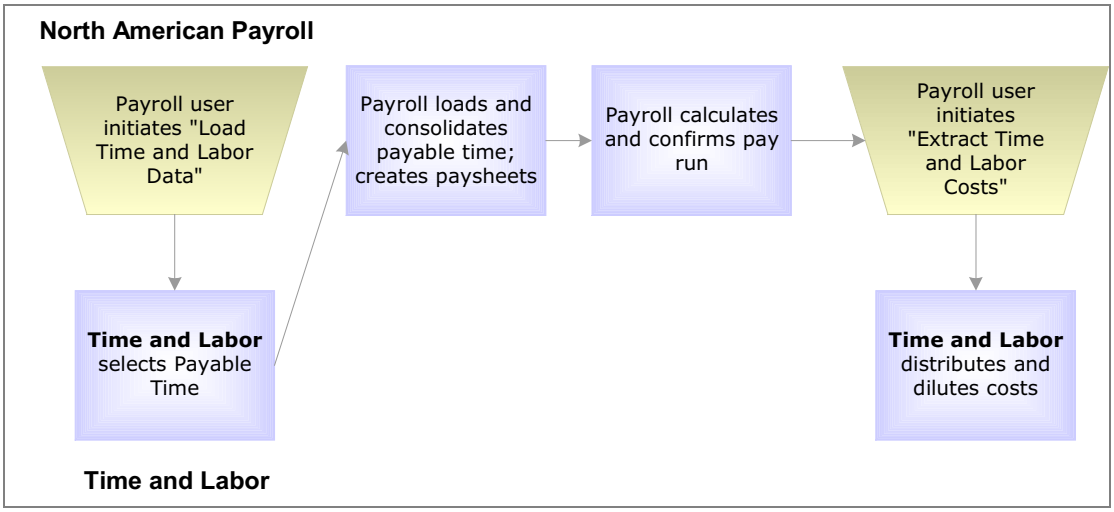
Stage 6 – Extract Time and Labor Costs and Export to Time and Labor

After the entire payroll cycle is confirmed for the specific calendar, 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.

Note. The system excludes nonemployee data from being updated in PeopleSoft Payroll for North America.



Relationship between PeopleSoft Payroll for North America and Time and Labor

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 listed here so that you can see the high-level process from start to finish.

To process a payroll in PeopleSoft 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. Start the pay calculation process and remaining phases of payroll cycle.

The update process is iterative. When you update payroll with new Time and Labor information the system selects only those employees who've had a change in Time and Labor since the last time you updated Payroll for North America. 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.

The Payroll system processes 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 set to zero 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 slightly 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 set to zero 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.

Regardless of employee 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.

Processing Information and Guidelines

Use the following 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 PeopleSoft 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 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 select 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, 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.

Note. If you encounter errors or discrepancies after you run pay calculation, PeopleSoft recommends 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 application is installed, you get a second message box that asks if you want the process to retrieve available Time and Labor data.

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 create 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 Rows sourced from Time and Labor.

See Also

"Working With Checks," Processing Online Checks

"Working With Paysheets," Creating Final Check Paysheets

"Working With Checks," Processing a Final Check Request

PeopleSoft Time and Labor PeopleBook, "Integrating With Payroll Applications," Consolidating Payable Time and Creating Paysheets and "Establishing Time Reporting Codes"

Post-Processing Time and Labor Interface

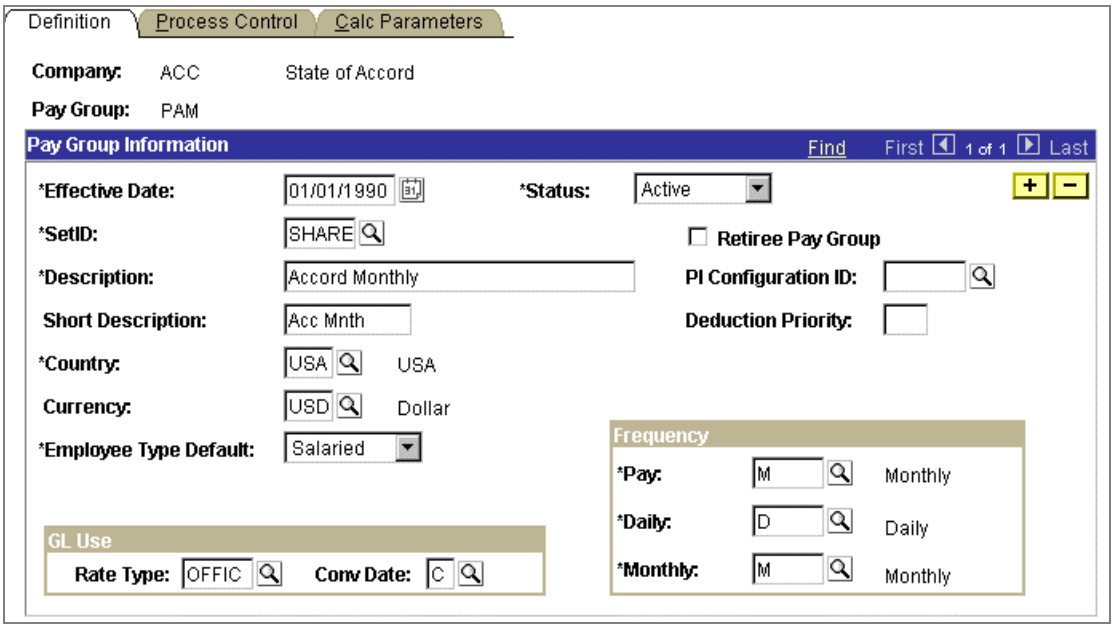
"Working with Paysheets"

Pages Used to PreProcess Time and Labor Interface

Page Name	Object Name	Navigation	Usage
Pay Group Table - Time and Labor	PAYGROUP_TABLE9	Define Business Rules, Define Payroll Process, Setup 2, Pay Group Table, Definition	Define which Time and Labor elements are loaded into paysheets. This page is also used to define pay groups.
Load Time and Labor	PY_LDTL_RC	Compensate Employees, Manage Payroll Process (US), Process, Load Time and Labor, Load Time Labor Compensate Employees, Manage Payroll Process (USF), Process, Load Time and Labor, Load Time Labor Compensate Employees, Manage Payroll Process (CAN), Process, Load Time and Labor, Load Time Labor	Run the process to load payable time from Time and Labor into Payroll for North America paysheets. You must create the Pay Run ID for the payroll process.
Load OffCycle Data	PY_LDTLEMP_RC	Compensate Employees, Manage Payroll Process (US), Load Time and Labor, OffCycle Data Compensate Employees, Manage Payroll Process (USF), Load Time and Labor, OffCycle Data Compensate Employees, Manage Payroll Process (CAN), Load Time and Labor, OffCycle Data	Load payable time from Time and Labor into Payroll for North America paysheets on an off-cycle basis.

Defining Which Time and Labor Elements Are Loaded Into Paysheets

Access the Pay Group Table - Time and Labor page.



Pay Group Table - Time and Labor page

Task Elements to Paysheets

Insert a row for each Time and Labor element you want to be loaded onto paysheets: ***Account Code, Business Unit, Department, Job Code, Locality, Position Number,*** and ***State.***

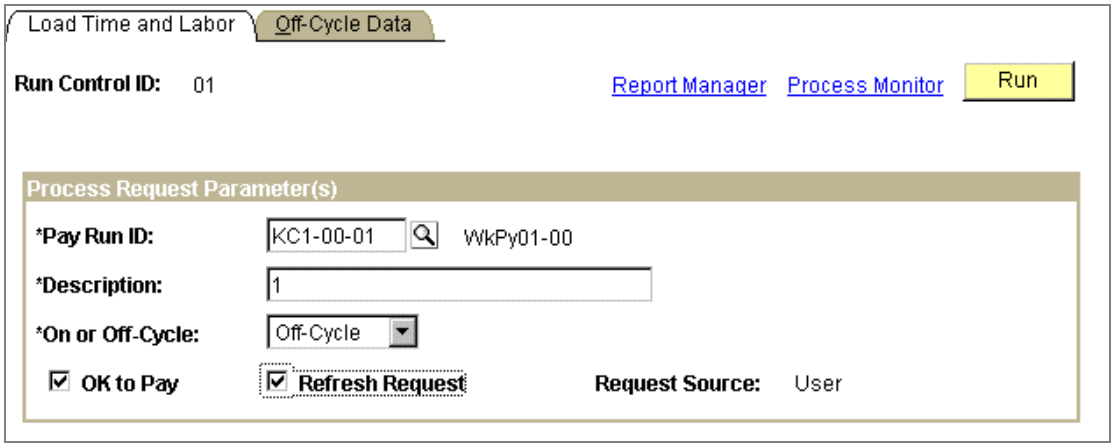
Separate lines are created on the paysheets whenever a new set of Time and Labor elements is encountered. For example, if you select ***Business Unit*** and then put a different Business Unit on the regular hours reported for each day (for five days), five lines would be created on the paysheet. However, if you 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.***

Note. The Payroll for North America system is delivered with the default values of ***State*** and ***Locality*** already inserted on this page. **Note.** If you designate multiple task elements on this page, it may cause problems with your array size. Take this into consideration when defining this page.

Loading Payable Time from Time and Labor into Payroll for North America Paysheets

Access the Load Time and Labor page.



Load Time and Labor page

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 selects employees that have been active any time during the pay period.

Description

Use this field to 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.

On or Off-Cycle

Select ***On Cycle*** to process a regularly scheduled payroll for a pay group and pay period.

Select ***Off Cycle*** 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 if you want all Time and Labor earnings to be marked as OK to Pay on the paysheet. If you do not select this check box, you must manually mark every paysheet as OK to Pay on the Paysheet Page.
Refresh Request	Select to restart the selection process for all employees in the pay run and should be used only when you must start the process over. ***Warning!*** A refresh request enables 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: ***Pay Calc, Final Calc, Online Check***, or ***User***. It indicates whether you or someone else 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.

Note. PeopleSoft recommends executing 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.

Note. 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 processing, 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.

Note. 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 PeopleSoft Projects, if you have Projects installed.

Warning! A refresh request enables 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).

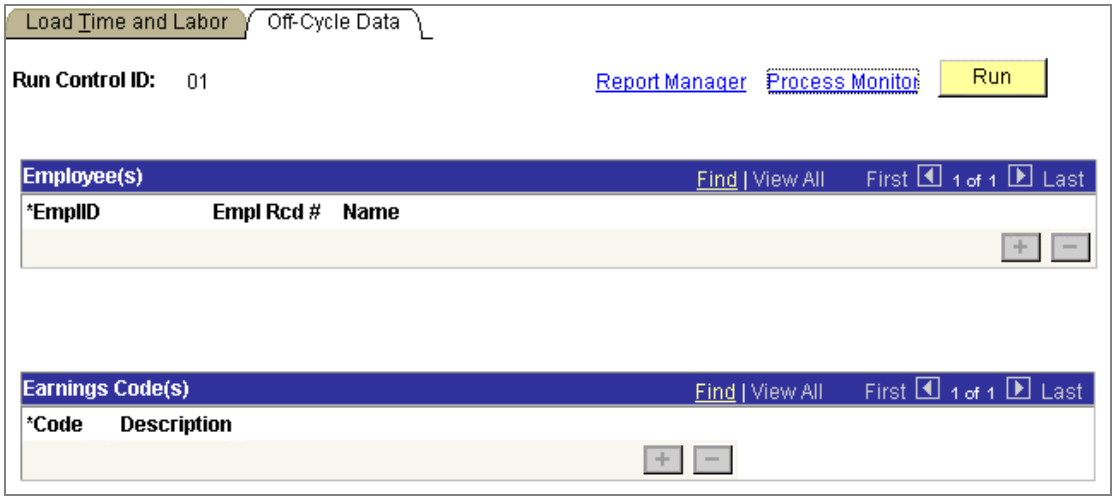
Note. Use the Load TL History - Load Time Labor Page and Load TL History - OffCycle Dat Page to determine the correct run to refresh prior to running the refresh process.

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.

Loading Payable Time from Time and Labor into Payroll for North America Paysheets on an Off-cycle Basis

Access the Load OffCycle Data page.



Load OffCycle Data page

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

Enter the employee ID for the employees 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 is set by default to ***0*** (zero). If the employee has multiple jobs within your company, and you want 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, the system assumes that you want to load data for all earnings codes.

Note. 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 processing, 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.

Preprocessing Variable Compensation, Employee Referral Program, 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 nonmonetary 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 issues payments in a separate check or consolidated check, according to the instructions entered in the source application. After a pay cycle is confirmed, you can send processed data back to the originating application, keeping records in all your applications complete and up-to-date.

This section provides an overview of enterprise integration points and the paysheet load process and discusses how to:

- Load data into paysheets or reset previously sent transactions from inactive to active status.
- Validate award data submitted by Variable Compensation. Reject an entire transmission of awards data.
- Validate award data submitted by Employee Referral Program.

See Also

Post-Processing Variable Compensation, Employee Referral Program, and Expenses Interfaces

Understanding Enterprise Integration Points

The Payroll for North America/PeopleSoft Payables Interface utilizes two enterprise integration points (EIPs) as part of its functionality to deliver Payroll for North America data to PeopleSoft Payables.

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 Employee Referral Program/Payroll for North America Integration utilizes three EIPs as part of its functionality to transfer employee referral program 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/PeopleSoft Payables Interface

The EIPs used are Vendor and Vouchers.

The Vendor EIP utilizes Application Messaging integration technology using the following application messages delivered using 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 PeopleSoft Payables subscribes to the data. This publish and subscribe activity takes place every hour.

The Vouchers EIP utilizes Application Messaging integration technology using the VOUCHER_BUILD message delivered using the VOUCHER channel.

The Voucher EIP publishes data to three tables (VOUCHER, VOUCHER_LINE, and DISTRIB_LINE) and PeopleSoft Payables subscribes to the data. This publish and subscribe activity takes place every hour.

The EIPs used are Acknowledgement/Verification of Variable Comp Payment and Variable Comp Request for Payment.

The Acknowledgement/Verification of Variable Comp Payment EIP utilizes Application Messaging integration technology using the VAR_COMP_PAYMENT_ACKNOWLEDGE application message. The data is delivered using 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.

The Variable Comp Request for Payment EIP utilizes Application Messaging integration technology using the VAR_COMP_PAYMENT_REQUEST application message. The data is delivered using 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.

Employee Referral Program/Payroll for North America Integration

The EIPs used are ERecruit Request for Payment, Acknowledgment/Verification of eRecruit Payment, and Payroll Issued eRecruit Payment.

The ERecruit Request for Payment EIP utilizes Application Messaging integration technology using the PAYMENT_ERECRUIT_REQUEST application message. The data is delivered using the PAY_ERECRUIT_REQUEST channel.

This EIP uses the PYER_REQUEST publish rule.

Employee referral programs publish award data to the PYER_RQT_SUB staging table.

The Acknowledgment/Verification of eRecruit Payment EIP utilizes Application Messaging integration technology using the PAYMENT_ERECRUIT_ACKNOWLEDGE application message. The data is delivered using the PAY_ERECRUIT_ACKNOWLDGE channel.

This EIP uses the PYER_ACKNOWLEDGE publish rule.

Payroll validates the requested awards and publishes the results of validation to the PYER_ACK_PUB staging table.

The Payroll Issued eRecruit Payment EIP utilizes Application Messaging integration technology using the PAYMENT_ERECRUIT_ISSUED application message. The data is delivered using the PAY_ERECRUIT_ISSUED channel.

This EIP uses the PYER_ISSUED publish rule.

Payroll publishes notification of payment to the PYER_ISS_PUB staging table.

Note. To research the technical details of any Enterprise Integration Point (EIP) used by PeopleSoft applications, refer to the online EIP Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

See Also

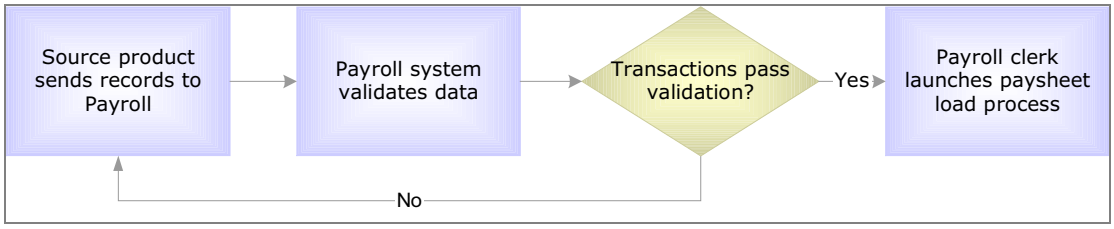
PeopleSoft Expenses PeopleBook

Understanding the Paysheet Load Process

Before you can load earnings and expense data into PeopleSoft Payroll for North America, you must 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 discussed in the documentation for the source application.

Communication between PeopleSoft Payroll for North America and Expenses and Human Resources is accomplished through the use of Application Messaging, which works in the background 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 start a batch process that loads the validated records into existing paysheets or creates new paysheets, as needed.



Loading data into the payroll system

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 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, use the Reset Transactions feature to reset transactions from inactive to active, then run the load paysheet process again.

See Also

Understanding Enterprise Integration Points

Loading Stock Purchase Refunds and Stock Option Data

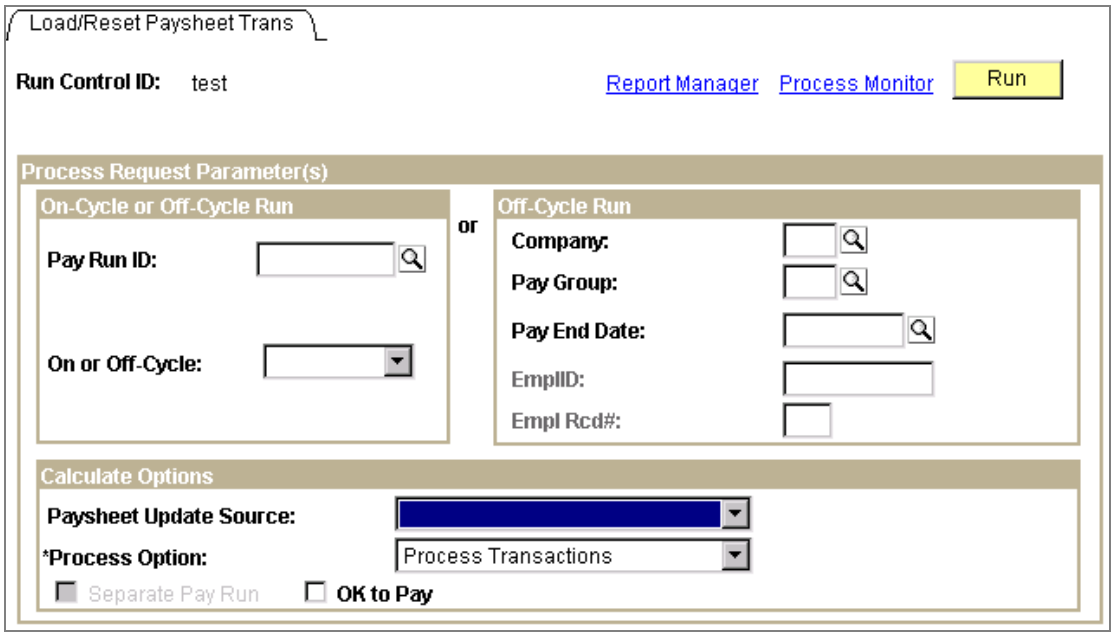
PeopleTools PeopleBook: Application Messaging

Pages Used to Preprocess Variable Compensation, Employee Referral Program, Stock, and Expenses Interfaces

Page Name	*Object Name*	*Navigation*	*Usage*
Load/Reset Transaction	RUNCTL_PSHUP	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	Load data into paysheets or reset previously sent transactions from inactive to active status. Use after you receive data from PeopleSoft Variable Compensation, Expenses, Stock Administration, Employee Referral Program, or third-party applications.
Process VC Awards	RUNCTL_VCAWARD	Compensate Employees, Manage Payroll Process (US), Process, Process VC Awards, Process VC Awards Compensate Employees, Manage Payroll Process (CAN), Process, Process VC Awards, Process VC Awards	Validate award data submitted by Variable Compensation. Also use to reject an entire transmission of awards data.

Loading Data into Paysheets or Resetting Transactions from Inactive to Active Status

Access the Load/Reset Paysheet Transaction page.



Load/Reset Transaction page

On-Cycle or Off-Cycle Run

Use this 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.

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.

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 record number. (You must complete the **Process EmplID** field before you can enter the employee record number.)

Calculation Options

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.

ESPP (Employee Stock Purchase Plan): Load data for issuing refunds of ESPP contributions from PeopleSoft Stock Administration.

Exp Intf (Expense Interface): Load expense data from PeopleSoft Expenses. When you select ***Exp Intf***, the **Separate Pay Run** check box becomes available.

Oth Source (Other Source): Load data from third-party applications.

Stock Intf (Stock Interface): Load tax data for stock options exercised through PeopleSoft Stock Administration.

Var Comp (Variable Compensation): Load data from the Variable Compensation module of PeopleSoft Human Resources.

ERecruit Interface: Load award data from Employee Referral Programs in PeopleSoft Human Resources and eRecruit.

Process Option

Enter instructions for creating, loading, or resetting transactions:

Process Transactions: Select this option 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.

Separate Pay Run

If you select ***Exp Intf*** or ***Var Comp*** as the **Paysheet Update Source**, and you're running an off-cycle process, select this check box to create a separate pay run for expense or variable compensation payments.

OK to Pay

Select 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 check box clear to review the paysheets and manually mark them OK to Pay.

Run

Click this button to run this request. PeopleSoft Process Scheduler runs the load/reset paysheet transactions process at user-defined intervals.

Paysheet Load Report

To see the contents of the file that holds the transactions that are loaded into the paysheets, 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 business process in PeopleSoft Human Resources, you can load data for monetary awards and nonmonetary/nonstock awards into PeopleSoft 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 after 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.

2. Start the validation process from the Process VC Awards Page.

   Payroll for North America validates the records according to the following criteria, rejecting records that are not acceptable. After 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.

   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.

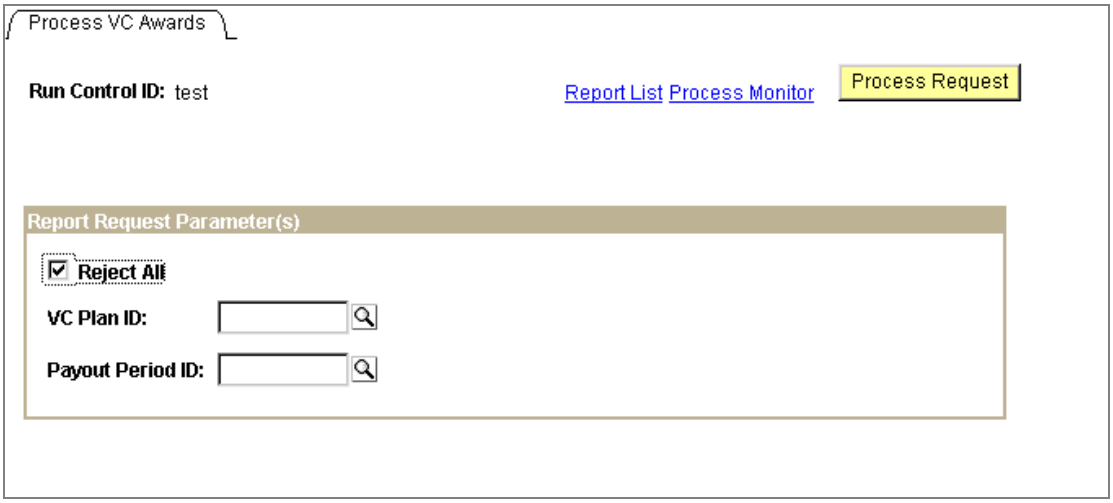
After you load data into the paysheets, you can run the rest of the payroll process, as usual.

Rejecting All Award Records

If the Variable Compensation Administrator submits the wrong set of awards records to Payroll, 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 prevents further processing of the data and should be used only at the request of the Variable Compensation Administrator.

Validating or Rejecting Award Data from Variable Compensation

Access the Process VC Awards page.



Process VC Awards page

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 cannot 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 to run this request. PeopleSoft Process Scheduler runs the process VC awards process at user-defined intervals.

See Also

PeopleTools PeopleBook: Application Messaging

Loading Employee Referral Program Data

If you're using the employee referral program functionality of PeopleSoft Human Resources, you can load data for monetary awards and nonmonetary/nonstock 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 based on the On-Cycle pay run or an Off-Cycle pay run selected on the run control page.

The process begins when the employee referral program awards are sent to payroll. This process is initiated by the employee referral program administrator. The following procedure explains what to do after the records are sent.

To load employee referral program data into paysheets:

1. Check PS Application Message Monitor to confirm receipt of records.

   The Payroll system receives the employee referral program 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 the employee referral program administrator automatically so they can be corrected and resent:

   - Invalid Earning Code.
   - Invalid Employee ID & Record#.
   - Invalid Currency Code.
   - Amount Exceeds Payroll Maximum (if the converted value of the award is longer than 8.2 digits, it should be split into smaller amounts).

- Transaction already exists.

The employee referral program administrator checks PS Application Message Monitor for error messages, makes the necessary corrections, and resubmits the revised records to Payroll.

2. Use the Load/Reset Paysheet Trans page to load data into the paysheets.

   Select *eRecruit Interface* as the **Paysheet Update Source**.

3. Run the rest of the payroll process as usual.

Loading Expense Data

When you use the PeopleSoft Expenses with Payroll for North America interface, you can pay approved expense advances and reimbursements in on-cycle or off-cycle pay runs. Payroll for North America processes 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 after 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.

After you load data into the paysheets, you can run the rest of the payroll process, as usual.

See Also

Post-Processing Expenses Interface

Loading Stock Purchase Refunds and Stock Option Data

When you use the PeopleSoft Stock Administration with Payroll for North America interface, you can use the payroll system to:

- 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 PeopleSoft 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.

After you load data into the paysheets, you can run the rest of the payroll process, as usual.

To calculate taxes for stock options:

PeopleSoft Stock Administration enables users to calculate the taxes that result from the exercise of stock options. The Stock Administrator 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.

   After 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

This section provides an overview of extracting time and labor costs and discusses how to:

- Extract time and labor costs from PeopleSoft Payroll for North America to Time and Labor.
- Display the on-cycle Time and Labor data that has been loaded.
- Display the off-cycle Time and Labor data that has been loaded.

Understanding How to Extract Time and Labor Costs

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.

Note. You define that you want labor distribution and labor dilution to be processed on the Time and Labor Pay System page.

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

See Also

PeopleSoft Time and Labor PeopleBook, "Understanding Payable Time," Publishing Estimated and Actual Payable Time and "Managing Time," Adjusting Time

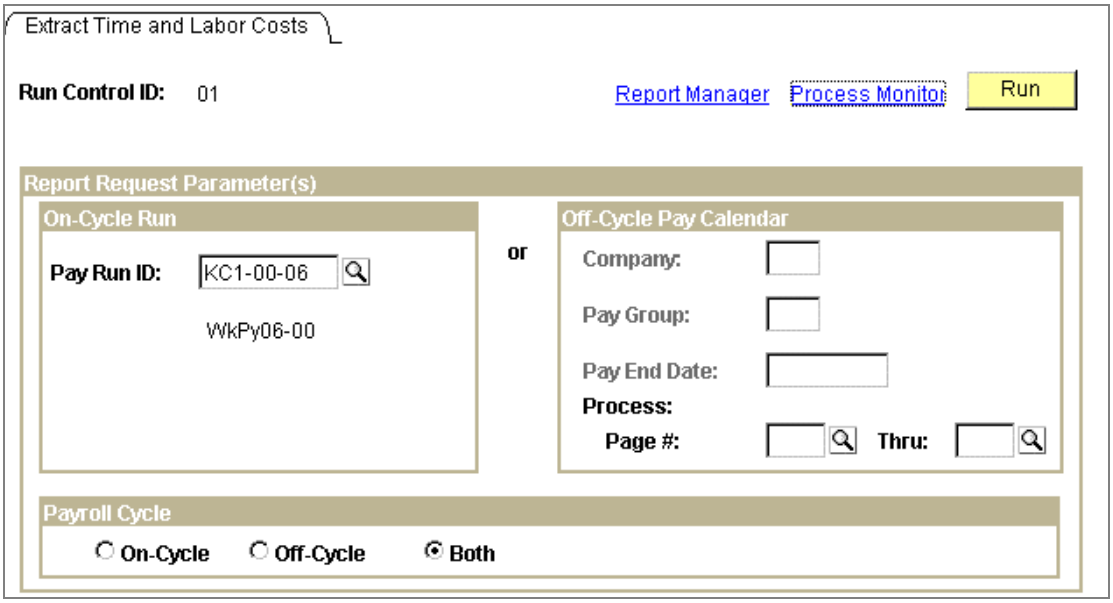
Preprocessing Time and Labor Interface

Pages Used to Post-Process Time and Labor Interface

Page Name	*Object Name*	*Navigation*	*Usage*
Extract Time and Labor Costs	PY_XTRCT_TLCOST_RC	Compensate Employees, Manage Payroll Process (US), Process, Extract Time and Labor Costs Compensate Employees, Manage Payroll Process (CAN), Process, Extract Time and Labor Costs	Extract Time and Labor Costs from Payroll for North America to Time and Labor. You must have already loaded Time and Labor data and finalized the payroll calculation before you can extract the costs.
Load TL History - Load Time Labor	PY_LDTL_TBL	Compensate Employees, Manage Payroll Process (US), Inquire, Load TL History, Load Time Labor Compensate Employees, Manage Payroll Process (CAN), Inquire, Load TL History, Load Time Labor	Display the on-cycle Time and Labor data that has been loaded. You must have already loaded the Time and Labor using the Load Time and Labor Page.
Load TL History - OffCycle Data	PY_LDTLEMP_TBL	Compensate Employees, Manage Payroll Process (US), Inquire, Load TL History, OffCycle Dat Compensate Employees, Manage Payroll Process (CAN), Inquire, Load TL History, OffCycle Dat	Display the off-cycle Time and Labor data that has been loaded. You must have already loaded the Time and Labor using the Load OffCycle Data Page.

Extracting Time and Labor Costs from Payroll for North America to Time and Labor

Access the Extract Time and Labor Costs page.



Extract Time and Labor Costs page

Use either 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 checks 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 select this option, on-cycle earnings are distributed only once.

Off-Cycle If you select this 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 select this 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

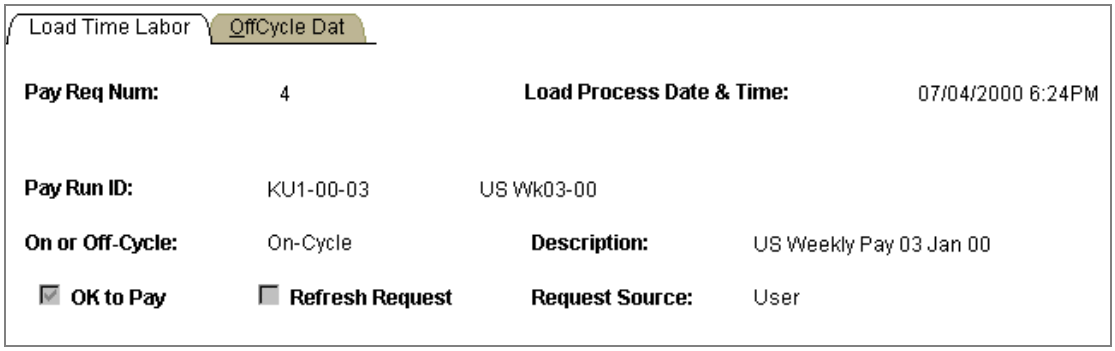
You can use this group box to specify the selection criteria for the extraction of Time and Labor costs for an off-cycle run. With this group box you can control the extraction of Time and Labor costs for multiple off-cycle runs that are attached to a single on-cycle run.

Process Page # Enter the page numbers that correspond to the paysheets from which you want to extract Time and Labor costs.

Note. 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.

Display Loaded On-Cycle Time and Labor Data

Access the Load TL History - Load Time Labor page.



Load TL History - Load Time Labor page

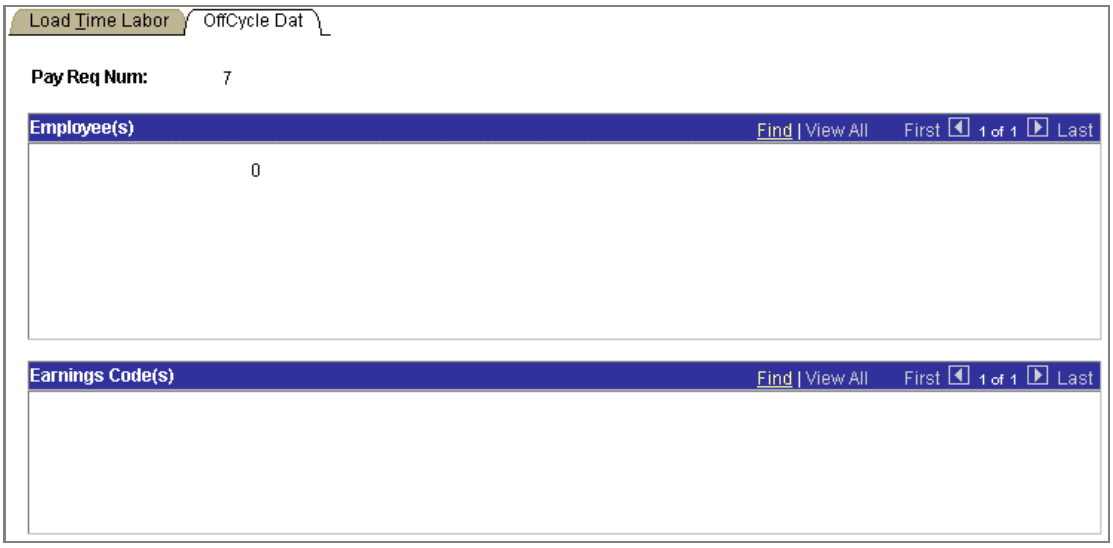
Enter the appropriate Last Payroll Req (Request) Number. When the page appears and you click **OK,** a list of already processed Payroll Request Number appears with a description and/or a request source. Only Time and Labor data loads that are user-generated display a description. For those Time and Labor data loads that are system generated, you use the displayed Request Source to help determine which Payroll Request Number to select. This page is a display-only version of the Load Time and Labor page.

See Also

Loading Payable Time from Time and Labor into Payroll for North America Paysheets

Display Loaded Off-Cycle Time and Labor Data

Access the Load TL History – OffCycle Data page.



Load TL History - OffCycle Data page

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. This page is a display-only version of the Load OffCycle Data page.

See Also

Loading Payable Time from Time and Labor into Payroll for North America Paysheets on an Off-cycle Basis

Understanding Consolidation

Time and Labor selects the appropriate payable time and transfers the data to Payroll for North America and 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 checks these five task-related elements if they have been defined on the Pay Group Table – Time and Labor Page. 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 provides Payroll for North America with enough information to recalculate FLSA rates.

Linking Consolidated Entries to Original Entries

The system keeps track of how it consolidates payable time and informs Time and Labor 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, we provide links 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 component. 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 component), select the T&L/NA Payroll Paysheet options you want to use. PeopleSoft recommends:

- 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.

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. The system selects this check box if the labor distribution process has been run.

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 selected if you want to include Time and Labor payable time during a Final Check process.

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 selected if you want to include Time and Labor payable time during a Final Check process.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars," Creating Pay and FLSA Calendars

"Defining Earnings and Using Earnings Codes," Establishing a Final Check Program

"Working With Checks," Processing a Final Check Request

Post-Processing Variable Compensation, Employee Referral Program, and Expenses Interfaces

In this section we discuss how to confirm a pay run that processed paysheets loaded with variable compensation data.

Pages Used for Employee Referral Program and Expenses Interface

Page Name	*Object Name*	*Navigation*	*Usage*
Notify Variable Compensation	RUNCTL_PAYSHEET	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	Confirm a pay run that processed paysheets loaded with variable compensation data. This process sends a verification of payment to HRMS.
ERecruit Payment Notification	PRCSRUNCNTL	Compensate Employees, Manage Payroll Process (CAN), Process, eRecruit Payment Notification Compensate Employees, Manage Payroll Process (US),Process, eRecruit Payment Notification	Run the process to populate the staging table PYER_ISS_PUB with payment data and publish the payment notification.
Expenses Payment Notification	PRCSRUNCNTL	Compensate Employees, Manage Payroll Process (US), Process, Expenses Payment Notification Compensate Employees, Manage Payroll Process (CAN), Process, Expenses Payment Notification	Sends a verification of payment to PeopleSoft Expenses. Use this page after you confirm a pay run.

See Also

Preprocessing Variable Compensation, Employee Referral Program, Stock, and Expenses Interfaces

Post-Processing Variable Compensation Interface

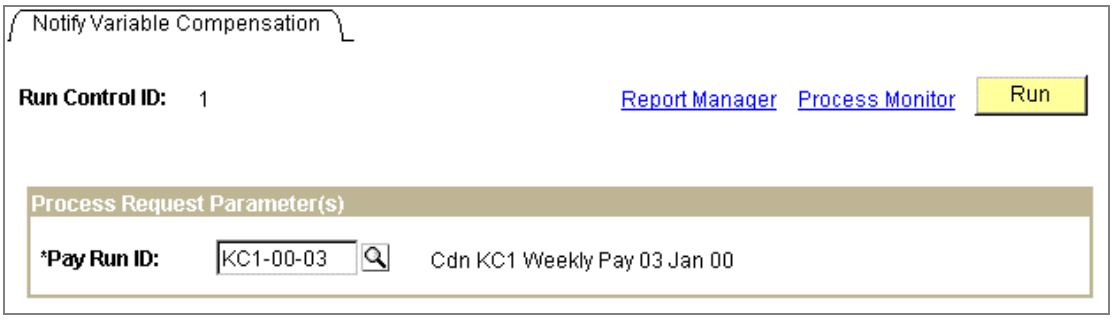
Use the Notify VC page to notify the Variable Compensation Administrator that the payroll results are loaded into Human Resources. Payroll sends the following information to Human Resources with a status of paid:

Empl ID and Empl Rcd Nbr
VC Plan ID
VC Payout Period
GB Group ID
VC Award Date

If necessary, you can start this process more than once for the same Pay Run ID.

Confirming and Notifying Variable Compensation Data

Access the Notify Variable Compensation page.



Notify Variable Compensation page

Pay Run ID Select the Pay Run ID associated with awards data you want to send to Human Resources.

Run Click to run this request. PeopleSoft Process Scheduler runs the notify variable compensation process at user-defined intervals.

Post-Processing Employee Referral Program (eRecruit) Interface

Use the ERecruit Payment Notification page to run the process to notify the employee referral program administrator that awards have been paid.

Payroll returns the following data to eRecruit:

1. Employee ID and Employee Record Number.
2. Applicant ID.
3. Award Amount. If a paycheck has been reversed, the reversed amount is returned to eRecruit. eRecruit is not notified if a paycheck is adjusted.
4. Award Date.
5. Award Currency.
6. Earnings Code.

7. Department ID.
8. Gross up Indicator.
9. Separate Indicator. If gross up is requested, a separate paycheck would be generated for the award.
10. Paycheck status.
11. Paycheck number and check date.

A notification message could be sent to eRecruit for each paycheck issued or reversed, but not for a paycheck that is adjusted.

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)

Verifying Payment to PeopleSoft Expenses

Access the Expenses Payment Notification page.



Expenses Payment Notification page

Using the PeopleSoft Payables Interface

Payroll for North America enables you to send taxes, benefits, garnishments, and voluntary deductions withheld from employee paychecks directly to PeopleSoft Payables for payment. PeopleSoft Payables issues payments in the form of checks or electronic funds transfers, as required by the third party, and makes the appropriate general ledger entries.

In this section, we provide an overview of the PeopleSoft Payables interface and discuss how to:

- Select the nontax deductions you want to send to PeopleSoft Payables for payment and to start the extract process (PY_AP Extraction - Deductions).
- Select the federal tax deductions you want to send to PeopleSoft Payables for payment and to start the U.S. Tax Extract process (PYAP_XTAX).
- Select the state tax deductions you want to send to PeopleSoft Payables for payment and to start the U.S. Tax Extract process (PYAP_XTAX).
- Select the local tax deductions to send to PeopleSoft Payables for payment and to start the U.S. Tax Extract process (PYAP_XTAX).
- Select the tax deductions you want to send to PeopleSoft Payables for payment and to start the Canadian Tax Extract process (PYAP_XCTAX).
- Display the total deduction amount extracted for a particular vendor.
- Display the deductions to be posted to PeopleSoft Payables.
- Post the extracted deductions to PeopleSoft Payables.

Understanding the PeopleSoft Payables Interface

Deductions withheld from employees' paychecks are sent to PeopleSoft Payables only when linked to a Vendor ID. You set up vendor profiles in the PeopleSoft Payables 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 PeopleSoft Payables to pay some deductions every time they are calculated and pay other deductions only when the goal balance has been met.

After a pay run is confirmed, 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 PeopleSoft Payables, you start the Send process. PeopleSoft uses Application Messaging to send the vouchers from Payroll to Payables.

See Also

PeopleTools PeopleBook: Application Messaging

Setup Requirements for PeopleSoft Payables

This section explains the prerequisites for posting deductions to PeopleSoft Payables. Perform the following steps (after you define your deductions) when implementing Payroll for North America, and on an ongoing basis, as needed, to maintain the accuracy of your deduction records.

To prepare PeopleSoft Payroll for North America for use with Payables:

1. Define vendors in PeopleSoft Payables.

   Each benefit provider, garnishment collector, tax authority, or other entity that receives employee deductions must have a valid Vendor ID. Vendor IDs created in PeopleSoft Payables can be displayed from Payroll for North America pages. In addition to assigning a unique Vendor ID, you must enter basic information for the vendor, including the address, bank information, telephone numbers, and so on.

   Use the Vendor Information pages to define all types of vendors. The following table lists other pages you can use, depending on the vendor type.

Pages	*Type of Vendor You Can Set Up*
Vendor Information Page	All types

Pages	*Type of Vendor You Can Set Up*
Provider Table	Benefit providers only
Garnishment Payee Table - Vendor Information Page	Garnishment collectors only
Tax Collector Table	Tax collection authorities only

2. Link deduction definitions to vendors and define when deductions are to be paid.

   All deductions to be paid by PeopleSoft Payables must be linked to a vendor.

   - To link nontax deductions (benefits, general deductions, garnishments, bonds) to vendors, complete the SetID and Vendor ID fields on the appropriate page.

     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 PeopleSoft Payables.)

     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.

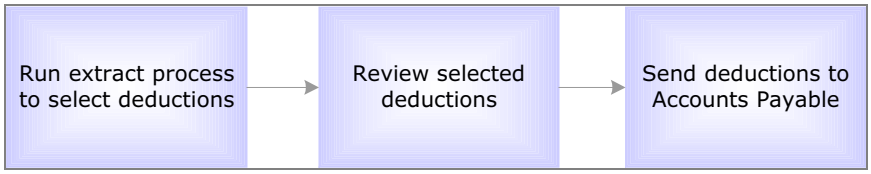
See Also

"Defining Deductions"

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Payroll Tax Tables," Establishing Tax Types for Accounts Payable Integration

Processing Overview for PeopleSoft Payables Interface

After you confirm a pay run, select the deductions you want to send to PeopleSoft Payables for payment. Your run an extract process that puts information for the selected deductions into a temporary table that you review. You can prevent any or all vouchers from going to PeopleSoft Payables at this point. When you're satisfied that the deductions are ready for payment, you start a separate process that creates and sends the vouchers to PeopleSoft Payables. Step-by-step procedures follow.



Selecting and sending deductions to PeopleSoft Payables

To send deduction vouchers to PeopleSoft Payables:

1. Extract deductions from Payroll.

   Run the extract process to move selected deductions into a temporary table for viewing. You can extract nontax deductions; U.S. federal, state, or local taxes; or Canadian taxes.

2. Review/Update proposed payments.

   Review all or selected deductions grouped by vendor before vouchers are created and sent to PeopleSoft Payables. 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 PeopleSoft Payables, select a check box next to the item you want to stop.

3. Send vouchers to PeopleSoft Payables.

   When you're satisfied that the vendors are ready for payment, you start a process that creates and sends the vouchers to PeopleSoft Payables.

   The system creates three records for each voucher: a header, line, and distribution record. The next section lists the most significant fields in each record.

4. Review the Application Message Monitor to confirm that the records were successfully sent.

See Also

Extracting Nontax Deductions for PeopleSoft Payables

Viewing Extracted Deductions

PeopleTools PeopleBook: 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		
EIN_FEDERAL		
EIN_STATE_LOCAL		

Pages Used With the PeopleSoft Payables Interface

Page Name	*Object Name*	*Navigation*	*Usage*
Extract Non-Tax Deductions – Parameters	RC_X_DEDS	Compensate Employees, Administer AP Interface, Process, Extract Non-Tax Deductions	Select the nontax deductions to send to PeopleSoft Payables for payment and to start the extract process (PY_AP Extraction – Deductions).
AP Federal Tax Extract	RC_X_TAX_FEDERAL	Compensate Employees, Administer AP Interface, Process, Extract U.S. Federal Taxes	Select the federal tax deductions to send to PeopleSoft Payables for payment and to start the U.S. Tax Extract process (PYAP_XTAX).
AP State Tax Extract	RC_X_TAX_STATE	Compensate Employees, Administer AP Interface, Process, Extract U.S. State Taxes	Select the state tax deductions to send to PeopleSoft Payables for payment and to start the U.S. Tax Extract process (PYAP_XTAX).

Page Name	Object Name	Navigation	Usage
AP Local Tax Extract	RC_X_TAX_LOCALITY	Compensate Employees, Administer AP Interface, Process, Extract U.S. Local Taxes	Select the local tax deductions to send to PeopleSoft Payables for payment and to start the U.S. Tax Extract process (PYAP_XTAX).
AP Canadian Taxes Extract	RC_XTAX_CAN	Compensate Employees, Administer AP Interface, Process, Extract Canadian Taxes	Select the tax deductions you want to send to PeopleSoft Payables for payment and to start the Canadian Tax Extract process (PYAP_XCTAX).
AP Extract Review – Headers	AP_EXTRACT_RUW_H	Compensate Employees, Administer AP Interface, Inquire, AP Extract Review – Headers	Display the deductions extracted for a particular vendor. This page displays the header record for each voucher that will be created. You must run the Extract process before you can view deductions on this page.
AP Extract Review - Lines	AP_EXTRACT_RUW_L	Compensate Employees, Administer AP Interface, Inquire, AP Extract Review – Lines	Display the deductions to be posted to PeopleSoft Payables. This page displays the extracted information that will be used to create the Line & Distribution records of a voucher. You must run the Extract process before you can view deductions on this page.
Send Vouchers to AP	RC_AP_POST	Compensate Employees, Administer AP Interface, Process, Send Vouchers to AP, Send Vouchers to AP	Post the extracted deductions to PeopleSoft Payables.

Common Elements Used in this Section

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 PeopleSoft Payables. This is the date when AP actually pays the taxes.

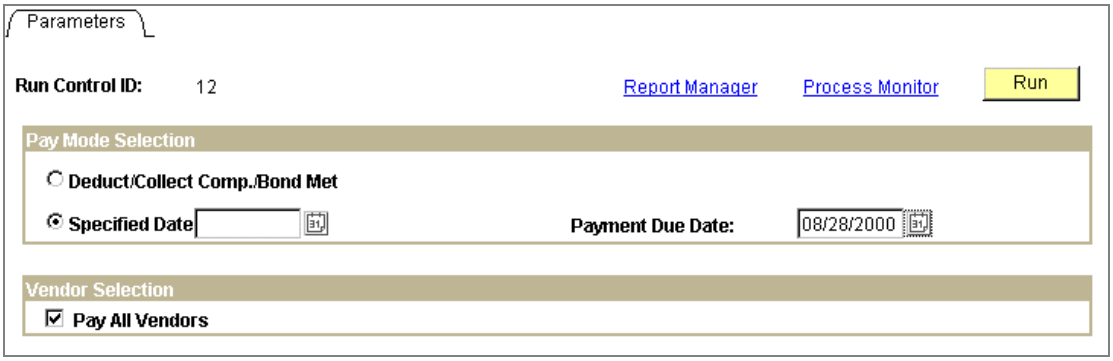
Extracting Nontax Deductions for PeopleSoft Payables

After a pay run is confirmed, you run one or more extract processes to select the deductions you want to pass to PeopleSoft Payables. The selected deductions are placed in a temporary table until they are sent to PeopleSoft Payables.

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 PeopleSoft Payables.

You can extract nontax deductions for the Pay Run ID that you specify or extract just those deductions with a Pay Mode set to the date that you select. You can limit your selection further by specifying particular vendors you want to pay.

Access the Extract Non-Tax Deductions - Parameters page.



Extract Non-Tax Deductions - Parameters page

Pay Mode Selection

Deduct/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 refers 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 **Deduct/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. 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 to send only those nontax 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 must 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 PeopleSoft Payables system pays the vendor.

Vendor Selection

Pay All Vendors — By default, the system selects deductions for all vendors. To pay selected vendors only, clear this 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.

Name — The system automatically displays the name of the vendor you selected in the **Vendor ID** field.

See Also

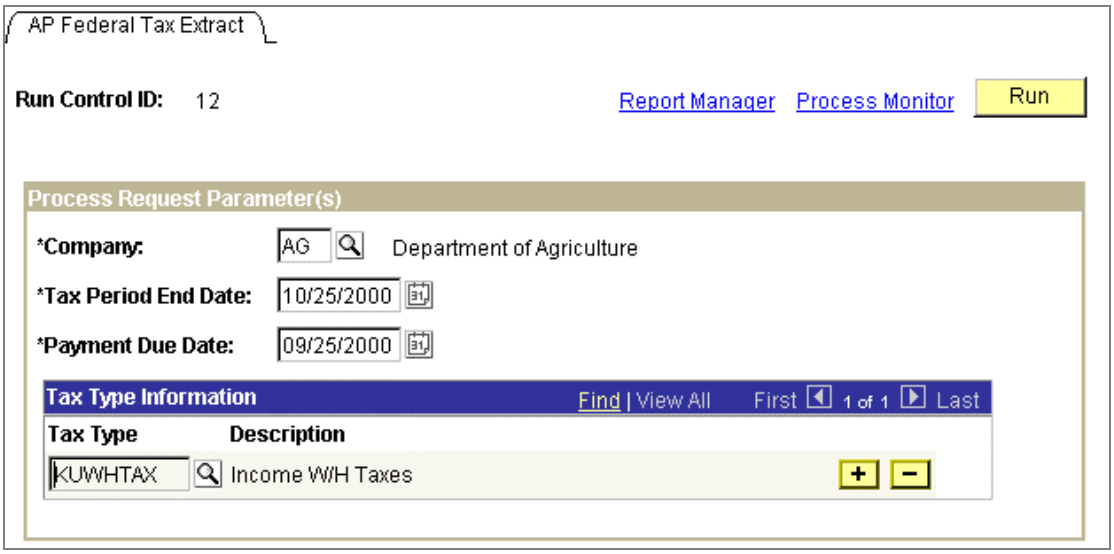
"Defining Deductions," Specifying the Deduction Priority

PeopleSoft Human Resource PeopleBook: Base Benefits, "Setting Up Benefit Plans," Entering Benefit Plan Information

"Defining Garnishments," Defining Deduction Information for Garnishments

Extracting Federal Tax Deductions for PeopleSoft Payables

Access the AP Federal Tax Extract page.



AP Federal Tax Extract page

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 PeopleSoft Payables.

Tax Type Information

Complete these fields only if you want to limit the extract process to those deductions associated with particular tax types.

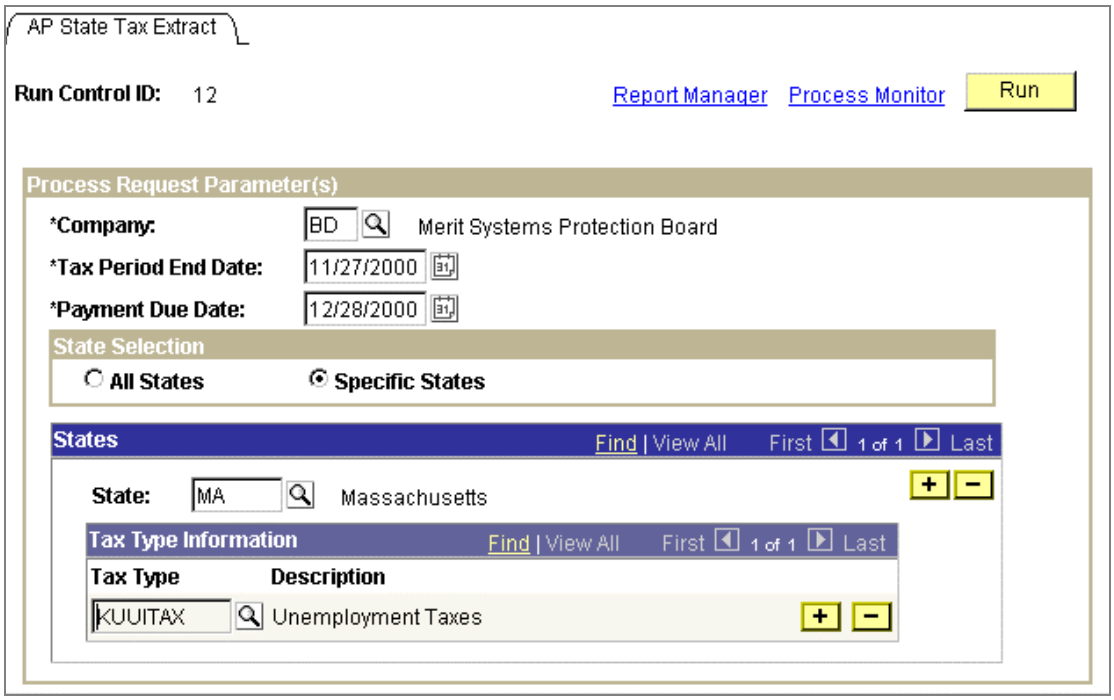
Tax Type Select the tax type. The prompt table includes only those tax types you defined on the Tax Type Table Page. You can add as many tax types as you like.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Payroll Tax Tables," Establishing Tax Types for Accounts Payable Integration

Extracting State Tax Deductions for PeopleSoft Payables

Access the AP State Tax Extract page.



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.

State Selection

All States To extract state tax deductions for all states, select this option.

Specific States To extract state tax deductions for a particular state, select this option. When you select this option, a **States** group box appears.

States

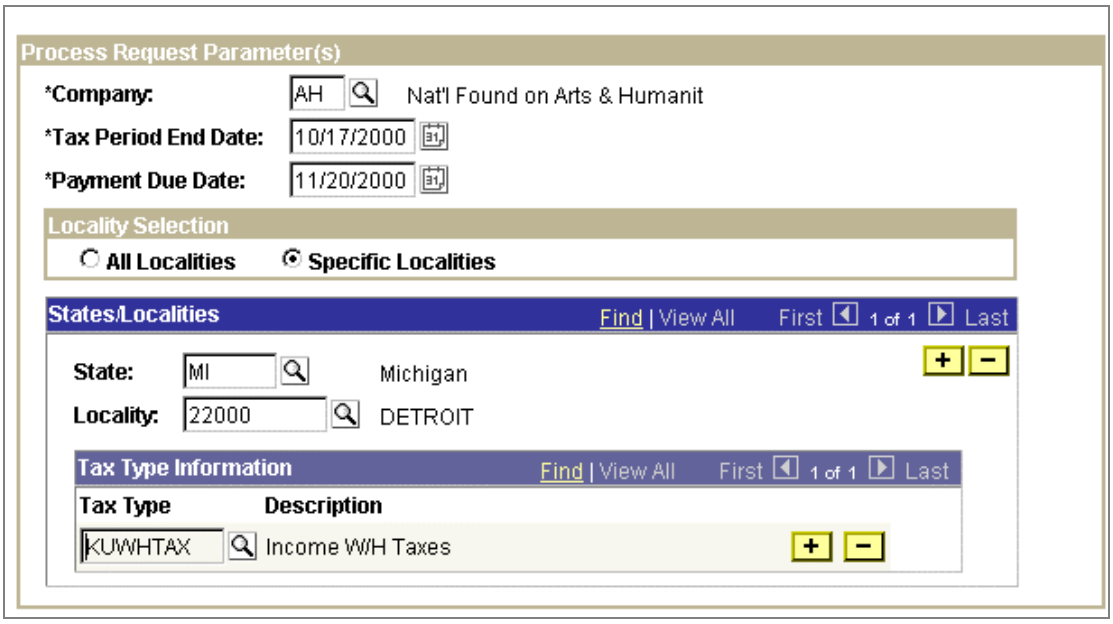
The **States** fields appear only when you select the **Specific States** option.

Tax Type Information

Tax Type Select the tax type. The prompt table includes only those tax types you entered for the state on the Fed/State Tax Types/Classes Table.

Extracting Local Tax Deductions for PeopleSoft Payables

Access the AP Local Tax Extract page.



AP Local Tax Extract page

For local tax processing, you can extract tax deductions for all localities or a subset of localities. As with 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.

Locality Selection

All Localities To extract local tax deductions for all localities in all states, select this option.

Specific Localities To extract tax deductions for specific localities within particular states, select this option. When you select this option, the **State/Localities** fields appear.

State/Localities

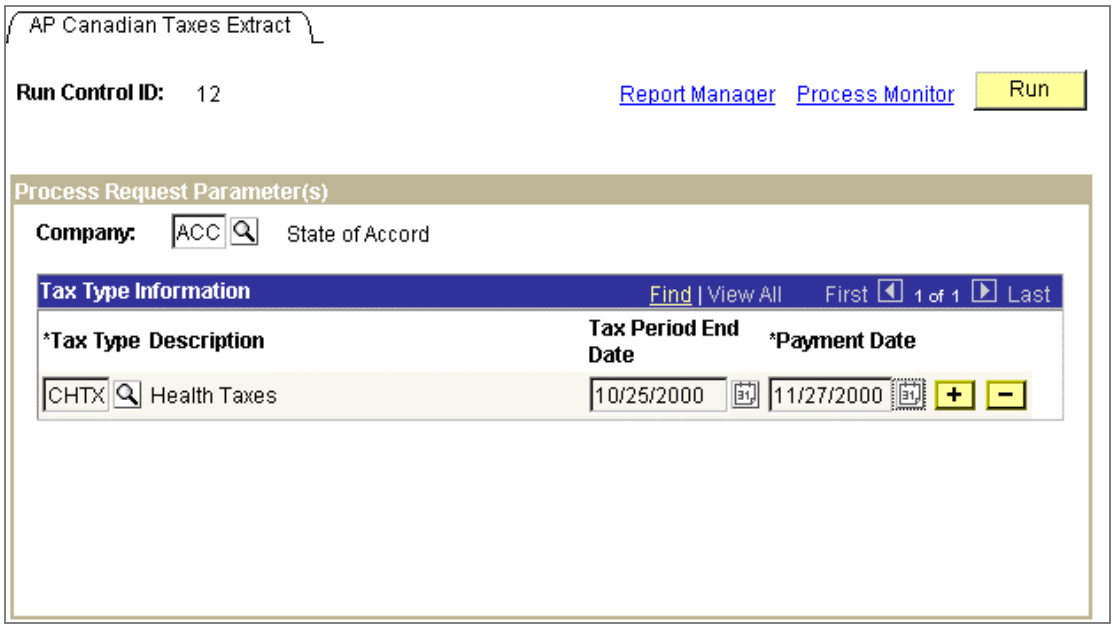
The following fields appear only when you select the **Specific Localities** option. Select the localities and tax types for which you want to extract tax deductions. You define one state and locality combination at a time.

Tax Type Information

Tax Type Select the tax type. The prompt table includes only those tax types you entered for the state on the Local Tax Types/Classes table.

(CAN) Extracting Canadian Tax Deductions for PeopleSoft Payables

Access the AP Canadian Taxes Extract page.



AP Canadian Taxes Extract page

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.

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, select 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. The prompt table includes only those tax types you define on the Tax Type Table Page. You can add as many tax types as you like.

Viewing Extracted Deductions

After you extract the deductions to send to PeopleSoft Payables, you can review the data that you extracted for each vendor.

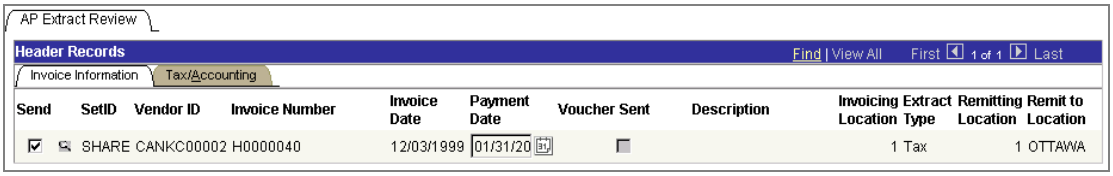
The AP Extract Review –Headers Page lists the total amount that PeopleSoft Payables will pay a given vendor.

The AP Extract Review – Lines 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 nontax deductions, see PeopleSoft Payroll for North America Reports.

Displaying the Payables Deduction Total Amount for a Vendor

Access the AP Extract Review - Headers page.



AP Extract Review - Headers page

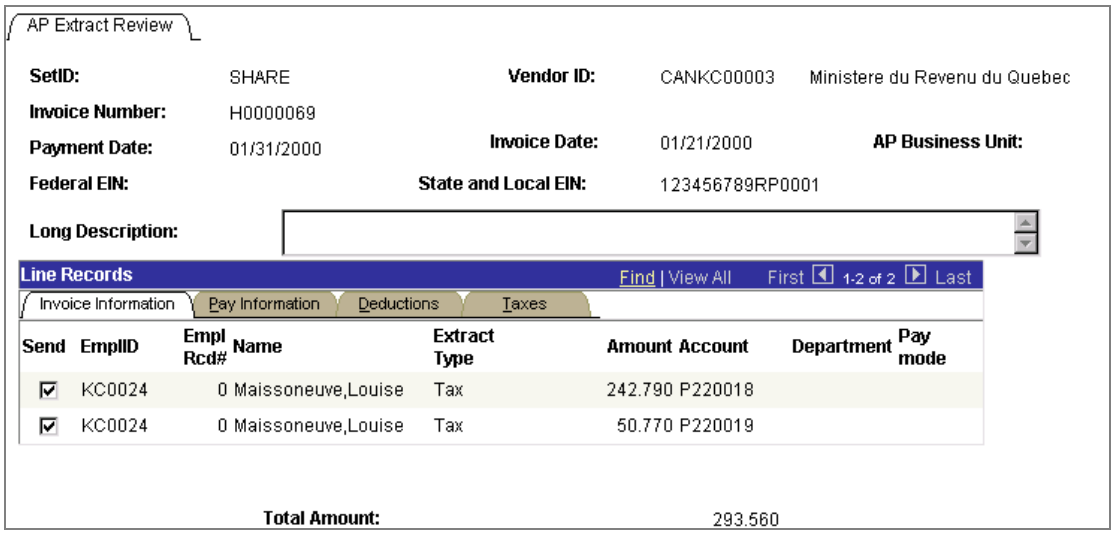
With the exception of the **Description** field, all information on this page comes from the Pay Deductions Table and the Pay Tax Table. The **Description** field displays information entered on the AP Extract Review - Lines page.

Send The system automatically selects this option to indicate the deduction will be sent to PeopleSoft Payables when you start the Send Vouchers to AP process. To prevent the transaction from being sent, clear this check box.

Search Click 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.

Displaying the Payables Deduction Records for a Vendor

Access the AP Extract Review - Lines page.



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.

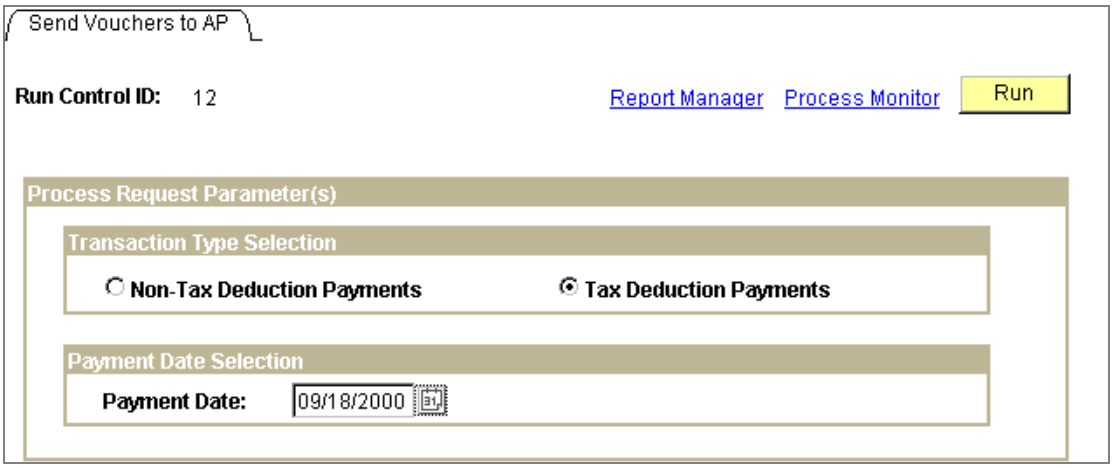
Send The system automatically selects this option to indicate the transaction is sent to PeopleSoft Payables when you start the Send to AP process. To stop a transaction from being sent, clear the check box. Any records you remove will be captured the next time the extract process runs.

Posting Deduction Vouchers to PeopleSoft Payables

When you're ready to send deduction records to PeopleSoft Payables for payment, you start the Send Vouchers to AP process (PYAP_VCHPOST). Tax deductions and nontax 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 PeopleSoft Payables. Deductions are cleared from the temporary table at this point.

Access the Send Vouchers to AP page.



Send Vouchers to AP page

Transaction Type Selection

Non-Tax Deduction Payments	Select this option to send nontax deductions to PeopleSoft Payables.
Tax Deduction Payments	Select this option to send tax deductions to PeopleSoft Payables.
Payment Date	Enter the date to appear on the voucher in PeopleSoft Payables. 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 PeopleSoft Payroll for North America/Payables Interface utilizes two enterprise integration points (EIPs) as part of its functionality to deliver Payroll for North America data to Payables. The EIPs used are Vendor and Vouchers.

Vendor

This EIP utilizes Application Messaging integration technology using the following application messages delivered using 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 PeopleSoft Payables 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 using the VOUCHER channel.

The Voucher EIP publishes data to three tables (VOUCHER, VOUCHER_LINE, and DISTRIB_LINE) and PeopleSoft Payables subscribes to the data. This publish and subscribe activity takes place every hour.

Note. To research the technical details of any Enterprise Integration Point (EIP) used by PeopleSoft applications, refer to the online EIP Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

Using the PeopleSoft General Ledger Interface

In this section, we provide an overview of the PeopleSoft General Ledger Interface and discuss how to:

- Payroll activities delivered with U.S. installations and Canada installations.
- Connect your HR Business Units to specific GL Business Units.
- Associate HR chart keys to GL accounts.
- Identify the tables to be used to create a HR Chart Key.
- Populate the ChartField Keys of an HR Business Unit automatically for pay earnings only.

The PeopleSoft GL Interface provides flexible integration between PeopleSoft Payroll and PeopleSoft General Ledger. Make sure you work in conjunction with your general ledger staff to use this interface.

See Also

PeopleSoft General Ledger PeopleBook

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

Activity	*Activity Description*	*Account Type*	*Field Name*
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
SUR	State Unemployment Employer	L	GL#_SUT_ER
SUT	State Unemployment Employee	L	GL#_SUT
SUT	State Unemployment Employer	X	GL#_SUT_EXPENSE
SWT	State Withholding	L	GL#_SWT

Activity	Activity Description	Account Type	Field Name
VDE	Voluntary Deduction Employee	L	GL#_VDI_EE
VDR	Voluntary Deduction Employer	L	GL#_VDI_ER
VDR	Voluntary Deduction Employer	X	GL#_VDI_EXPENSE

Note. These Payroll activities are preloaded. If you change any of the entries, you might need to create views to support any new tables added.

(CAN) 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
CIT	Canadian Income Tax	L	GL#_CIT
CIT	Canadian Income Tax	X	GL#_CIT_EXP
CPP	Canada Pension Plan	L	GL#_CPP_EE
CPP	Canada Pension Plan	X	GL#_CPP_EE_EXP
CPR	Canada Pension Plan – Employer	L	GL#_CPP_ER
CPR	Canada Pension Plan – Employer	X	GL#_CPP_ER_EXP
HTX	Health Tax	L	GL#-HTX
HTX	Health Tax	X	GL#_HTX_EXP
PYT	Payroll Tax Canada	L	GL#_PAYROLL_TAX
PYT	Payroll Tax Canada	X	GL#_PAYROLL_TAX
QIT	Quebec Income Tax	L	GL#_QIT
QIT	Quebec Income Tax	X	GL#_QIT_EXP
QPP	Quebec Pension Plan	L	GL#_QPP_EE
QPP	Quebec Pension Plan	X	GL#_QPP_EE_EXP
QPR	Quebec Pension Plan – Employer	L	GL#_QPP_ER

QPR	Quebec Pension Plan – Employer	X	GL#_QPP_ER_EXP
RV2	Quebec Income Tax RL-2	L	GL#_RV2_TAX
RV2	Quebec Income Tax RL-2	X	GL#_RV2_TAX_EXP
T4A	Canadian Income Tax – T4A	L	GL#_T4A_TAX
T4A	Canadian Income Tax – T4A	X	GL#_T4A_TAX_EXP
UIE	Employment Insurance	L	GL#_CUI_EE
UIE	Employment Insurance	X	GL#_CUI_EE_EXP
UIR	Employment Insurance – ER	L	GL#_CUI_ER
UIR	Employment Insurance – ER	X	GL#_CUI_ER_EXP

Activity	*Long Name*	*Short Name*
CIT	Canadian Income Tax	Can Inc Tx
CPP	Canada Pension Plan	CPP - EE
CPR	Canada Pension Plan – Employer	CPP - ER
HTX	Health Tax	Health Tax
PYT	Payroll Tax Canada	Payroll Tx
QIT	Quebec Income Tax	QC Inc Tax
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

Note. These Payroll activities are preloaded. If you change any of the entries, you may need to create views to support any new tables added.

(CAN) 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_TAX	1
PYT	X	GL#_PAYROLL_TAX	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
RV2	L	GL#_RV2_TAX	1
RV2	X	GL#_RV2_TAX_EXP	1
T4A	L	GL#_T4A_TAX	1
T4A	X	GL#_T4A_TAX_EXP	1
UIE	L	GL#_CUI_EE	1
UIE	X	GL#_CUI_EE_EXP	1
UIR	L	GL#_CUI_ER	1
UIR	X	GL#_CUI_ER_EXP	1

Pages Used With the PeopleSoft General Ledger Interface

Page Name	Object Name	Navigation	Usage
GL BusUnit/HR BusUnit Mapping - Business Units Link Details	BU_GL_HR_LNK	Compensate Employees, Administer GL Interface, Setup, GL BusUnit/HR BusUnit Mapping, Business Units Link Details	Connect your HR Business Units to specific GL Business Units. Specify the Payroll Journal Template for the GL Business Unit to which your HR Business Units are mapped.
HR ChartField Distribution	CHARTFLD_DIST_HR	Compensate Employees, Administer GL Interface, Setup, HR Chartfield Distribution	Map your PeopleSoft Payroll ChartField keys to your General Ledger accounts and departments.
HR Chartfield Keys	CHARTFLD_KEYS_HR	Compensate Employees, Administer GL Interface, Setup, HR Chartfield Keys	Associate HR chart keys to GL accounts.
ChartField Values Selection	CHARTFLD_VALS_SEC	Click the Get Chart Keys button on the HR Chartfield Keys page.	Identify the tables to be used to create a HR Chart Key.
Generate Chartkey	GEN_CHART_KEYS	Compensate Employees, Administer GL Interface, Process, Populate ChartKey Values, Generate Chartkey	Populate the ChartField Keys of an HR Business Unit automatically for pay earnings only.

Connecting Your HR Business Units to GL Business Units

Access the GL BusUnit/HR BusUnit Mapping – Business Units Link Details page.



GL BusUnit/HR BusUnit Mapping - Business Units Link Details page

To use the General Ledger interface, you must select General Ledger on the Products page of the Installation Table component.

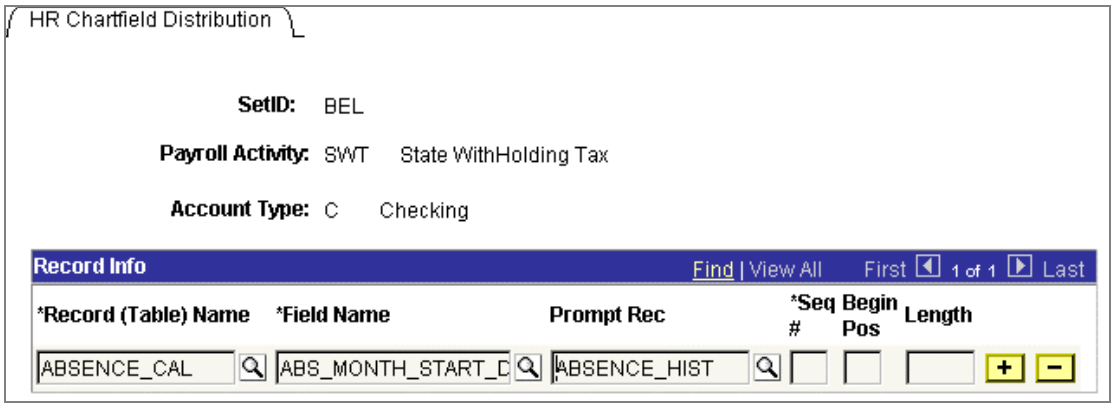
Business Unit GL — The PeopleSoft General Ledger business unit to which your PeopleSoft Human Resources business units are mapped appears.

Journal Template — Select the ***Payroll*** Journal Template for your Payroll GL Interface.

HR Business Units — The PeopleSoft HR business units that are mapped to the GL business unit appears.

Mapping PeopleSoft Payroll ChartField Keys to General Ledger Accounts and Departments

Access the HR ChartField Distribution page.



HR ChartField Distribution page

Record (Table) Name — Enter a record name. A list of the records that are valid for the Payroll Activity and Account Type you specified appears. 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 name for the Deduction Class Table field name. Insert a row for each Field you want to add.

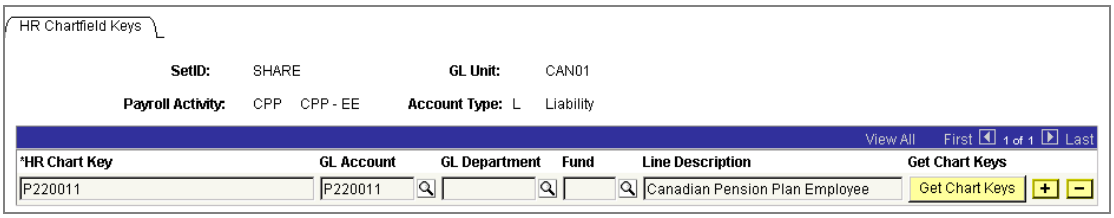
Prompt Rec — Enter a prompt record.

Seq — If you have more than one row in the scroll, enter numbers in this field to indicate to the system the order of the Field Names as they should appear in the key you are defining.

Begin Pos
Length — If for any reason you do not 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 these fields to specify these parameters.

Associate HR Chart Keys to GL Accounts

Access the HR Chartfield Keys page.



HR Chartfield Keys page

HR Chart Key This field is populated automatically when you click the OK button on the Chartfield Value Selection page.

GL Account Select the correct GL Account.

GL Department Select the correct GL Department.

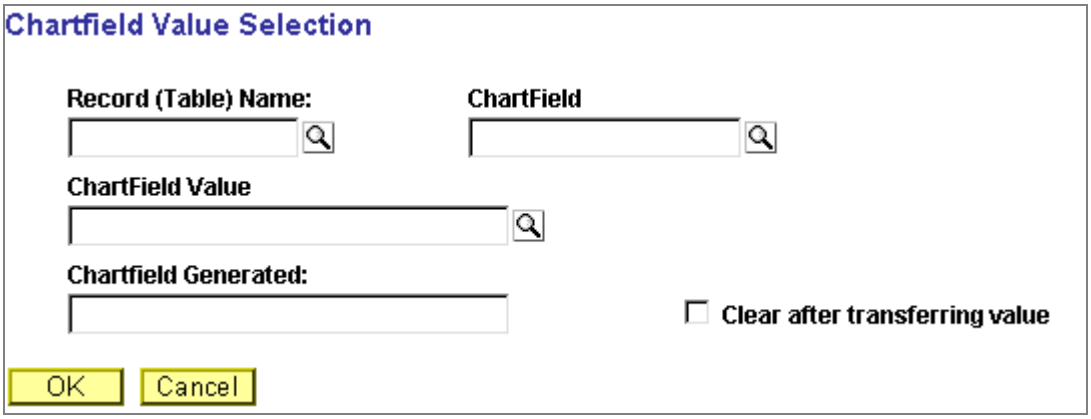
Fund (E&G only) Select the correct Fund.

Line Description Enter a description. This is the description that appears on the HR accounting line report.

Get Chart Keys (button) Click this link to access the Chartfield Value Selection page.

Identifying Tables to Use to Create an HR Chart Key

Access the ChartField Values Selection page.



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 check box if you want the Chartfield Generated field to be cleared when exiting this page.

(CAN) Note. 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.

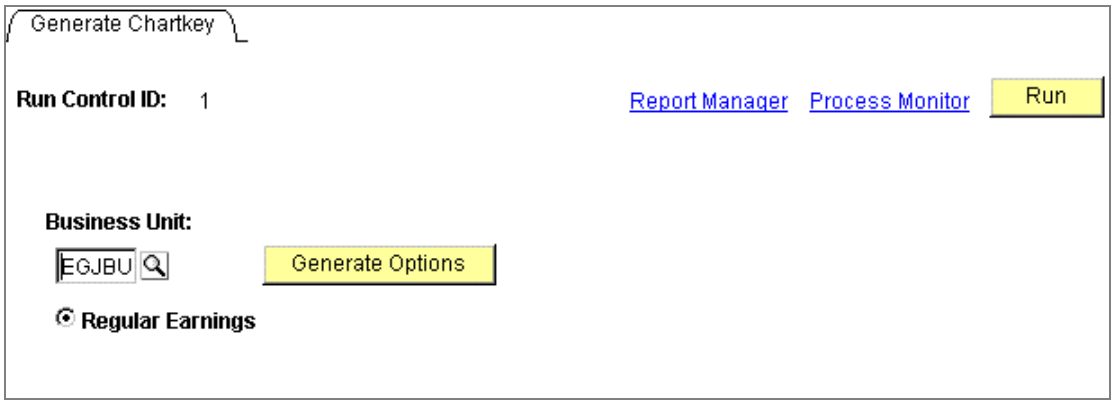
See Also

"Preparing Your Payroll Process"

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Payroll Tax Tables," Defining Canadian Wage Loss Plans

Populate the ChartField Keys of an HR Business Unit Automatically for Pay Earnings

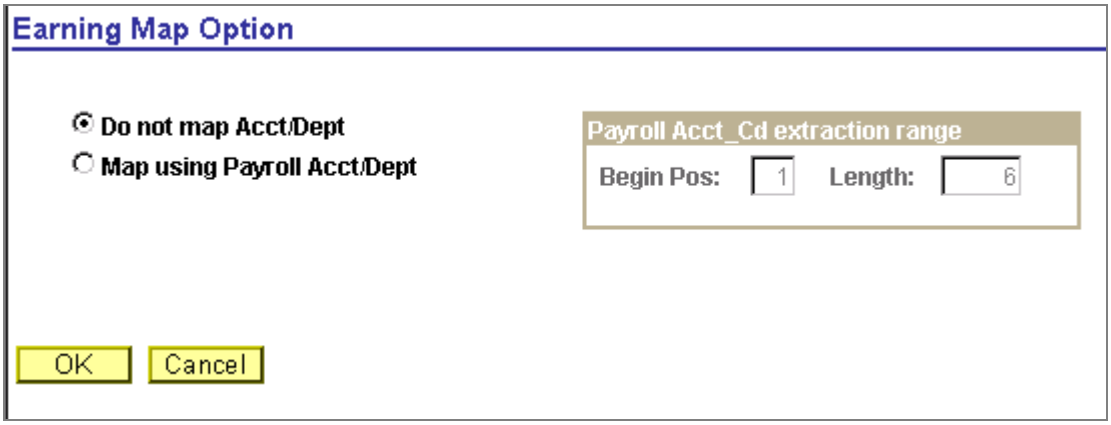
Access the Generate Chartkey page.



Generate Chartkey page

Business Unit Select the HR business unit for which you're generating pay earnings ChartField Key values.

Generate Options Click this button to display a page where you can define options for generating ChartField Key values.



Generate ChartKey - Earning Map Option page

Generating Payroll Accounting Lines

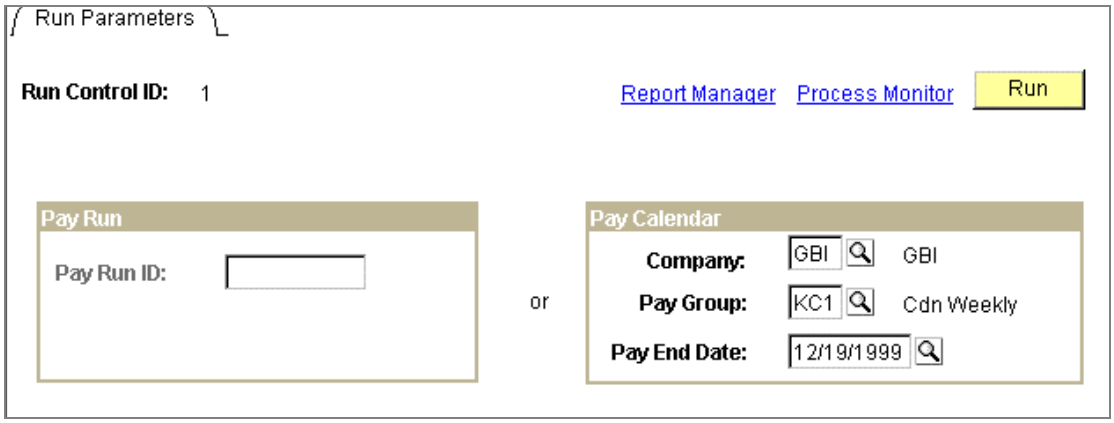
This section discusses how to produce accounting lines that can then be used by the Journal Ledger.

Page Used to Generate Payroll Accounting Lines

Page Name	*Object Name*	*Navigation*	*Usage*
GL Intfc - Non Comm Acctg - Run Parameters	RUNCTL_PAYGL01	Compensate Employees, Administer GL Interface, Process, GL Intfc – Non Comm Acctg, Run Parameters	Run the PAYGL01.SQR process and produce output in the form of accounting lines to be recognized by the Journal Generator.

Running the General Ledger - Non-Commitment Accounting Process

Access the GL Intfc -Non Comm Acctg - Run Parameters page.



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 displays the Process Scheduler page.

Select the **GL Interface** check box and click the **OK** button to complete the process.

(E&G Only) If you want to interface E&G 7.5 to General Ledger 8, then select the **GL Interface – EG 7.5** check box.

Note. 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.

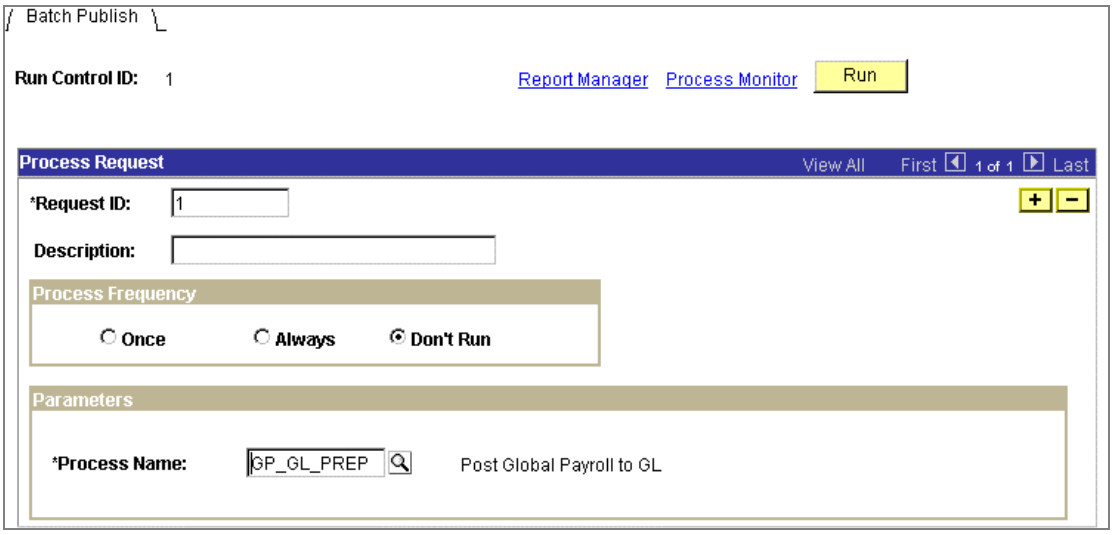
See Also

Resetting the GL Interface Run Flag

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars," Creating Pay and FLSA Calendars

Transferring PeopleSoft 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.**



Using Batch Publish to transfer Payroll information to General Ledger

Enter a **Request ID** and a **Description**. Select the **Process Frequency**. You typically select ***Always*** as your **Process Frequency**. In the **Process Name** field, select ***PAYGL01***.

Click the **Run** button to run the transfer process.

Note. 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

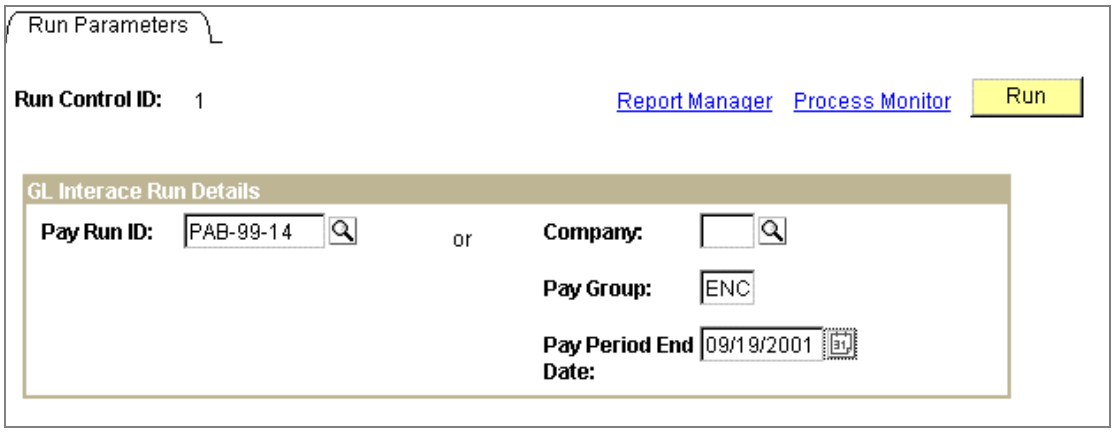
This section discusses how to reset the GL Interface Run Flag.

Page Used to Reset the GL Interface Run Flag.

Page Name	*Object Name*	*Navigation*	*Usage*
GL Reset Run Flag – Run Parameters	PRCSRUNCNTL_NLC	Compensate Employees, Administer GL Interface, Process, GL Reset Run Flag	Reset the Pay Calendar General Ledger Interface Run flag for any payrolls you haven't exported to GL

Resetting the GL Reset Run Flag

Access the GL Reset Run Flag - Run Parameters page.



GL Reset Run Flag - Run Parameters page

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

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.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

CHAPTER 15

Converting Employee Balances

In this chapter, we provide an overview of Employee Balance records and discuss how to:

- Generate control totals.
- Use structured query reports (SQRs).
- Use year-end processing.
- Convert Record of Employment (ROE) data.

Note. If you go live (begin using the system) at the beginning of a quarter, you need only concern yourself with year-to-date (YTD) balances.

Understanding Employee Balance Records

In this section, we provide:

- A general description of Employee Balance records.
- A list of record details, sorted alphabetically by record ID.

Note. Only those records and fields that need clarification or elaboration are described in detail.

Employee Balance Records: General Description

These tables list the PeopleSoft Payroll for North America records that you might use to convert employee balances, sorted alphabetically by record ID. If you need more information about a record, see the record details at the end of this section.

Records for U.S. Only

Record ID	*Record Name*	*Required (R) or Optional (O)*	*Description*
PS_BOND_LOG	Bond Log	O	This record applies only to U.S. conversions and is required if you use the Bond Processing feature in PeopleSoft Payroll for North America. The record contains detailed information about each bond that the employee purchases. The only records of concern 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 purchase it. The system populates this record after producing each paycheck for an employee.
PS_CHECK_YTD	Check YTD	O	This 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 YTD information about total gross, total taxes, total deductions, and net pay. Make sure that these totals represents the correct transition from gross to net. If you don't require this data on your paychecks, don't convert this data.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_DEDUCTION_BAL	Deduction Balance	R	This record is required for deductions on which you impose a YTD limit, such as 401(k) deductions. You must also load other deductions that are reported on Form W-2, such as the taxable benefit portion of group-term life insurance (imputed income). Also, if your check design incorporates YTD and current balance information, consider importing YTD data for all deductions.
PS_EARNINGS_BAL	Earnings Balance	R	This record is required for earnings types that are necessary for W-2 processing and for earnings on which you impose a YTD limit. Also consider check-printing YTD data requirements. Use this record to load special accumulator data. For example, you might require special accumulators to track earnings for pension calculations or retirement wages. If you do not require full detail of earnings, you might substitute a summary earnings type to record the employee's total YTD earnings.
PS_TAX_BALANCE	Tax Balance	R	Tax balances are the most critical set of records to convert. Without these balances, you could have incorrect tax data and tax reports. YTD data is your biggest concern. If you convert at the beginning of a quarter, you do not need quarter-to-date (QTD) or month-to-date (MTD) data.

(CAN) Records for Canada Only

Record ID	*Record Name*	*Required (R) or Optional (O)*	*Description*
PS_CAN_CHECK_YTD	Check YTD	O	This 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 YTD information about total gross, total taxes, total deductions, and net pay. Make sure that these totals represents the correct transition from gross to net. If you don't require this data on your paycheques, don't convert this data.
PS_CAN_DED_BALANCE	Deduction Balance	R	This record is required for deductions on which you impose a YTD limit, most frequently your pension deduction. You must also load other deductions that you report at year-end, such as the taxable benefit for company-paid life insurance. Also, if your check design incorporates YTD and current balance information, consider importing YTD data for all deductions.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_CAN_ERN_BALANCE	Earnings Balance	R	This record is required for earnings types necessary for year-end processing and for earnings on which you impose a YTD limit. Also consider cheque-printing YTD data requirements. Use this record to load special accumulator data. For example, you might require special accumulators to track earnings for pension calculations or retirement wages. If you do not require full detail of earnings, you might substitute a summary earnings type to record the employee's total YTD earnings.
PS_CAN_TAX_BALANCE	Tax Balance	R	See the U.S. Tax Balance record, PS_TAX_BALANCE.
PS_INS_EARNS_BAL	Insurable Earnings Balance	O	The system creates this record during payroll processing and tracks Canadian employment insurance (EI) insurable earnings balances and related information for employees by company, wage loss plan, EI period, and earnings end date. The system uses this data during the ROE Creation process. You must convert your weekly EI earnings to Insurable Earnings records.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_ROE	ROE	O	This is not a balance record. It is a data record that the system uses to print the ROE that you send to the government upon terminating an employee. To use the PeopleSoft ROE Automated Create process, you must enter your submitted ROEs for the past reportable periods. This enables the system to generate amended ROEs. (Only enter data for old ROEs; the system generates new ones.) Enter this data on the ROE Data 1 page. PeopleSoft recommends this procedure only if the amount of data is relatively small; alternatively, you can use a conversion process to build the records.
PS_ROE_FUTURE_PAY	ROE Future Pay	O	This record contains information about ROE-reportable payments (other than regular pay) to include in the final or future pay for an employee. **Note.** Use this record only for entering online expected future pay data at the time that you produce an ROE. Do not enter conversion data in this record.

Records for Both U.S. and Canada

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_ADDL_PAY_DATA	Additional Pay Data	O	This record operates identically to the GENL_DEDUCTION record, except that it is for earnings instead of deductions. The GOAL_BAL field contains the to-date amount that you've paid to the employee.
PS_ADDL_PAY_EFFDT	Additional Pay Effective Date	O	This record is the effective dated control record for ADDL_PAY_DATA. It is also the child record of PS_ADDL_PAY_ERNCD.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_ADDL_PAY_ERN CD	Additional Pay Earnings Code	O	This record is the earnings code control record for ADDL_PAY_DATA. It is also a child record of Human Resources record PS_EMPLOYMENT.
PS_DED_ARREARS	Deduction Arrears	O	Use this record to record employee deductions that are in arrears in the current system. If the number of employees with arrears balances is very small, consider manually converting this information after you go live. Use the Paysheet One-Time Deduction page to input the arrears amount as a one-time additional amount. If you decide to load these records, the system attempts to take the amount that is in arrears during the first payroll run. These deductions should be valid for the benefit or deduction program in which the employee is currently enrolled.
PS_GARN_BALANCE	Garnishment Balance	O	Use this record to record balance data for each garnishment ID. Before loading garnishment balance data into this record, load the PS_DEDUCTION_BAL record with YTD, QTD, and MTD data for the combined total of all garnishments for an employee. PeopleSoft defines garnishments as tax levies, wage assignments, child or spouse support, and bankruptcies. PeopleSoft identifies each garnishment with a garnishment ID.
PS_GENL_DED_CD	Garnishment Deduction Code	O	This record contains the top level keys for employee general deduction data. It is also the child record of Human Resources record PS_EMPLOYMENT.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_GENL_DEDUCTION	General Deduction Detail	O	This record contains employee-specific deduction limits. The GOAL_BAL field contains the to-date amount that the system deducted toward a goal limit. The system might have already loaded this for a previous conversion. It is also the child record of PS_GENL_DED_CD.
PS_LEAVE_ACCRUAL	Leave Accrual	O	This record contains employee balances for vacation and sick leave.
(E&G) PS_LEAVE_ACCRUAL	Leave Accrual	O	See the standard Leave Accrual record, PS_LEAVE_ACCRUAL.

PS_BOND_LOG - Bond Log

Field	Remarks
BOND_ID	Required. Value of the bond, such as $100, $500, and so on.
BOND_OWNER_ID	Required. ID of the owner of the bond. If the current system does not contain this information, enter EE (employee). Otherwise, this field represents the ID assigned to one of the Dependent or Beneficiary records.
BOND_OTH_REG_TYPE	Required. Indicates whether there are co-owners or beneficiaries. If you do not have this information, enter N (none).
BOND_OTHER_REG_ID	Required. Indicates the co-owner or beneficiary. If you do not have this information, enter EE (employee).
BOND_LOG_SEQ	Required. Indicates 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. Load only records for funds with a status of N.
REVERSED	Required. Indicates whether the entry has been reversed due to a check reversal. Set to N.
FORM_ID	Required. Form ID from the Pay Group Table.
PAYCHECK_NBR	Required. Indicates the PS_PAYCHECK where the system deducted the amount. Enter a dummy check number, such as 999999.

Field	Remarks
CHECK_DT	Required. The check date of the paycheck when the system deducted the amount. You can use the conversion date.
BOND_COLLECT_AMT	Required. The amount that that system deducted for each bond. If this data is not available, enter zero.
BOND_DISBURSE_AMT	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	Balance remaining since the last bond was purchased. Load data into this field.
COMPANY	Company.
PAYGROUP	Pay group.
PAY_END-DT	Pay period end date.
OFF_CYCLE	Off-cycle.
AP_STATUS	Indicates if the bond purchase details have been sent to PeopleSoft Accounts Payable. Leave blank.

(CAN) PS_CAN_CHECK_YTD - Check YTD

Field	Remarks
TOTAL_GROSS_YTD TOTAL_TAXES_YTD TOTAL_DEDNS_YTD NET_PAY_YTD	See PS_CHECK_YTD.

(CAN) PS_CAN_DED_BALANCE - Deduction Balance

Field	Remarks
PLAN_TYPE BENEFIT_PLAN DEDCD DED_CLASS	See PS_DEDUCTION_BAL.

Field	Remarks
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 DED_QTD DED_MTD	See PS_DEDUCTION_BAL.

Note. When converting deduction balances, 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, generate additional rows for the sales tax.

See Also

"Defining Deductions," Classifying Deductions

(CAN) PS_CAN_ERN_BALANCE - Earnings Balance

Field	Remarks
SPCL_BALANCE ERNCD HRS_YTD HRS_QTD HRS_MTD GRS_YTD GRS_QTD GRS_MTD	See PS_EARNINGS_BAL.

(CAN) PS_CAN_TAX_BALANCE - Tax Balance

Field	*Remarks*
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.
NLGRS_YTD* NLGRS_QTD* NLGRS_MTD* TXGRS_YTD TXGRS_QTD TXGRS_MTD TAX_YTD TAX_QTD TAX_MTD	See PS_TAX_BALANCE.

* (CAN) These fields are required because each imposes a limit, such as CPP and QPP. The no-limit gross is the dollar amount of the taxable gross, as if there are no limits. For example, Mark receives one fully taxable payment this year on January 15 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 field for tax types TRV and TT4 with employment income (that is, all income, including taxable benefits). To convert your total gross amounts, populate the No Limit Gross field for tax type All. However, with all other taxes, leave these fields blank.

Converting taxable grosses for CPP, QPP, and EI is an important requirement for PeopleSoft Payroll for North America 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_CHECK_YTD - Check YTD

Field	*Remarks*
TOTAL_GROSS_YTD	Total of all earnings that add to gross (Earnings Table).
TOTAL_TAXES_YTD	Total of all employee-paid taxes.
TOTAL_DEDNS_YTD	All before-tax and after-tax deductions.
NET_PAY_YTD	Remaining amount.

PS_DED_ARREARS - Deduction Arrears

Field	*Remarks*
PLAN_TYPE	See PS_DEDUCTION_BAL (PS_CAN_DED_BALANCE for Canada).
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).
DED_CLASS	See PS_DEDUCTION_BAL (PS_CAN_DED_BALANCE for Canada).
ARREARS_BAL	Amount that the employee owes for each deduction.

PS_DEDUCTION_BAL - Deduction Balance

Field	*Remarks*
PLAN_TYPE	00: General deductions. 01: Benefit program. 10: Medical. 11: Dental. 12: Medical or dental. 13: Major medical. 14: Vision or hearing.

Field	Remarks
	15: NQ medical. (Domestic Partner Medical - U.S. only). 16: NQ dental (Domestic Partner Dental - U.S. only). 17: NQ vision (Domestic Partner Vision - U.S. only). 1W: FEHB Waiver. 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. 2Y: FEGLI – Living Benefits. 2Z: Option A – Standard. 30: Short-term disability. 31: Long-term disability. 40: 401(k) (U.S. only). 41: Profit sharing. 42: Thrift. 43: IRA. 44: Capital accumulation. 45: U.S. savings bonds (U.S. only, not currently used). 46: 403(b) (U.S. only). 47: Nonelective Contributions. 48: Employer Only 49: Section 457 (U.S. only) 4A: Employed stock purchase plan. 50: Sick (no loading required for this record). 51: Vacation (no loading required for this record). 52: Personal (no loading required for this record). 53: Family and medical leave (no loading required for this record). 5A: Company car. 60: Flex Spending Health care – U.S.

Field	Remarks
	61: Flex Spending Dependent care. 65: Flex Spending Health care Canada. 66: Retirement counseling Canada. 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 benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).
DEDCD	Enter the deduction code.
DED_CLASS	A: After-tax. B: Before-tax. L: QC (Quebec) taxable benefit. N: Nontaxable benefit. P: Nontaxable benefit for before-tax match. T: Taxable benefit.
DED_YTD	YTD deduction amount.
DED_QTD	QTD deduction amount (optional).
DED_MTD	MTD deduction amount (optional).

PS_EARNINGS_BAL - Earnings Balance

Field	Remarks
SPCL_BALANCE	Set to Y if you are loading a special accumulator. Otherwise, set to N.
ERNCD	Enter the earnings code. When loading special accumulators, enter the special accumulator code.

Field	Remarks
HRS_YTD	YTD hours.
HRS_QTD	QTD hours.
HRS_MTD	MTD hours.
GRS_YTD	YTD amount.
GRS_QTD	QTD amount.
GRS_MTD	MTD amount.

PS_GARN_BALANCE - Garnishment Balance

Field	Remarks
PLAN_TYPE	See PS_DEDUCTION_BAL (PS_CAN_DED_BALANCE for Canada).
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).
DEDCD	Enter the deduction code.
DED_CLASS	See PS_DEDUCTION_BAL (PS_CAN_DED_BALANCE for Canada).
GARNID	Unique identifier for each garnishment. It must match the ID in the employee's GARN_SPEC record.
DED_YTD	Total YTD deduction amount, including the deduction and processing fees.
DED_QTD	Total QTD deduction amount, including the deduction and processing fees.
DED_MTD	Total MTD deduction amount, including the deduction and processing fees.
DED_GARN_YTD	Year-to-date amount collected for the garnishment itself, minus processing fees.
DED_GARN_QTD	QTD amount collected for the garnishment itself, minus processing fees.
DED_GARN_MTD	MTD amount collected for the garnishment itself, minus processing fees.
DED_CFEE_YTD	YTD processing fees paid to the company.
DED_CFEE_QTD	QTD processing fees paid to the company.
DED_CFEE_MTD	MTD processing fees paid to the company.
DED_PFEE_YTD	YTD processing fees paid to the payee.
DED_PFEE_QTD	QTD processing fees paid to the payee.
DED_PFEE_MTD	MTD processing fees paid to the payee.

(CAN) PS_INS_EARNS_BAL - Insurable Earnings Balance

Field	*Remarks*
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 January 1, 1997, or later, set 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 biweekly cycle are insured, this is 2. If all weeks in a monthly cycle are insured, it is 4.33. For EI period dates of January 1, 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 Sunday and Saturday.
UI_WKLY_HOURS	EI hours this week.
ROE_NBR	ROE number (normally blank).
INS_EARNS_AMENDED	Insurable earnings amended: A: Amended. Next run of PAY124CN changes to R. N: Not applicable (normal status). R: Amended and reported.

PS_LEAVE_ACCRUAL - Leave Accrual

Field	*Remarks*
PLAN_TYPE	50: Sick. 51: Vacation. 52: Personal. 53: Family and medical leave.
ACCRUAL_PROC_DT	Last time you ran the Accrual process. You can leave this field blank.
SERVICE_HRS	Accumulated service hours used to calculate an employee's accrual. If your accrual is based on length of service, you can leave this field blank.

Field	Remarks
HRS_CARRYOVER	Accrual hours carried over from the previous year.
HRS_EARNED_YTD	Number of hours accrued this year.
HRS_TAKEN_YTD	Number of hours taken for each plan.
HRS_ADJUST_YTD	Number of hours used to adjust an employee's plan balance. Can be left blank.
HRS_BOUGHT_YTD	Number of hours that an employee bought during the year.
HRS_SOLD_YTD	Number of hours that an employee sold 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.

(USF) PS_LEAVE_ACCRUAL

Field	Remarks
GVT_ERN_ACCR_CLASS (key)	Class code.
EFFDT (key)	Effective date.
EFF_STATUS	Active or inactive.
DESCR	Long description.
DESCRSHORT	Short description.

Field	*Remarks*
GVT_ACCR_TYPE	Earnings accrual type: A: Annual. C: Credit time. G: Religious comp. L: LWOP. N: Nonpay. P: Compensatory time. R: Restored. S: Sick. T: Time-off award.
GVT_ADJ_ALLOWED	Adjustments allowed: yes (Y) or no (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 or N.
SPECIAL_CALCULATN	Special calculation routine: Y or N.
YEAR_BEGIN_CALC	Service calculation at year begin: Y or 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.

Field	*Remarks*
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 or N.
GVT_CEILING_SET	Ceiling indicator: Y or 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 or N.
MAXIMUM_CARRYOVER	Maximum leave carryover.
GVT_COORD_WITH_GF	Coordinate with grandfather: Y or N.
GVT_COVR_DISP	Carryover disposition: A: Allow to exceed. U: Use of lose. P: Convert to pay. F: Forfeit. O: Convert to other.

Field	*Remarks*
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 or 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 or N.
GVT_R_TAK_HRS_ADD	Add to restored hours taken: Y or N.
HRS_TAKEN_ADD	Add to hours taken.
SERVICE_HRS_ADD	Add to service hours.
ADJUST_HRS_ADD	Add to adjust hours.

Field	*Remarks*
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.

Field	*Remarks*
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 or 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 YTD.
HRS_TAKEN_YTD	Hours taken YTD.
HRS_ADJUST_YTD	Hours adjusted YTD.
HRS_BOUGHT_YTD	Hours bought YTD.
HRS_SOLD_YTD	Hours sold YTD.
GVT_NONPAY_YTD	Hours nonpay YTD.

Field	Remarks
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 or N.
GVT_YEAR	Year.
GVT_YEAR_FY	Fiscal year begin indicator: Y or N.
GVT_YEAR_CY	Calendar year begin indicator: Y or N.
GVT_PP_NBR	Pay period sequence number.
GVT_ACCR_RUN	Accrual year begin indicator: Y or N.
GVT_YEAR_PY	Pay year begin indicator: Y or N.
GVT_YEAR_LY	Leave year begin indicator: Y or N.

(CAN) PS_ROE - ROE

Field	Remarks
UI_PAYABLE_DT	EI premium payable up-to-date.
ROE_SEQ	ROE sequence number.
ROE_PROCESS	C: Complete. D: Delete. G: Generate. H: Hold.
ROE_NBR	ROE number.
ROE_NBR_REPL	ROE number amended or replaced.

Field	*Remarks*
ROE_DT	ROE date created or completed.
MULTIPLE_JOBS	Employee has multiple jobs (Y or N).
PAYGROUP	Pay Group on the employee's Job data.
JOBCODE	Job code for extraction of job description.
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 or 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.

Field	Remarks
	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	First date worked.
LAST_DATE_WORKED	Last date worked.
PD_LEAVE_START_DT	Paid leave start date.
PD_LEAVE_INTERVAL	Paid leave interval. Duration interval: D: Dayly. W: Weekly.
PD_LEAVE_AMT	Paid leave amount.
EXPECTED_RETURN_DT	Expected return date.
NOT_RETURNING	Not returning (Y or N).
OVRD_HRS	To override the system-calculated hours for this ROE.
BUSINESS_UNIT	Business unit on the employee's Job data.
SETID_JOBCODE	Setid for the Job Code.
COMMENTS	Comments

PS_TAX_BALANCE - Tax Balance

Field	Remarks
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 the PS local tax code.

Field	*Remarks*
TAX_CLASS	Use the following values for each tax: A: Non-resident alien (1042). B: Local employer and employee. C: Earned income credit. D: OASDI or disability – employee. E: OASDI or disability – employer. F: FICA Medicare Hospital Insurance - employee. 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. Use for employer-paid federal and state unemployment taxes. V: Unemployment EE. Use for employee-paid state unemployment. W: Voluntary Disability Plan – employee. X: Voluntary Disability Plan – employer.
NLGRS_YTD*	YTD no-limit gross wages.
NLGRS_QTD* NLGRS_MTD*	Not required, if going live at quarter start.
TXGRS_YTD	Enter the amount, up to the taxable limit.
TXGRS_QTD TXGRS_MTD	Not required, if going live at quarter start.
TAX_YTD	Enter the tax amount taken.
TAX_QTD TAX_MTD	Not required, if going live at quarter start.

* (US) These fields are required only for taxes that impose a limit, such as FICA, FUT, SUT, and SDI. Leave these fields blank for all other taxes. The no-limit gross is the dollar amount of the taxable gross, as if there are no limits. For example, Mark receives one fully taxable payment this year on January 15 for $50,000. 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.

Generating Control Totals

To ensure an accurate conversion, generate control totals from the previous system and accounting records before you begin converting data. The following totals are usually sufficient to detect problems encountered during the conversion process:

U.S.	*Canada*
Gross wages (all payroll-processed earnings).	Gross wages (all payroll-processed earnings).
Federal W-2, FICA and FUTA wages.	Taxable wages.
Withheld tax totals by each tax type (FWT, SWT by state, FICA, SDI, and so on).	Withheld tax totals by each tax type (CIT, QIT, CPP, QPP, and EI).

Using SQRs

The Tax Summary - Federal report (SQR TAX010FD) provides total U.S. 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.

See Also

"Appendix A: PeopleSoft 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, run through a mock year-end process, generating the various year-end audit reports.

See Also

"Accessing Year-End Processing Instructions"

(CAN) Converting ROE Data

PeopleSoft Payroll for North America generates ROEs for your employees, if the data is available. The system updates PS_INS_EARNS_BAL during the Pay Confirmation process, so after the system has been in production long enough, the ROE Creation process uses data generated by PeopleSoft Payroll for North America. Until then, you have two options:

- Convert all the necessary data.

- Manually combine the PeopleSoft ROE with the previous system data.

The Create ROE process (SQR PAY124CN) uses the following records:

- PS_INS_EARNS_BAL
- PS_JOB
- PS_ROE
- PS_PAYGROUP_TBL
- PS_EMPLOYMENT
- PS_PERSONAL_DATA

Consequently, you must convert all of these records accurately to have the system produce an accurate ROE.

See Also

"Generating a Canadian Record of Employment (ROE)"

CHAPTER 16

Reviewing the Parallel Test Checklist

This chapter presents a checklist of the processes and procedures to complete during parallel testing of the system prior to actual implementation of PeopleSoft Payroll for North America. Use this checklist to ensure that the parallel phase of your payroll implementation is complete.

Parallel Test 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.

Parallel Test Checklist

(CAN) Note. Canadian SQRs contain the ending ***CN*** (for example, ***PAY001CN).***

(USF) Note. Federal SQRs begin with FG (for example, FGPY001).

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
Preproduction Clean Up				_____	_____
Load Data	Time Input	Runtime Input Process	Job completed	_____	_____

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
			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 PAY001CN		_____	_____
	Run Reports for Payroll Calculation	PAY002 Payroll Register		_____	_____
		PAY006 Other Earnings Register		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY008 Deductions Not Taken		_____	_____
		PAY011 Payroll Error Messages		_____	_____
		PAY021 Employer Benefit Contributions /Deductions PAY021CN		_____	_____
		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 preliminary payroll calculation			_____	_____
	Re-run reports for payroll calculation		Job completes error free	_____	_____
	Run final payroll calculation		Job completes error free	_____	_____

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
	Run payroll confirm ation	PAY001 Deduction Register PAY001CN	Each report completes	_____	_____
	Run final payroll confirm ation reports	PAY002 Payroll Register	Each report reconciles to current system	_____	_____
Verify Data	Run Audit Program s	PAY036 Pre Confirm	Confirms that Pay Data is Correct Before Confirming Payroll	_____	_____
		PAY003 Payroll Check Print PAY003CN	In the required format	_____	_____
		PAY004 Payroll Check Register		_____	_____
		DDP005 Direct Deposit Prenotificatio n		_____	_____
		DDP006 Direct Deposit Prenote Memo		_____	_____
		DDP001 Create Direct Deposit Transmittal file DDP001CN	Transmittal file produced in the correct format	_____	_____

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
		DDP002 Direct Deposit Register		_____	_____
		DDP003 Direct Deposit Advice Print DDP003CN		_____	_____
		DDP004 Payroll Advice Register		_____	_____
	Process Payroll Savings – Canada	PAY132CN 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 Reconciliation Process		_____	_____
		PAY015B Check Reconciliation Report		_____	_____

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
		PAY016 Bond Purchase		_____	_____
		PAY018 Payroll Summary Report PAY018CN		_____	_____
		PAY021 Employer Benefit Contributions /Deductions PAY021CN		_____	_____
		TAX001 Tax Deposit Summary TAX003CN		_____	_____
			Check numbers are re-assigned	_____	_____
	Perform paychec k 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			_____	_____

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
	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			_____	_____

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
	Run preliminary payroll calculation for off-cycle	PAY001 Deductions Register PAY001CN		_____	_____
	Run reports for preliminary payroll calculation for off-cycle	PAY002 Payroll Register		_____	_____
	(USF) Run Electronic Certification	FGPY003 ECS		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY010 Employees Not Processed in Current Payroll		_____	_____
		PAY011 Payroll Error Messages		_____	_____

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
	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 DDP001CN		_____	_____
		DDP002 Direct Deposit Register		_____	_____
		DDP003 Direct Deposit Advice Print DDP003CN		_____	_____
		DDP004 Payroll Advice Register		_____	_____
		PAY001 Deduction PAY001CN		_____	_____
		PAY002 Payroll register		_____	_____

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
		PAY003 Payroll Check Print PAY003CN		_____	_____
		PAY004 Payroll Check Register		_____	_____
		PAY005 Cost Center Report		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY007 Deductions in Arrears		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY015A Check Reconciliation Process		_____	_____
		PAY015B Check Reconciliation Report		_____	_____
		PAY016 Bond Purchase Report		_____	_____
		PAY018 Payroll Summary PAY018CN		_____	_____
		TAX001 Tax Deposit Summary TAX003CN		_____	_____

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
	Run interface programs	PAYEDIT, PAYUPDT		_____	_____
	(USF) Run interface programs	FGPY004, Electronic Certification System; FGPY001, RITS INTERFACE; FGPY002, Thrift Savings Plan Interface; FGPY003, Treasury/ FRB Bond Interface FGPY006, FGPY007, FGPY008, FGPY009, Individual Retirement Records		_____	_____
	Compare PeopleSoft and current system data to verify earnings			_____	_____
	Run quarterly reports			_____	_____
	Run GL interface			_____	_____
	Run payroll check print			_____	_____

Process	*Task*	*Program*	*Expected Result*	*Target Date*	*Initials*
Special Processes	Leave accrual process	Vacation		_____	_____
		Personal		_____	_____
		Process Adjustments		_____	_____
	(USF) Leave Accrual	Cascading Leave ,Annual Entitlement; Accrual Summary Ledger		_____	_____
	Set up prior year calendar			_____	_____
	Run year-end processes			_____	_____
	Test other processes (as applicable)			_____	_____

CHAPTER 17

Calculating Pay

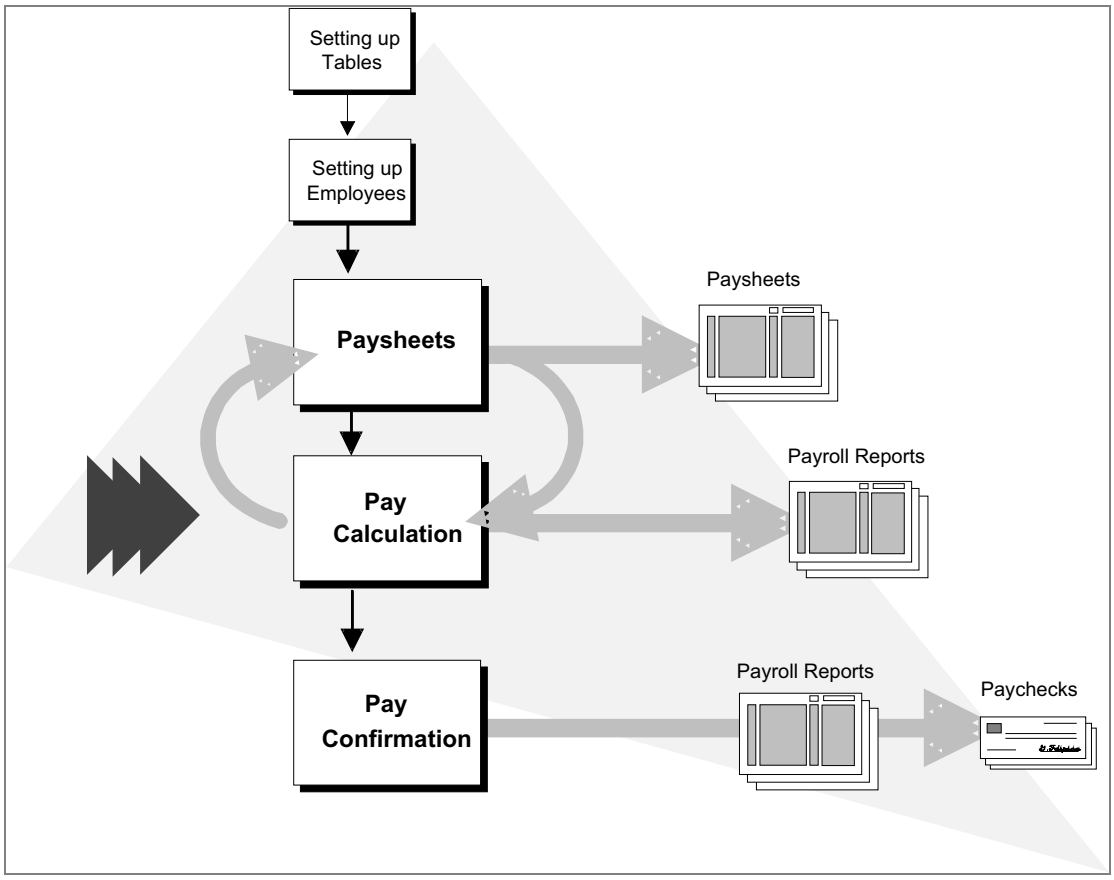
In this chapter, we provide an overview of pay calculation and discuss how to:

- Run the Pre-Calculation Audit report.
- Calculate Fair Labor Standards Act (FLSA) rates.
- Define pay calculation parameters.
- Run pay calculations.
- Review pay calculation results.
- Review payroll messages.
- Correct errors in pay calculation.
- Run the final pay calculation.

Understanding Pay Calculation

After you enter employee payroll information, create paysheets, and make updates and adjustments, you can run the Pay Calculation (CALCPAY) process. In PeopleSoft Payroll for North America, pay calculation is an iterative process. You can run and rerun calculations repeatedly until you're confident that the payroll data is correct.

Sometimes, you must 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

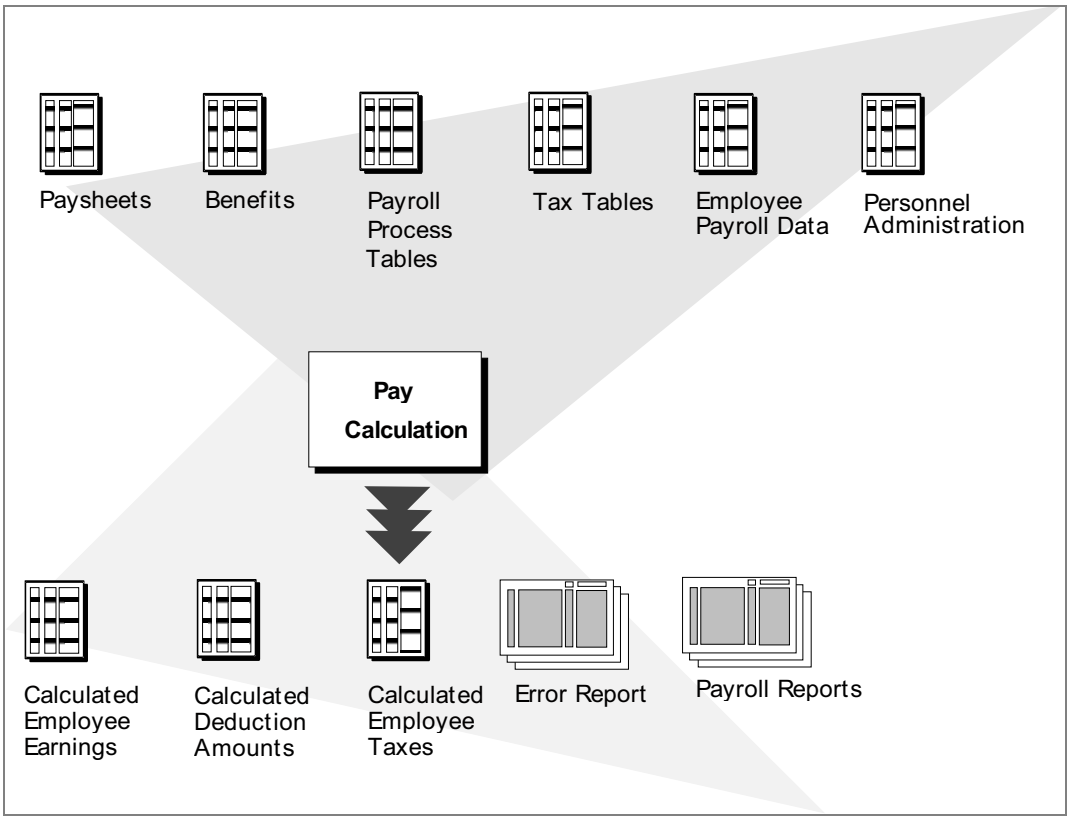
How Pay Calculation Works

Run the payroll calculation after you create and update the paysheets with the required changes for the pay period. The pay calculation processes:

- All the information that you set up in the PeopleSoft HRMS and PeopleSoft Payroll for North America tables and at the employee level.
- The additional information provided on paysheets.

After you run the pay calculation, view the results of paycheck earnings, deductions, and taxes using the Paycheck pages in the Manage Payroll Process menu. PeopleSoft Payroll for North America includes several standard reports that you can print and modify to verify the results of the pay calculation.

The system also produces an error report to make you aware of information that might be entered or set up incorrectly. Make adjustments on the paysheets.



Performing pay calculation

The pay calculation is driven by the pay run IDs that 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. Generally, set up different pay run IDs each pay period end date on the Pay Calendar Table page.

Options for Calculating Pay

To make the pay calculation as efficient as possible, the system contains safeguards and options. For example, you can specify how 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 you must correct all payroll calculation errors not included in your Continue With Errors definition before beginning the payroll confirmation.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Calendars," Understanding Pay Calendars and Pay Run ID

Running the Pre-Calculation Audit Report

The Pre-Calculation Audit (PAY035.SQR) is an optional report that you should run before the pay calculation to identify records that could cause errors during pay calculation. The Pre-Calculation Audit report verifies the integrity of your paysheet entries. It checks employee data for valid company, tax location code, state or provincial tax data, UI jurisdiction, and so on.

To run the Pre-Calculation Audit report, select **Compensate Employees, Manage Payroll Process, Report 2, Precalc Audit.**

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

Calculating FLSA Rates

In this section, we provide an overview of FLSA rate calculations and discuss how to:

- Set up FLSA calculations.
- Calculate FLSA rates for hourly employees.
- Calculate FLSA rates for salaried, nonexempt employees.
- Calculate FLSA requirements for public safety employees.
- Calculate FLSA rates for hospital employees.
- Calculate FLSA rates with mid-period rate changes.
- Calculate single payments over multiple pay periods.
- Calculate FLSA rates and double-time pay.

Understanding FLSA Rate Calculations

FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.

Government regulations require employers to pay overtime at a rate that is at least equal to the rate calculated according to FLSA regulations. Additionally, you must prorate nondiscretionary bonuses over all applicable FLSA periods and use them to calculate the FLSA regular rate. When an employee has multiple nonexempt jobs in the same organization, the system applies the overtime rule to the total hours for all jobs.

The PeopleSoft Human Resources Company Table enables you to use either the FLSA premium rate or the higher of the FLSA premium rate or 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 job.

For example, if you compute overtime at 1.5 times the contractual rate, then the overtime premium rate is 50 percent. A contractual rate of $10 per hour yields overtime earnings of $15 per hour, with $5 as the overtime contractual rate. Hence, in the Company Table, you can pay overtime:

- Always at the FLSA premium.
- At the greater of the FLSA or contractual premium rates.

The employee always receives at least the FLSA premium.

You can calculate overtime pay:

- According to FLSA rules.
- According to a calculation of:

  overtime hours × percentage of the contractual rate that you have agreed to pay for overtime work

How 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.

FLSA calculations use the Frequency Table in PeopleSoft Human Resources.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Multiple Jobs"

Setting Up FLSA Calculations

To set up FLSA calculations:

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 is not available in PeopleSoft Payroll for North America. After you select the FLSA Required check box, the FLSA Rule group box becomes available for entry.

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 (this is the default).

4. Set up the FLSA calendar on the FLSA Calendar Table page.

   Define the FLSA period days and start dates on the FLSA Calendar Table page. This step is not required when you use the Basic Rate Formula for fixed, salaried hours in a fixed FLSA period.

5. Select the FLSA Required check box on the Pay Group Table - Calc Parameters page.

   If FLSA functionality applies to this pay group, select this check box to enable the display of the FLSA Period Definition button. You must consider whether FLSA applies when creating pay groups.

6. Click the FLSA Period Definition button on the Pay Group Table - Calc Parameters page.

   The Period Definition page appears.

7. Define the FLSA period and other parameters for the pay group's FLSA calculation on the Period Definition page.

The following steps are required, but not necessarily in this order.

- 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 or amount affect FLSA regular rate calculations. For regular pay, the calculation includes both earnings and amount. For shift pay only, the calculation includes earnings, because the hours are already recorded in the regular pay.

- Complete the Earnings 3 Table.

Assign each earnings code to a FLSA category (Regular, Overtime, or Excluded) on the Earnings Table 3 page. If the FLSA category is Overtime, the Regular Pay Included? check box becomes available for entry.

Select the Regular Pay Included? check box to include regular pay in the overtime calculation. This depends on your company's business rules. Some companies include all regular pay with the overtime calculation, while other companies separate regular pay earned during standard hours from regular pay earned as part of overtime.

For example, suppose that you have an employee whose regular earnings is $10 per hour. He worked 40 regular hours and 2 overtime hours in the last pay period. If you select the Regular Pay Included? check box, the system calculates two earnings for that pay period:

  - 40 regular hours: $400.

- 2 overtime hours: $30 = regular rate × 1.5.

If you don't select the Regular Pay Included? check box, you must enter three separate earnings:

- Regular earnings: $400.
- Regular earnings earned during overtime: $20.
- Overtime earnings: $10.

- This step is employee-specific. Complete the USA section of the Job Data - Job Information page when you hire an employee.

FLSA Status	Only nonexempt employees are entitled to FLSA calculation.
Work Day Hours	Displays the number of hours an employee is scheduled to work on a normal day, which the system uses to calculate the Basic Rate Formula.

Note. Unless you enable FLSA functionality at every level in the previous steps, you don't see FLSA functionality at the next lower level. In other words, you must select the NA Payroll check box in the Installation Table before you can access U.S.-specific functionality in the Company Table. If you do not select the FLSA Required check box in the Company Table, you don't see FLSA functionality on the Pay Group Calculation Parameters page. After you select the FLSA Required check box in the Pay Group Table, the FLSA Period Definition button becomes available. The country for the pay group must also be USA for FLSA processing. To be included in the FLSA calculation, an employee must have nonexempt status in Job and belong to an FLSA pay group.

Calculating FLSA 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. The system adds this to the contractual rate for the overtime hours that an employee works.

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 contracted to pay the employee for a job). If the employee has other included earnings (such as bonuses, shift differentials, multiple pay rates in the same FLSA period, or overtime), the system calculates the FLSA regular rate as shown in the examples in this section, with the exception of overtime pay for workweeks with fewer than 40 hours.

Note. FLSA calculations depend on constant values for standard hours and workday hours for an entire period. Changing standard hours or changing workday hours in the middle of an FLSA period causes inaccurate calculations. Make changes at the end of, or beginning of, the FLSA period.

Example: Calculating Overtime Pay for a Workweek With Fewer Than 40 Hours

John receives $325.00 for a 35-hour workweek. His FLSA regular rate is $9.2857 (= $325.00 / 35 hours). According to FLSA requirements, John is entitled to $9.2857 per hour for overtime worked in the 36th through 40th hour of the week, and to $13.9285 (= $9.2857 × 1.5) for overtime worked after 40 hours. John's employer might pay him time and a half for hours that exceed 35 in a workweek, but that doesn't affect his FLSA regular rate.

Example: FLSA Calculations When the Workweek is 40 Hours

Note. The information in these tables is summarized on the employee paysheet 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: Sam

Contractual hourly rate	$6.00
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Sam also earned a bonus of $12.00.

Earnings	*Hours*	*Rate*	*Wages*
Regular	40	$6.00	$240.00
Overtime at 1.5	6	$9.00 ($6.00 × 1.5)	$54.00
Bonus		$12.00	$12.00

Sam's contractual premium pay:

$18.00 = ($6.00 × 0.5) × 6 overtime hours.

If Sam's regular rate is less than the minimum wage, you must calculate his overtime using the higher of the state or federal minimum wage, which is stored in the Federal/State Tax Table.

Sam's bonus might cover a work period that exceeds the current pay period.

FLSA calculation:

FLSA Earnings	*Hours*	*Straight-Time Rate*	*Straight-Time Earnings*
Regular	40	$6.00	$240.00
Overtime at 1.0	6	$6.00	$36.00
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 × 0.5 × 6 overtime hours.

Because the FLSA overtime premium of $18.78 is greater than the contractual premium, use the FLSA rate to calculate Sam's overtime.

Note. For employees working in California, FLSA will be paid on all overtime hours, without first having to verify that employees have at least 40 hours of regular earnings. So, if the paysheet shows 30 REG and 10 OT, FLSA will be paid on the 10 hours of OT (overtime).

Overtime With a Multiplication Factor of 0.5

When using a multiplication factor of 0.5 for overtime, you must either 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.

This example includes the straight-time hours in a companion earnings.

Employee: David

Contractual hourly rate	$12.00
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual calculation:

Earnings	*Hours*	*Rate*	*Wages*
Regular	40	$12.00	$480.00

Earnings	*Hours*	*Rate*	*Wages*
Overtime at 0.5	6.5	$6.00 (= $12.00 × 0.5)	$39.00
Overtime at 1.0	6.5	12.00	$78.00
Shift 2 differential	12	$3.25	$39.00
Shift 2 overtime at 0.5	2	$7.625 (= $12.00 + $3.25 × 0.5)	$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 × 0.5 × 6.5 overtime hours = $39.00.
- $15.25 × 0.5 × 2.0 shift overtime hours = $15.25.

FLSA calculation:

FLSA Earnings	*Hours*	*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 × 0.5 × 8.5 overtime hours.

Because the FLSA overtime premium of $54.98 is greater than the contractual premium, use the FLSA rate to calculate David's overtime for the week.

Contractual Overtime With a Multiplication Factor of 1.5

Employee: Laura

Contractual hourly rate	$12.00
Workday	8 hours

FLSA period	7 days
Pay period	Weekly

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 × 0.5 × 6.5 overtime hours = $39.00.
- $15.25 × 0.5 × 2.0 shift overtime hours = $15.25.

FLSA calculation:

FLSA Earnings	*Hours*	*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 × 0.5 × 8.5 overtime hours.

Because the FLSA overtime premium of $54.98 is greater than the contractual premium, use the FLSA rate to calculate Laura's overtime for the week.

Contractual Overtime With a Multiplication Factor Greater Than 1.5

Employee: Jane

Contractual hourly rate	$12.00
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual calculation:

Earnings	*Hours*	*Rate*	*Wages*
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:

- $12.00 × 0.5 × 3.5 overtime hours = $21.00.
- $12.0 × 1 × 4.5 overtime hours = $54.00.
- $15.25 × 5 × 2.0 shift overtime hours = $15.25.

FLSA calculation:

FLSA Earnings	*Hours*	*Straight-Time Rate*	*Straight-Time Earnings*
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 × 0.5 × 10 overtime hours = $64.55.

Because the contractual overtime premium of $90.25 is greater than the FLSA premium, use the contractual rates to calculate Jane's overtime.

See Also

Calculating Single Payments Over Multiple Pay Periods

Calculating FLSA Rates for Salaried, Nonexempt Employees

There are three ways to calculate FLSA regular rates for salaried, nonexempt employees:

- Fixed hours.
- Unspecified hours.
- Fixed hours using the Basic Rate Formula.

Fixed Hours

For fixed hours, the system converts Mary's salary to a weekly wage equivalent to calculate the FLSA regular rate, using the following formula:

monthly salary × monthly frequency / weekly frequency.

Frequency values come from the Frequency Table.

The calculation uses a 40-hour workweek. 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.

Employee	*Salary*	*Weekly Wage*	*Hours Per Week*	*FLSA Regular Rate*
Mary	$1200.00	$276.92	40	$6.92 = 276.92 / 40

Mary worked 2 hours of overtime in week 1 and 4 hours of overtime the week 3. 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 bonus of $50 for week 1, 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 week 1 and $41.52 (= $6.92 × 1.5 × 4) for week 3. Her total check for the month is $1316.03.

Note. The multiplication factor used to calculate the overtime is 1.5, rather than 0.5, because the straight-time portion of the overtime is not used to determine the FLSA rate.

When calculating the FLSA regular rate for a salaried, nonexempt employee, the system uses the standard hours in the employee's Job Data record as the number of hours normally worked in a week.

Unspecified Hours

For unspecified hours, the system converts the employee's monthly or semimonthly salary to a weekly wage equivalent, using the following formula:

monthly salary × monthly frequency from the Frequency Table.

In the following example, Mary receives $1200 per 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 week 1 and 5 hours of overtime in week 3.

FLSA rate:

Earnings	*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 / (40 regular hours + 3 overtime hours)	$6.92 = $276.92 / 40 regular hours	$6.15 = $276.92 / (40 regular hours + 5 overtime hours)	$6.92 = $276.92 / 40 regular hours
Hours worked	43	40	45	40
FLSA overtime premium	$9.66 = $6.44 × 0.5 × 3 overtime hours	0	$15.38 = $6.15 × 0.5 × 5 overtime hours	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 bonus of $50 for week 1, 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 × 0.5 × 3). She receives overtime pay of $32.16 (= ($6.92 × 3) + 11.40).

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 semimonthly or monthly salaried employees, if the employee agrees. With the Basic Rate Formula, you calculate a salaried employee's regular rate using the following formula:

pay period salary / number of days in the pay period / number of hours in a normal workday.

The workday hours come from the employee's Job Data record.

Employee	*Salary*	*Days in Month*	*Workday*	*FLSA Regular Rate*
Mary	$1200.00	23	8 hours	$6.52 = $1200 / 23 / 8

Mary works 2 hours of overtime in week 1 and 4 hours of overtime in week 3. She is entitled to overtime pay of $58.68 (= $6.52 × 1.5 × 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). If she works 6 hours of overtime ($7.50 × 1.5 × 6 hours = $67.50), her total check for the 20-day month is $1267.50.

If Mary receives a bonus of $50 in a month with 20 workdays, her hourly pay is $7.81 (= $1250 / 20 / 8). If she works 6 hours of overtime ($7.81 × 1.5 × 6 hours = $70.29), her total check for the month is $1320.29.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

Calculating FLSA Requirements for Public Safety Employees

The FLSA overtime requirements for public safety employees are different from those of other employees, because 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. Some police officers and fire protection employees have 28-day work periods; some have 14-day work periods. These employees usually receive pay 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. After the employee works the maximum FLSA hours for the period, you must pay all overtime over the maximum using the FLSA regular rate.

You must pay overtime to fire protection employees for hours that exceed 212 in a 28-day period. You must pay overtime to law enforcement employees for hours that exceed 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 that are reported after an employee's FLSA hours equal the number shown in the following table, published by the Wage and Hour Division, U.S. Department of Labor.

Maximum Non-Overtime Hours Under 7K Exemption (Public Safety)

Days in Work Period	*Fire Protection*	*Law Enforcement*
28	212	171
27	204	165

Days in Work Period	*Fire Protection*	*Law Enforcement*
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
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 she works 80 hours in each of the first 2 weeks, 52 hours in week 3, and none in week 4, no overtime pay is required. Her total hours do not exceed 212 for the 28-day work period.

80 + 80 = 160

160 + 52 = 212

No overtime pay is due.

If the same firefighter has a work period of 14 days, overtime pay is due for 54 hours (160 minus 106 hours, the amount in the table) for the weeks in which she works 80 hours per 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 Jane has a 28-day work period and earns an annual salary of $24,000 for all hours worked. For each FLSA period, Jane receives $1,846.15 (= $24,000.00 / 13).

During the last FLSA period, Jane worked 224 hours (12 more than the maximum of 212). Her regular rate is $8.24 (= $1,846.15 / 224). Jane's overtime premium is $49.44 (= 12 × $8.24 × 0.5).

Example: 14-Day, 86-Hour FLSA Period

This police department uses an 86-hour, 14-day work period. Under present city regulations, police officers can receive pay in several earnings codes for hours that exceed 81 in a 14-day period. They can receive:

- Mandatory overtime (MOT).
- Special event overtime (SOT).
- Comp time (CTO).

If the city pays MOT or SOT in the present payment system, this overtime premium for hours up to the FLSA limit of 86 hours can apply as a credit against FLSA liability. For example:

Employee: Joe

Monthly salary	$2,631.00
Contractual hourly rate	$15.179
Scholastic bonus (biweekly)	$18.47
Special assignment pay	$30.36
FLSA period	14 day, 86 hours

For a 2-week (14-day pay period), Joe records the following information:

Earnings Code	*Description*	*Hours*	*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

Earnings Code	Description	Hours	Effect on FLSA
Total		91	

Because all of the earnings except SCK and CTO are eligible, the total eligible FLSA hours is 87. Because this is 1 hour more than the police officer's limit of 86 hours for a 14-day period, Joe has 1 hour of FLSA liability.

To determine the FLSA regular rate, the system calculates: FLSA eligible earnings / 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.

Calculate the overtime premium under FLSA and under the city's method as follows:

- FLSA overtime premium: 1 × $15.766436 × 0.5 = $7.88.
- City overtime premium: 1 × $15.179 × 0.5 = $7.59.

The FLSA premium is greater than the city's premium, so the employee should receive the FLSA rate for the 1 hour over the 86-hour limit, if the city pays the higher of FLSA or contractual overtime. If MOT is the main pay group's overtime earnings code (defined in the Pay Group Table), then it should reverse the 1 hour of MOT paid at the contractual rate and pay it at the FLSA rate 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

Earnings	*Hours*	*Rate*	*Wages*
MOT contractual reversal	–1	$7.59 (= $15.179 × 0.5)	–$22.77 (= 15.179 + 7.59)
MOT at FLSA rate	1	$7.88 (= 15.766 × 0.5)	$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

Note. The original overtime that you enter on the paysheet does not change during pay calculation. If you must pay part of the overtime at a different rate, then instead of reducing the original overtime hours, the pay calculation generates two new paysheet entries: a reversal for those hours at the original rate, and an adjustment entry for the same number of hours at the new rate. These new entries generated are unavailable for selection, and you cannot modify them. Only you (not the pay calculation) can update the original overtime hours. Run a recalculation several times to ensure that the original overtime entry remains the same.

If there are multiple overtime earnings (for example, MUP, MOT and SOP), you must reverse the overtime hours in sequence, as follows, until the overtime hours that are eligible at the new FLSA rate are zero.

1. Process the main overtime earnings code defined in the pay group's table for overtime hours.

   If you process multiple jobs from multiple pay groups on a single check, use the primary pay group's table for overtime hours. If there is a rate change, process the one with the lowest contractual rate first.

2. For processing multiple jobs from multiple pay groups on a single check, process overtime defined in the nonprimary pay group's table for overtime hours.

   If there are multiple overtime earnings codes, process the one with the lowest contractual rate first in this group.

3. Process all other overtime hours. Process the one with the lowest contractual rate first in this group.

Calculating FLSA Rates for Hospital Employees

Hospitals and nursing homes can enter into agreements with employees under which they use a 14-consecutive-day period, rather than a 7-day period, as the basis for calculating overtime.

Note. You must select the FLSA calendar with 14 FLSA period in days on the Pay Group FLSA Period definition page. For the FLSA feature to work, you must pay your 8/80 employees biweekly. When you pay some employees 8/80 and some on a 7-day period, you must assign employees to separate pay groups, based on the FLSA method of calculating premium pay.

Employee: Bill

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

Bill's contractual premium pay is $69.50:

- $12.00 × 0.5 × 6.5 overtime hours = $39.00.
- $15.25 × 0.5 × 4.0 shift overtime hours = 30.50.

FLSA calculation:

FLSA Earnings	*Hours*	*Straight-Time Rate*	*Straight-Time Earnings*
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 × 0.5 × 10.5 total pay period overtime hours.

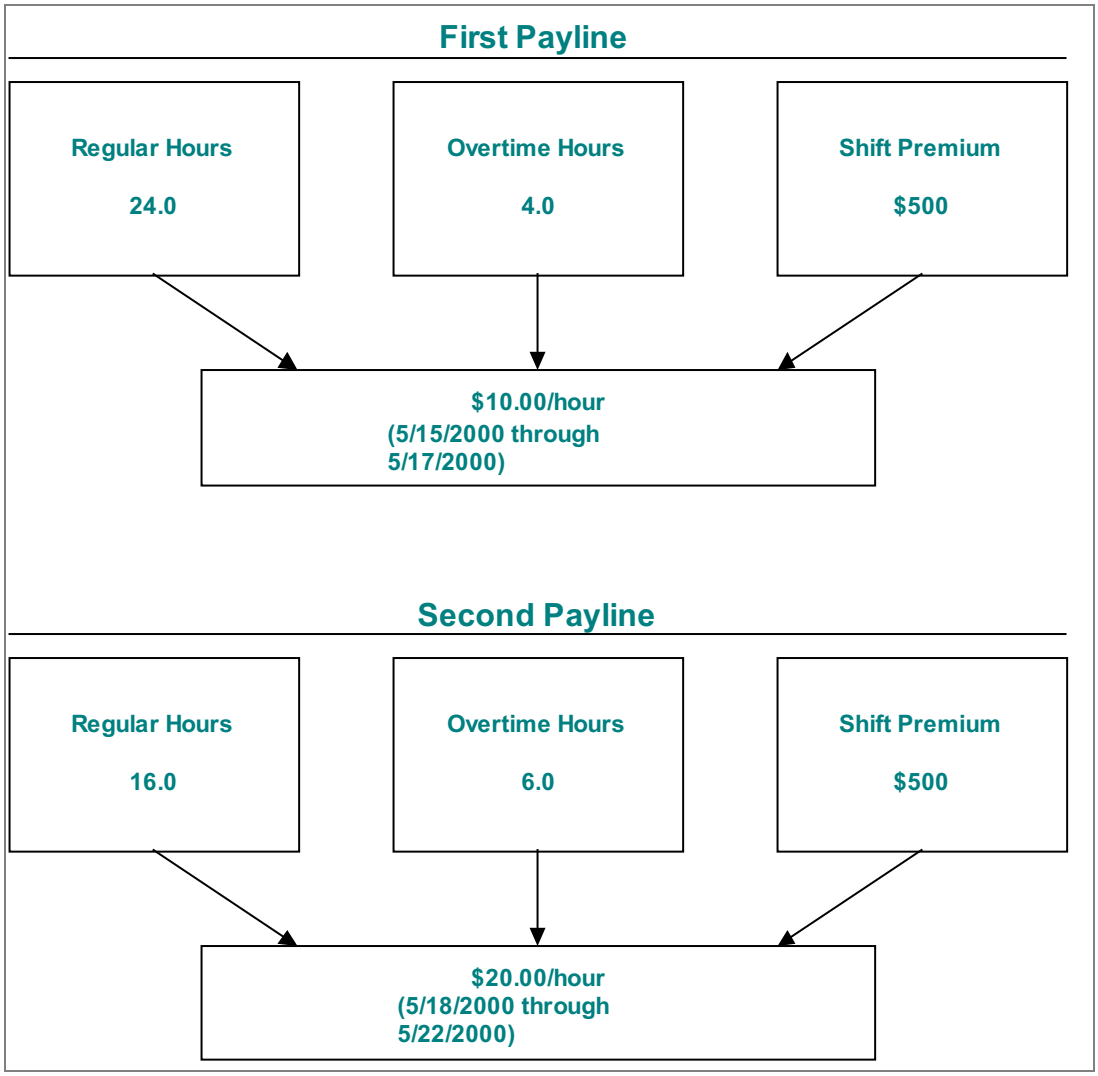
Because the FLSA overtime premium of $71.67 is greater than the contractual premium, use the FLSA rate to calculate Bill's overtime.

Calculating FLSA Rates With Mid-Period Rate Changes

This example illustrates how the system calculates the FLSA rate when a rate change occurs mid-period.

An employee is paid weekly. The pay period begin date is May 15, 2000 (Monday) and the end date is May 21, 2000 (Sunday). The employee works a Monday-through-Friday schedule. Her rate is $10 per hour, but she gets a pay rate increase, effective May 18, 2000, to $20 per hour.

The Paysheet is has 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.

The following table displays the FLSA Calculation:

Regular hours	24 at $10.00 per hour	= $240.00
Overtime hours	4 at $10.00 per hour	= $40.00
Shift premium		= $500.00
Regular hours	16 at $20.00 per hour	= $320.00
Overtime hours	6 at $20.00 per hour	= $120.00
Shift premium		= $500.00

Total	50 hours	= $1700.00

The FLSA rate equals $34.00 per hour, or $1,700 for 50 hours.

The following table displays the paycheck results:

Regular hours	24.0	$240.00 (24 hrs× $10 per hour)
Overtime hours	6.0	$162.00 (6 hrs × $10 per hour + 6 hrs × 0.5 × $34 per hour)
Shift		$500.00
Regular hours	16.0	$320.00(16 hrs × $20 per hour)
Overtime hours	4.0	$148.00(4 hrs × $20 per hour + 4 hrs × 0.5 × $34 per hour)
Shift		$500.00

Note. The system calculates the FLSA rate for the entire period, and the overtime premium (the 0.5 part of the overtime) uses the FLSA rate for both.

Calculating Single Payments Over Multiple Pay Periods

For a special payment (such as a bonus or commission) that applies to more than one FLSA period, the FLSA requires that you prorate it across all the affected FLSA periods. If the bonus is FLSA-eligible, you must use the portion of it that is attributable to an FLSA period when calculating the FLSA rate for that period. To have the system prorate a bonus over multiple FLSA periods, add a new entry on the paysheet with earnings begin and end dates for the period covered by the special payment. (You must create pay calendars and FLSA calendars for the period covered.) The system prorates the amount for every FLSA period and recalculates overtime affected by the special payment. This can include future payments.

When you enter an FLSA eligible payment amount for a period that covers multiple FLSA periods in a paysheet, the system assigns a prorated payment account to each FLSA period that is affected. The system reverses the original payment on the paysheet and replaces it with multiple FLSA periods that cover the payment periods. Each prorated payment equals: payment amount × percent of the number of workdays in the FLSA period that is over the total number of workdays in the payment period. Thus, the system calculates proration by workday, as defined in the employee's Job record.

Example

Jackie earns a bonus of $2640 for a 6-month period (July 1 to December 31). The 7-day FLSA period runs Sunday to Saturday, and the number of workdays each FLSA period is 5 days, from Monday to Friday. The total number of workdays for the 6-month bonus period is 132. July 1 falls on a Thursday, which gives the first FLSA period 2 workdays. For the first FLSA period (June 27 to July 3), the prorated bonus is $40 (= $2640 × 2 / 132). The prorated bonus for the rest of the 26 FLSA-workweek period is $100 (= $2640 × 5 / 132). The system adds the $40 or $100 to each workweek accordingly, and recalculates overtime pay by

including the prorated bonus in the FLSA earnings that it uses to determine the FLSA rate in the workweeks in which Jackie works overtime.

Calculating FLSA Rates and Double-Time Pay

The FLSA process compares the premium overtime amount (the 0.5 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: overtime hours × FLSA regular rate × 0.5.

The contractual premium amount is: overtime hours × contractual rate × 1.0.

In most cases, the contractual premium is more than the FLSA premium.

Example: 10 Overtime Hours, $15.00 Per Hour

- Contractual premium:

$15.00 × 1 × 10 = $150.00.

- FLSA premium:
  - $795.00 / 50 hours = $15.90 FLSA regular rate.
  - $15.90 × 0.5 × 10 = $79.50 overtime premium.

Defining Pay Calculation Parameters

Manage the pay calculation with a pay run control, just as you do for the Paysheet Creation and Pay Confirmation processes. The pay run ID for the Pay Confirmation process should be identical to the pay run ID for both the Paysheet Creation and Pay Calculation processes.

Note. The system removes run control data after each run. Therefore, you must re-create control data before each run.

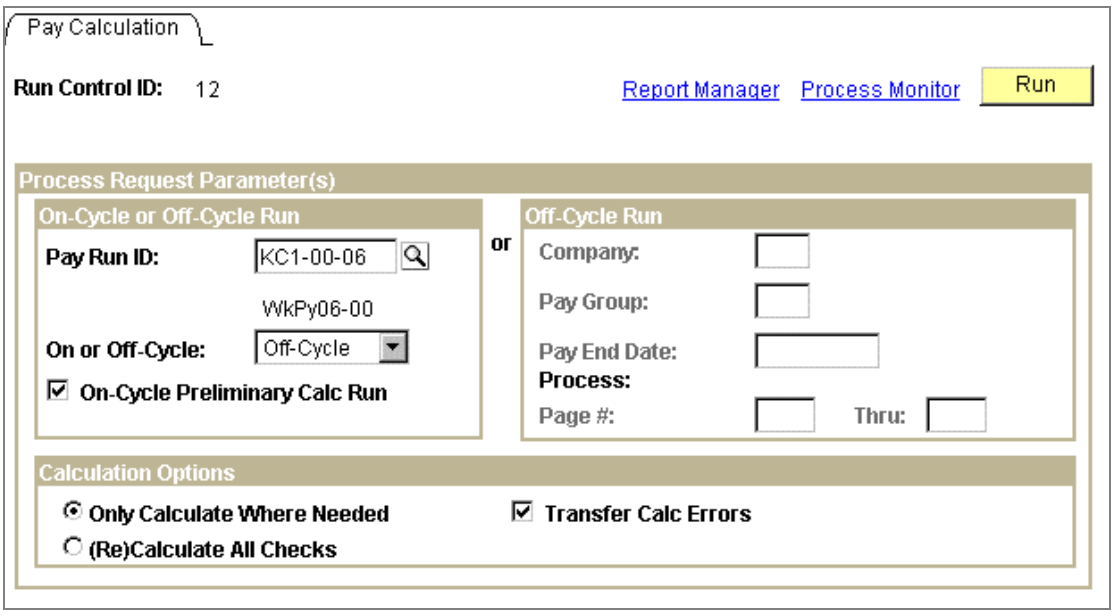
In this section, we discuss how to specify pay calculation parameters.

Page Used to Define Pay Calculation Parameters

Page Name	Object Name	Navigation	Usage
Pay Calculation	RUNCTL_PAY_CALC	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	Specify pay calculation parameters.

Specifying Pay Calculation Parameters

Access the Pay Calculation page.



Pay Calculation page

Warning! If you use the Single Checks for Multiple Jobs feature and you pay an employee two or more off-cycle checks in the same pay period, associated with the same calendar (either on-cycle or off-cycle), you must run the Pay Calculation and Pay Confirmation processes using the Off-Cycle Run group box. If you use the On-Cycle or Off-Cycle Run group box, you might delete the previously confirmed off-cycle paycheck. Additionally, using the On-Cycle or Off-Cycle Run group box might cause the processes to combine the previously confirmed earnings with the current earnings, resulting in overpayment. Off-cycle runs are defined as off-cycle checks, online checks, or reversals.

On-Cycle or Off-Cycle Run

Pay Run ID

Select this option to run the pay calculation for the pay calendars associated with a pay run ID. Define the values in the Pay Run Table in the Define Payroll Process menu. Use this table to verify the accuracy of the groups that you selected for processing. This table displays every company and pay group calendar entry associated with each pay run ID.

For an off-cycle run, you can leave this field blank and use the **Off-Cycle Run** group box to specify parameters for your calculation.

On-Cycle Preliminary Calc Run (on-cycle preliminary calculation run)

You can run on-cycle pay calculations in preliminary mode as many times as required to correct errors and adjust payroll information. Clear this check box 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 the system that you are ready to progress to the pay confirmation, and it sets a flag to prevent automatic updates to the paysheet. This enables self-service access.

Calculation Options

Only Calculate Where Needed

Select this option to process the pay calculation only for employees for whom you must recalculate payroll. To minimize processing time, 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 (transfer calculation errors)

This applies to the Continue With Errors feature. If you select this check box when running the Final Calc process, the pay calculation transfers the paylines containing errors to an off-cycle pay calendar, according to specifications in the Pay Calendar and Pay Group Tables. You can then correct the errors and process these paylines.

Warning! After you run the pay calculation with this check box selected, you cannot rerun the pay calculation.

Re(Calculate) All Checks Select this option if you already ran the Final Calc process, but you must change information in any of the following records:

- Paysheet.
- Additional pay.
- Personal data.
- Employment data.
- Job (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.

When you select the **Only Calculate Where Needed** option, the system recalculates all employees for whom you made changes in these records since the last pay calculation run. However, after you run the Final Calc process, the system stops automatically updating paysheets. The system processes only changes to the paysheet and does not process most of these record changes.

Also select this option when you have changed one of the nonemployee-level tables affecting payroll processing, or if this is the first time you calculate pay for that payroll run. When recalculating checks, the system does not process table changes.

If you select this option, the system calculates or recalculates payroll for all eligible employees. Select this option if you made table changes that affect pay calculations, such as insurance rate adjustments.

Note. When an employee has worked less than a full pay period, the pay calculation prorates Federal Employee Health Benefits (FEHB) and Federal Employee Group Life Insurance (FEGLI) deductions, according to OPM (Office of Personnel Management) rules.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Calendars," Establishing Pay Run IDs

"Working With Checks"

"Defining Your Organizational Framework"

PeopleSoft Human Resources PeopleBook: Base Benefits, "Organizing Payroll Information for Base Benefits"

Running Pay Calculations

During the pay calculation, the system determines earnings, deductions, taxes, and net pay for all employees with pay earnings in a payline marked OK to Pay.

The system uses the deduction priority number and deduction classification to determine the order in which it takes deductions in a pay calculation. Define deduction priority numbers on the Deduction Table - Setup page and deduction classifications on the Deduction Table - Tax Class page.

In this section, we provide overviews of the:

- Deduction priority and deduction classification.
- Insufficient net pay and pay calculation.

Understanding the Deduction Priority and Deduction Classification

The deduction priority and deduction classification function in a pay calculation as follows:

1. 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, or taxable benefit), priority number, and deduction amount in the table.

For example, Mark 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*	*Classification*	*Priority*
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

2. The system 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.

Note. Taxes are not included with deductions. Although taxes reduce gross pay, they are distinct in their categorization.

Mark receives $2000 in gross earnings. The system calculates the deductions, based on the $2000 gross earnings:

Type	*Deduction Amount*	*Classification*	*Priority*
401(k)	7% × $2000 = $140	Before-tax	5
Medical	$100	Before-tax	7
Dental	$50	Before-tax	8
Life insurance	$100	Before-tax	6
Union dues	2% × $2000 = $40	After-tax	9
Charity	$25	After-tax	10

3. 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.

Note. The system does not actually deduct anything from the employee's gross income; it only runs a calculation.

Type	Deduction Amount	Classification	Priority
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(gross income) – $390 (total of all before-tax deductions) = $1610 (taxable gross income).

Note. Seriously consider the deduction priority of before-tax deductions, because it affects the tax calculation.

4. The system calculates taxes, based on the taxable gross income:

Type	Priority	Deduction Amount
Federal tax	1	31% × $1610 = $499.10
State tax	2	12% × $1610 = $193.20
Local tax	3	3% × $1610 = 48.30

Note. As you assign deduction priorities, remember that PeopleSoft assigned priorities for federal, state or provincial, and local taxes on payroll tax tables. These taxes have a higher priority to ensure that taxes take precedence over other deductions.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Payroll Tax Tables"

1. The system withholds taxes, before-tax deductions, and after-tax deductions from gross pay.

   The system calculates only the deductions. After the system completes these calculations, it 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 Mark's precalculated deductions and taxes from his $2000 gross pay as follows:

Type	Classification	Priority	Sequence	Withholding Amount
Federal tax	NA	1	First	$499.10

Type	*Classification*	*Priority*	*Sequence*	*Withholding Amount*
State tax	NA	2	Second	$193.20
Local tax	NA	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 (gross income) – $1195.60 (total of all withholdings) = $804.40 (net pay).

Note. At this point, the system takes deductions that have both a before-tax and after-tax classification in the following order: before-tax deduction, then after-tax deduction.

The 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.

Understanding Insufficient Net Pay and Pay Calculation

At times, there might be insufficient net pay to cover all withholdings during pay calculation. If the system encounters such a deficiency during pay calculation, it identifies the first deduction that it cannot completely withhold and recalculates new tax values to compensate for the lack of net pay.

Using the previous example, suppose Mark has insufficient net pay to cover all withholdings during pay calculation. 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, Mark has insufficient net pay to withhold all deductions starting with his 401(k):

Type	*Classification*	*Priority*	*Deduction Sequence*	*Amount To Withheld*	*Actual Amount Withheld*
Federal tax	NA	1	First	$241.50	$499.10
State tax	NA	2	Second	$161	$193.20
Local tax	NA	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 this example, the system takes the following steps when encountering insufficient pay during pay calculation:

1. The system encounters a deduction that it cannot completely withhold and identifies it for tax recalculation.

   In the example, 401(k) is the first deduction to have insufficient funds for complete withholding. . If you 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 Mark paid $70 to the 401(k) deduction.

2. The system also identifies all deductions subsequent to the partial deduction and moves the unpaid balances to arrears.

   In the example, the system identifies the life insurance, medical, and dental deductions and sends a total of $250 (in before-tax deductions) to arrears. It also notes that Mark paid $0 for each of these deductions.

3. The system recalculates taxable gross income.

   The system calculates taxable gross income by locating all before-tax deductions and subtracting them from Mark's gross income. It calculates all before-tax deductions by a percentage of Mark'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 that it noted in the previous steps (the actual amount Mark paid toward those deductions):

Type	*Deduction Amount (Amount Noted By The System)*	*Classification*	*Priority*
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 Mark's gross income to arrive at his taxable gross income. However, using the amounts noted from previous steps (the amount Mark 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 calculates taxes, based on the new taxable gross income.

   The taxes calculated from the new, larger taxable gross income are higher than the first time.

Note. The remaining steps are documented in Running Pay Calculations.

(CAN) Insufficient Net Pay and Pay Calculation

For Canadian processing, if a before tax deduction results in insufficient net pay, the entire before tax deduction is removed. No partial deduction amounts are used for before tax deductions.

Reviewing Pay Calculation Results

In this section, we provide an overview of Paycheck pages and discuss how to:

- View detailed earnings information.
- View additional paycheck earnings information.
- View detailed tax information.
- View detailed deduction information.
- View information for a single check.
- (CAN) View information for a single check.
- View earnings by FLSA period.

- View calculation results of the Online Check process.

Understanding Paycheck Pages

After running the pay calculation, view the results of paycheck earnings, deductions, and taxes using the Inquire Paycheck pages in the Manage Payroll Process menu.

Each page displays different information for a check. For example, one page displays earnings data, while another displays deduction data. The pages also contain paysheet data so that you can access the 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.

Note. 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.

You can't view the Paycheck pages for a check that you changed on the paysheets since the last time you ran the pay calculation. 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 on the paysheets, the system doesn't immediately update the corresponding Paycheck page. It updates this information when you run the pay calculation. Until then, you cannot view the Paycheck page. This is to avoid the confusion that might arise if an employee's paysheet contains updated information and the Paycheck page contains information that is not updated.

Pages Used to Review Pay Calculation Results

Page Name	*Object Name*	*Navigation*	*Usage*
Paycheck Data - Paycheck Earnings	PAY_CHECK_E	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	View detailed earnings information and totals for calculated taxes, deductions, and net pay.
Paycheck Earnings - Additional Data	PAY_CHECK_E1	Click the Addl Data link on the Paycheck Data – Paycheck Earnings page.	View paycheck earnings information that does not appear on the paycheck Data - Paycheck Earnings page.
Paycheck Data - Paycheck Taxes	PAY_CHECK_T	Compensate Employees, Manage Payroll Process (US), Inquire, Paycheck Data, Paycheck Taxes Compensate Employees, Manage Payroll Process (USF), Inquire, Paycheck Data, Paycheck Taxes Compensate Employees, Manage Payroll Process (CAN), Inquire, Paycheque Data, Paycheque Taxes	View detailed tax information and totals for calculated earnings, deductions, and net pay.

Page Name	Object Name	Navigation	Usage
Paycheck Data - Paycheck Deductions	PAY_CHECK_D	Compensate Employees, Manage Payroll Process (US), Inquire, Paycheck Data, Paycheck Deductions Compensate Employees, Manage Payroll Process (CAN), Inquire, Paycheck Data, Paycheck Deductions Compensate Employees, Manage Payroll Process (USF), Inquire, Paycheck Data, Paycheck Deductions	View detailed deduction information and totals for calculated earnings, taxes, and net pay.
Paycheck Summary	PAY_CHECK_SUMM	Compensate Employees, Manage Payroll Process, Inquire, Paycheck Summary	View information such as earnings, taxes, and deductions for a single paycheck. Research problems and respond to employee questions regarding a check without viewing multiple pages.
Paycheque Summary	PAY_CHECK_SUMM_CN	Compensate Employees, Manage Payroll Process (CAN), Inquire, Paycheque Summary	Canadian version of the Paycheck Summary page.
FLSA Pay Data	FLSA_PAY	Compensate Employees, Manage Payroll Process (US), Inquire, FLSA Pay Data Compensate Employees, Manage Payroll Process (USF), Inquire, FLSA Pay Data	View an employee's earnings by FLSA period. Only paycheck data eligible for FLSA calculation appears on this page. Before viewing this page, you must run the pay calculation.

Page Name	Object Name	Navigation	Usage
Online Results	PAY_OL_CHECK_S	Compensate Employees, Manage Payroll Process (US), Inquire, Online Results	View the calculation results of the Online Check process. This page appears automatically each time that you submit an online check for calculation.

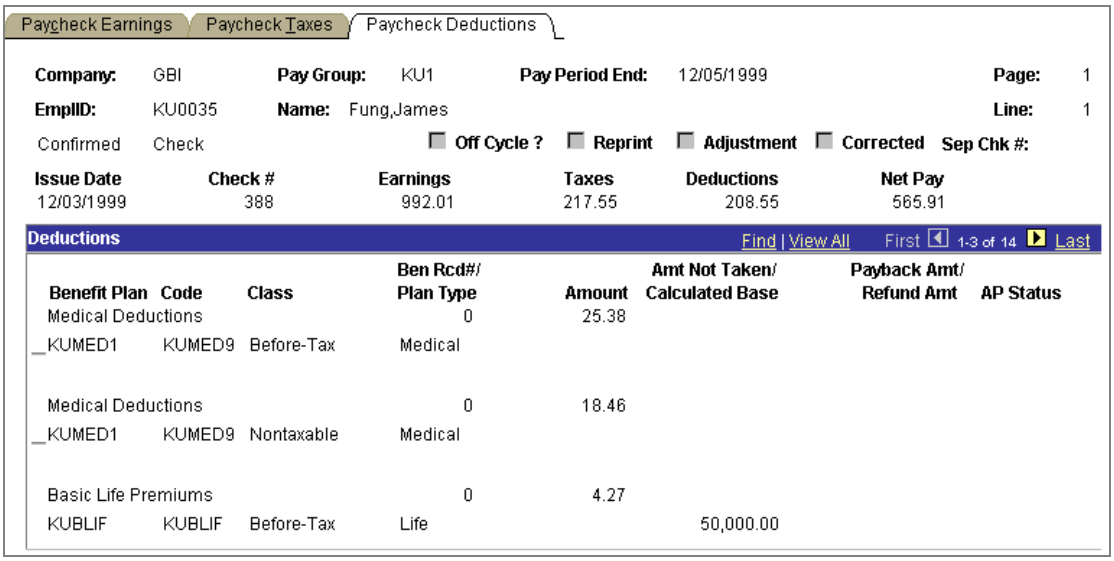
Note. The Canadian Paycheque Deductions page is identical to the U.S. version, with the addition of sales tax amounts.

See Also

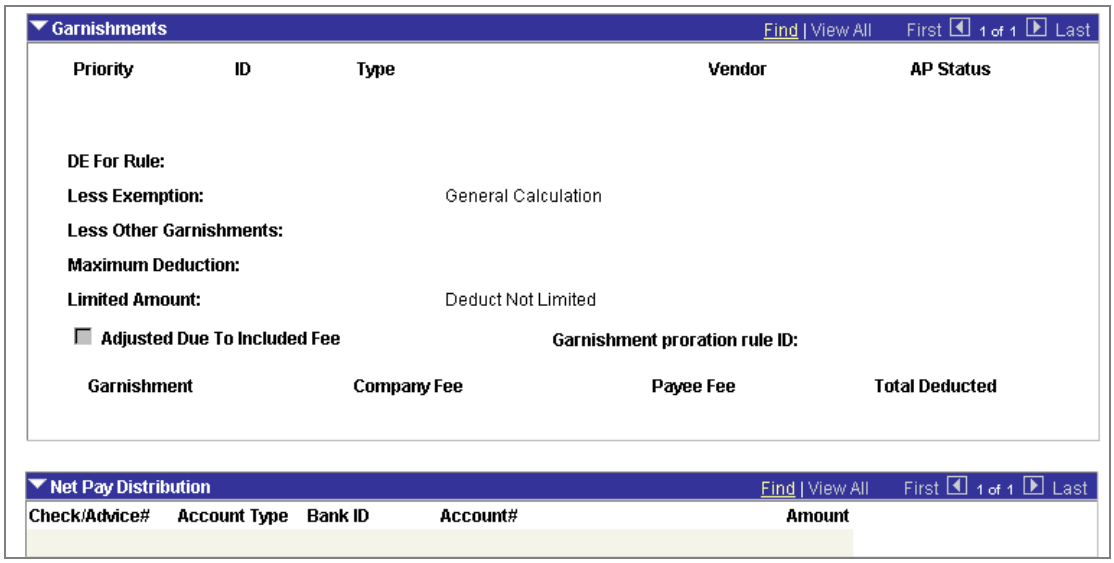
"Working With Checks"

Viewing Paycheck Deductions

Access the Paycheck Deductions page. This page is display-only.



Paycheck Deductions page (1 of 2)



Paycheck Deductions page (2 of 2)

Note. When an employee has child support orders from two or more states, the system uses the Garnishment Proration process to select 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.

Maximum Deduction

Displays messages indicating the presence or absence of limitations placed on the garnishment after the system calculated the maximum deduction:

Deduct Not Limited: Indicates that no further limitations were placed on the garnishment.

Deduct Limited by Calculation: Indicates that the deduction was limited by one of the deduction calculation amounts or percentages from the Garnishment Spec Data 4 or 5 pages.

Deduct Limited by Total Amount and ***Deduct Limited by Monthly Amount:*** Indicate that the system used the limitations from the Garnishment Spec Data 3 page.

Deduction Limited by Proration: Indicates that the deduction was limited by the proration rule displayed in the Garnishment proration rule ID field.

Adjusted Due To Included Fee

If the system adjusted the calculation for fees included in disposable earnings, this check box is selected. There are two ways the system takes fees:

- In disposable earnings.
- On top of disposable earnings.

Specify whether to include the company and payee fees in disposable earnings on the Garnishment Spec Data 3 page.

If the sum of the calculated garnishment amount and the fee is greater than the maximum allowed (disposable earnings minus exemptions), the system makes an adjustment.

If you take the fees on top of the disposable earnings, then the fees that the system takes 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 included in the disposable earnings, then the garnishment amount remains $177.00.

However, if the order specifies that you take $5.00 for the company fee, but that fee must be included in disposable earnings, then the system adjusts the amount to be garnished and selects the **Adjusted Due To Included Fee** check box.

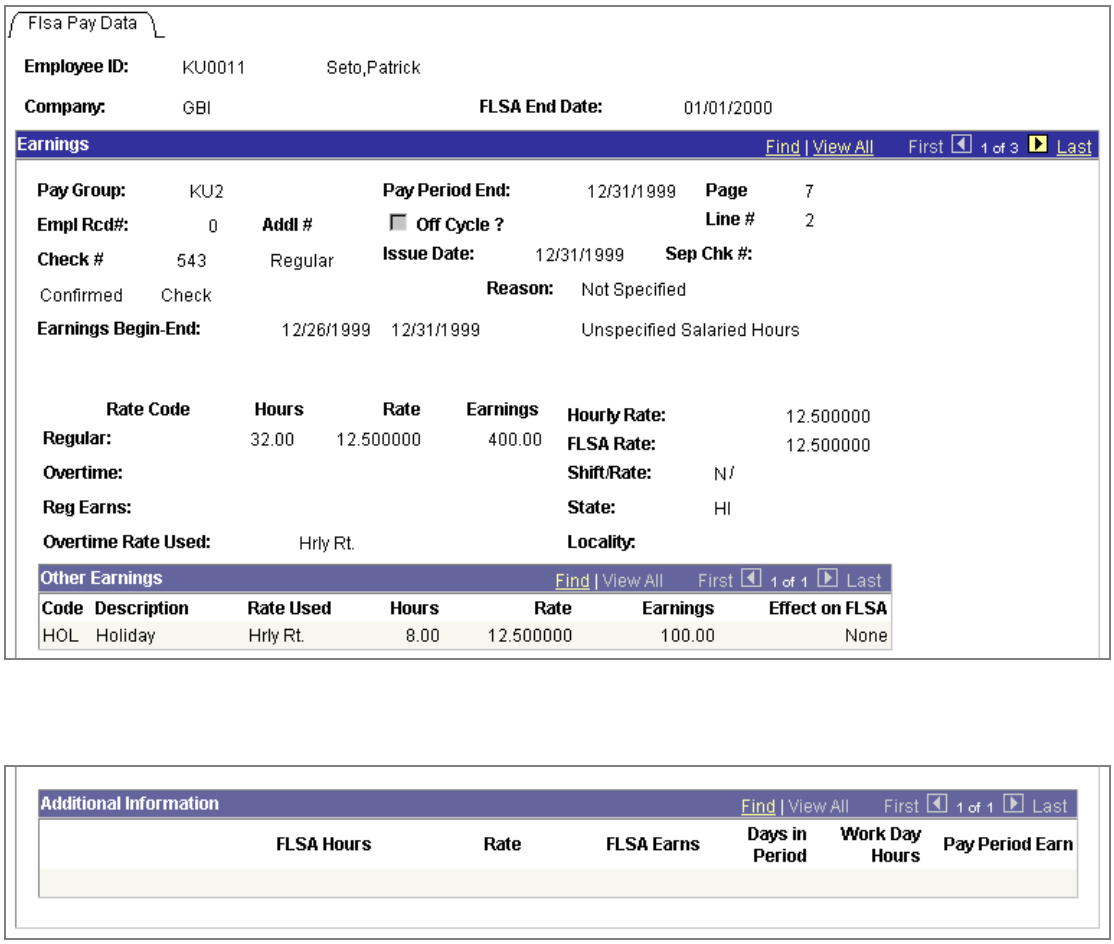
If the system has adjusted the garnishment amount based on a percentage of the deduction, the **Adjusted Due To Included Fee** check box is selected, and the garnishment amount differs from the maximum deduction amount by the amount of the adjustment.

See Also

"Defining Garnishments"

Viewing Earnings by FLSA Period

Access the FLSA Pay Data page.



FLSA Pay Data page

Note. With the exception of the Additional Information group box, all fields on this page are identical to those on the Paysheet page.

Note. For employees in multiple jobs, earnings from jobs that belong to pay groups for which FLSA is *not* required and jobs *not* having an FLSA status of Nonexempt are not visible on the page.

Monthly and Semimonthly Exception Hourly Employees

The annualized allocation of standard hours and rate for regular earnings on the paysheet doesn't reflect the actual hours and rate worked for a monthly or semimonthly pay period.

For example, Mark is allocated 173.33 hours per month ((40 standard hours per week × 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 you need the actual hours worked per month, which varies by the number of work days per month. You must calculate:

pay period average rate = pay period regular earnings / total hours worked for the pay period.

Using the additional information from Pay Period Average Reg Earns, calculate as follows:

- Total hours worked in period = days in pay period × work day hours = 23 × 8 = 184 hours.
- Pay period average rate = pay period earnings / 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 June 28 to June 30, Mark worked two 8-hour days, bringing the total FLSA hours worked to 16. From July 1 to July 4, Mark worked three 8-hour days, bringing the total FLSA hours worked to 24, instead of the 13.33 hours posted for regular. Actual FLSA hours worked × PPA rate = FLSA earnings:

- $208.33 for earnings end date June 30.
- $298.91for earnings end date July 4.

The system uses these FLSA regular earnings amounts to calculate the FLSA rate as follows:

Earnings	*Hours*	*Straight-Time Rate*	*Straight-Time Earnings*
TRG June 28 to June 30	16.00	13.020739	$208.33
TRG July 1 to July4	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:		14.821020	$726.23

After calculating the PPA regular earnings, the rest of the FLSA processing remains the same. In this case, on the earnings end date of July 4, the total FLSA hours are over 40, and the system calculates a new FLSA rate ($14.821020), which it applies to the current overtime of 4 hours and a previous period overtime of 5 hours.

Note. For weekly and biweekly, the annualized rate and the PPA rate are the same. Therefore, you don't need to compute the PPA rate. The FLSA calculation uses the existing regular earnings from the paysheet.

The basic formula for the FLSA rate is:

pay period earnings + other FLSA earnings like bonus / days in period / work day hours = 1800 / 12 / 8 = 18.75.

Monthly and Semimonthly Salaried Employees

Weekly or biweekly FLSA periods don't match monthly or semimonthly pay periods. To calculate monthly and semimonthly pay periods, must be calculated use the weekly wage equivalent of regular earnings to calculate the FLSA rate.

For example, the annual rate is $22,500, with a weekly equivalent of $432.69. There are two working days in earnings date July 16 to July 18, out of five work days per week. The weekly equivalent is $432.69 × 2 / 5 = $173.07 for an earnings end date of July 18.

Note. This example is for fixed, salaried hours used, and it displays the standard hours in FLSA hours. If you use unspecified hours, the FLSA hours are blank, because the actual hours come from regular earnings in level 1. For both fixed and unspecified salaried hours, for monthly and semimonthly employees, the weekly wage equivalent FLSA earnings appears.

See Also

"Working With Paysheets," Understanding Paysheets

Reviewing Payroll Messages

If the system encounters errors during the payroll process, it creates payroll error messages. To print these messages or view them online, select **Compensate Employees, Manage Payroll Process, Inquire, Payroll Error Messages.**

You must correct pay calculation errors before you begin the pay confirmation. If you cannot correct an error for an employee, or lack information to process the employee, 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 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 in the printed report. For example:

Calculation Run Control Missing.

Correcting Errors in Pay Calculation

There are many reasons why you might correct information on paysheets, in Maintain Payroll Data, or in Payroll Process Tables, such as:

- Pay calculation errors.

- Late paperwork.
- Data entry errors.

The system always automatically recalculates paylines with errors when you rerun the pay calculation. It also automatically recalculates the pay for employees with the following:

- Changes made to paylines when you rerun the pay calculation.
- Changes made to employee data, unless you've run the final calculation.

Depending on the results of the preliminary calculation run, you might take one or more corrective actions.

There are two types of errors that can result from the pay calculation:

- Errors that the pay calculation detects.

  If the calculation detects an error, *Check Messages* appears after the pay calculation. View messages online, or print the Payroll Error Messages For Employees report (PAY011). After you review the messages, take the appropriate action, and rerun the pay calculation.

- Errors that 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 does not have the new rates. However, the system detects errors, such 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 any of the following records:

  - Pay earnings.
  - Benefits.
  - One-time deductions (General Deductions, Garnishments).
  - One-time taxes.
  - Employment - job.
  - Employee tax.
  - Personal data.

Other errors at the pay group, company, or higher levels require a recalculating using the (Re)Calculate All option.

Correcting Errors That Pay Calculation Detects

If you receive a system-generated error message, the system detected an error in the Payline record. Check the payline listed in the error message.

Correcting Errors That Pay Calculation Doesn't Detect

You can usually identify and correct these errors 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.

After you address a set of errors, you can rerun the pay calculation as many times as you need. Remember to set up the run control each time before running the CALCPAY process. After running the pay calculation, run and review the reports to ensure the accuracy of the payroll. Then continue processing the 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 can run the final pay calculation and proceed to pay confirmation. Run the pay calculation again, but clear the Preliminary Calculation Run check box on the Pay Calculation page.

If you do not address all the errors found during the 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 the pay calculation in final mode and try to run the pay confirmation, you receive this error message:

> *Pay Calculation Is Not Final.*

Final Calculation Enhancement

PeopleSoft's final calculation enhancement enables you to access the database 7 days a week, 24 hours a day, without interrupting payroll processing. The final calculation process uses a flag to indicate that the paysheet is locked from further updates after the final calculation begins. When you change employee pay data (such as job, additional pay, direct deposit, deductions, benefits, or tax information), the system reads the paysheet to see if the flag is set. If so, 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 people 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 flag is set. If it is, the system can confirm the payroll without recalculation. If it is not, the system updates the flag, indicating that the paysheet must be recalculated. If you select the (Re)Calculate All Checks option on the Pay Calculation page, the system applies all changes to the paysheets.

Impacted Application Processes

The system clears the Locked for Confirm flag on the paysheet Payline record during all paysheet creation processes, which means that modifications during processing trigger a recalculation. The Locked for Confirm flag is selected at the beginning of the Final Calculation process for on-cycle payroll runs, so recalculation is not triggered. The flag is cleared at the beginning of the Preliminary Calculation process for an on-cycle run.

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 that it uses, so that 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 18

Confirming Pay

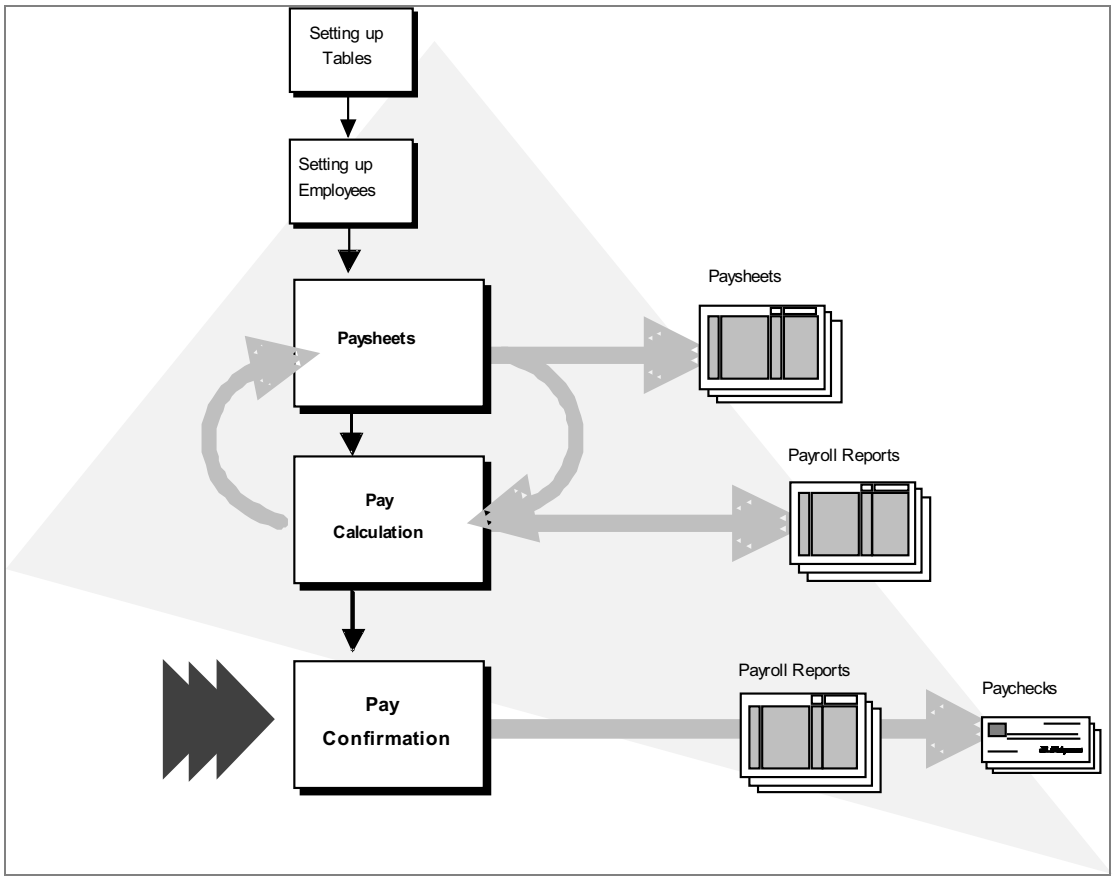
This chapter provides an overview of the Pay Confirmation process and discusses how to:

- Run pay confirm and pay unconfirm.
- (USF) Process leave accruals.

Understanding Pay Confirmation

Pay Confirmation is the final step in running your payroll. Running the Pay Confirmation process indicates that you've reviewed and approved all payroll information for this pay run, and that you're ready to produce paychecks.

After you verify that the payroll calculation is correct and you run the Pay Calculation in final mode, you can run Payroll Confirmation.



Pay Confirmation in the Payroll process

Warning! Do not run Payroll Confirmation unless you are confident that the amounts have been calculated properly. After Pay Confirmation is complete, you cannot update paysheet information unless you first run the Pay Unconfirm process.

During Pay Confirmation, 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.

After a payroll has been confirmed, you can generate checks, advices, and any other payroll reports. You can also generate the direct deposit, general ledger, or any other interface. You can review an employee's check totals and payroll balances online.

Running Pay Confirm and Pay Unconfirm

This section discusses how to define Pay Confirmation process parameters and update paysheet information after you have run the Pay Confirmation process.

You manage the Pay Confirmation process with a Pay Run ID, just as you do for Pay Calculation and Paysheets. Use the identical Pay Run ID in the Pay Confirmation process that you used during both the Paysheets and Pay Calculation processes.

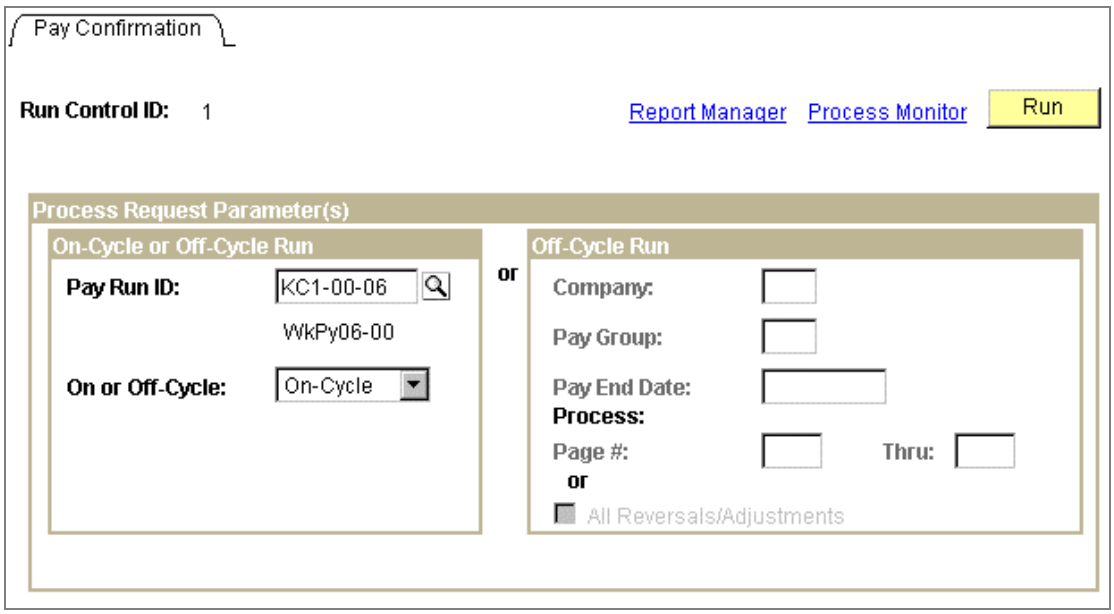
Page Used to Run Pay Confirmation

Page Name	*Object Name*	*Navigation*	*Usage*
Run Control - Pay Confirmation	RUNCTL_PAY_CONF	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	Define Pay Confirmation process parameters.
Run Unconfirm Parameters	RUNCTL_PAY_UNCONF	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	Update paysheet information or to make data or table changes that require recalculation after you've run Pay Confirmation. Note. The Pay Unconfirm page is identical to the Pay Confirmation page.

Note. When you run Pay Unconfirm, the row is deleted, so the client does not need to manually delete the future-dated rows from SQL.

Defining Pay Confirmation Process Parameters

Access the Run Control - Pay Confirmation page.



Run Control - Pay Confirmation page

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 in the Pay Run Table in Define Payroll Process.

On or Off-Cycle To confirm all off-cycle checks associated with a particular period, enter a Pay Run ID and select ***Off-Cycle.***

To confirm off-cycle checks by page range, leave the **Pay Run ID** field 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

All Reversals/Adjustments Select to process all reversals and adjustments.

During Pay Confirmation, 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. PeopleSoft Process Scheduler runs the Pay Confirmation process at user-defined intervals.

During Pay Confirmation, the system assigns check and/or advice numbers. It checks the value of Last Form Number Used in 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 defined in the Pay Group Table (also in Define Payroll Process).

Note. The online check process cannot 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.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars," Establishing Pay Run IDs

"Working with Checks"

PeopleSoft PeopleTools PeopleBook: Process Scheduler

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.

After you have posted to a month, you cannot post to a previous month. For example, after you have posted an April balance, the system does not allow you to update a March balance of the same type. If you try to post to a previous month, the Pay Confirmation process stops with an error. This may occur for semi-monthly and monthly pay groups.

Example - 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 stops with an error.

To prevent the problem, you need to confirm the monthly pay group first, because the check date is in March.

Example - 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 stops with an error.

Note. To avoid this error, confirm pay calendars in order, by month of the check date.

Reviewing Pay Confirmation Results

Review Pay Confirmation results using hard copy reports or the available online Paycheck pages in the Manage Payroll Process, Inquire menu.

See Also

"Calculating Pay," Reviewing Pay Calculation Results

"Adjusting Employee Balances"

(USF) Processing Leave Accruals

This section discusses how to process employee leave accruals.

Page Used to Process Leave Accruals

Page Name	*Object Name*	*Navigation*	*Usage*
Run Leave Accruals	RUN_FGPACCRL	Compensate Employees, Manage Payroll Process (USF), Process, Leave Accruals	Process employee leave accruals.

Processing Employee Leave Accruals

Access the Run Leave Accruals page.



Run Leave Accruals page

Pay Run ID	You must have already defined the Pay Run ID on the Pay Run Table in Define Payroll Process.

See Also

"Defining Earnings and Using Earnings Codes," (USF) Defining Earnings Accrual Classes

PeopleSoft PeopleTools PeopleBook: Process Scheduler

(USF) Determining Accumulated WGI/Tenure Non-Pay Hours

You can determine the number of nonpay hours an employee has accumulated and adjust the WGI due date accordingly.

1. The WGI non-pay thresholds are stored on the Salary Step Table page.
2. The Tracking Nonpay Hours option must be selected on the Earnings Accrual – Class page.
3. Run the WGI/Tenure Update process each pay period after Leave Accrual Processing has been run.
4. The WGI/Tenure Update SQR will determine if an employee has either six months or consecutive leave without pay (LWOP) hours (for tenure) and/or 80 hours for WGI.
5. If an employee has 80 hours of LWOP, then Probation field will be regressed 80 hours.
6. If either condition listed in step 4 above is true, the WGI/Tenure Update SQR will insert a PAR action (TBD) with an effective date of the pay period end date. This PAR action serves as the reportable action on the SF-50 for changing either WGI or Tenure dates.
7. The WGI/Tenure Update SQR will change the WGI and/or Tenure dates, as necessary. The SQR will regress the WGI date by two weeks and the tenure date by six months, if applicable.
8. The WGI/Tenure Update SQR will determine if there has been any break in LWOP status/hours or if a WGI has occurred in the middle of accumulating LWOP hours. If so, the SQR will reset the accumulator for modifying the WGI and/or tenure dates.

(USF) Pages Used to Determine WGI/Tenure Non-Pay Hours

Page Name	*Object Name*	*Navigation*	*Usage*
WGI/Tenure Update	RUN_FGNONPAY	Compensate Employees, Manager Payroll Process (USF), Process, WGI/Tenure Update	Run this process each pay period after leave accrual to determine the amount of non-pay hours an employee has accumulated.

Page Name	*Object Name*	*Navigation*	*Usage*
Accrual Nonpay	GVT_ACCR_NPAY	Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Accrual Balances, Accrual Nonpay	Used by Leave Accruals program to display adjustment to nonpay hours. If Track Nonpay Hours is selected on the Earnings Accrual - Class page, the Leave Accruals Program will adjust the Accrual Nonpay page.

CHAPTER 19

(USF) Setting Up and Processing Agency Interfaces

In this chapter, we discuss how to:

- Set up electronic certification system (ECS) controls.
- Prepare ECS off-cycle disbursements.
- Select schedules for ECS transmission.
- Set up the Treasury and FRB Bond interface.
- Set up a Thrift Savings Plan voucher.
- Set up the Thrift Savings Plan interface.
- Run the RITS interface process.

Setting Up Electronic Certification System Controls

In this section, we provide an overview of the ECS interface process and discuss how to:

- Establish ECS control information.
- Enter schedule control information.
- Extract control information.
- Enter account information.
- Define formats for summary payments.
- Add remarks.
- Enter reel numbers.

Understanding the ECS Interface Process

The PeopleSoft Electronic Certification System interface process generates a file that you can load into a U.S. Department of Treasury-provided ECS. The process consists of:

1. Creating the ECS control.
2. Running the Treasury and Bond interface, using the ECS control information.

   The Treasury and Bond interface updates the ECS control with DOS file and extension names.
3. Running the ECS interface, using the DOS file and extension names from the ECS control.

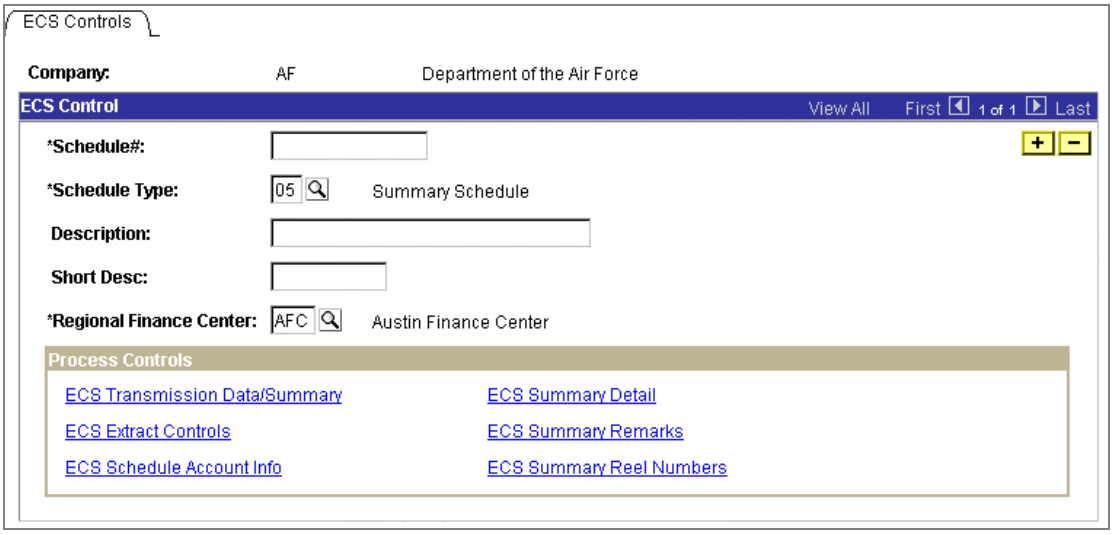
Pages Used to Set Up Electronic Certification System Controls

Page Name	*Object Name*	*Navigation*	*Usage*
ECS Controls	GVT_ECS_CONTRO_TBL	Compensate Employees, Manage Payroll Process (USF), Use, ECS Control	Establish ECS control information for your payroll schedules.
ECS Transmission Data/Summary	GVT_ECS_TRAN_SEC	Click the ECS Transmission Data/Summary link on the ECS Controls page.	Enter or review schedule control information for your ECS transmittal.
ECS Extract Controls	GVT_ECS_CNTL_SEC	Click the ECS Extract Controls link on the ECS Controls page.	Extract control information for your ECS transmittal.
ECS Schedule Account Information	GVT_ECS_ACCT_SEC	Click the ECS Schedule Account Information link on the ECS Controls page.	Enter an account symbol and a total account amount for each ECS transmittal. Enter a maximum of 10 rows per schedule.
ECS Summary Detail	GVT_ECS_SUMM_SEC	Click the ECS Summary Detail link on the ECS Controls page.	Define the schedule and formats for the Treasury interface for summary payments such as check, electronic file transmission (EFT), VENMIS, or bonds.
ECS Summary Remarks	GVT_ECS_REMARK_SEC	Click the ECS Summary Remarks link on the ECS Controls page.	Add remarks to your ECS transmittal. Use up to 7 lines of 72 characters each.

Page Name	Object Name	Navigation	Usage
ECS Summary Reel Numbers	GVT_ECS_REEL_SEC	Click the ECS Summary Reel Numbers link on the ECS Controls page.	Enter reel numbers provided to you by the treasury to identify the location of your summary payment transactions. This is for your information only.

Establishing ECS Control Information

Access the ECS Controls page.



ECS Controls page

Schedule# (schedule number) This field accepts up to 14 characters, but the ECS accepts only the first 10. If you enter more than 10, you receive a warning message.

Schedule Type Select:

- ***Salary ACH Schedule.***
- ***Summary Schedule (for on cycle payments).***
- ***Misc. Check Payment Schedule (for off cycle)*** (miscellaneous check payment schedule [for off cycle]).
- ***Misc. ACH Payment Schedule*** (miscellaneous ACH payment schedule).

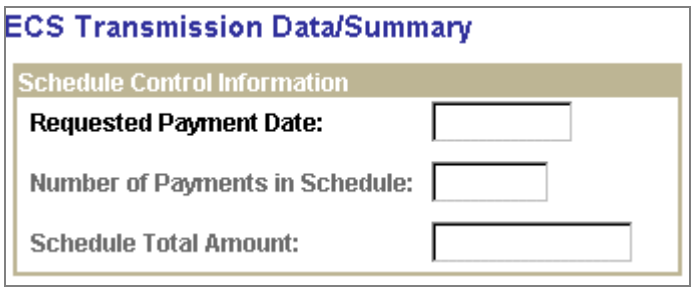
Regional Finance Center Select the U.S. Financial Management Service (FMS) Regional Finance Center that's appropriate for your company.

Process Controls

The links in this group box activate a series of pages where you define ECS process controls. The options available to you depend on your schedule type.

Entering Schedule Control Information

Access the ECS Transmission Data/Summary page.



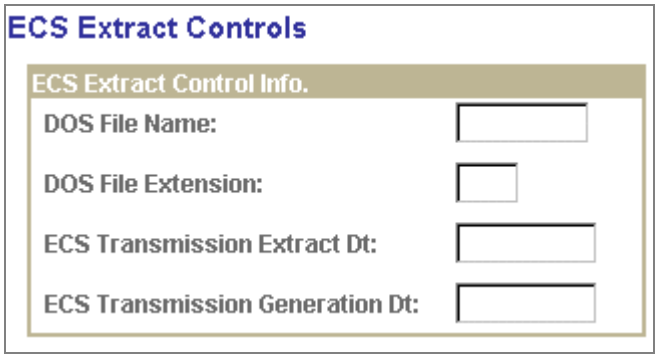
ECS Transmission Data/Summary page

Requested Payment Date For on-cycle (summary) schedules, the system provides this date. For off-cycle schedules, enter this information.

Number of Payments In Schedule and **Schedule Total Amount** For summary schedules, the Treasury interface provides this information. For off-cycle schedules, the ECS interface provides this information.

Extracting Control Information

Access the ECS Extract Controls page.

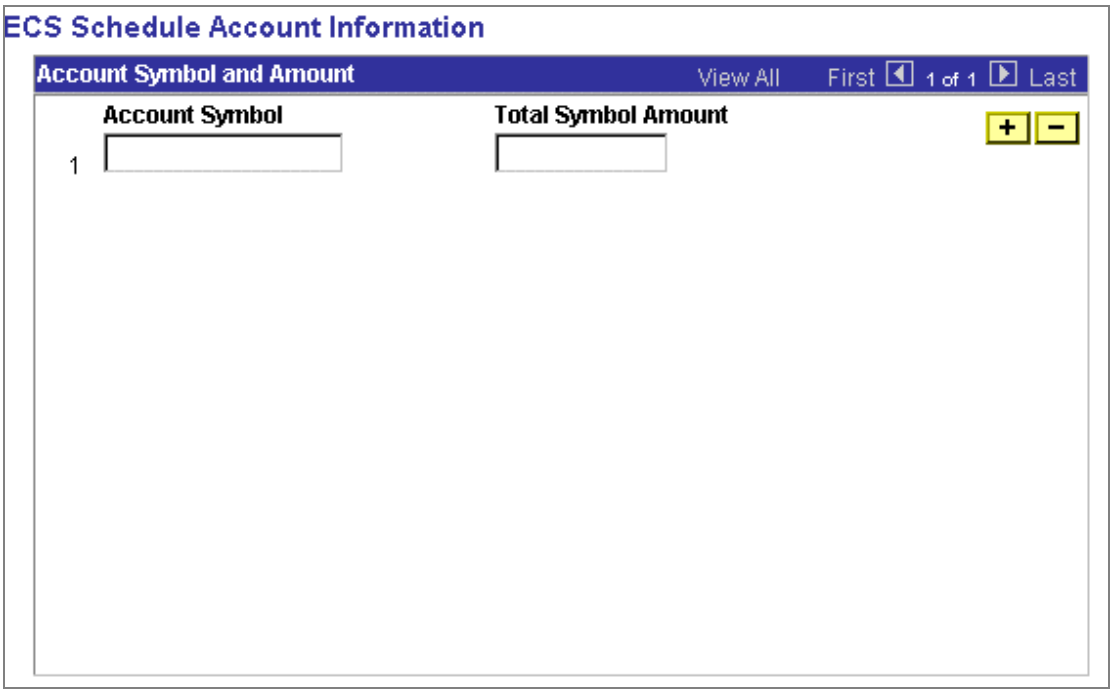


ECS Extract Controls page

DOS File Name and **DOS File Extension**	For summary schedules, the Treasury interface updates the DOS file name and extension of the extract file to be transmitted to the treasury. The file name and extension are required on the ECS interface run control.
ECS Transmission Extract Dt (ECS transmission extract date)	Date on which the ECS interface generated the ECS file.
ECS Transmission Generation Dt (ECS transmission generation date)	This is the date on which the ECS schedule had all of the required information. This depends on the schedule type.

Entering Account Information

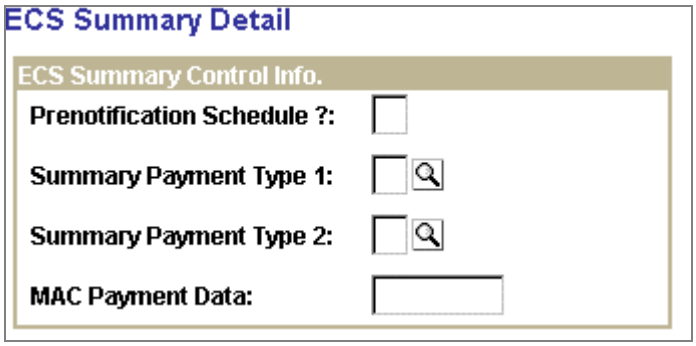
Access the ECS Schedule Account Information page.



ECS Schedule Account Information page

Defining Formats for Summary Payments

Access the ECS Summary Detail page.



ECS Summary Detail page

Prenotification Schedule? Not currently used.

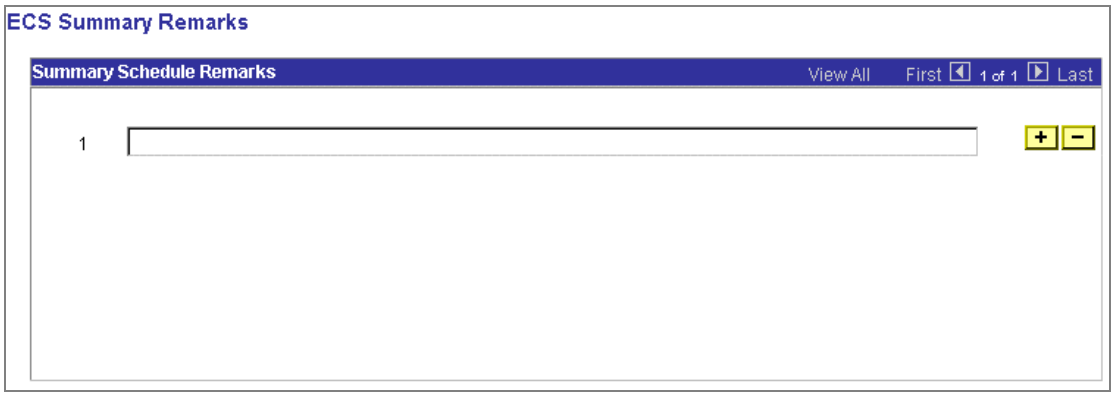
Summary Payment Type 1 Select the type of payments: ***Salary,*** or ***Vendor*** (VENMIS).

Summary Payment Type 2 Select the method of payment: ***Check*** or ***EFT.***

MAC Payment Data Optional, for your information only.

Adding Remarks

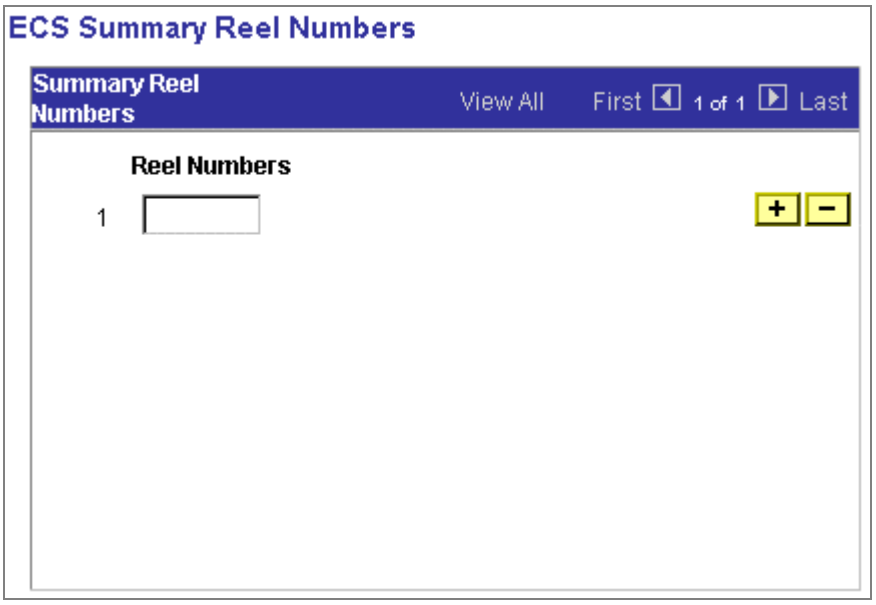
Access the ECS Summary Remarks page.



ECS Summary Remarks page

Entering Reel Numbers

Access the ECS Summary Reel Numbers page.



ECS Summary Reel Numbers page

Preparing ECS Off-Cycle Disbursements

Use off-cycle processing to process off-cycle deductions and net payment amounts through ECS and to track deduction disbursements.

To prepare for off-cycle disbursements:

1. Define the deduction as time sensitive.
2. Calculate and confirm the off cycle.
3. Create the ECS Control Schedule.
4. Select the off cycle transactions for inclusion in processes.
5. Run the ECS Interface.

In this section, we discuss how to:

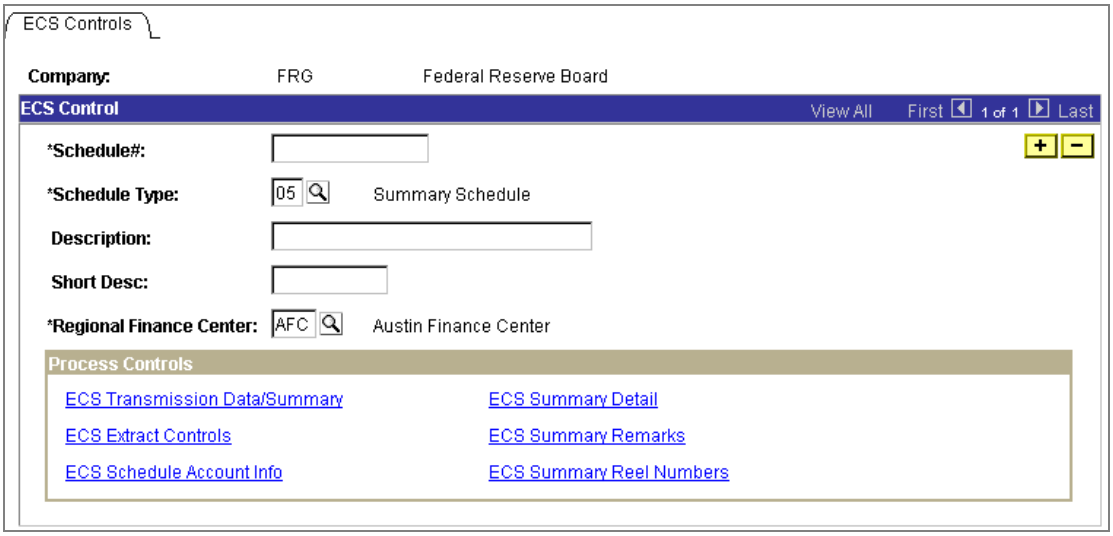
- Select net payments for ECS off-cycle disbursements.
- View off-cycle net check summary information.
- View off-cycle payment ID information.
- Select deductions for ECS off-cycle disbursements.
- View off-cycle deduction summary information.
- View off-cycle deduction payment ID information.

Pages Used to Prepare Off-Cycle Disbursements

Page Name	Object Name	Navigation	Usage
ECS Control	GVT_ECS_CONTRO_TBL	Compensate Employees, Manage Payroll Process (USF), Use, ECS Control	Create the ECS Control Schedule.
Off Cycle Net	GVT_ECS_OFF_NET	Compensate Employees, Manage Payroll Process (USF), Use, ECS Off Cycle	Select net payments for ECS off-cycle disbursements. You can view data by schedule or by eligible payments.
Off Cycle Net Check Summary Information	GVT_ECS_OFF_N_SEC	Click the Detail button on the Off Cycle Net page.	View off-cycle net check summary information.
Off Cycle Net Payment ID Information	GVT_ECS_NET_SEC	Click the Line ID Data button on the Off Cycle Net page.	View off-cycle payment ID information for each eligible payment.
Off Cycle Deductn (off cycle deduction)	GVT_ECS_OFF_DED	Compensate Employees, Manage Payroll Process (USF), Use, ECS Off Cycle	Select deductions for ECS off-cycle disbursements. You can view data by schedule or by eligible payments.
Off Cycle Deduction Summary Information	GVT_ECS_OFF_D_SEC	Click the Detail button on the Off Cycle Deduction page.	View off-cycle deduction summary information.
Off Cycle Deduction Payment ID Information	GVT_ECS_DED_SEC	Click the Line ID Data button on the Off Cycle Deduction page.	View off-cycle deduction payment ID information for each eligible payment.
ECS Interface	RUN_FGPY004	Compensate Employees, Manage Payroll Process (USF), Process, ECS Interface	Creates the ECS Interface file for off cycle disbursements.

Creating The ECS Control for ECS Off-Cycle Disbursements

Access the ECS Control page



ECS Control page

Use the same ECS Controls page for off-cycles as you do for on-cycle processing. The difference is in the **Schedule Type.**

Off-cycle EFT distribution for deductions and net salary payments are processed with **Schedule Type *03.***

Off-cycle Check distribution for deductions and net salary payments are processed with **Schedule Type *07.***

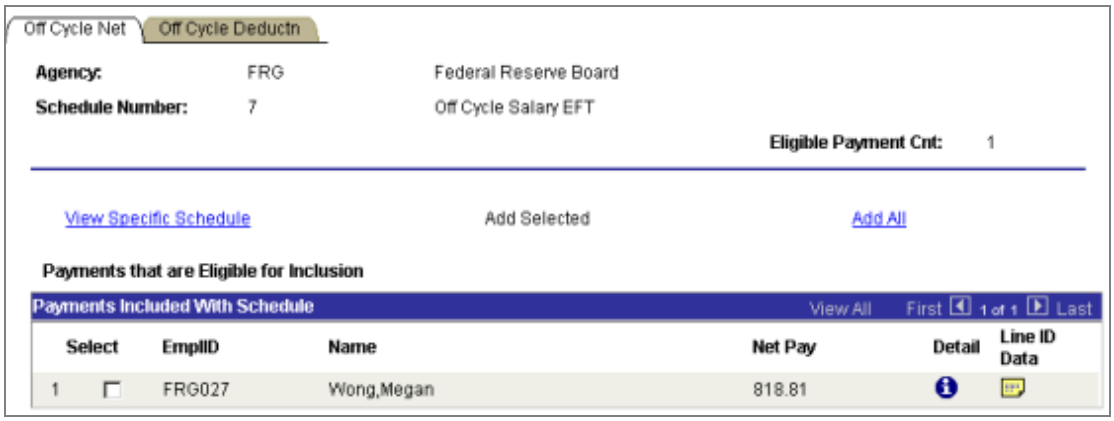
The Off-Cycle flag must be on for schedule types ***03*** and ***07.***

When **Schedule Type *03*** and ***07*** are selected, **ECS Summary Detail, ECS Summary Remarks,** and **ECS Summary Reel Numbers** are grayed out.

Selecting Payments for ECS Off-Cycle Net Disbursements

Once you have created and ECS Control for Schedule 03 or 07, you may select it in the ECS Off Cycle page.

Access the Off Cycle Net page.



Off Cycle Net page

Eligible Payment cnt (eligible payment count) — (Visible only in View Eligible Payments mode.) This is the total payments that are eligible to be disbursed for this schedule number.

View Eligible Payments — Click to change to View Eligible Payments mode.

View Specific Schedule — Click to change to View Schedule mode.

Remove Selected — (Available in View Eligible Payments mode.) Remove payments from the selected schedule. Select the **Select** check box for each payment you're removing, then click **Remove Selected**.

Remove All — (Available in View Schedule mode.) Remove all payments from the selected schedule.

Add Selected — (Available in View Eligible Payments mode.), Add payments to the selected schedule. Select the **Select** check box for each eligible payment you're adding then click **Add Selected**.

Add All — (Available in View Eligible Payments mode.) Add all eligible payments to the selected schedule.

Payments Included with Schedule

Information in this group box depends on which mode you're in:

Mode	*Data Displayed*
View Specific Schedule	All payments included in the schedule.
View Eligible Payments	All payments eligible to be included in the schedule.

Select Select an eligible payment to be added or removed.

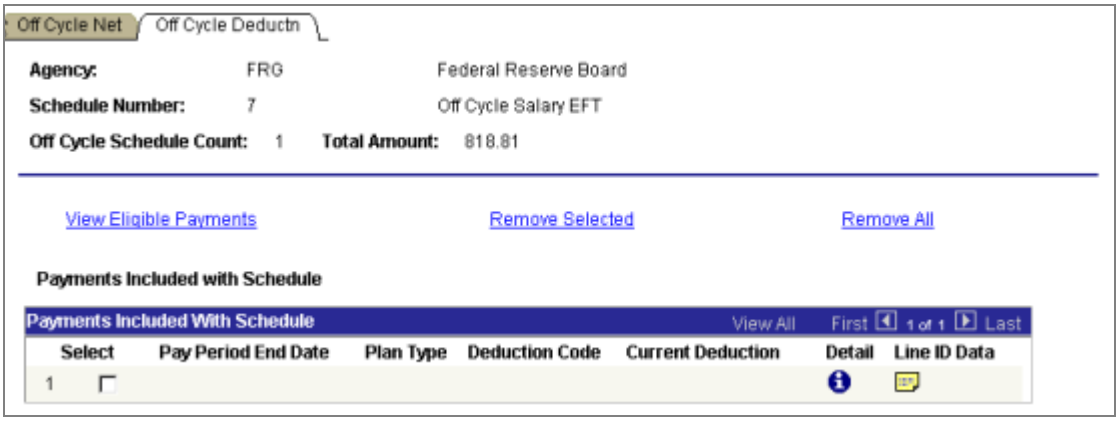
Net Pay The net pay amount for each payment.

Detail Click to display the Off Cycle Net Check Summary Information page.

Line ID Data Click to display the Off Cycle Net Payment ID Information page.

Selecting Deductions for ECS Off-Cycle Net Disbursements

Access the Off Cycle Deductn page.



Off Cycle Deductn page

The fields on this page are the same as the Off Cycle Net page with the following exceptions:

Payments Included with Schedule

Information in this group box depends on which mode you're in:

Mode	*Data Displayed*
View Specific Schedule	All deductions included in the schedule.
View Eligible Payments	All deductions eligible to be included in the schedule.

Pay Period End Date Pay period end date of the listed deduction.

Plan Type Plan type of the listed deduction.

Deduction Code Identifies the listed deduction.

Current Deduction Current dollar amount of the listed deduction.

Detail	Click to display the Off Cycle Deductions Summary Information page.
Line ID Data	Click to display the Off Cycle Deduction Payment ID Information page.

Selecting Schedules for ECS Transmission

In this section, we discuss how to select schedules for ECS transmission.

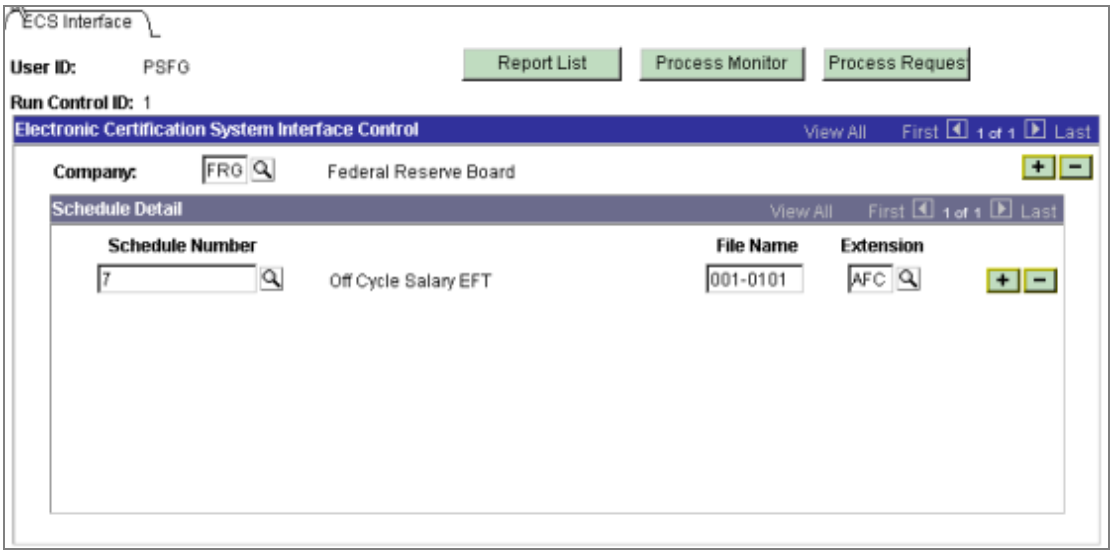
Page Used to Select Schedules for ECS Transmission

Page Name	*Object Name*	*Navigation*	*Usage*
ECS Interface	RUN_FGPY004	Compensate Employees, Manage Payroll Process (USF), Process, ECS Interface	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. After you run this process, you can no longer modify the ECS control information for the selected schedules.

Selecting Payments for ECS Off-Cycle Net Disbursements

The same ECS interface run control page is used for off-cycles and on-cycles. The output will be determined by the ECS Control schedule number.

Access the ECS Interface page.



ECS Interface page

File Name and **Extension** Enter the exact DOS file name and extension of the schedule from the ECS Controls page on the ECS Extract Controls page.

Setting Up the Treasury and FRB Bond Interface

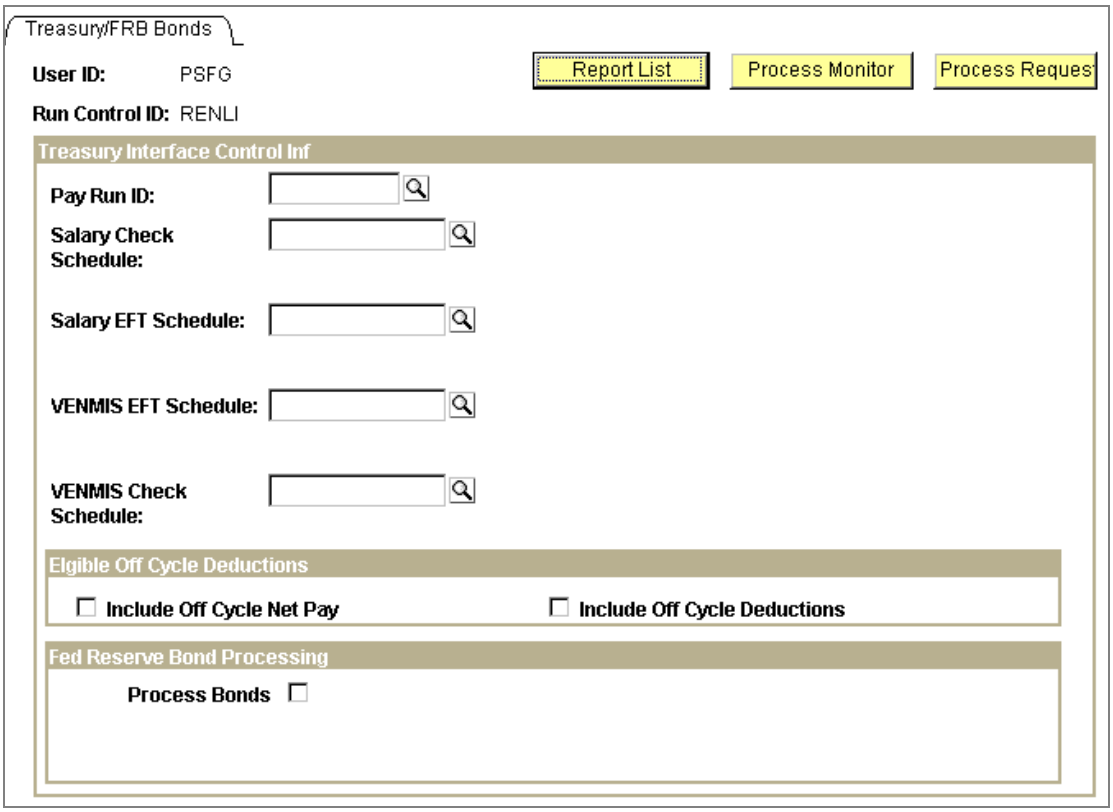
In this section, we discuss how to set up the Treasury and FRB Bond interface.

Page Used to Set Up the Treasury and FRB Bond Interface

Page Name	*Object Name*	*Navigation*	*Usage*
Treasury/FRB Bonds	RUN_FGPY003	Compensate Employees, Manage Payroll Process (USF), Process, Treasury/FRB Bond Interface	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 this page to select the control information that identifies the schedules to include in the Treasury interface process.

Setting Up the Treasury and FRB Bond Interface

Access the Treasury and FRB Bonds page.



Treasury/FRB Bonds page

Treasury Interface Control Inf

Salary Check Schedule Select the schedule of the checks in the payroll run, and enter the file name and extension.

Salary EFT Schedule Select the schedule of the EFT transactions of the payroll run, and enter the file name and extension.

VENMIS Schedule Select the schedule of the EFT tax payment in the payroll run, and enter the file name and extension.

VENMIS Check Schedule Select the schedule of the check tax payment of the payroll run.

Eligible Off Cycle Deductions

Include Off Cycle Net Pay Select to include unprocessed off-cycle net pay in Treasury Interface processing.

Include Off Cycle Deductions Select to include unprocessed off-cycle deductions in Treasury Interface processing.

Fed Reserve Bond Processing

Process Bonds To process Federal Reserve Bonds with the run, select this check box. The other controls in this group box appear only when you select this check box.

Setting Up a Thrift Savings Plan Voucher

In this section, we discuss how to:

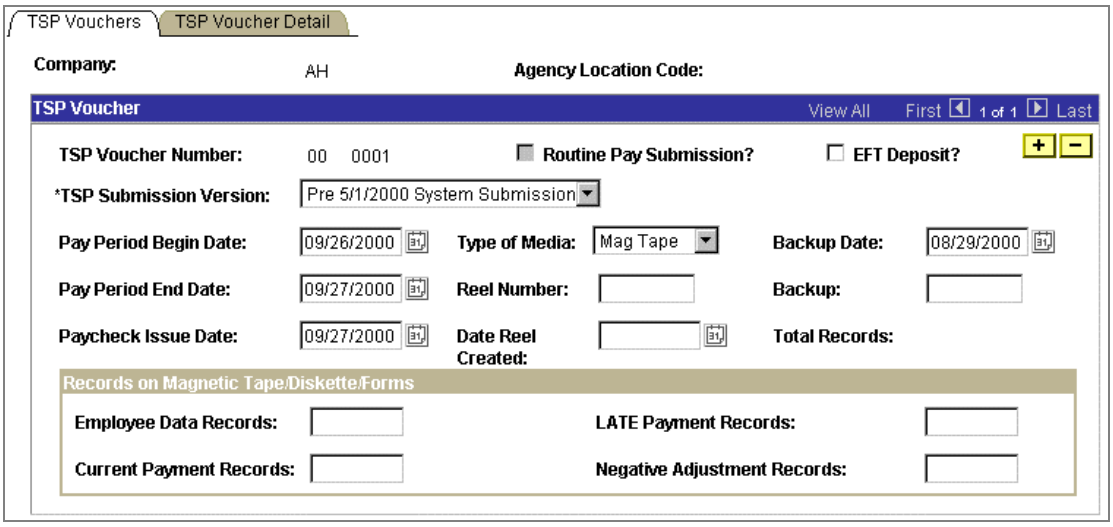
- Set up a Thrift Savings Plan (TSP) voucher.
- Enter off-cycle TSP voucher information.

Pages Used to Set Up a Thrift Savings Plan Voucher

Page Name	*Object Name*	*Navigation*	*Usage*
TSP Vouchers	GVT_TSP_VCH_TBL	Compensate Employees, Manage Payroll Process (USF), Use, Thrift Savings Voucher, TSP Vouchers	Define the header information for a TSP voucher file or to print a cancelled TSP voucher.
TSP Voucher Detail	GVT_TSP_V_DET_TBL	Compensate Employees, Manage Payroll Process (USF), Use, Thrift Savings Voucher, TSP Voucher Detail	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.

Setting Up a Thrift Savings Plan Voucher

Access the TSP Vouchers page.



TSP Vouchers page

TSP Voucher Number The system issues and tracks TSP voucher numbers. The first 2 digits indicate the year, which is from the Agency Table. The remaining 4 digits are the voucher sequence number in that year. The system automatically increments the voucher sequence for each row that you add.

Note. You must update the Agency Table each year to restart the TSP voucher number sequence.

Routine Pay Submission? This check box is for system use only. The TSP interface process selects this check box when you process a voucher for a regular, on-cycle payroll.

EFT Deposit? This is for your information only.

Reel Number and **Date Reel Created** Enter the reel number and date provided by the Thrift Savings Board.

Backup and **Backup Date** The Thrift Savings Board provides this information.

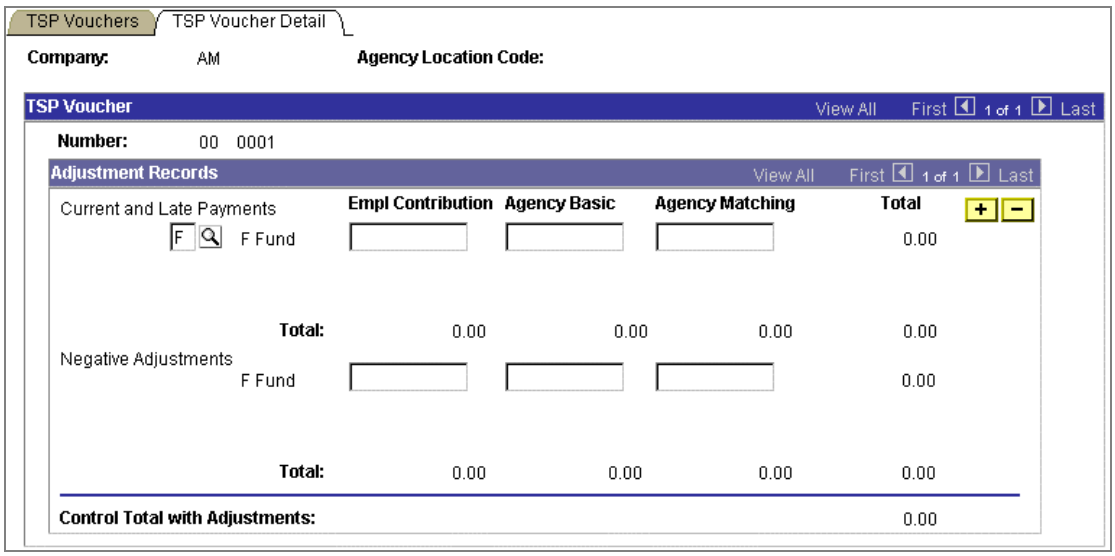
Total Records The TSP interface process provides this number.

Records on Magnetic Tape/Diskette/Forms

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 must enter each amount.

Entering Off-Cycle TSP Voucher Information

Access the TSP Voucher Detail page.



Thrift Savings Voucher Detail page

Current and Late Payments

Select a Thrift Savings Plan and enter contribution amounts.

Negative Adjustments

This group box contains negative adjustment amounts and totals for the same categories as in the Current and Late Payments group box.

Setting Up the Thrift Savings Plan Interface

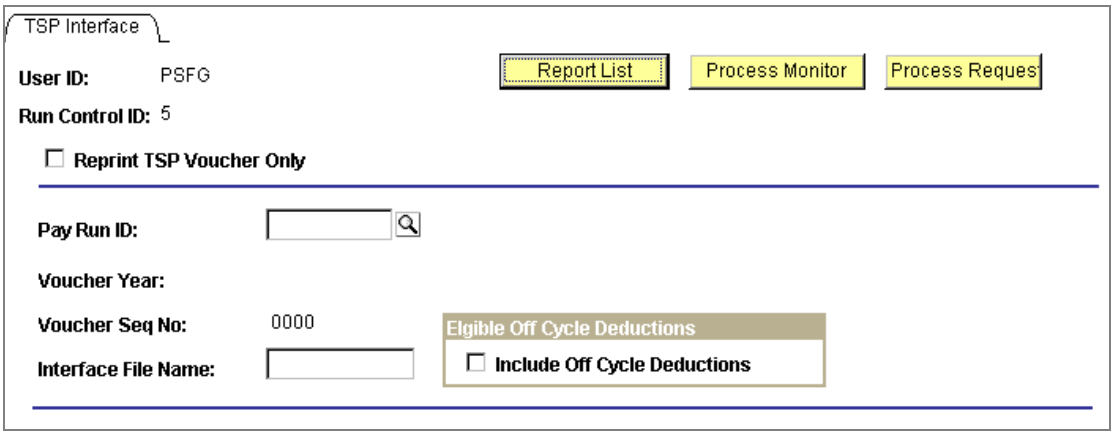
In this section, we discuss how to set up the TSP interface.

Page Used to Set Up the Thrift Savings Plan Interface

Page Name	*Object Name*	*Navigation*	*Usage*
TSP Interface	RUN_FGPY002	Compensate Employees, Manage Payroll Process (USF), Process, TSP Interface	Transfer employee information, TSP deductions, and investment elections to the National Finance Center (NFC)—the record keeper for the Thrift Board.

Setting UP the TSP Interface

Access the TSP Interface page.



TSP Interface page

Interface File Name — Enter the file name of the TSP interface destination.

Eligible Off Cycle Deductions

Include Off Cycle Deductions — Select to include unprocessed off-cycle deductions in processing.

Running the RITS Interface Process

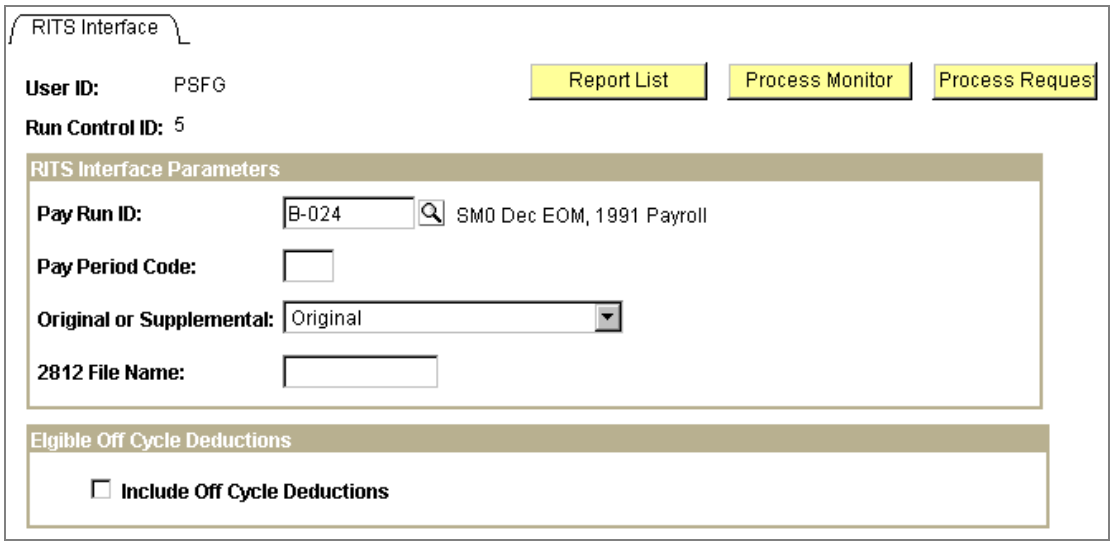
In this section, we discuss how to run the RITS interface process.

Page Used to Run the RITS Interface Process

Page Name	*Object Name*	*Navigation*	*Usage*
RITS Interface	RUN_FGPY001	Compensate Employees, Manage Payroll Process (USF), Process, RITS Interface	Run the RITS interface process. The output file for the Office of Personnel Management (OPM) records deduction distributions for retirement CSRS, FERS, FEHB, health insurance, and FEGLI.

Running the RITS Interface Process

Access the RITS Interface page.



RITS Interface page

Pay Run ID Select the pay run ID that identifies the on-cycle payroll for which you want to process the RITS interface.

Pay Period Code Enter the pay period (***1*** to ***26***) for which you want to process the RITS interface.

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 is written.

Eligible Off Cycle Deductions

Include Off Cycle Deductions Select to include unprocessed off-cycle deductions in processing.

CHAPTER 20

Processing Retro Pay

In this chapter, we provide an overview of retroactive (retro) pay processing and discuss how to:

- Set up retro pay.
- Create retro pay requests.
- Define retro pay mass requests.
- Review and deleting retro pay requests.
- Calculate retro pay.
- Review and update retro pay calculations.
- Undo retro pay processing.
- Load retro pay into paysheets.
- Inquire and report on retro pay processing.
- (E&G) Generate lump-sum retroactive payments for contractual employees.
- (USF) Manage interest calculations on retro pay.

Understanding Retro Pay Processing

PeopleSoft Payroll for North America automatically generates retro pay requests when you make pay-related changes to Job Data or Additional Pay records, either online for individual employees, or for multiple employees through a structured query report (SQR) process.

The system loads retro pay requests into a table, where you review them before submitting them to the Retro Pay Calculation process. Review and update the calculation results and rerun the calculation as many times as needed. When you're satisfied with the calculation results, load your retro pay data into paysheets, as you would in any on-cycle or off-cycle Paysheet Creation process.

Note. Eligibility for, and calculation of, back pay interest amounts associated with retro pay is handled outside of PeopleSoft HRMS for U.S. Federal Government. Once calculated, you can pay the amounts with a separate earnings code through additional pay, or by paysheet entries.

Setting Up Retro Pay

In this section, we discuss how to:

To set up retroactive pay, you must:

1. Define earnings for retro pay on the Earnings Table – General page, specifying which earnings types are eligible for retro pay and which are used to pay retro pay.
2. Define retro pay programs on the Retro Pay Program component.
3. Assign retro pay programs to pay groups on the Pay Group Table component.

See Also

"Defining Earnings and Using Earnings Codes," Establishing Retro Pay Programs

"Defining Your Organizational Framework," Setting Up Pay Groups

Creating Retro Pay Requests

In this section, we discuss how to:

- Change Job Data records.
- Change Additional Pay records.

Changing Job Data Records

Modifications to the following Job Data fields 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:

- COMPRATE.
- EMPL_STATUS.
- SHIFT.
- COMP_FREQUENCY.
- STD_HOURS.
- SHIFT_RT.
- SHIFT_FACTOR.
- EFFDT.
- EFFSEQ.

- FLSA_STATUS.

Note. If any of these triggers affect the computation of the earnings code, then the system processes the employees' retro pay.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce," Hiring an Employee

Changing Additional Pay Data

Modifications 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

At times, you might make retroactive payroll changes in volume, for example, in response to union contracts. To do this, create an SQR to make Job Data or Additional Pay changes. To create retro pay requests for a mass change to Job Data or Additional Pay through an SQR, you must run the Retro Pay Mass Request process.

In this section, we discuss how to:

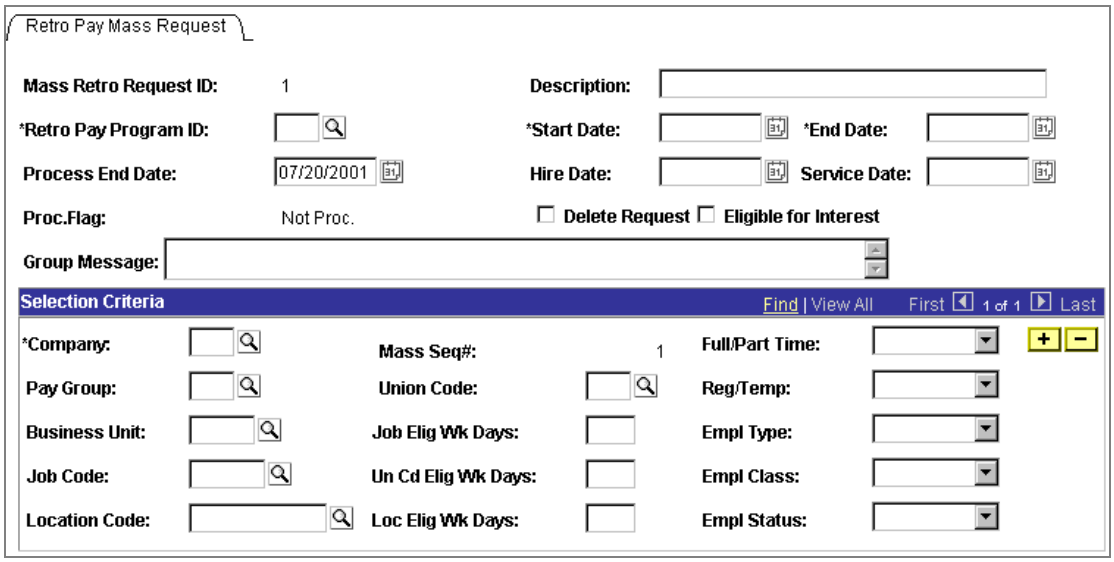
- Identify changes that generate retro pay mass requests.
- Process a retro pay mass request.

Pages Used to Define Retro Pay Mass Requests

Page Name	*Object Name*	*Navigation*	*Usage*
Retro Pay Mass Request	MASS_RETRO_PAY	Define Business Rules, Define Retroactive Process, Setup, Retro Pay Mass Request	Identify the changes for which you want to generate retro pay requests. Specify the criteria that employees must meet to qualify for selection.
Retro Pay Mass Request	RUNCTL_MASS_RETRO	Compensate Employees, Manage Retroactive Processing, Process, Retro Pay Mass Request	Process a retro pay mass request.

Identifying Changes That Generate Retro Pay Mass Requests

Access the Retro Pay Mass Request page.



Retro Pay Mass Request page

Retro Pay Program ID Select the ID that identifies the earnings that this retroactive process calculates.

Maintain these values in the Retro Pay Program Table.

Start Date and **End Date** The system applies the retro pay mass request to employees with effective dates in their Job records that are both:

- Later than, or equal to, this start date.
- Earlier than, or equal to, this end date.

If the effective date in an employee's Job record does not fall between these start and end dates, the system selects the latest effective date that is earlier than, or equal to, the start date.

Hire Date and **Service Date** If you specify the hire date or service date, the employees' hire date or service date must be earlier than, or equal to, the effective dates of the data in the Selection Criteria group box. If you leave these fields blank, the system uses the end date.

Process End Date Define the end of this retro period.

Proc. Flag (process flag) Displays the status of the process.

Delete Request Select this check box to reverse the mass retro request only if you have not run the Extract/Calculation process for your mass retro ID. After you select this check box,

	the first process that the system performs every time you run the Retro Pay Mass Request process is to delete every mass retro ID and related requests that you associated with this function. **Note.** This process works only if the mass requests have not been processed.
Eligible for Interest	(USF only) Select if the retroactive payment is eligible for interest.

Selection Criteria

Use this group box to define the criteria that the system uses to select employees for whom to creates retro pay requests.

Note. 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.

Job Elig Wk Days (job eligible work days), **Un Elig Wk Days** (union eligible work days), and **Loc Elig Wk Days** (location eligible work days)	These fields work with the job code, union code, or location code to enable you to create requests for employees who have been in a job, union, or location for a specified amount of time. The system uses the greater of these dates: • The start date of the Retro Pay Mass Request process. • The effective date in the Job record.

See Also

"Defining Earnings and Using Earnings Codes," Establishing Retro Pay Programs

Reviewing and Deleting Retro Pay Requests

Whether you generate retro pay requests through online changes to Job Data or Additional Pay records or in volume through the Retro Pay Mass Request process, the system places all requests in a Retro Pay Request Table. If you have both online and mass retro pay requests, the system generates duplicate requests for employees who had changes from both methods. Before running the Retro Pay Calculation process, review the retro pay requests, and delete duplicate requests.

Note. You can't delete a request on this page if the Proc Flag field value is Calculated. After a retro pay request is calculated, you can delete it only through Process, Retro Pay Delete.

In this section, we discuss how to review and delete retro pay requests.

See Also

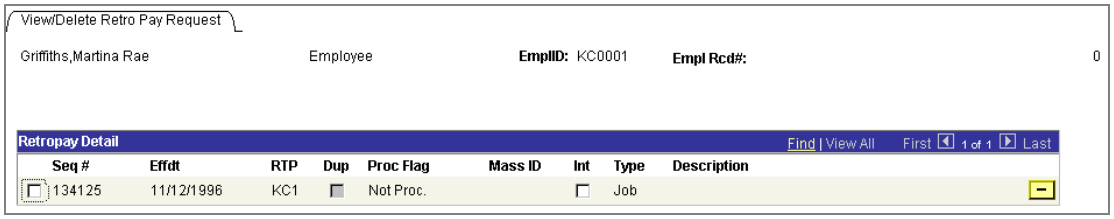
Undoing Retro Pay Processing

Page Used to Review and Delete Retro Pay Requests

Page Name	*Object Name*	*Navigation*	*Usage*
View/Delete Retro Pay Request	RETROPAY_RQST	Compensate Employees, Manage Retroactive Processing, Use, View/Delete Retro Pay Request	View and delete duplicate retro pay requests.

Reviewing and Deleting Retro Pay Requests

Access the View/Delete Retro Pay Request page.



View/Delete Retro Pay Request page

Retropay Detail

Effdt (effective date) — The effective date is either ***Job Rqst*** (generated by Job Data change) or ***Add'l Pay*** (generated by Additional Pay).

RTP — 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 this check box. Duplicate requests can occur when Job or Additional Pay changes made online are also made in batch.

Proc Flag (process flag) — This indicates where each retro pay request is in the process. When a retro pay request is created, its process flag is ***Not Proc.*** After the Retro Pay Calculation process is run for a request, its process flag changes to ***Calculated.***

Mass ID — For each request that results from a Mass Retro Pay Request process, the system displays the mass retro request ID assigned to the process that created it.

Int (interest)	(USF only) Select if the retroactive payment is eligible for interest.
Type	Displays the request type, which is either ***Job Rqst*** (generated by Job Data change) or ***Add'l Pay*** (generated by Additional Pay).

The system might also select the same employees more than once through the Retro Pay Mass Request process, in which case it selects the **Dup** check box. This happens if you set up multiple selection criteria for a retro pay mass request, and an employee satisfies more than one of the criteria. If you process the retro pay calculation with duplicate records, the system clears the OK to Pay option on paysheets for employees with duplicate records. To load the retro pay earnings into paysheets, select the OK to Pay option.

Note. To delete a duplicate request (or any request), select the check box to the left of the sequence number with no designation and click the delete button.

Note. You can also change the Process Flag field for one or more retro pay requests using the Process Retro Pay Delete page.

Calculating Retro Pay

When you run the Retro Pay Calculation process, the system changes the Process Flag field value of each calculated request to Calculated on the View/Delete Retro Pay Request page.

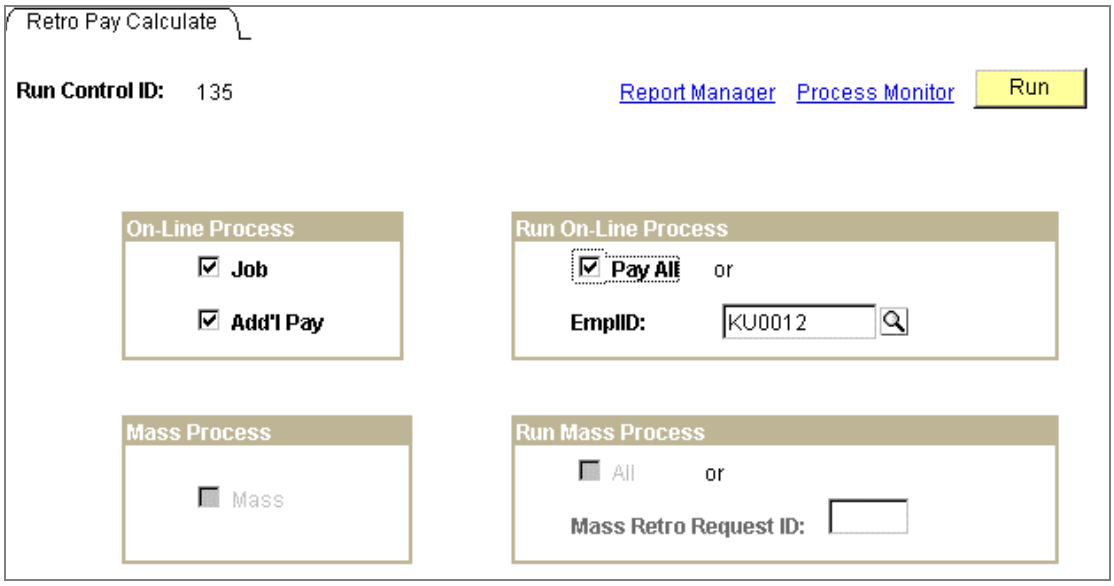
In this section, we discuss how to run the Retro Pay Calculation process.

Page Used to Calculate Retro Pay

Page Name	*Object Name*	*Navigation*	*Usage*
Retro Pay Calculate	RUNCTL_RTROPAY CALC	Compensate Employees, Manage Retroactive Processing, Process, Retro Pay Calculate, Retro Pay Calculate	Run the Retro Pay Calculation process.

Running the Retro Pay Calculation Process

Access the Retro Pay Calculate page.



Retro Pay Calculate page

On-line Process

Use this group box to calculate retro pay requests generated online. If you use this group box, all fields in the Mass Process and Run Mass Process group boxes become unavailable for entry.

Job — Select this check box to calculate Job Data retro pay requests.

Add'l Pay (additional pay) — Select this check box to calculate Additional Pay retro pay requests.

Run On-line Process

Use this group box to run the online process retro pay request for all employees, or for an employee ID.

Mass Process

Use this group box to calculate mass retro pay requests.

Note. You can calculate only one type of retro pay calculation at a time. If you use this group box, all fields in the On-line Process and Run On-line Process group boxes become unavailable for entry.

Run Mass Process

Use this group box to run the mass retro pay request for all employees, or for a mass retro request ID.

Note. After running the Retro Pay Calculation process, review the calculated requests of each employee and delete requests, as necessary, from further processing.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

Undoing Retro Pay Processing

Reviewing and Deleting Retro Pay Requests

Reviewing and Updating Retro Pay Calculations

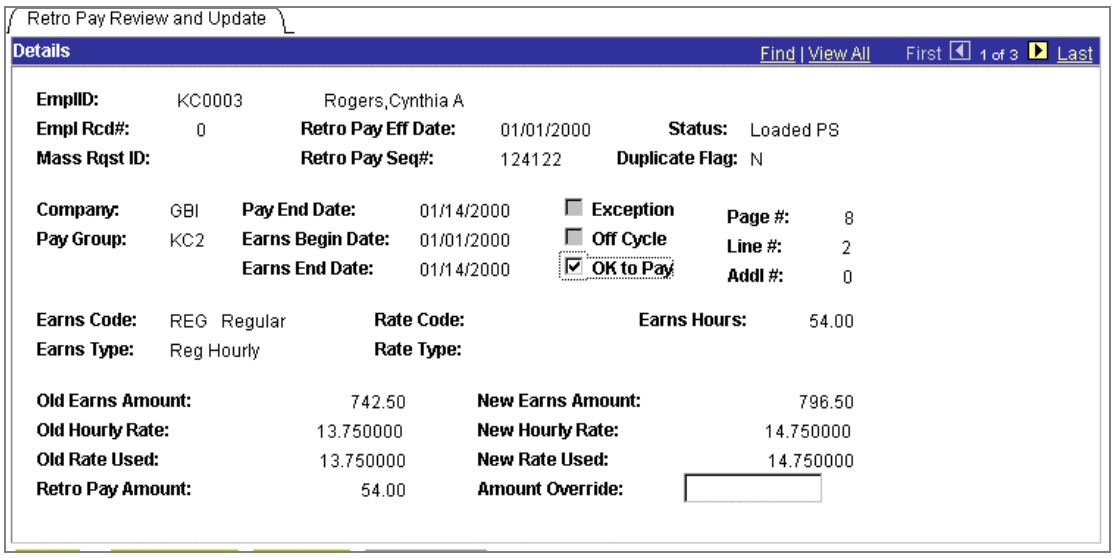
In this section, we discuss how to review and update retro pay calculations.

Page Used to Review and Update Retro Pay Calculations

Page Name	*Object Name*	*Navigation*	*Usage*
Retro Pay Review and Update	RETROPAY_EARNS	Compensate Employees, Manage Retroactive Processing, Use, Retro Pay Review and Update, Retro Pay Review and Update	Check the results of the Retro Pay Calculation process, and override the amount. Before using this page, you must run a Retro Pay Calculation process.

Reviewing and Updating Retro Pay Calculations

Access the Retro Pay Review and Update page.



Retro Pay Review and Update page

Note. Except for the **OK to Pay** and **Amount Override** fields, all fields on this page are display-only.

Exception The system selects this check box if the retro pay calculation is based on a mid-pay period change. This informs you that the system prorates the retroactive pay amount. Run the Retro Pay Summary report to verify the proration calculation.

OK to Pay The system selects this check box by default for active employees and clears it for terminated employees. You can change this setting.

Amount Override Enter an override amount that is different from the calculated amount.

Undoing Retro Pay Processing

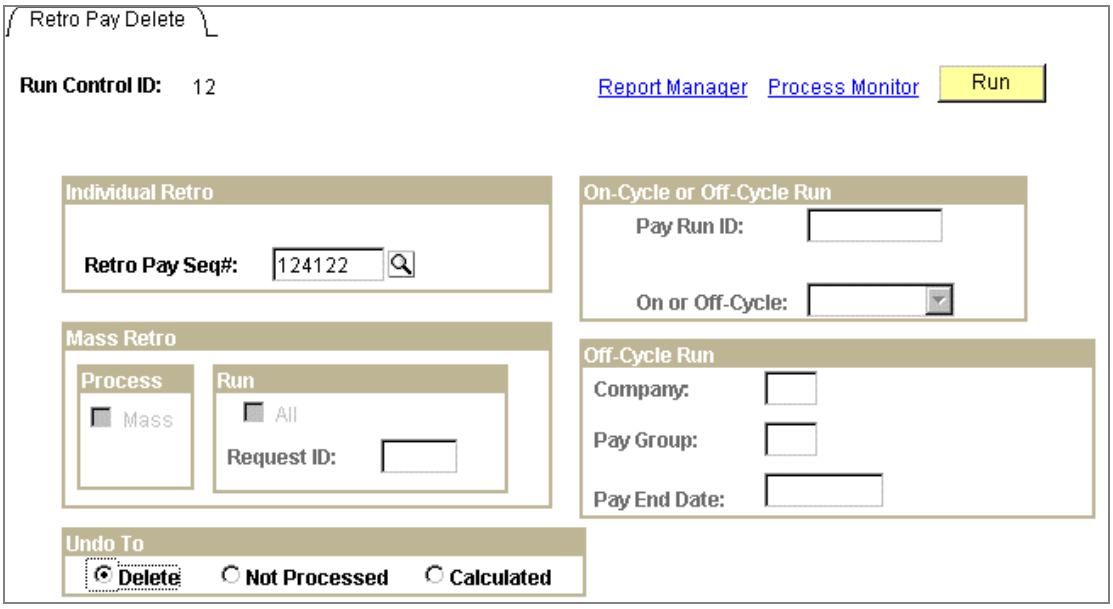
In this section, we discuss how to undo retro pay processing.

Page Used to Undo Retro Pay Processing

Page Name	Object Name	Navigation	Usage
Retro Pay Delete	RUNCTL_RTROPAY UNDO	Compensate Employees, Manage Retroactive Processing, Process, Retro Pay Delete, Retro Pay Delete	Change the Process Flag value in the Retro Pay Request Table for retro pay requests.

Undoing Retro Pay Processing

Access the Retro Pay Delete page.



Retro Pay Delete page

Individual Retro

Retro Pay Seq# (retro pay sequence number) Select a number to undo processing for an individual retro pay request. If you use this field, all other fields on this page become unavailable for entry.

Mass Retro

Use this group box to undo retro processing for mass requests. If you use this group box, all other fields on this page, except those in the Undo To group box, become unavailable for entry.

Mass	Select this check box to undo retro processing for mass requests.
All	Select this check box to undo retro processing for all employees.
Request ID	Select an ID to undo retro processing for a single ID.

On-Cycle or Off Cycle Run

Use this group box to undo processing for the retro pay requests of a pay run.

Pay Run ID	If you use this field, all other fields on this page, except those in the Undo To group box, become unavailable for entry.

Off-Cycle Run

Use this group box to undo retro pay processing for an off-cycle pay run.

Undo To

Use this group box to indicate the new Process Flag value.

Delete	Select this option to delete the retro pay requests.
Not Processed	Select this option if you do not want to process the retro pay requests.
Calculated	Select this option to calculate the retro pay requests. **Important!** If you unsheet a retro pay request that has been loaded into a paysheet, you cannot add the retro pay request back to a paysheet again, unless you select the **Calculated** option on this page.

Note. Review the results on the View/Delete Retro Pay Request page.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

Loading Retro Pay Into Paysheets

To load retro pay into paysheets, run the Retro Pay Load Paysheets process. You must load on-cycle retro pay into paysheets in conjunction with your regular payroll. So, for on-cycle retro pay, run this process immediately after you run the Paysheet Creation process for your regular payroll. For off-cycle retro pay, you can run this process any time.

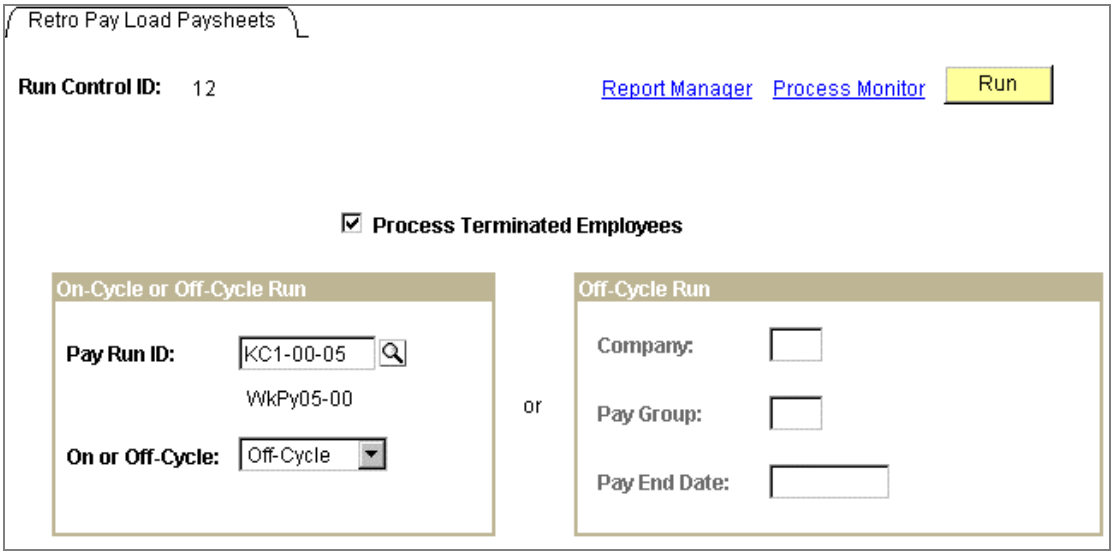
In this section, we discuss how to run the Retro Pay Load Paysheets process.

Page Used to Load Retro Pay Into Paysheets

Page Name	*Object Name*	*Navigation*	*Usage*
Retro Pay Load Paysheets	RUNCTL_RTROPAY PSHT	Compensate Employees, Manage Retroactive Processing, Process, Retro Pay Load Paysheets, Retro Pay Load Paysheets	Run the Retro Pay Load Paysheets process.

Running the Retro Pay Load Paysheets Process

Access the Retro Pay Load Paysheets page.



Retro Pay Load Paysheets page

Process Terminated Employees Select this check box to include terminated employees for whom retroactive pay has been calculated. By default, the system doesn't process paysheets for retro pay for terminated employees.

On-Cycle or Off-Cycle Run

Pay Run ID If you use this field, all fields in the Off-Cycle Run group box become unavailable for entry.

Off-Cycle Run

Company If you use this field, all fields in the On-Cycle or Off-Cycle Run group box become unavailable for entry.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

Inquiring and Reporting on Retro Pay Processing

In this section, we discuss how to:

- Review retro pay messages.
- Review retro pay requests individually.
- Review retro pay requests for an employee.
- Report on retro pay processing.

Pages Used to Inquire and Report on Retro Pay Processing

Page Name	*Object Name*	*Navigation*	*Usage*
Retro Pay Messages	RETROPAY_MESSAGES	Compensate Employees, Manage Retroactive Processing, Inquire, Retro Pay Message	Review retro pay messages. In the Pay Message Table, messages 8000 to 8011 relate to retro pay processing.
Retro Pay Request Summary	RETROPAY_RQST_SUMM	Compensate Employees, Manage Retroactive Processing, Inquire, Retro Pay Request Summary	Review retro pay requests individually by employee. Before using this page, you must run a retro pay request.
Retro Pay Summary	RETROPAY_SUMMARY	Compensate Employees, Manage Retroactive Processing, Inquire, Retro Pay Summary, Retro Pay Summary	Review a summary of the retro pay requests of an individual employee by sequence number. Before using this page, you must run a retro pay request.

Reporting on Retro Pay Processing

PeopleSoft Payroll for North America enables you to run the following reports:

- Retro Pay Request Summary.
- Retro Pay All Calculated.

- Retro Pay Terms Calculated.
- Retro Pay Summary.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

(E&G) Generating Lump-Sum Retroactive Payments for Contractual Employees

In this section, we provide an overview of lump-sum retroactive payments and discuss how to:

- Set up lump-sum retroactive payments.
- (E&G) Process additional pay runs for contractual employees.

Understanding Lump-Sum Retroactive Payments

At times, you might changes an employee's contract retroactively. For example, suppose that you have an employee working under a 9-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 on the first day of the contract. In such instances, you must pay the employee retroactive earnings. With the Lump-Sum Retroactive Payment feature, you can pay the employee's retroactive earnings as a lump sum.

To use this feature, indicate that you want a lump sum retroactive payment for contract pay by selecting the Lump Sum Retro Payment check box on the Choose Proration For Contract Change page that appears after you enter a new contract amount in the employee's record. Then, the Contract Pay SQR process calculates all the lump sum retroactive payment data. To deliver the payment in a separate check, select a check box on the SQR process page. The Contract Pay SQR process completes the following tasks:

- Determines what you already paid as:
  - Paid, but not earned (PNE).
  - Earned, but not paid (ENP).
  - Contract regular earnings (CRG).
- Determines what you should have paid as PNE, ENP, and CRG, had the increase (or decrease) been in effect.
- Generates lump sum entries for each earnings code.
- 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 numbers 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-sump retroactive additional pay should be $500.

When producing a lump-sum retroactive payment for contract pay, the system:

- Processes the retroactive compensation.
- Provides a lump-sum payment of the retroactive amount to the employee.
- Tracks the effective date of the retroactive changes to the compensation amount of the contract.
- Maintains the integrity of the contract.

  This means that the contract begin and end dates, and the payment begin and end dates, do not change to accommodate the retroactive changes.
- Maintains the integrity of the assigned grade and step of the employee.
- Maintains the integrity of the true value of the contract.

The lump-sum retroactive payment for contract pay is optional. However, this capability enables you to7 deliver earnings to your employees in a manner that best fits your business practices and your employees' needs.

Note. If the compensation rate is changed in correction mode (that is, no new effective-dated row is added), no lump-sum retroactive amount is calculated.

Pages Used to Generate Lump-Sum Retroactive Payments for Contractual Employees

Page Name	*Object Name*	*Navigation*	*Usage*
Compensation	JOB_DATA1	Administer Workforce, Administer Workforce (GBL), Use, Hire, Job Data Administer Workforce, Administer Workforce (GBL), Use, Job Data Administer Workforce, Administer Workforce (GBL), Use, Pay Rate Change	Set up lump-sum retroactive payments.

Page Name	Object Name	Navigation	Usage
Contract Additional Pay - Run Parameters	RUNCTL_PAYINIT3	Compensate Employees, Manage Payroll Process (US), Process, Contract Additional Pay, Run Parameters Compensate Employees, Manage Payroll Process (CAN), Process, Contract Additional Pay, Run Parameters	Process additional pay runs for contractual employees. This 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.

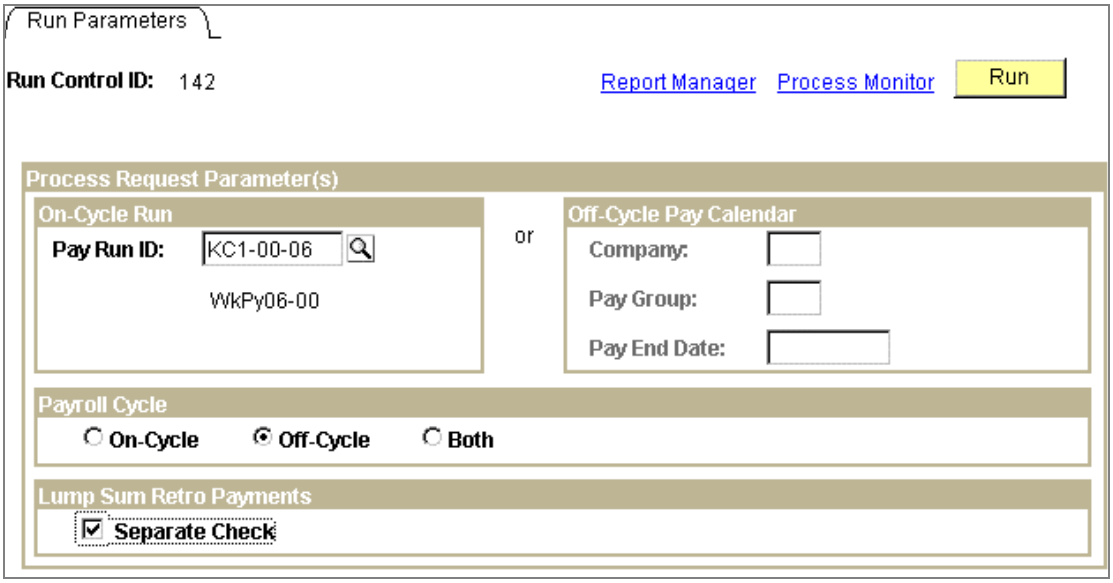
Setting Up Lump-Sum Retroactive Payments

Before running the process to calculate and report on lump-sum retroactive payments for contractual employees, set up the system at the employee level.

Select the Lump Sum Retro Payment check box on the Compensation page.

(E&G) Processing Additional Pay Runs for Contractual Employees

Access the Contract Additional Pay - Run Parameters page.



Contract Additional Pay - Run Parameters page

Note. You can use the On-Cycle Run group box or the Off-Cycle Pay Calendar group box, but not both.

On-Cycle Run

Pay Run ID Select a pay run ID that identifies the pay calendars to process. Each pay calendar identifies a company, pay group, and the start and end dates of the pay period. The system uses this information to select employees that have been active during the pay period.

Payroll Cycle

On-Cycle If you select this option, the system uses the pay run ID that you entered to extract the company, pay group, and pay end date from the pay calendar.

Off-Cycle If you did not enter a pay run ID, and you select this option, the system accepts the company, pay group, and pay end date that you enter on the page.

Both The system uses the pay run ID to extract the company, pay group, and pay end date from the pay calendar. If you did not enter a pay run ID, the system accepts the company, pay group, and pay end date that you enter on this page.

Lump Sum Retro Payments

Separate Check Select this option to distribute all lump-sum retroactive payments in the pay run selection as separate checks.

Important! Run this process before you run the Paysheet Creation process. This process creates additional pay records that are referenced during a payroll run.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

(USF) Managing Interest Calculations on Retro Pay

In this section, we provide an overview of interest on retro pay and discuss how to:

- Enter the current interest rate.
- Review interest calculations and interest rates.

Understanding Interest on Retro Pay

Agencies are required to pay interest on retroactive payments that are over 30 calendar days late. Payments are based on Office of Personnel Management (OPM) interest rates.

To set up and pay interest on retro pay:

1. Use the Retro Pay Program component to set up your retroactive pay program, and establish the earnings codes for which retro pay is calculated and those used for payment.

2. Use the Earnings Table component to define earnings codes that are eligible for retro pay. Retro interest earnings codes have unique payment requirements. The interest paid to employees is classified as income with no federal, OASDI, or Medicare withholdings.

3. Use the Pay Group Table component to assign all retro pay programs to pay groups so that all employees in that pay group are paid by the same payroll method and earning codes. The retro pay interest earning code is assigned at the pay group level. Enter the interest earning code in the Interest field on the Pay Group Table 3 page.

4. Retro pay requested as created automatically when 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. Changes made to any of the following fields 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:

    - Shift/Rate/Factor.
    - Standard Hours.
    - Compensation Rate.
    - FLSA Status.
    - Compensation Frequency.

    Changes that 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.

5. Enter the current interest rate, as stipulated by the OPM, on the Gvt Retro Int page.

6. Select the Eligible for Interest option on the Retro Pay Mass Request page (for mass calculations) and run the Retro Pay Mass Request process, or select the Int (interest) option on the View/Delete Retro Pay Request page (for individual retro pay calculations).

7. Run the Retro Pay Calculation process.

8. Use the Retro Pay Review and Update page to check the results of the Retro Pay Calculation process and override the amount.

9. Load paysheets.

10. Use the Retro Pay Message page to review information about your retro process, or use the Retro Pay Request Summary page to review retro pay requests individually by

employee, or use the Retro Pay Summary page to see a summary of retro earnings by sequence number and earnings code.

11. Use the Retro Pay Interest page to review, at the employee level, the interest calculation and interest rates used.

See Also

"Defining Earnings and Using Earnings Codes," Establishing Retro Pay Programs

"Defining Earnings and Using Earnings Codes," Establishing Earnings Codes

"Defining Your Organizational Framework," Defining Pay Groups

Defining Additional Pay Earnings

PeopleSoft Human Resources PeopleBook: Administer Workforce, "(USF) Hiring Employees," Entering Information for the Hiring Process

Identifying Changes That Generate Retro Pay Mass Requests

Reviewing and Deleting Retro Pay Requests

Running the Retro Pay Calculation Process

Reviewing and Updating Retro Pay Calculations

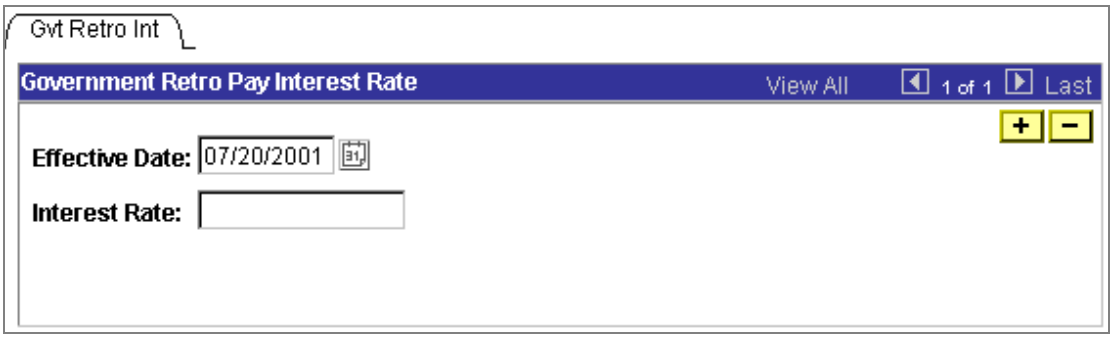
Inquiring and Reporting on Retro Pay Processing

Pages Used to Manage Interest Calculations on Retro Pay

Page Name	*Object Name*	*Navigation*	*Usage*
Gvt Retro Int (government retroactive interest)	GVT_RETRO_INT	Define Business Rules, Define Retroactive Process, Setup, Retro Pay Interest	Define the retroactive interest rate as mandated by the OPM.
Retro Pay Interest	RUNCTL_PAY306RT	Compensate Employees, Manage Retroactive Process, Inquire, Retro Pay Interest Limit	Review, at the employee level, the interest calculation and interest rates.

Entering the Current Interest Rate

Access the Gvt Retro Int page.

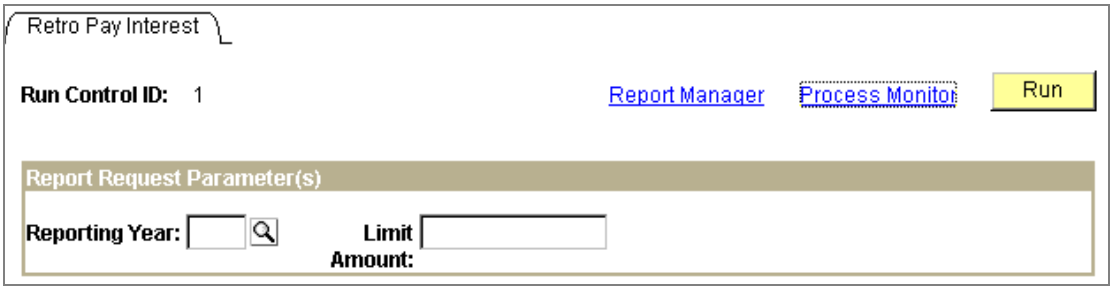


Gvt Retro Int page

Interest Rate Enter the **Interest Rate** specified by the Office of Personnel Management (OPM).

Reviewing Interest Calculations and Interest Rates

Access the Retro Pay Interest page.



Retro Pay Interest page

The interest can be viewed on this inquiry page only after the Paysheet Load process has been run.

Reporting Year Select the report year.

Limit Amount Enter the retro pay interest limit amount.

CHAPTER 21

Adjusting Employee Balances

This chapter provides an overview of adjusting employee balances and discusses how to:

- Use the Balance Inquiry pages.
- Adjust U.S balances.
- Adjust Canadian balances.

Understanding Employee Balances

Sometimes it is necessary to adjust employee balances, for example if an employee were taxed in the wrong state or province. To correct the error, you use the balance adjustment component to adjust the employee's balance records.

The balance records in the 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.

Using the Balance Adjustment Component

Use the balance adjustment component to adjust employee balances. Pages are provided for both U.S. and Canadian payroll adjustments.

When you enter an adjustment, 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. You can make multiple adjustments to an employee's balances quickly, without having to retype a lot of information.

Processing Adjustments

Suppose 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.

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, 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.

Warning! You cannot cross years when adjusting employee balances. 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.

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.

Note. Garnishment and Canadian ROE balance records cannot 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.

Using Related Balances

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 adjust 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.

To keep the related balances synchronized, you must do so manually. For example, if you update the taxes on the Adjust Tax Balance page, make a corresponding manual adjustment on the Adjust Check YTD Balance page (and vice versa).

See Also

(CAN) Adjusting Canadian Balances

Confirming Pay

"Appendix A: PeopleSoft Payroll for North America Reports," PAY025 - Balance Adjustment and (CAN) PAY025CN - Balance Adjustment

Understanding Paycheck Reversals and Adjustments

Defining Garnishments

Using the Balance Inquiry Pages

This section discusses how to view employee balances. Use the balance inquiry pages to view employee balances for deductions, garnishments, earnings, taxes, arrears, special accumulators, and year-to-date paycheck totals. Use can also use these pages to view the adjustments 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.

Pages Used for Balance Inquiries

Page Name	Object Name	Navigation	Usage
Deduction Balances	BALANCES_DED1	Compensate Employees, Maintain Payroll Data (US), Inquire, Deduction Balances, Deduction Balances Compensate Employees, Maintain Payroll Data (USF), Inquire, Deduction Balances, Deduction Balances	View the various deduction balances for an employee.
Deduction Balance Adjustments	BALANCES_DED2	Compensate Employees, Maintain Payroll Data (US), Inquire, Deduction Balances, Deduction Balance Adjustments Compensate Employees, Maintain Payroll Data (USF), Inquire, Deduction Balances, Deduction Balance Adjustments	View any adjustments that have been made to an employee's deduction balances.
(CAN) Deduction Balances	BALANCES_CN_DED1	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Deduction Balances	View the various deduction balances for an employee.
(CAN) Deduction Balance Adjustment	BALANCES_CN_DED2	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Deduction Balance Adjustment	View adjustments that have been made to an employee's deduction balances.

See Also

"Maintaining Payroll Data"

"Reviewing and Reporting on Payroll Data"

"Reviewing and Reporting on Payroll Data," Reviewing Deduction Balances and Reviewing Deduction Balance Adjustments

Adjusting U.S. Balances

You can adjust the following balances for U.S. employees:

- Arrears.
- Year-to-date check.
- Deduction.
- Earnings.
- Garnishment.
- Special accumulator.
- Tax balances.
- PeopleSoft Payroll for Education and Government users can also adjust 1042 tax balances and prepay balances.
- PeopleSoft Payroll for U.S. Federal Government users can adjust leave accrual balances.

Adjusting Arrears Balances

This section discusses how to:

- Identify the deduction arrears for which you are adjusting balances.
- Change the employee's arrears balance.

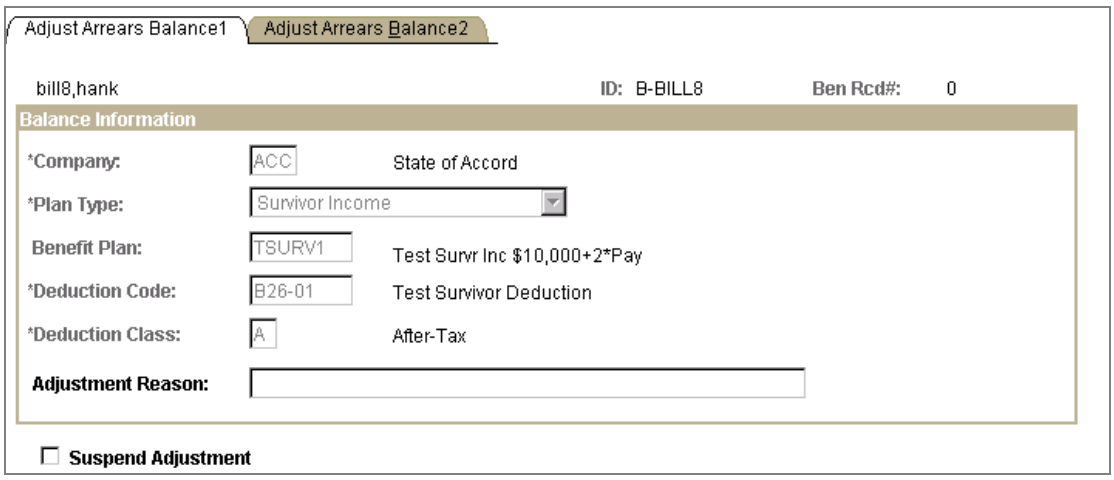
Pages Used to Adjust Arrears Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Arrears Balance 1	ADJ_ARR_BAL1	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	Identify the deduction arrears for which you're adjusting balances.

Page Name	Object Name	Navigation	Usage
Adjust Arrears Balance 2	ADJ_ARR_BAL2	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	Change the employee's arrears balances.

Identifying Arrears Balances

Access the Adjust Arrears Balance 1 page.



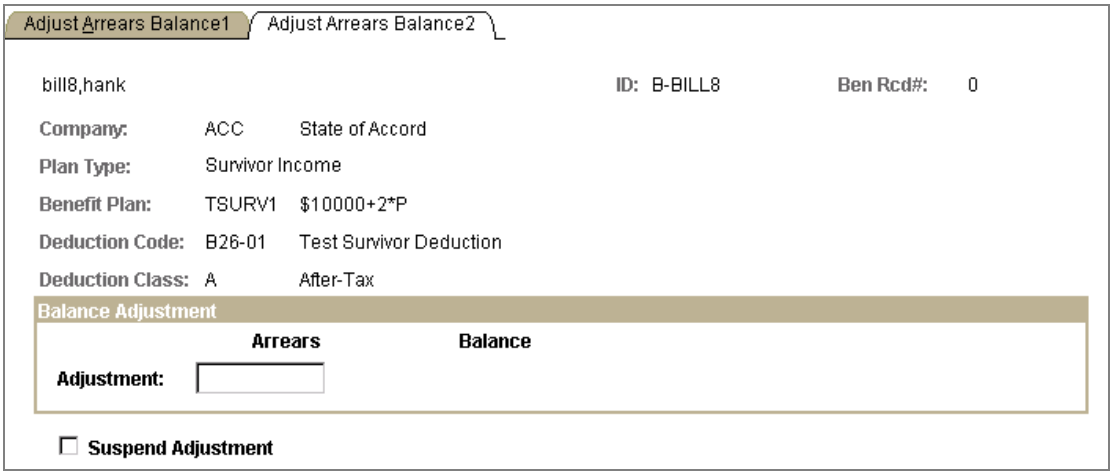
Adjust Arrears Balance 1 page

Adjustment Reason Text you enter here becomes part of the adjustment record and your audit trail.

Note. 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.

Changing Arrears Balances

Access the Adjust Arrears Balance 2 page.



Adjust Arrears Balance 2 page

Suspend Adjustment To return to the first page to reenter one or more of the keys, select this check box.

Arrears Enter your adjustment to this field. The system adds the amount you enter to the balance.

Adjusting Year-to-Date Check Balances

This section discusses how to:

- Identify the company, balance ID, year, and period for which you're adjusting an employee's year-to-date check balances.
- Change year-to-date check balances.

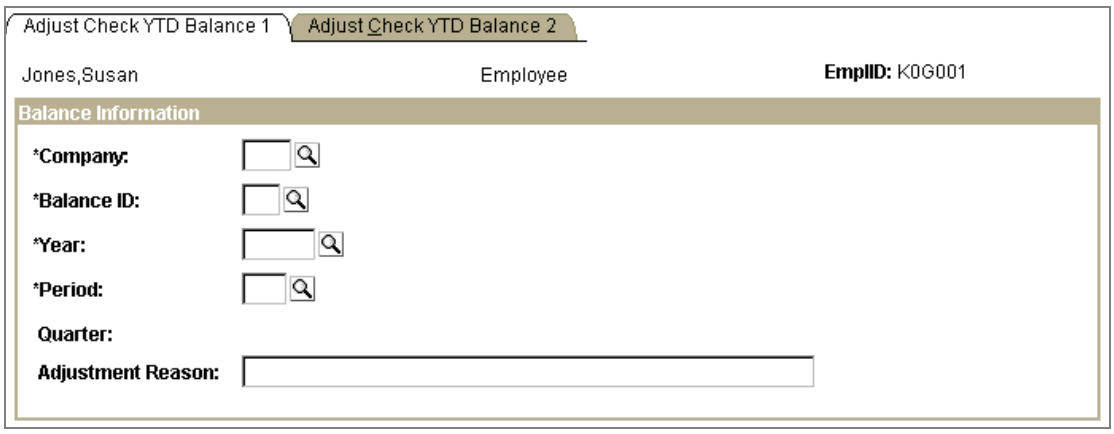
Pages Used to Adjust Year-to-Date Check Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Check YTD Balance 1	ADJ_CHK_BAL1	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	Identify the company, balance ID, year, and period for which you're adjusting an employee's year-to-date check balances.

Page Name	Object Name	Navigation	Usage
Adjust Check YTD Balance 2	ADJ_CHK_BAL2	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	Change the employee's year-to-date check balances.

Identifying Year-to-Date Check Balances

Access the Adjust Check YTD Balance 1 page.



Adjust Check YTD Balance 1 page

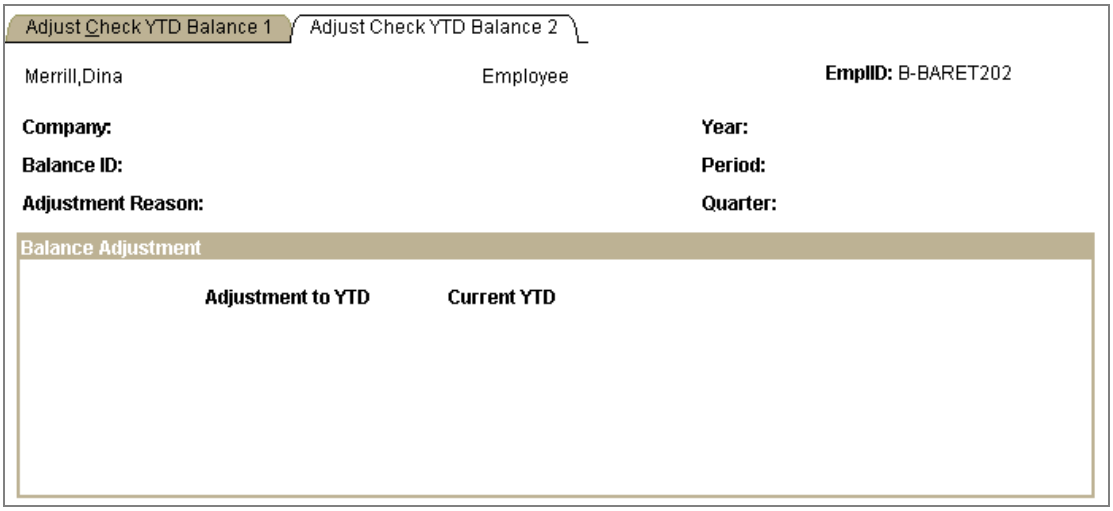
Quarter The system displays the quarter that corresponds to the month you entered.

Adjustment Reason 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.

Changing Year-to-Date Check Balances

Access the Adjust Check YTD Balance 2 page.



Adjust Check YTD Balance 2 page

Suspend Adjustment	To return to the first page to reenter fields, select this check box.
Total Gross	The current YTD balance and adjustment for the total gross for the company, balance ID, year, and period.
Total Taxes	The current YTD balance and adjustment for the total taxes for the company, balance ID, year, and period.
Total Deductions	The current YTD balance and adjustment for the total taxes for the company, balance ID, year, and period.
Net Pay	The net pay adjustment and current YTD balance.

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

This section discusses how to:

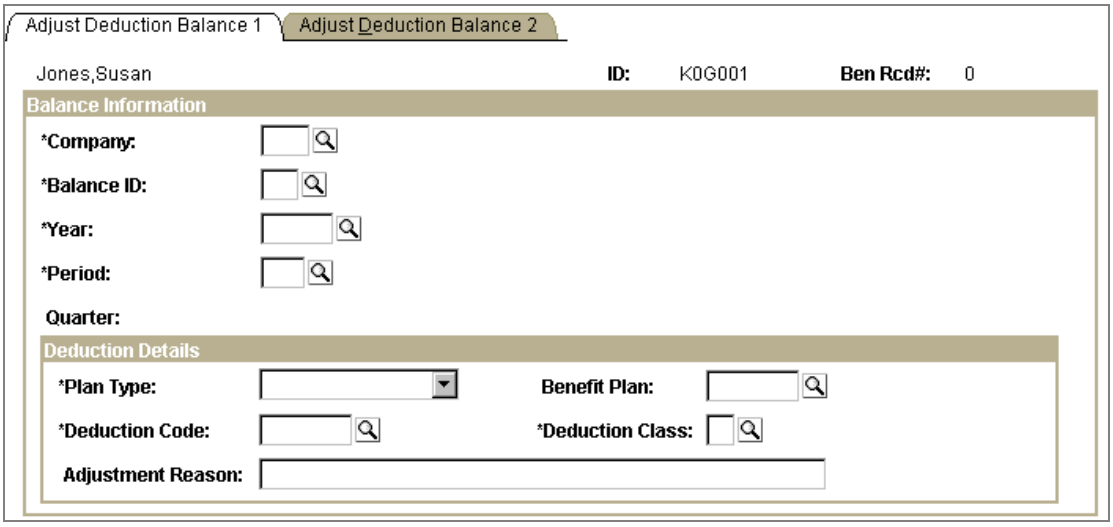
- Identify the deduction for which you're adjusting balances.
- Change deduction balances.

Pages Used to Adjust Deduction Balances

Page Name	Object Name	Navigation	Usage
Adjust Deduction Balance 1	ADJ_DED_BAL1	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	Identify the deduction for which you're adjusting balances.
Adjust Deduction Balance 2	ADJ_DED_BAL2	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	Change deduction balances.

Identifying Deduction Balances

Access the Adjust Deduction Balance 1 page.



Adjust Deduction Balance 1 page

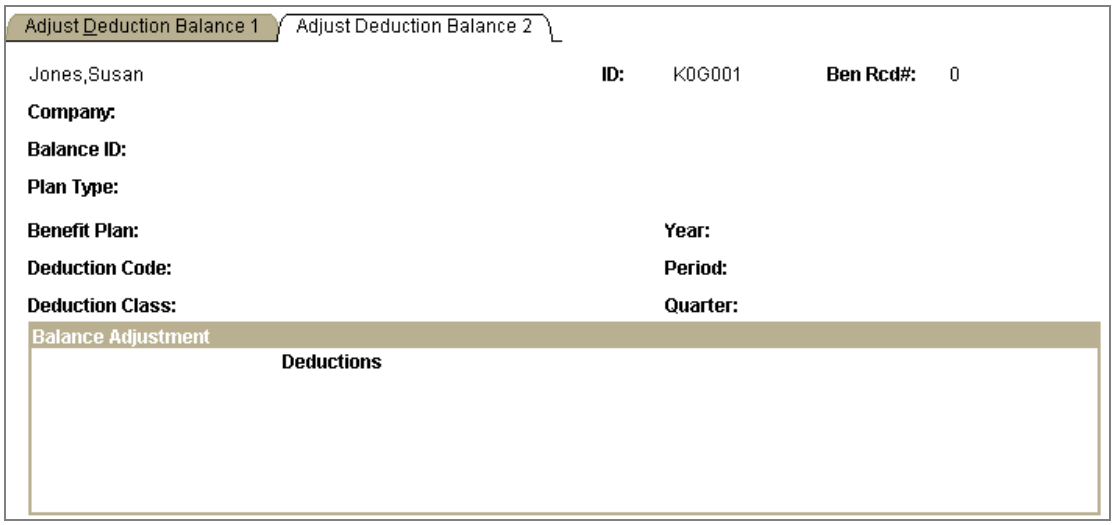
Adjustment Reason Text you enter here becomes part of the adjustment record and the audit trail.

Enter the fields that identify the deduction balances you want to adjust.

Note. 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.

Changing Deduction Balances

Access the Adjust Deduction Balance 2 page.



Adjust Deduction Balance 2 page

Suspend Adjustment To return to the first page to reenter one of more of the fields, select this check box.

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

This section discusses how to:

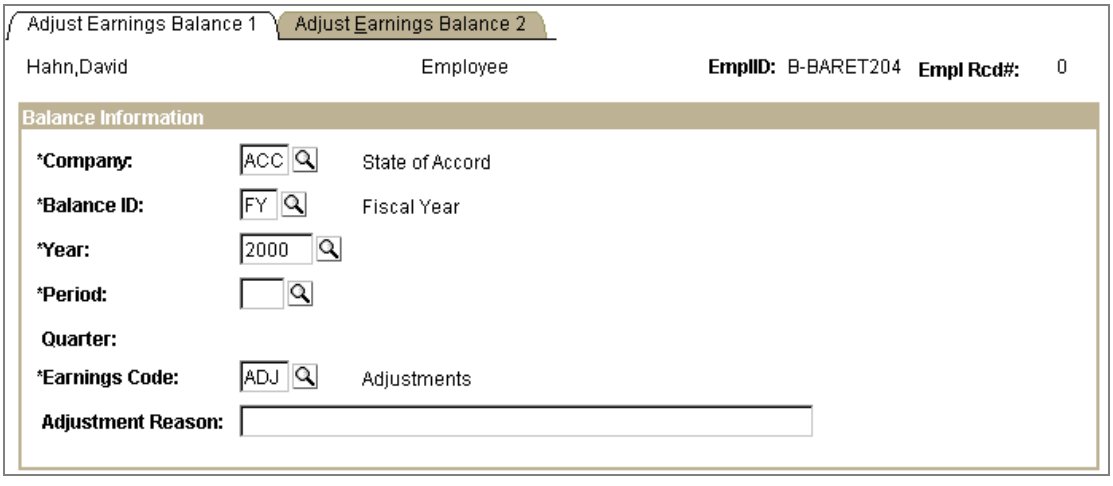
- Identify the earnings balances you're adjusting.
- Change earnings balances.

Pages Used to Adjust Earnings Balances

Page Name	Object Name	Navigation	Usage
Adjust Earnings Balance 1	ADJ_ERN_BAL1	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	Identify the earnings balances you're adjusting.
Adjust Earnings Balance 2	ADJ_ERN_BAL2	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	Change earnings balances.

Identifying Earnings Balances

Access the Adjust Earnings Balance 1 page.



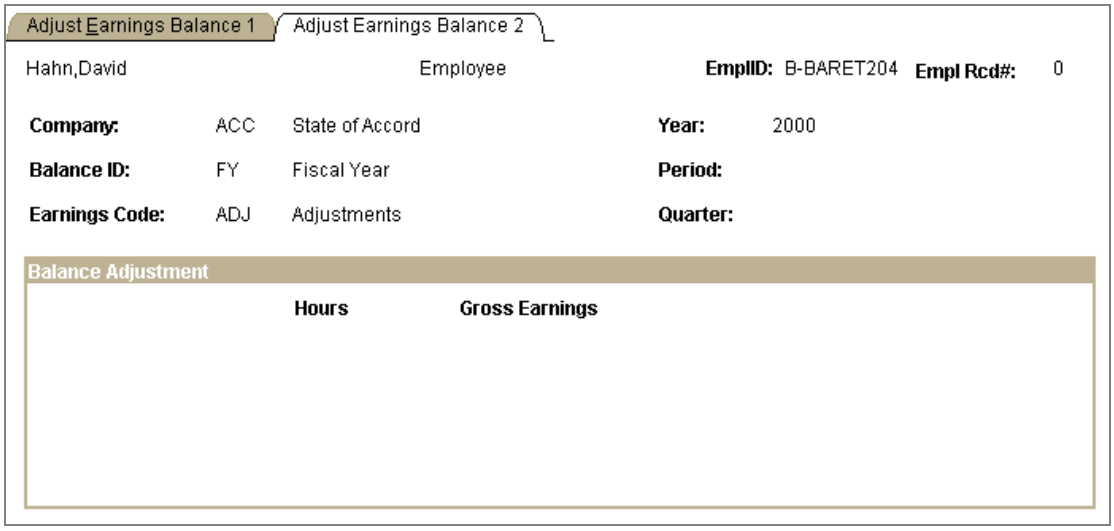
Adjust Earnings Balance 1 page

Earnings Code	Select the earnings code for which you're adjusting balances.
Adjustment Reason	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.

Changing Earnings Balances

Access the Adjust Earnings Balances 2 page.



Adjust Earnings Balances 2 page

Hours **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	To return to the first page to reenter one or more of the fields, select this check box.

See Also

"Preparing Your Payroll Process"

Adjusting Garnishment Balances

This section discusses how to:

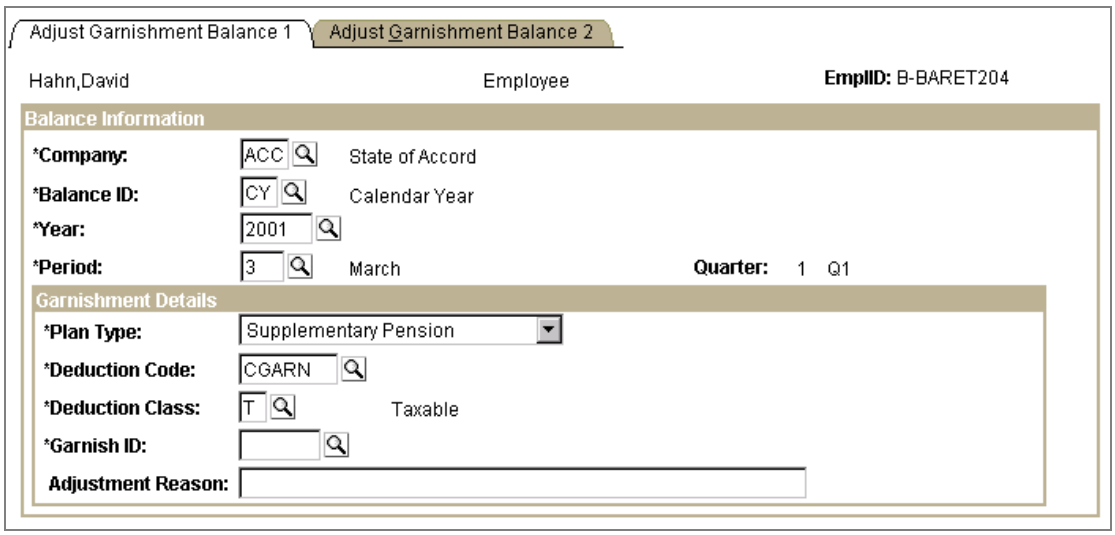
- Specify which garnishment balances you're adjusting.
- Change garnishment balances.

Pages Used to Adjust Garnishment Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Garnishment Balance 1	ADJ_GRN_BAL1	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	Specify which garnishment balances you're adjusting.
Adjust Garnishment Balance 2	ADJ_GRN_BAL2	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	Change garnishment balances.

Identifying Garnishment Balances

Access the Adjust Garnishment Balance 1 page.



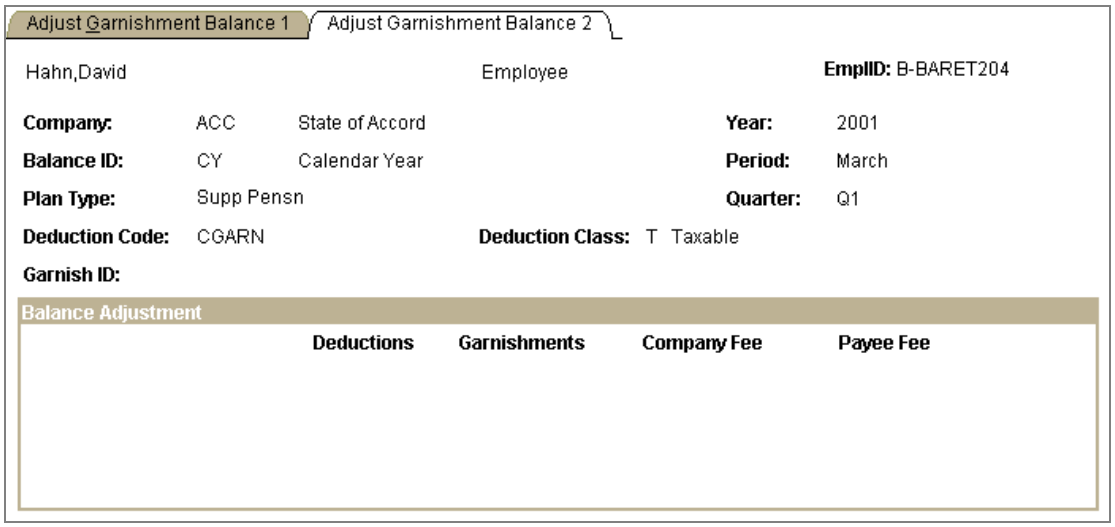
Adjust Garnishment Balance 1 page

Adjustment Reason 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.

Changing Garnishment Balances

Access the Adjust Garnishment Balance 2 page.



Adjust Garnishment Balance 2 page

Deductions If you enter a new **Current MTD** balance, the system

Garnishments **Company Fee** **Payee Fee**	calculates the **Adjustment to MTD;** if you enter an **Adjustment to MTD,** the system calculates the new **Current MTD.**
Suspend Adjustment	To return to the first page to reenter one or more of the fields, select this check box.

See Also

"Preparing Your Payroll Process"

Adjusting Special Accumulator Balances

This section discusses how to:

- Identify the special accumulator for which you're adjusting balances.
- Change special accumulator balances.

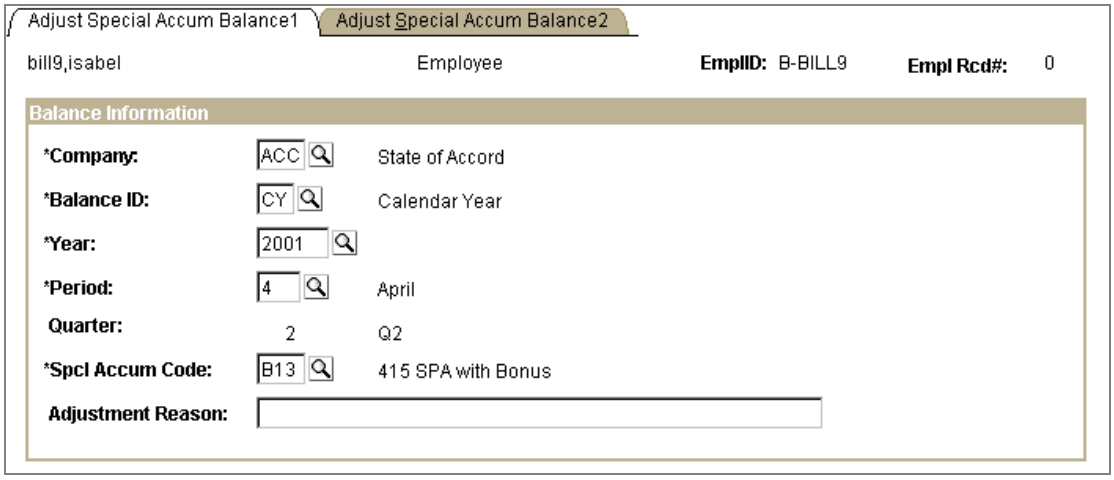
Pages Used to Adjust Special Accumulator Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Special Accum Balance 1(adjust special accumulator balance 1)	ADJ_SPC_BAL1	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	Identify the special accumulator for which you're adjusting balances.

Page Name	Object Name	Navigation	Usage
Adjust Special Accum Balance 2 (adjust special accumulator balance 2)	ADJ_SPC_BAL2	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	Change special accumulator balances.

Identifying Special Accumulator Balances

Access the Adjust Special Accum Balance 1 page.



Adjust Special Accum Balance 1 page

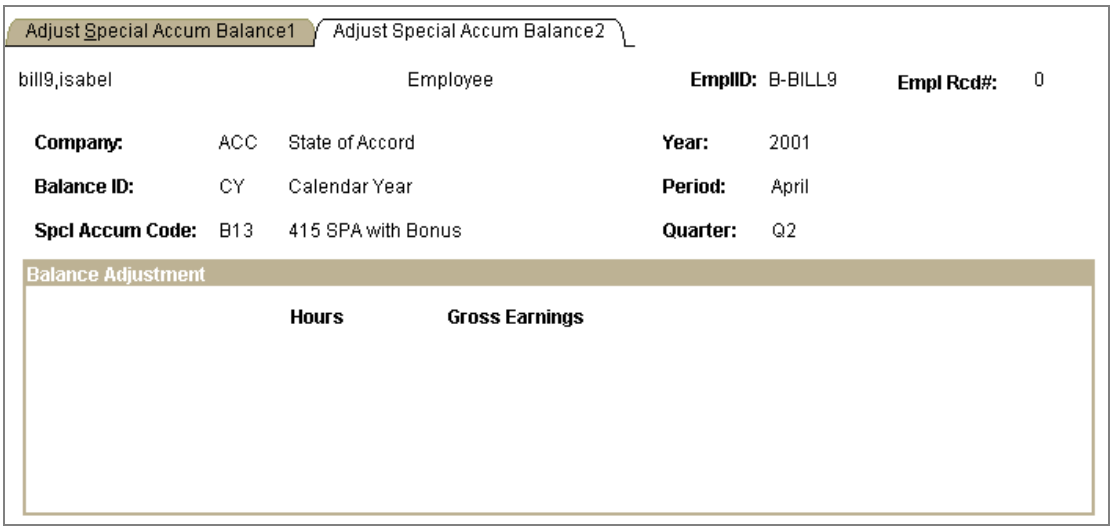
Spcl Accum Code (special accumulator code) Enter the special accumulator code.

Adjustment Reason 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.

Changing Special Accumulator Balances

Access the Adjust Special Accum Balance 2 page.



Adjust Special Accum Balance 2 page

Hours
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

To return to the first page to reenter one or more of the fields, select this check box.

See Also

"Preparing Your Payroll Process"

Adjusting Tax Balances

This section discusses how to:

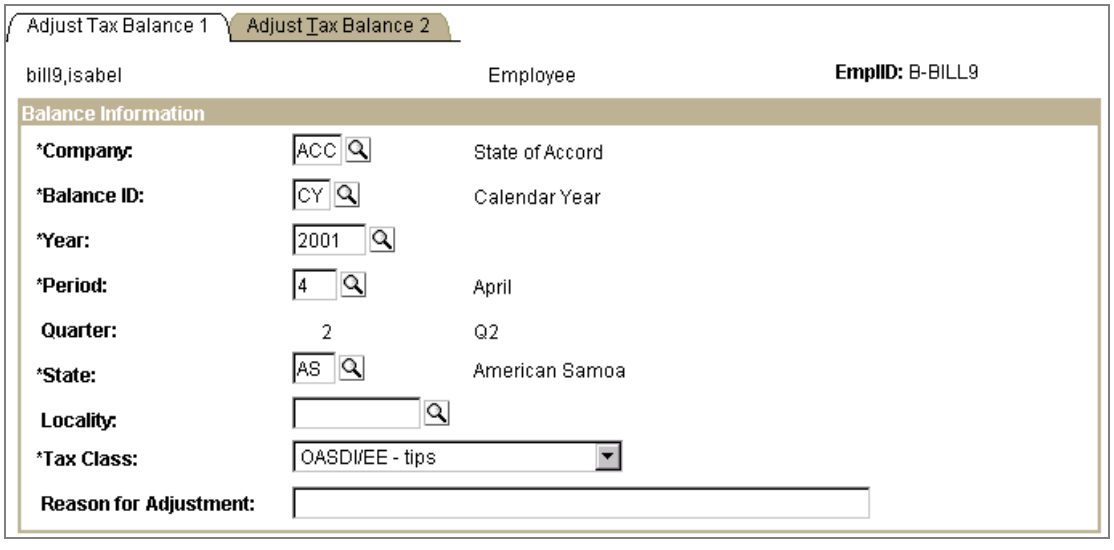
- Identify the tax for which you're adjusting balances.
- Change tax balances.

Pages Used to Adjust Tax Balances

Page Name	Object Name	Navigation	Usage
Adjust Tax Balance 1	ADJ_TAX_BAL1	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	Identify the tax for which you're adjusting balances.
Adjust Tax Balance 2	ADJ_TAX_BAL2	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	Change tax balances.

Identifying Tax Balances

Access the Adjust Tax Balance 1 page.



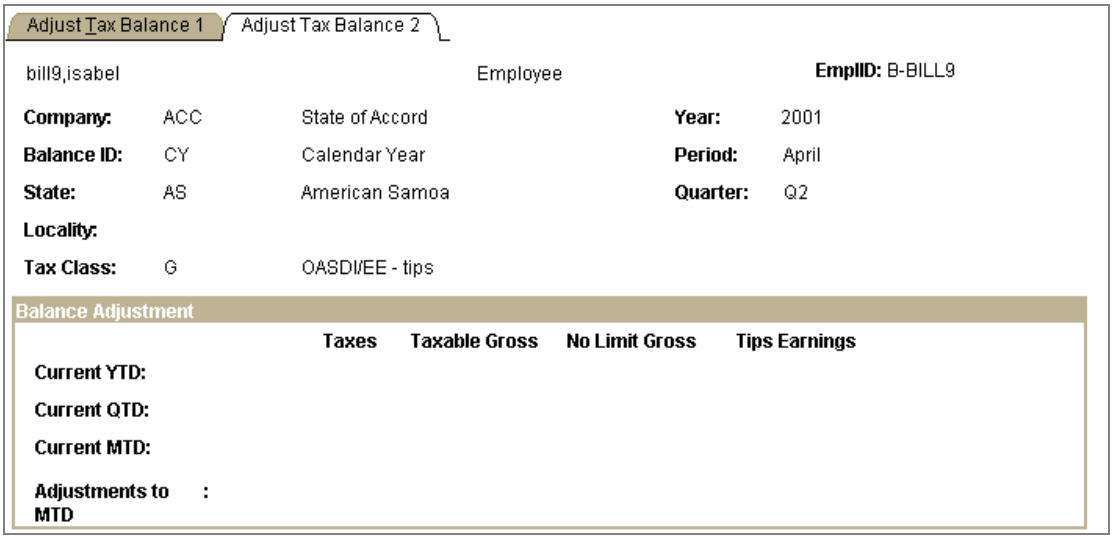
Adjust Tax Balance 1 page

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.**
Reason for Adjustment	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.

Changing Tax Balances

Access the Adjust Tax Balance 2 page.



Adjust Tax Balance 2 page

Taxes **Taxable Gross** **No Limit Gross** **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	To return to the first page to reenter one or more of the fields, select this check box.

See Also

"Preparing Your Payroll Process"

(E&G) Adjusting 1042 Tax Balances

This section discusses how to:

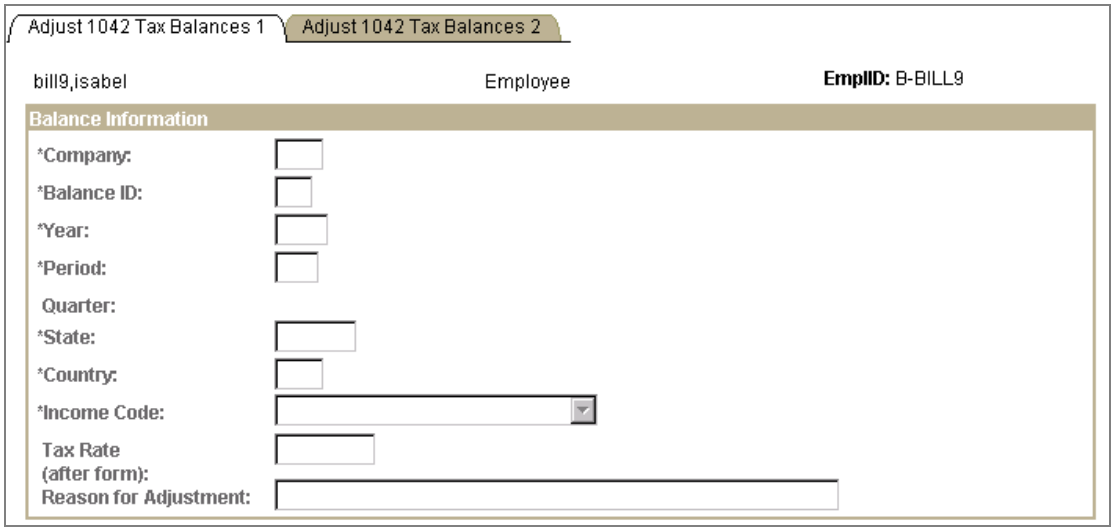
- Identify the Country, Income Code, Tax Rate, State, and Reason for Adjustment to an employee's 1042 tax balances.
- Change 1042 tax balances.

Pages Used to Adjust 1042 Tax Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust 1042 Tax Balances 1	ADJ_TAX_BAL3	Compensate Employees, Maintain Payroll Data (US), Use, Adjust 1042 Balances, Adjust 1042 Tax Balances 1	Identify the Country, Income Code, Tax Rate, State, and Reason for Adjustment to an employee's 1042 tax balances.
Adjust 1042 Tax Balances 2	ADJ_TAX_BAL4	Compensate Employees, Maintain Payroll Data (US), Use, Adjust 1042 Balances, Adjust 1042 Tax Balances 2	Change 1042 tax balances.

Identifying 1042 Tax Balances

Access the Adjust 1042 Tax Balances 1 page.

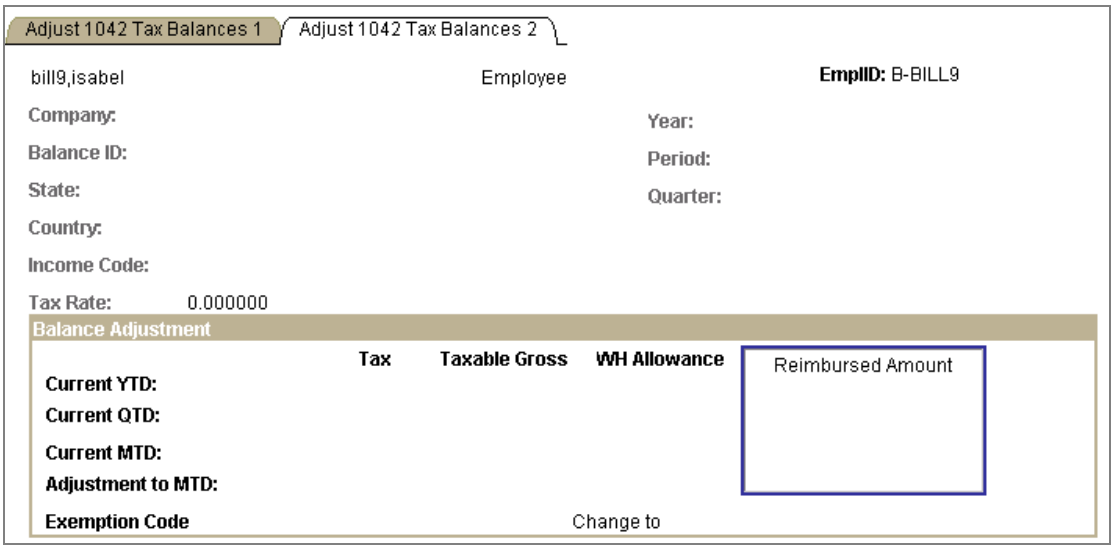


Adjust 1042 Tax Balances 1 page

Reason for Adjustment Text you enter here becomes part of the adjustment record and your audit trail.

Changing 1042 Tax Balances

Access the Adjust 1042 Tax Balances 2 page.



Adjust 1042 Tax Balances 2 page

Tax
Taxable Gross
WH Allowance
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

To return to the first page to reenter one or more of the fields, select this check box.

(E&G) Adjusting Employee Prepay Balances

This section presents an overview of making adjustments to a contract employee's benefits prepay balance when the amount is not corrected by a paycheck, and discusses how to:

- Enter reason for adjustments to an employee's benefits prepayment balance.
- Change an employee's benefits prepayment balance.

Understanding Adjusting Employee Prepay Balances

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.

Note. You must set up a PREPAY deduction code on the Company General Deductions Table to use PREPAY as a deduction code.

Pages Used to Adjust Employee Prepay Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Prepay Balance 1	ADJ_PREPAY_BAL1	Compensate Employees, Maintain Payroll Data (US), Use, Adjust PrePay Balance, Adj PrePay Bal1	Enter reason for adjustments to an employee's benefits prepayment balance.
Adjust Prepay Balance 2	ADJ_PREPAY_BAL2	Compensate Employees, Maintain Payroll Data (US), Use, Adjust PrePay Balance, Adj Prepay Bal2	Adjust an employee's benefits prepayment balance.

Entering Reason for Adjust Prepay Balance Adjustments

Access the Adjust Prepay Balance 1 page.



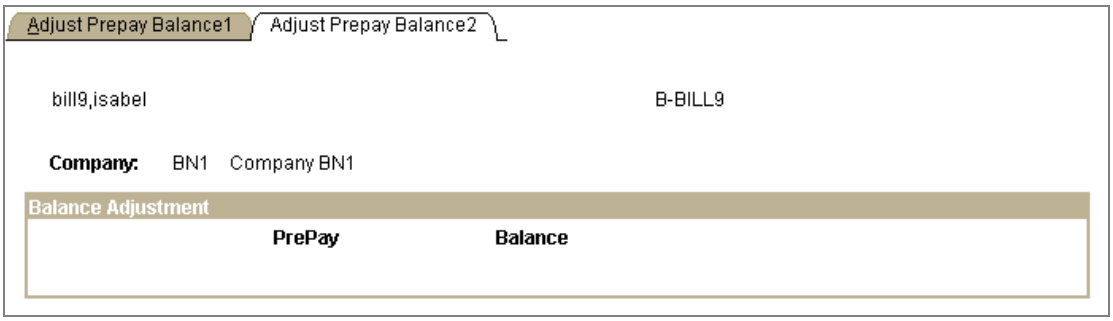
Adjust Prepay Balance 1 page

Adjustment Reason Enter the reason for the adjustment to the benefits deduction prepayments.

Suspend Adjustment Select if you do not want the system to implement the adjustment.

Changing Prepay Balances

Access the Adjust Prepay Balance 2 page.



Adjust Prepay Balance 2 page

Suspend Adjustment Enter the reason for the adjustment to the benefits deduction prepayments.

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

This section discusses how to:

- Display an employee's leave balances summary and leave activity.
- Update the expiration dates of restored hours.
- View employee's individual leave accrual transactions.

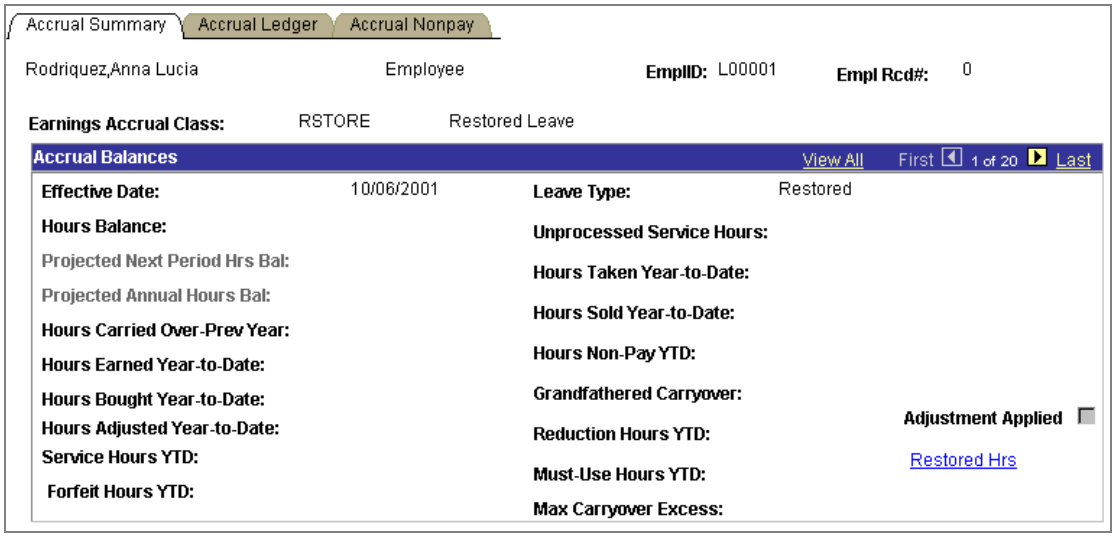
Pages Used to Adjust Leave Accrual Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Accrual Summary	GVT_ACCR_SUMM	Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Accruals Balance, Accrual Summary	Display an employee's leave balances summary and leave activity.
Accrual Restore	GVT_REST_HRS_SEC	Click the Restored Hrs button on the Accrual Summary page.	Update the expiration dates of restored hours.

Page Name	Object Name	Navigation	Usage
Accrual Ledger	GVT_ACCR_LDGR	Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Accruals Balance, Accrual Ledger	View employee's individual leave accrual transactions.
Adjustment	GVT_ACCR_ADJ_SEC	Click the Adjustment button on the Accrual Ledger page.	Change an individual leave accrual transaction.
Accrual Nonpay Ledger	GVT_ACCR_LDGR	Compensate Employees, Maintain Payroll Data (USF), Use, Adjust Accruals Balance, Accrual Nonpay Ledger	View the employee's nonpay hour details.

Displaying Employee's Leave Balance Information

Access the Accrual Summary page.



Accrual Summary page

Hours Balance — The accrual the employee has earned up to and including the pay period end date.

Projected Next Period Hrs Bal (projected next period hours balance) — The accrual earnings the employee will have after the next pay period.

Project Annual Hours Bal (projected annual hours balance) — The entitlement the employee has earned and will earn during the remainder of the year.

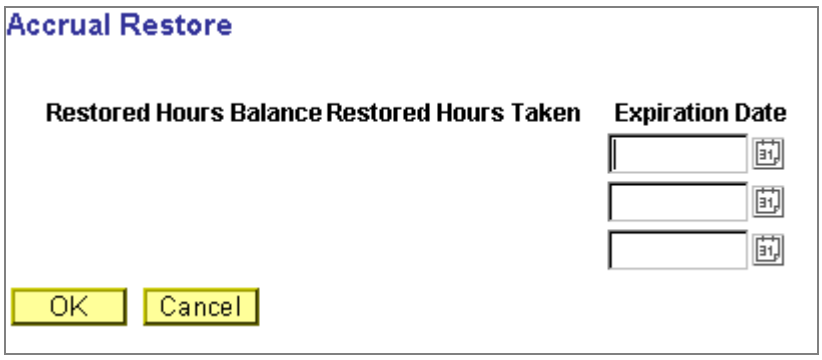
Hours Carried Over-Prev Year	Total hours carried over from the previous year for leave accruals that allow carryover.
Hours Earned Year-to-Date	Hours earned within the year.
Hours Bought Year-to-Date	Not currently used in PeopleSoft Payroll for U.S. Federal Government.
Hours Adjusted Year-to-Date	Total hours adjusted for the year. Earnings class adjustments are processed prior to rates, ceilings, and carryovers.
Service Hours YTD	Total hours added to service hours for the year.
Forfeit Hours YTD	Total hours forfeited for the year.
Leave Type	Set by default from the earnings table according to your selection.
Unprocessed Service Hours	Excess service hours remaining to be used for leave calculation at the next leave accrual processing.
Hours Taken Year-to-Date	Accrued hours taken within the year.
Hours Sold Year-to-Date	Not currently used in PeopleSoft Payroll for U.S. Federal Government.
Hours Non-Pay YTD	Total nonpay hours for the year. The result of standard hours less the service earning codes paid YTD defined in **Earnings Accrual Class.**
Grandfathered Carryover	Total hours of grandfathered carryover. Displays only when an employee transfers from one leave accrual to another such as ANN240 to ANN720.
Reduction Hours YTD	Total credit reduction hours. Credit reduction is a credit offset that reduces leave hours accrued by employees on nonpay status.
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 (restored hours)	Click this button to access the Accrual Restore page. This button is active only for Accrual Type Restored.

This page displays the payroll process results in 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.

Note. To ensure that the annual leave entitlement calculations are correct, you must have the Annual Entitlement option selected on the Earnings Accruals-Class page.

Updating Restored Hours of Leave Expiration Dates

Access the Accrual Restore page.



Accrual Restore 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 any changes to the expiration date.

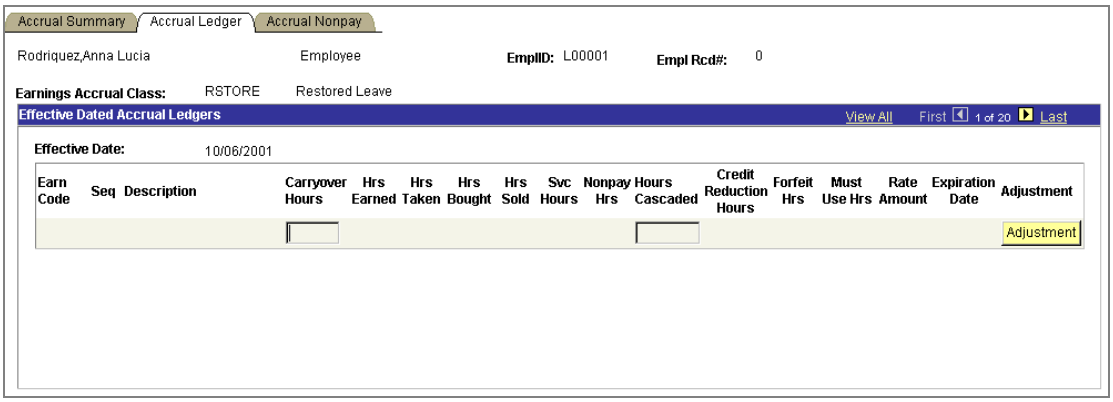
Restored leave, such as restored annual leave, is reinstated on the paysheet. When Payroll processes restored leave, the expiration date is set by default to 24 months from the process date. You cannot enter or change restored hours on the Accrual Restore page. You can only modify the expiration date.

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.

Viewing Employee's Individual Leave Accrual Transactions

Access the Accrual Ledger page.



Accrual Ledger page

Description The COBOL process that created the ledger row.

Hours Bought Not currently used in Payroll for U.S. Federal Government.

Hours Sold Not currently used in Payroll for U.S. Federal Government.

Service Hours Hours added to service hours.

Hours Cascaded Hours cascaded from another accrual class.

Credit Reduction A credit offset that reduces leave hours accrued by employees on nonpay status.

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.

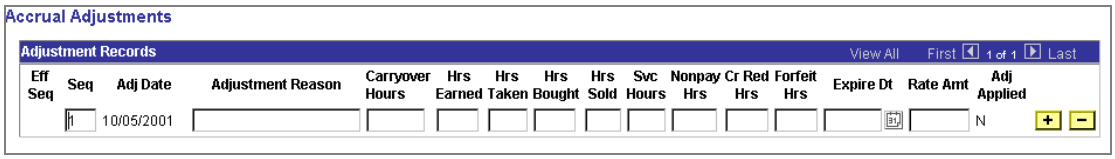
Expiration Date Expiration date of the leave accrual, for leave accrual classes that have expirations.

Adjustment Click this button at the end of a row to access the Adjustment page. The accrual class does not allow adjustments if this 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.

Note. All individual accrual classifications can be viewed on the Accrual Ledger page except for Restored Hours.

Changing Individual Leave Accrual Transactions

Access the Accrual Adjustments page.



Accrual Adjustments 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.

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 nonpay status.

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, ***Y*** or ***N*** appears, to indicate whether the adjustment was applied.

(CAN) Adjusting Canadian Balances

You can adjust the following balances for Canadian employees:

- Arrears.
- Year-to-date cheque.
- Deduction.

- Earnings.
- Garnishment.
- ROE.
- Special accumulator.
- Tax balances.
- PeopleSoft Payroll for Education and Government users can also adjust prepay balances.

(CAN) Adjusting Canadian Arrears Balances

The Adjust Arrears Balance 1 and 2 pages for adjusting Canadian arrears balances are identical to the page used to adjust U.S. arrears balances; only the navigation is different (Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Arrears Balance, Adjust Arrears Balance 1 & 2).

See Also

Adjusting Arrears Balances

(CAN) Adjusting Canadian Year-to-Date Cheque Balances

This section discusses how to:

- Identify the year-to-date cheque balances you want to adjust.
- Change the year-to-date cheque balances.

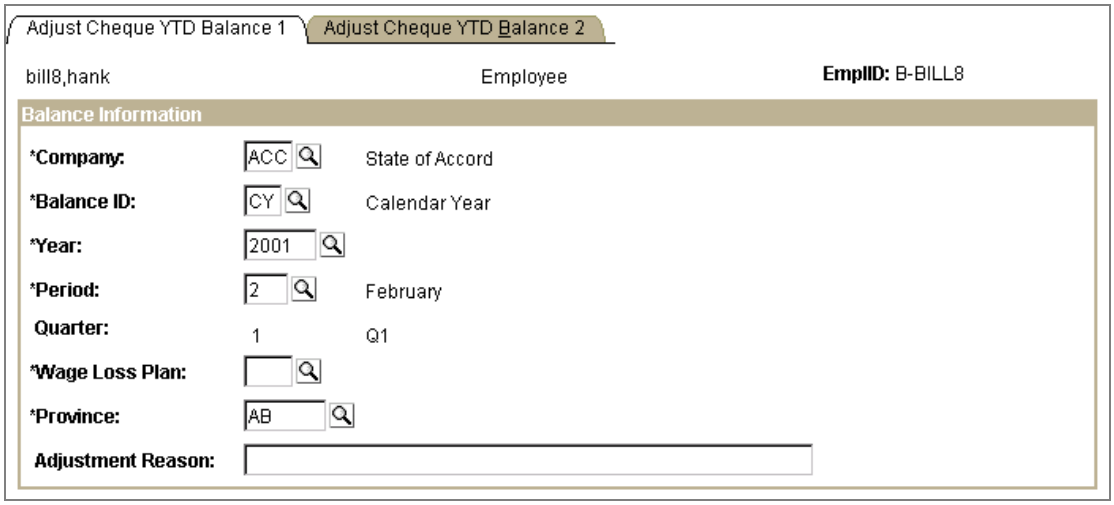
Pages Used to Adjust Canadian Year-to-Date Cheque Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Cheque YTD Balance 1	ADJ_CN_CHK_BAL1	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Cheque YTD Balance, Adjust Cheque YTD Balance 1	Identify the year-to-date cheque balances you want to adjust.

Page Name	Object Name	Navigation	Usage
Adjust Cheque YTD Balance 2	ADJ_CN_CHK_BAL2	Compensate Employees, Maintain Payroll Data Canada, Use, Adjust Cheque YTD Balance, Adjust Cheque YTD Balance 2	Change the year-to-date cheque balances.

Identifying Canadian Cheque Year-to-Date Balances

Access the Adjust Cheque YTD Balance 1 page.



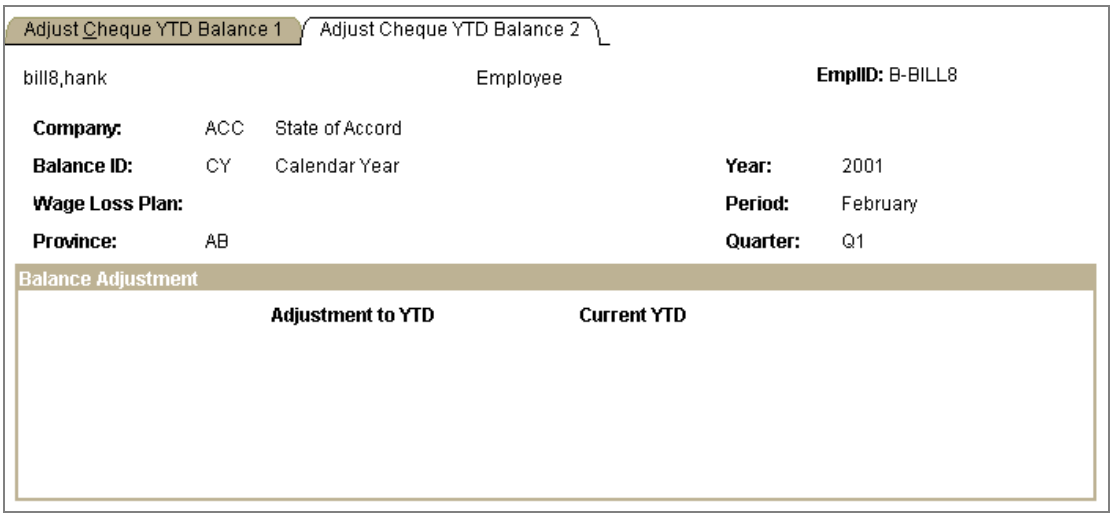
Adjust Cheque YTD Balance 1 page

Adjustment Reason 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.

Changing Canadian Cheque Year-to-Date Balances

Access the Adjust Cheque YTD Balance 2 page.



Adjust Cheque YTD Balance 2 page

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 To return to the first page to reenter one or more of the fields, select this check box.

See Also

"Preparing Your Payroll Process"

(CAN) Adjusting Canadian Deduction Balances

This section discusses how to:

- Identify which deduction balances you want to adjust.
- Change deduction balances.

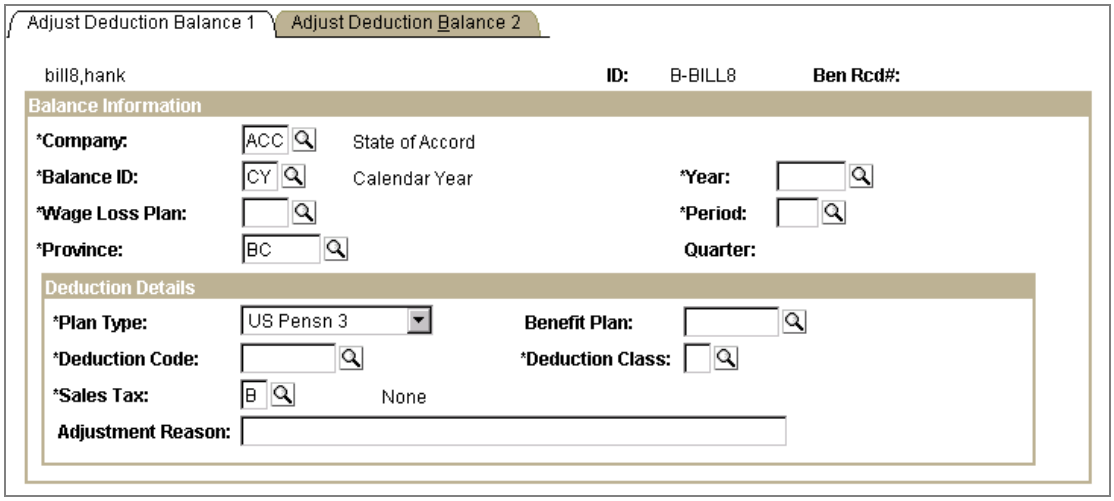
Pages Used to Adjust Canadian Deduction Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Deduction Balance 1	ADJ_CN_DED_BAL1	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Deduction Balance, Adjust Deduction Balance 1	Identify which deduction balances you want to adjust.

Page Name	Object Name	Navigation	Usage
Adjust Deduction Balance 2	ADJ_CN_DED_BAL2	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Deduction Balance, Adjust Deduction Balance 2	Change deduction balances.

Identifying Canadian Deduction Balances

Access the Adjust Deduction Balance 1 page.



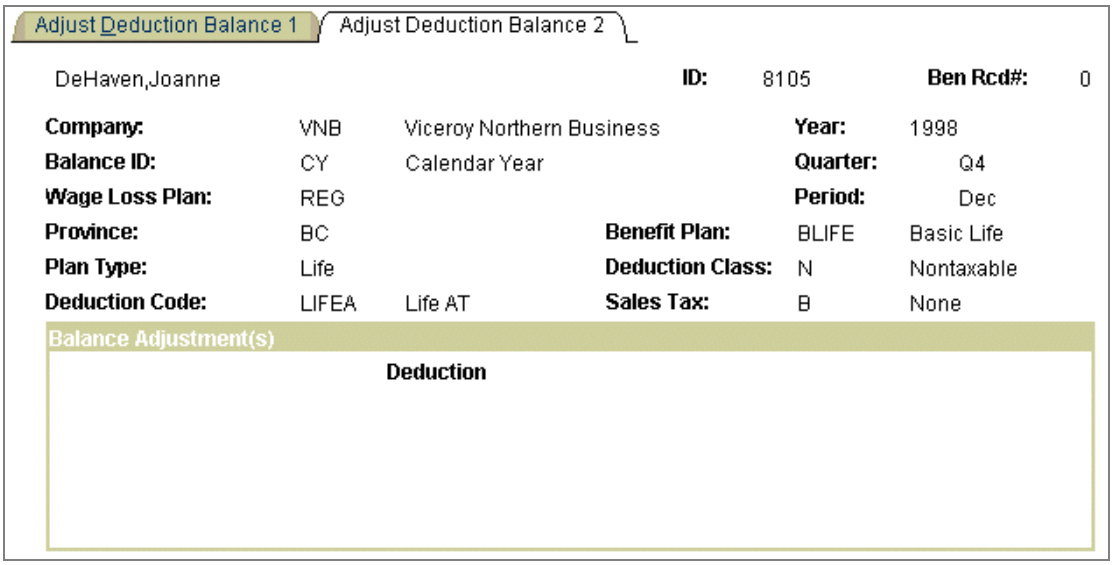
Adjust Deduction Balance 1 page

Adjustment Reason 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.

Changing Canadian Deduction Balances

Access the Adjust Deduction Balance 2 page.



Adjust Deduction Balance 2 page

Deduction Enter the deduction adjustment.

Suspend Adjustment Select to return to the first page to reenter one or more of the fields.

(CAN) Adjusting Canadian Earnings Balances

This section discusses how to:

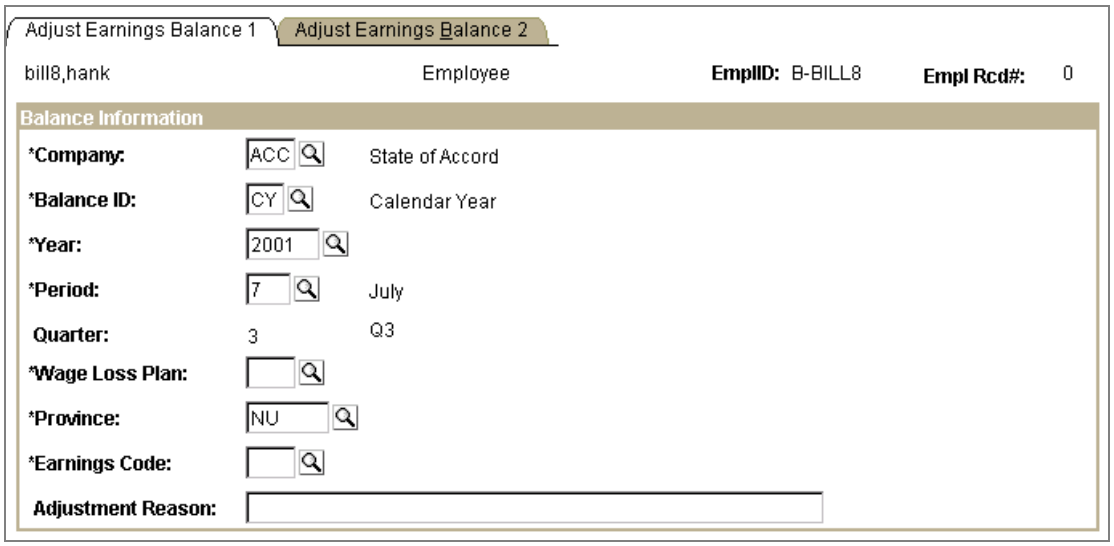
- Identify the earnings for which you're adjusting balances.
- Change earnings balances.

Pages Used to Adjust Canadian Earnings Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Earnings Balance 1	ADJ_CN_ERN_BAL1	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Earnings Balance, Adjust Earnings Balance 1	Identify the earnings for which you're adjusting balances.
Adjust Earnings Balance 2	ADJ_CN_ERN_BAL2	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Earnings Balance, Adjust Earnings Balance 2	Change earnings balances.

Identifying Canadian Earnings Balances

Access the Adjust Earnings Balance 1 page.



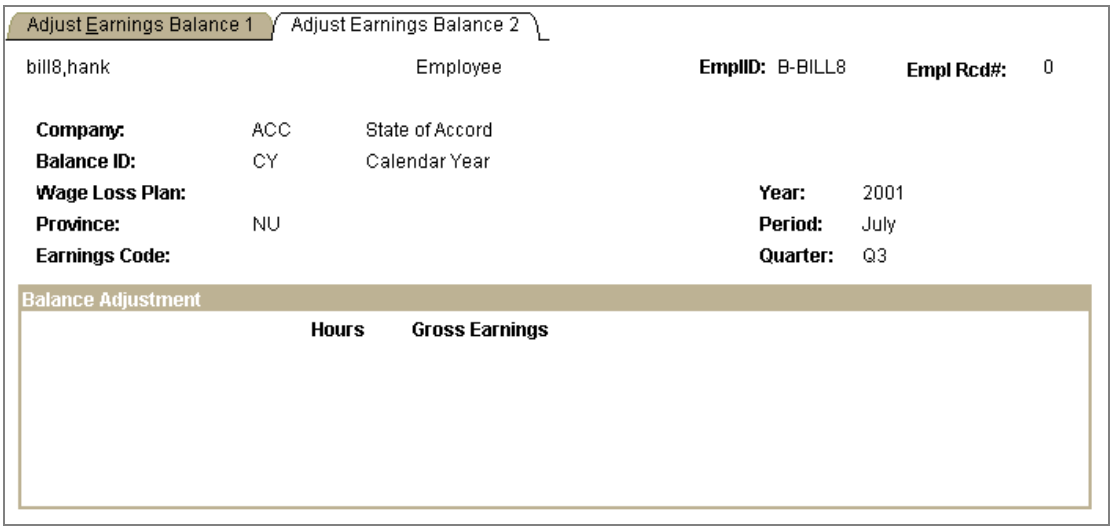
Adjust Earnings Balance 1 page

Adjustment Reason 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.

Changing Canadian Earnings Balances

Access the Adjust Earnings Balance 2 page.



Adjust Earnings Balance 2 page

Hours Enter the hours adjustment.

Gross Earnings Enter the gross earnings adjustment.

Suspend Adjustment To return to the first page to reenter one or more of the fields, select this check box.

(CAN) Adjusting Canadian Garnishment Balances

The Adjust Garnishment Balance 1 and 2 pages for adjusting Canadian garnishment balances are identical to the page used to adjust U.S. garnishment balances; only the navigation is different (Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Garnishment Balance, Adjust Garnishment Balance 1 & 2).

See Also

Adjusting Garnishment Balances

(CAN) 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.

This section discusses how to:

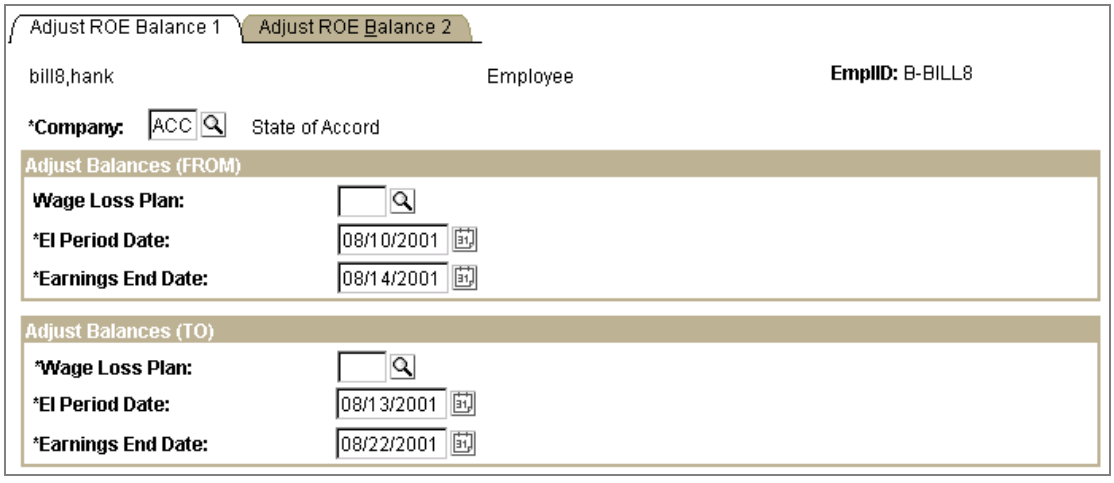
- Identify the Wage Loss Plan, the EI Period, and the earnings end date for both the FROM and TO records.
- Change earnings and hours balances for the EI periods.

Pages Used to Adjust Canadian ROE Balances

Page Name	Object Name	Navigation	Usage
Adjust ROE Balance 1	ADJ_UI_BAL1_CAN	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust ROE Balance, Adjust ROE Balance 1	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. It does not allow for the creation of new balances.
Adjust ROE Balance 2	ADJ_UI_BAL2_CAN	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust ROE Balance, Adjust ROE Balance 2	Change earnings and hours balances for the EI periods.

Identifying Canadian ROE Balances

Access the Adjust ROE Balance 1 page.



Adjust ROE Balance 1 page

Adjust Balances (FROM)

Wage Loss Plan Enter the wage loss plan.

EI Period Date (employment insurance period date) Enter the employment insurance period date.

Earnings End Date Enter the earnings end date.

Adjust Balances (TO)

Wage Loss Plan Enter the wage loss plan.

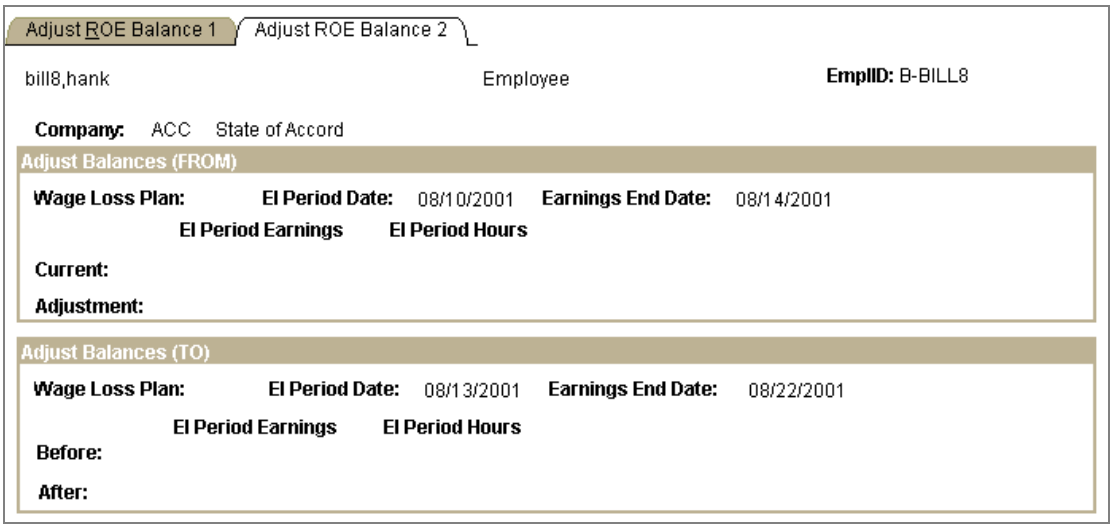
EI Period Date Enter the employment insurance period date.

Earnings End Date Enter the earnings end date.

Adjustment Reason Text you enter here becomes part of the adjustment record and your audit trail.

Changing Canadian ROE Balances

Access the Adjust ROE Balance 2 page.



Adjust ROE Balance 2 page

Adjust Balances (FROM)

EI Period Earnings
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)

EI Period Earnings **EI Period Hours**	The before and after balances.
Suspend Adjustment	To return to the first page to reenter one or more of the fields, select this check box.

The amounts must be entered in the **Adjust Balances (FROM)** box representing the source balance.

See Also

"Reviewing and Reporting on Payroll Data," Reviewing ROE Balances

(CAN) Adjusting Special Accumulator Balances

This section discusses how to:

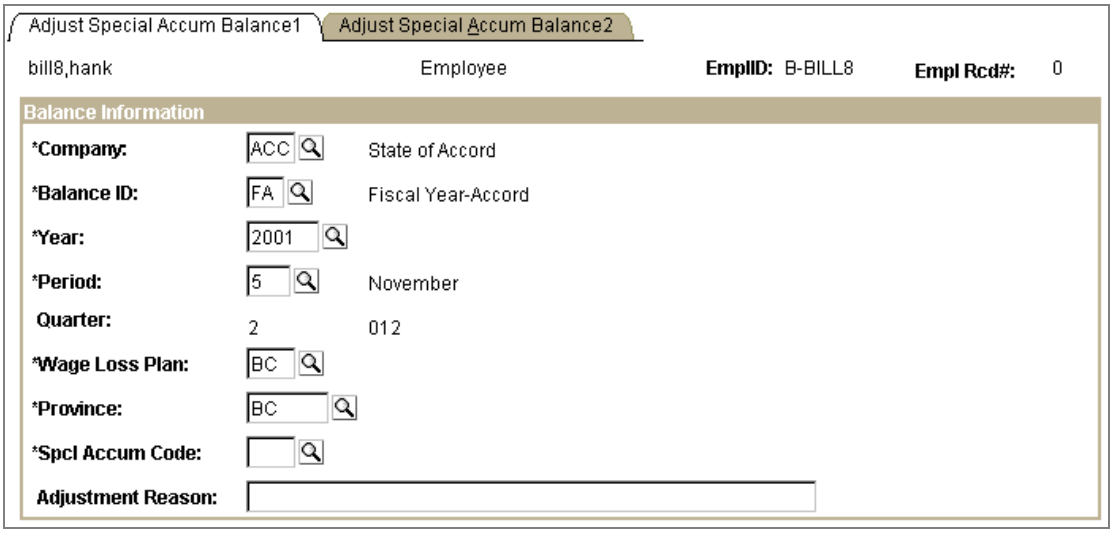
- Identify the special accumulator for which you're adjusting balances.
- Change special accumulator balances.

Pages Used to Adjust Canadian Special Accumulator Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Special Accum Balance 1	ADJ_CN_SPC_BAL1	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Special Accum Balance, Adjust Special Accum Balance 1	Identify the special accumulator for which you're adjusting balances.
Adjust Special Accum Balance 2	ADJ_CN_SPC_BAL2	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Special Accum Balance, Adjust Special Accum Balance 2	Change special accumulator balances.

Identifying Canadian Special Accumulator Balances

Access the Adjust Special Accum Balance 1 page.



Adjust Special Accum Balance 1 page

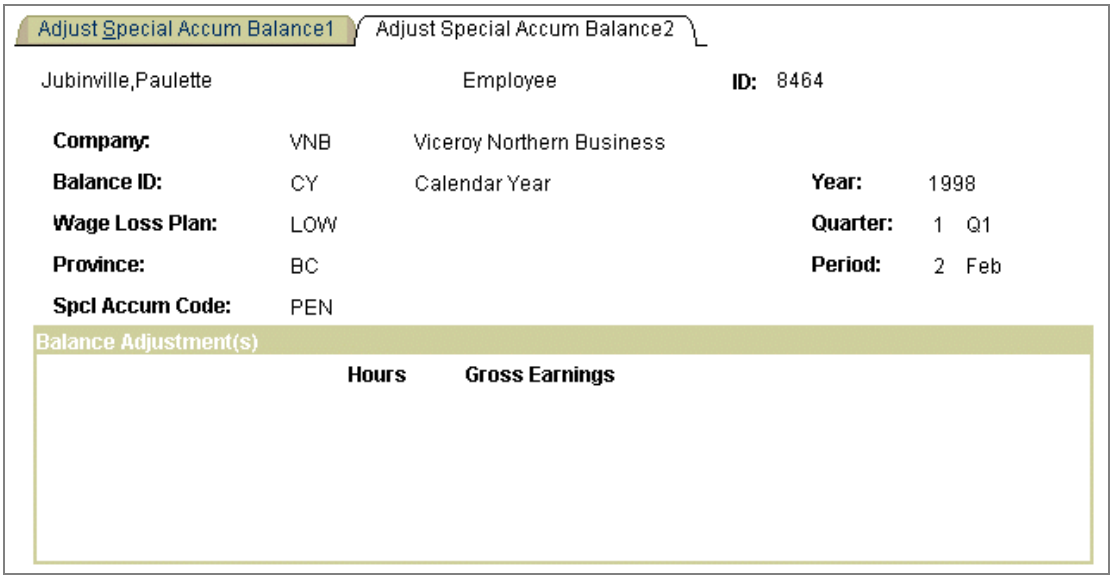
Spcl Accum Code (special accumulator code) Enter the special accumulator code.

Adjustment Reason 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.

Changing Canadian Special Accumulator Balances

Access the Adjust Special Accum Balance 2 page.



Adjust Special Accum Balance 2 page

Hours	Enter the hours adjustment.
Gross Earnings	Enter the gross earnings adjustment.
Suspend Adjustment	To return to the first page to reenter one or more of the fields, select this check box.

(CAN) Adjusting Canadian Tax Balances

This section discusses how to:

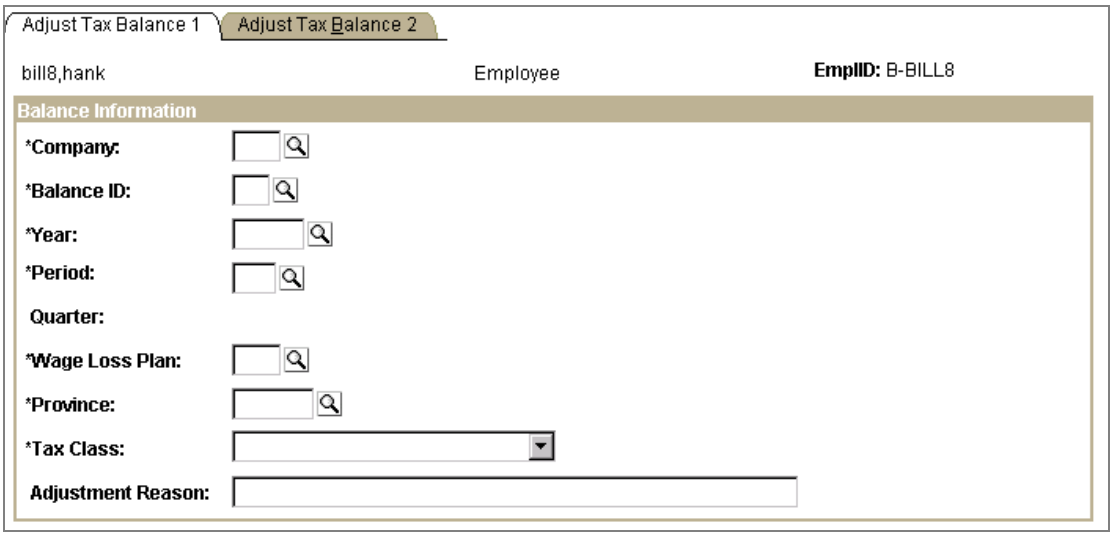
- Identify the taxes for which you're adjusting balances.
- Change tax balances.

Pages Used to Adjust Canadian Tax Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Tax Balance 1	ADJ_CN_TAX_BAL1	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Tax Balance, Adjust Tax Balance 1	Identify the taxes for which you're adjusting balances.
Adjust Tax Balance 2	ADJ_CN_TAX_BAL2	Compensate Employees, Maintain Payroll Data (CAN), Use, Adjust Tax Balance, Adjust Tax Balance 2	Change tax balances.

Identifying Canadian Tax Balances

Access the Adjust Tax Balance 1 page.



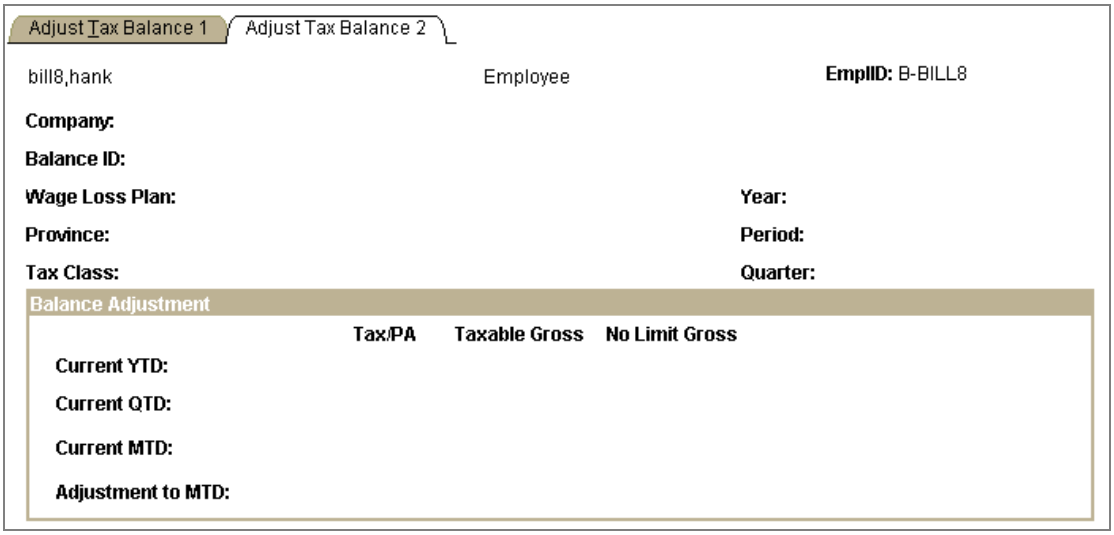
Adjust Tax Balance 1 page

Adjustment Reason 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.

Changing Canadian Tax Balances

Access the Adjust Tax Balance 2 page.



Adjust Tax Balance 2 page

Tax/PA
Taxable Gross If you enter a new **Current MTD,** the system calculates the **Adjustment to MTD.** If you enter an **Adjustment to**

No Limit Gross	**MTD,** the system calculates the new **Current MTD.**
Suspend Adjustment	Select to return to the first page to reenter one or more of the fields.

CHAPTER 22

Deleting Balances

In this chapter, we provide an overview of the Delete Balances batch process and discuss how to:

- Define parameters.
- Run the process.

Understanding the Delete Balances Batch Process

The Delete Balances batch process is an effective way to purge obsolete historical data from the system and free disk space. This process deletes obsolete employee payroll balances for the year and period that you specify. Specifically, it deletes balances for earnings, deductions, taxes, and paychecks year-to-date.

When you run the Delete Balances batch process depends on when your company no longer has legal or corporate requirements that require it to maintain the information. For example, you might run the process annually after you print W-2s, produce quarterly reports, and so on.

Warning! Running the Delete Balances batch process deletes balances for earnings, deductions, taxes, and paychecks year-to-date for the year and period that you specify. Once deleted, this information is not recoverable. Use this process with care.

Defining Parameters

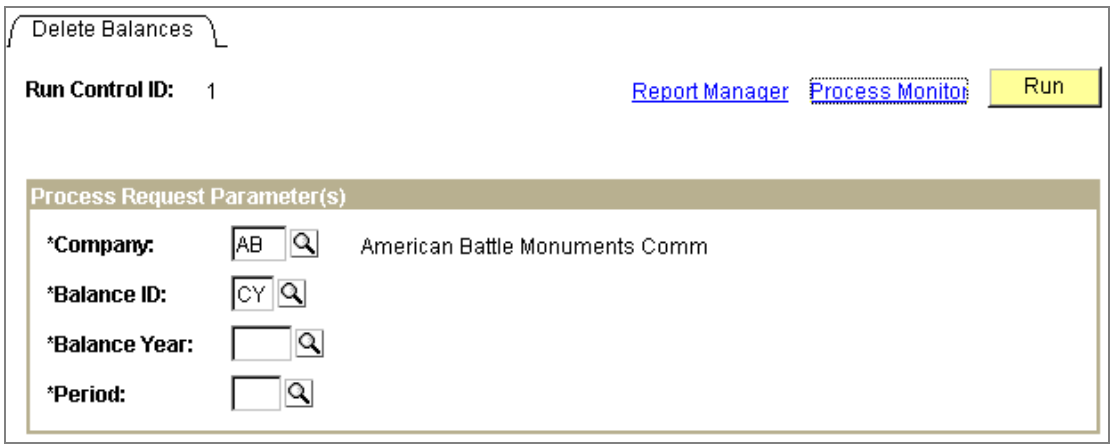
In this section, we discuss how to specify process parameters.

Page Used to Define Parameters

Page Name	Object Name	Navigation	Usage
Delete Balances	RUNCTL_PAY_DEL_BAL	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	Specify process parameters. You can delete balances for a specific company and a specific balance year and period.

Specifying Process Parameters

Access the Delete Balances page.



Delete Balances page

Balance ID

Maintain these values in 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 in 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 and **Period**

For the balance year, the system deletes employee Balance records that precede and include the period that you specify in the Period field. 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 that you specify.

For example, suppose an employee's Federal Insurance Contributions Act (FICA) deduction ends in August 1994, because she reached the FICA earnings maximum. In February 1995, you run the Delete Balances batch process for the previous calendar year, specifying December as the period. The system:

- Deletes the employee's FICA Deduction Balance records for January through July.
- Retains the employee's FICA Deduction Balance record for August, because August was the last month in which you posted activity to that Balance record.

Because the employee is still actively employed, the system deletes all regular Balance records for January through November. December is not 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.

Use the Process Scheduler to run the Delete Balances batch process at intervals that you define.

See Also

"Preparing Your Payroll Process"

PeopleSoft PeopleTools PeopleBook: Process Scheduler

CHAPTER 23

Working With Checks

This chapter provides an overview of printing checks and advices and discusses how to:

- Create a direct deposit create file.
- Process checks off-cycle.
- Process online checks.
- Record manual checks.
- Process a final check request.
- Reverse paychecks.
- Adjust paychecks.
- Perform check reconciliation.
- Reprint checks.
- Process gross-ups.

Understanding Printing Checks and Advices

This section provides an overview of printing checks and advices. With PeopleSoft Payroll for North America, printing paychecks and advices is as easy as running an SQR. Use 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.

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.

Your company may have a particular kind of check stock and specific formatting requirements for printed paychecks, so you probably want to modify PAY003 (or PAY003CN for Canada) to reflect your company's individual in-house style.

Note. 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) Note. 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).

See Also

"USF Setting Up and Processing Agency Interfaces"

Printing Checks

Use the Check Print page to run the check print SQR.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports", PAY003 - Check Print

(CAN) Printing Cheques

Use the Cheque Print page to run the check print SQR.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports", PAY003 - Check Print

Printing Direct Deposit Advices

Use the DPP Advice Print page to run the advice print SQR.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports", DDP003 - Direct Deposit Advice Print

(CAN) Printing Direct Deposit Advices

Use the DPP Advice Print page to run the advice print SQR.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports", DDP003 - Direct Deposit Advice Print

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 noncurrent 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 get the transit and account numbers from the Pay Group Table, the bank information from the Bank Table, and the check number from the paysheet (check numbers are assigned during pay confirmation). You must set up the Bank Table to make this work.

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.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Setting Up Banks and Bank Branches"

Generating a Direct Deposit Create File

This section discusses how to generate a direct deposit create file.

Understanding Direct Deposit Create Files

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.

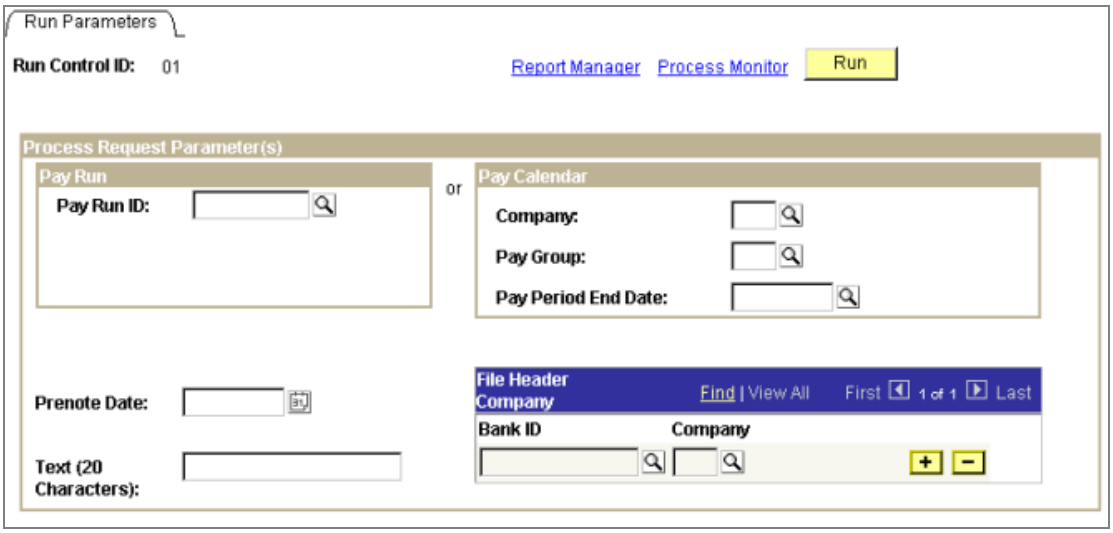
The report shows the transaction file generated, including the direct payment routing numbers used to direct deposit employee's paychecks, employee name, and all the other information the system needs to complete direct deposits of payroll funds. You must run DDP005 and DDP006 prior to running DDP001 (or DDP001CN for Canada). 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.

Page Used to Generate a Direct Deposit Create File

Page Name	*Object Name*	*Navigation*	*Usage*
Direct Deposit Create File - Run Parameters	RUNCTL_DDP001	Compensate Employees, Manage Payroll Process (US), Process, DDP Create File Compensate Employees, Manage Payroll Process (USF), Process, DDP Create File	Run the Direct Deposit Create File process.
(CAN) Direct Deposit Create File - Run Parameters	RUNCTL_DDP001CN	Compensate Employees, Manage Payroll Process (CAN), Process, DDP Create File	Run the Direct Deposit Create File process.

Running the Direct Deposit Create File Process

Access the Direct Deposit Create File - Run Parameters page.



Direct Deposit Create File - Run Parameters page

Pay Run — Enter either a Pay Run ID or Pay Calendar information for the desired pay period.

Company
Pay Group
Pay End Date — Select a company, pay group, and pay end date.

Prenote Date — Optionally enter information here for your reference.

Bank Transit Number
Company — Enter your bank's Bank Transit Number and your company. This information appears at the beginning of the transmittal file.

(CAN) Direct Deposit Create File - Run Parameters Page

(CAN) Note. Although the Canadian page displays with some differences, all fields on this page have the same functionality as the fields on the Running the Direct Deposit Create File Process.

Processing Checks Off-Cycle

This section discusses how to process checks off-cycle. Off-cycle payroll 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 that 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.

(USF) In addition, USF users process the payment through the ECS Off Cycle Process.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars"

"Working with Paysheets"

"Calculating Pay"

"USF Setting Up and Processing Agency Interfaces"

Warning! 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, associated with 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) selecting Off-Cycle, you can delete the previously confirmed off-cycle paycheck. Additionally, using the *left* side of the run control panel for off-cycle runs 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 associated with. The actual check date is not a factor.

On Cycle Payroll Example

Period End Date	12/31/2000
Check Date	12/31/2000 (on the pay calendar)

Balances for December 2000 are updated

Off-Cycle Payroll Example

Period Ends	12/31/2000
On Cycle Check Date	12/31/2000 (on the pay calendar)
Off Cycle Check Date	01/02/2001 (on the actual checks)

Off Cycle payroll is tied to the on-cycle payroll for Payroll Period End Date 12/31/2000. The on-cycle payroll has a check date of 12/31/2000. So the balances for December 2000 are updated. If the off-cycle is tied to the first payroll in 2001, then the January 2001 balances are updated.

Processing Online Checks

This section provides an overview of processing online checks and discusses how to:

- Configure the system for online printing.
- Use an employee's online paysheet and check.
- Reverse a check.

Understanding Processing Online Checks

With PeopleSoft Payroll, you can calculate, view, and print a single employee check interactively, online. You enter the hours or an amount and, if necessary, override Job Data, taxes, deductions, or garnishments to create a single employee check.

You can also use this feature for check modeling. Enter the employee's information, calculate the results, and delete the check.

(USF) Note. With few exceptions, federal agencies must issue all certified payment vouchers through the Department of the Treasury.

Pages Used to Process Online Checks

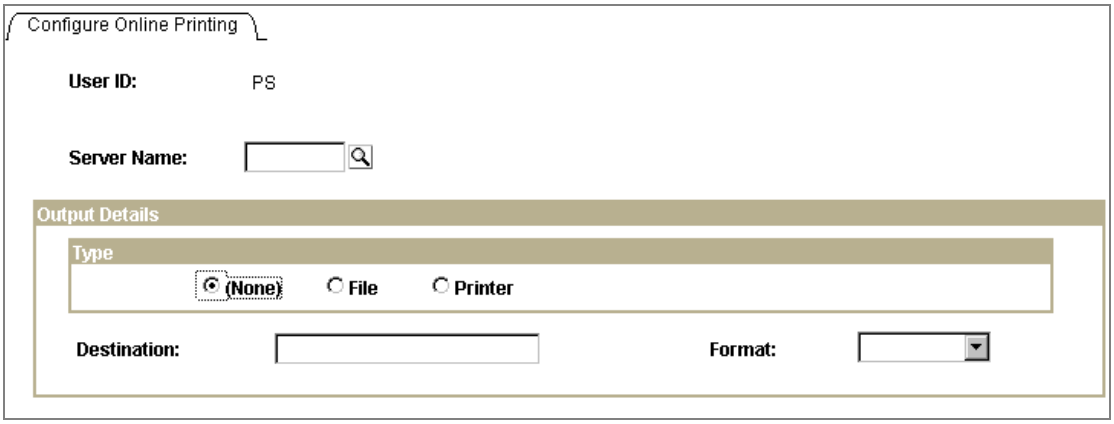
Page Name	Object Name	Navigation	Usage
Configure Online Printing	PAY_OL_PRNT	Define Business Rules, Define Payroll Process, Setup 2, Configure Online Printing Define Business Rules, Define Payroll Process (USF), Setup 2, Configure Online Printing	Configure the system for online printing.
Online Check Paysheet	PAY_OL_SHEET_S1	Compensate Employees, Manage Payroll Process (US), Use, Online Check Compensate Employees, Manage Payroll Process (CAN), Use, Online Cheque Compensate Employees, Manage Payroll Process (USF), Use, Online Check	Use an employee's online paysheet and check.
Online Results	PAY_OL_CHECK_S	Compensate Employees, Manage Payroll Process (US), Inquire, Online Results Compensate Employees, Manage Payroll Process (USF), Inquire, Online Results	When you click Calculate on the Online Check page, the system performs the calculation and displays the Online Results page.
(CAN) Online Results	PAY_OL_CHECK_C	Compensate Employees, Manage Payroll Process (CAN), Inquire, Online Results	When you click Calculate on the Online Check page, the system performs the calculation and displays the Online Results page.
Check Reversal	PAY_OL_CHECK_S	Click the Reverse & Confirm button on the Online Results page.	Reverse a check.
(CAN) Check Reversal	PAY_OL_CHECK_C	Click the Reverse & Confirm button on the Online Results page.	Reverse a check.

See Also

"USF Setting Up and Processing Agency Interfaces"

Configuring for Online Printing

Access the Configure Online Printing page.



Configure Online Printing page

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 want the report printed.

Understanding Online Check Paysheets

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.

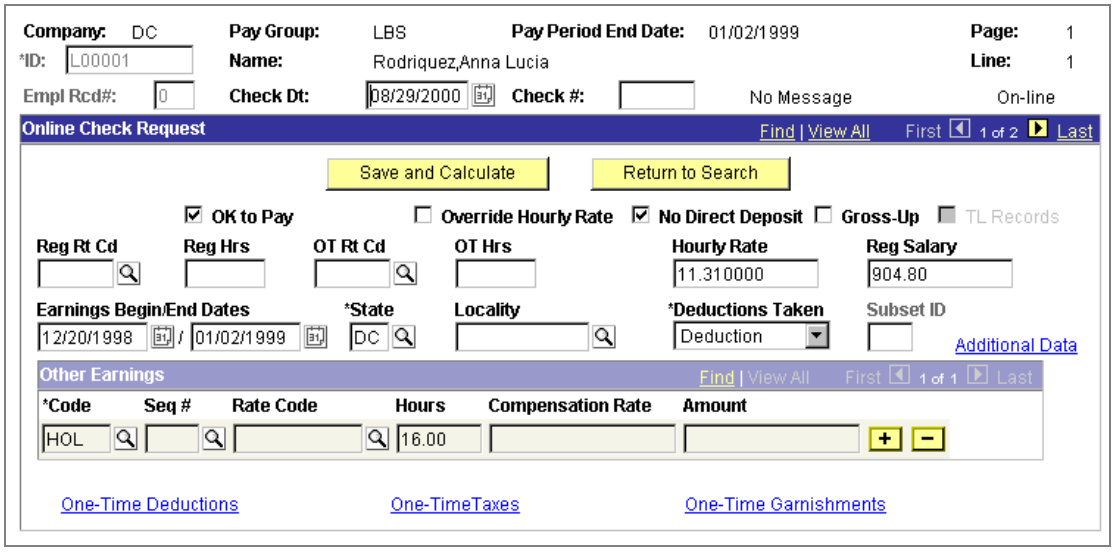
  If neither of the previous two conditions exist, the system displays a message asking if you want to use the Paysheet Creation Process to create the data for the employee's online check.

- Create the Online Paysheet Manually.

  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.

Using Online Check Paysheets

Access the Online Check Paysheet page.



Online Check Paysheet page

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, click this button 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.

Note. Many of the fields on the Online Check Paysheet page are identical to those on the Paysheet page.

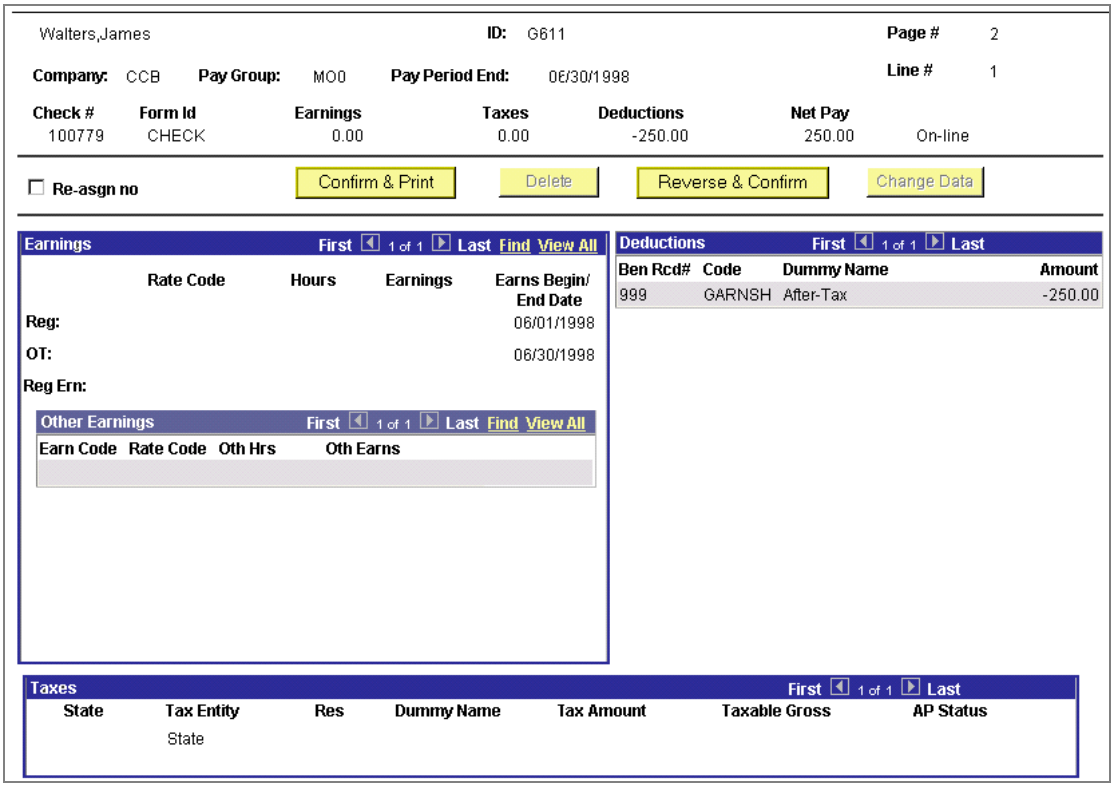
Warning! If you use the Paysheet Creation process for online checks using the same on-cycle Pay Calendar that's being processed in batch, the employee receives a duplicate check.

See Also

"Working With Paysheets," Modifying a Paysheet

Displaying Online Check Results

Access the Online Results page.



Online Results page

(USF) Note. 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.

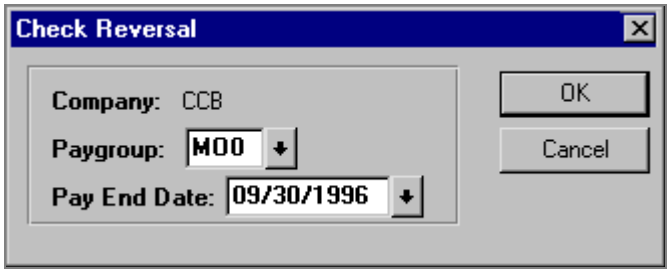
You must assign a Pay Run ID to the appropriate pay calendar. Otherwise, the system cannot find any employee data for Online Check Processing. The fields on this page are display-only and are based on the data that was entered on the online paysheet.

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 Click this link to run the Check Reversal process.

Reversing a Check Online

Access the Check Reversal page by clicking the **Reverse & Confirm** button on the Online Results page. This enables you to reverse a check and confirm the results of the Check Reversal process.



Check Reversal page

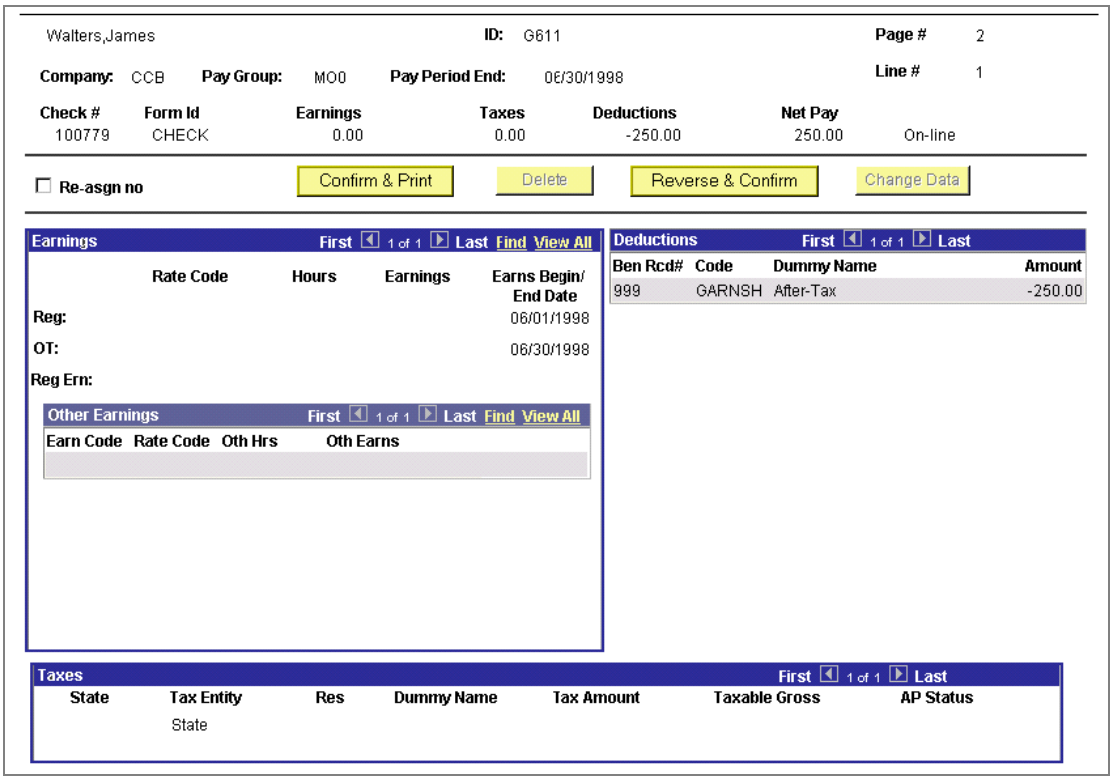
Enter a **Paygroup** and a **Pay End Date.** The reversal is posted to the company, pay group, and pay end date specified here. Click **OK** to run Check Reversal.

See Also

Using Online Check Paysheets

Reviewing Results of an Online Check Reversal

Access the Online Results page.



Viewing results of online check reversal

See Also

"Working with Paysheets"

Displaying Online Check Results

Recording Manual Checks

This section discusses how to record manual checks into PeopleSoft Payroll for North America.

Understanding 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 process a last-minute payroll adjustment. Or you may correct 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 must record it in the system to update your employee's earnings, deductions, garnishments, and tax balances. Because manual checks are 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.

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 select 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.

See Also

"Working With Paysheets," Entering One-Time Deductions

"Working With Paysheets," Entering One-Time Taxes

Entering Manual Checks

To enter a manual check into the system:

1. Enter information for a specific paysheet on the Paysheet page.
2. Enter the employee's earnings, taxes, and deductions into the paysheet on the One-Time Deductions, One-Time Garnishment, and One-Time Taxes pages. The system calculates employer-paid taxes and benefits.

   Note. 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.

3. Run the Pay Calculation process on the Pay Calculation page. 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.
4. Review the results.

5. Run the Pay Confirmation process on the Pay Confirmation page. During this process, the system updates all balances for earnings, deductions, and taxes.

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.

See Also

"Working with Paysheets"

"Calculating Pay"

"Confirming Pay"

Processing a Final Check Request

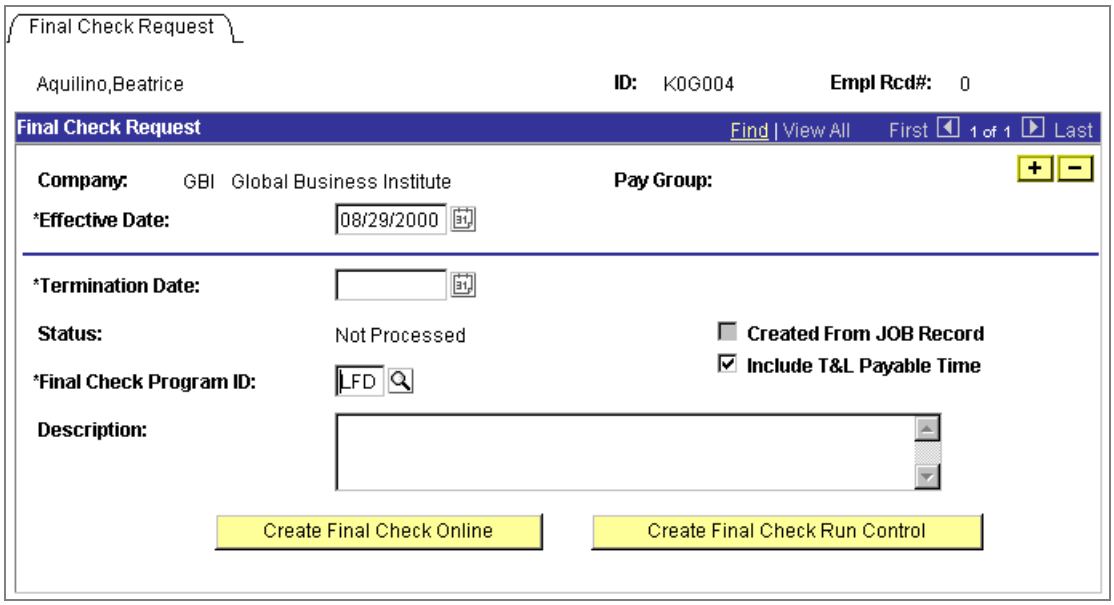
This section discusses how to process a Final Check Request.

Page Used to Process a Final Check Request

Page Name	*Object Name*	*Navigation*	*Usage*
Final Check Request	TERM_RQST	Compensate Employees, Manage Payroll Process (US), Use, Final Check Request Compensate Employees, Manage Payroll Process (CAN), Use, Final Cheque Request Compensate Employees, Manage Payroll Process (USF), Use, Final Check Request	Run the online or batch Final Check Request process.

Running the Final Check Request Process

Access the Final Check Request page.



Final Check Request page

Note. 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.

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.

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.

Create Final Check Online To access the Online Check process for the Final Check Request, click this button.

Create Final Check Run Control To access the batch Payroll process for Final Check Requests, click this button.

See Also

"Definng Earnings and Using Earnings Codes," Establishing a Final Check Program

"Working With Paysheets," Creating Final Check Paysheets

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. Click the Create Final Check Online button on the Final Check Request page to begin this process.



Final Check verification message

When you click the Create Final Check Online button 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 displays the Online Check process described in this section.

See Also

"Working With Paysheets," Creating Final Check Paysheets

Processing Online Checks

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 use Pay Calculation and Pay Confirm to complete the cycle of generating final paychecks. Select this process by clicking Create Final Check Run Control on the Final Check Request page. The system displays the Create Final Check Paysheets process.

See Also

"Working With Paysheets," Creating Final Check Paysheets

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. Use this option to recreate an employee's final check paysheet.

Warning! 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 must manually select the OK to Pay check box on all pre-existing paysheets.

Understanding Paycheck Reversals and Adjustments

This section presents an overview of reversing and adjusting paychecks. 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 following sections.

Note. The system does not perform adjustments to online checks. **Note.** 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.

See Also

Processing Online Checks

Knowing Whether to Reverse or to Adjust a Check

Use this 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 how 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 previous 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 how 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.

CAN Note. When processing an adjustment, a CPP/QPP pay period exemption may be applied in error to the adjustment cheque.

Comparing the Reversal and Adjustment Processes

The Reversal/Adjustment process produces different results, depending on whether you select Reversal or Adjustment for your run control:

Reversal	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 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.

See Also

Reversing Paychecks

Adjusting Paychecks

Understanding Messages on the Pay Record

When you reverse or adjust checks, the following messages appear on the payline and paycheck records.

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

This section discusses how to reverse paychecks.

Understanding the Check Reversal Process

Payroll departments occasionally must reverse incorrect system-generated checks. You run paycheck reversal when a system-generated check is incorrect and has not been cashed or deposited. The key to 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 menu. 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.

To reverse paychecks, you do not need to run Pay Calculation. When you run the Reversal process, the system 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 made a mistake. Select 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, 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.

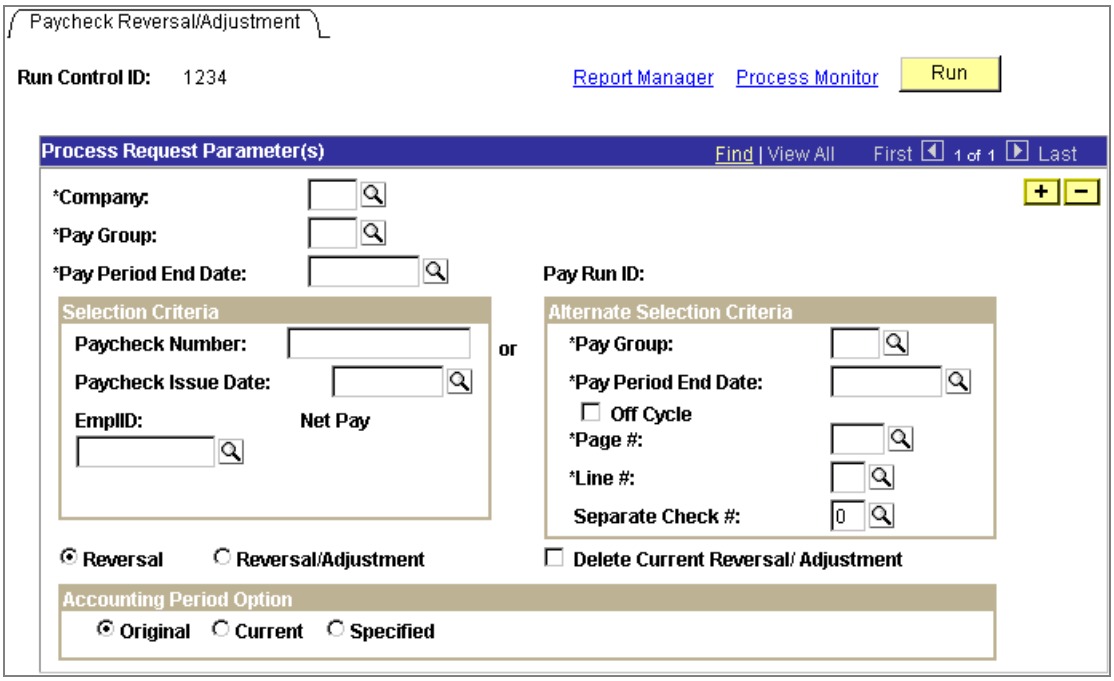
Note. Reversals and Adjustments must be processed using the right side of the run control page. Although you can run them from the left side of the run control page, this process generates calculation errors later in the process.

Page Used to Reverse Paychecks

Page Name	*Object Name*	*Navigation*	*Usage*
Paycheck Reversal/Adjustment	RUNCTL_PAY_REV	Compensate Employees, Manage Payroll Process (US), Process, Paycheck Reversal/Adjustment Compensate Employees, Manage Payroll Process (CAN), Process, Paycheque Reversal/Adjustment Compensate Employees, Manage Payroll Process (USF), Process, Paycheck Reversal/Adjustment	Define the parameters for the Reversal program.

Step 1: Defining the Paycheck Reversal Parameters

Access the Paycheck Reversal/Adjustment page.



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.

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 or reversal/adjustment. 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**

Do not use these fields for Reversals and Adjustments. Use the fields listed on the right side of the page.

Pay Period End Date, Off Cycle, Page # and Line #

If you do not know the check number and issue date, you can locate the check by searching for these values in the fields in the right column.

Separate Check #

If the check to be reversed was issued as a separate check, enter a value here.

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 menu.

Off-Line: Refer to your Payroll Register or Payroll Check Register reports.

Reversal

Select for a check reversal.

Reversal/Adjustment	Select for a check reversal and an adjustment check.
Delete Current Reversal/Adjustment	To delete an unwanted reversal or reversal/adjustment, set up a run control with this option selected and run the Reversal program.

Accounting Period Option

Original, **Current**, and **Specified**	Select to process the original, current, or a specified accounting period.
Fiscal Year	Select the fiscal year of the specific accounting period you want to process.

If you're reversing more than one check, insert a row for each additional check.

Step 2: Running Paycheck Reversal

After you enter all the checks to be reversed, run the Paycheck Reversal process. This program eliminates entering each check to be reversed as a manual check.

Click **Run** to run this request. PeopleSoft Process Scheduler runs the Paycheck Reversal process at user-defined intervals.

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.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

Processing Online Checks

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. 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. Use the right side if the reversals and/or reversal/adjustments are off-cycle.

Viewing Confirmed Reversed Checks

After you run Pay Confirmation, you can view information, including updated balances, using the Paycheck Data pages in the Maintain Payroll Data and Manage Payroll Process menus, and you can run any required reports.

Note. You cannot update Paysheet information after Pay Confirmation has been completed.

See Also

"Confirming Pay"

Adjusting Paychecks

This section discusses how to adjust paychecks.

Understanding 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 paychecks. Or you can attempt to get the money back from the employee by other means.

Note. After being confirmed, adjustment checks cannot be adjusted. The system does not perform adjustments to online checks.

Page Used to Adjust Paychecks

Use the Paycheck Reversal/Adjustment page to both adjust and reverse paychecks.

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 the Company General Deductions Tables. You can use the NETPAY deduction supplied with the demonstration database as an example.

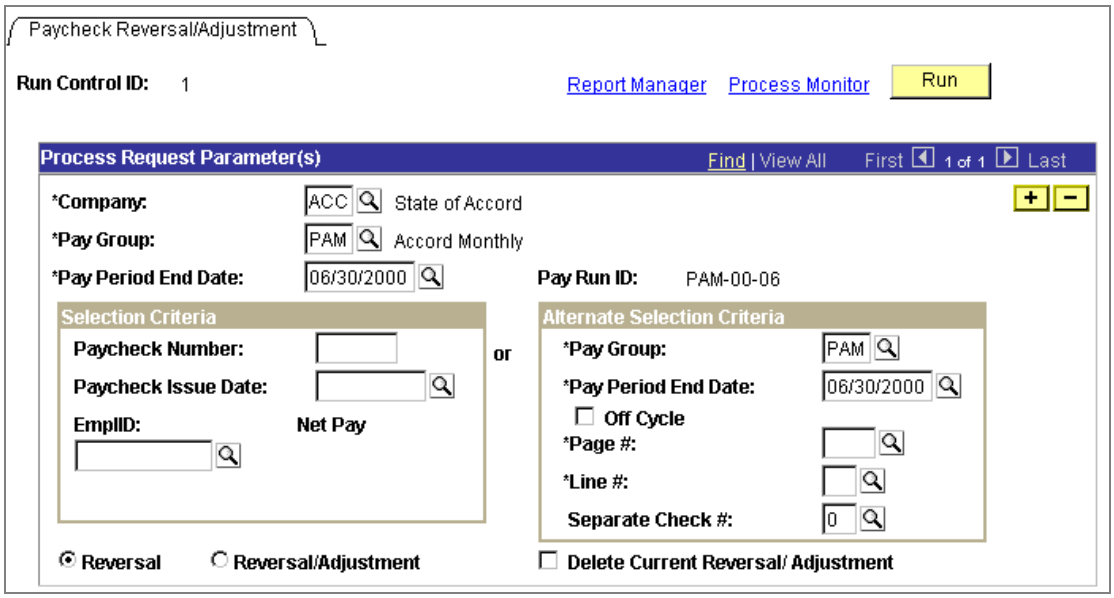
During the Reversal step of the adjustment process, the system reverses the original check, producing a Calculated Check Reversal. It does this by subtracting a NETPAY deduction equal to the employee's net pay on the original check.

See Also

"Defining Deductions," Specifying the Deduction Priority

Step 2: Setting Up Paycheck Adjustment Parameters

Access the Paycheck Reversal/Adjustment page.



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.

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 press TAB to move to the next 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 #	If you do not know the check number and issue date, you can locate the check by searching for these values in the fields in the right column.
Separate Check #	If the check to be adjusted was issued as a separate check, enter the number here.
Reversal/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

After you've entered all the checks to be adjusted, run the Paycheck Reversal/Adjustment process. This program eliminates having to enter each check to be adjusted as a manual check.

Click **Run** to run this request. PeopleSoft Process Scheduler runs the Paycheck Reversal/Adjustment process at user-defined intervals.

Step 4: Entering Adjustment Information

You can view the effects of the reversal step of the adjustment by viewing 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, enter *10* in OT Hours; if you taxed her in the wrong taxing jurisdiction, 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.

Click **Run** to run this request. PeopleSoft Process Scheduler runs the Pay Calculation process at user-defined intervals.

Your next steps depend on whether you owe the employee or the employee owes you.

If You Owe the Employee

If you owe the employee money, the system produces a Calculated Check for the amount you owe. You can then 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 following message appears in the Paysheet, Payroll Messages page (assuming no other errors):

```
The net pay calculated for this check is a negative amount.
```

The Message Data field at the bottom of the page displays a negative amount, which is the amount the system has calculated the employee owes you. The system treats this as an error because it is designed to produce checks for positive or zero amounts. A negative paycheck amount is not valid.

If the employee is still employed, 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.

See Also

"Calculating Pay"

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:

1. 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 Taxes page.

3. When you run Pay Calculation, the system assigns the earnings to the Payback Deduction Code, and effectively puts the amount the employee owes into an Arrears Balance, and attempts to take it out on the future pay runs.

Note. 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 adjustment earnings code to link (payback deduction code) to a special deduction 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, but each would require a corresponding Adjustment Earnings Code. 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 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.

7. 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 is set by default with the information needed 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.

8. Setting Up the Company General Deductions Table

   After 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.

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.

Selections on Earnings Table – General Page:

An Adjustment Earnings Code is necessary to process check adjustments for which the employee owes the company money.

For Payment Type, select Either Hours or Amount OK.

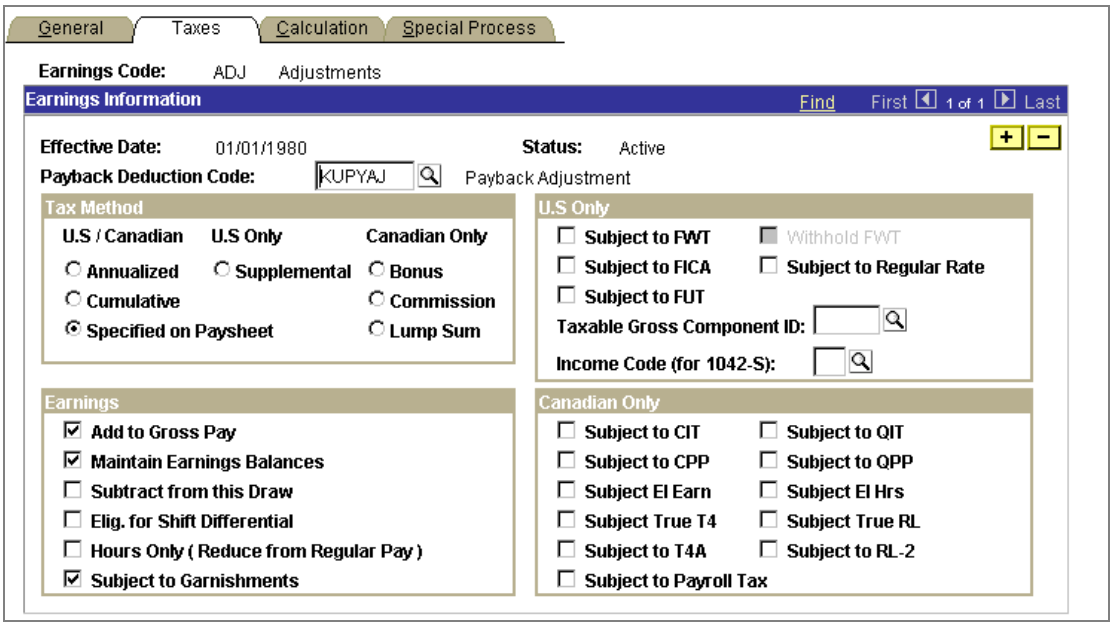
For Effect on FLSA, select None.

For Eligible for Retro Pay, neither selection should be used for adjustment earnings.

Selections for Earnings Table – Taxes Page:

After you've set up the Adjustment Earnings Code, you identify the Payback Deduction Code and how to process the adjustment earnings on the check.

To use the payback arrears feature, set up the Earnings Table - Taxes page to match this example.



Earnings Table - Taxes page

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 future check(s) until the entire amount has been collected.

Tax Method

Select **Specified on Paysheet.** The system selects the default values from the paysheet.

Earnings

Add to Gross Pay Select this option to offset the money the payee owes.

Maintain Earnings Balances This check box is optional. Select it to maintain a balance of the earnings amount.

Eligible for Shift Differential It should not be selected for adjustment earnings.

Subject to Garnishments It should not be selected for adjustment earnings.

Note. In the **U.S.** and **Canadian** group boxes, clear all Subject to check boxes. This is 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.

See Also

"Defining Earnings and Using Earnings Codes," Establishing Earnings Codes

"Defining Deductions," Specifying the Deduction Priority

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 previously) enter the arrears amount as Other Earnings, using the Earnings Code you set up for arrears adjustments. Save the paysheet.

9. Set up off-cycle Pay Calculation parameters and run Pay Calculation.

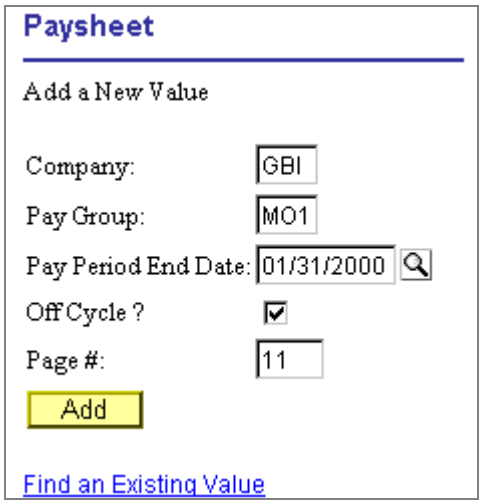
10. Set up off-cycle Pay Confirmation parameters and run Pay Confirmation.

11. View results on the Paycheck Data pages.

12. 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 are prompted for the paysheet criteria.



Adding a Paysheet page for an on-demand check

Pay Period End Date This 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.
Off-Cycle?.	If you're producing on-demand checks as part of your normal on-cycle payroll process, do not select this option. If you're producing on-demand checks separately in an off-cycle payroll process, select this option.
Page #	This can be any page that is not already assigned to an existing set of paysheets. PeopleSoft recommends you use a unique number, so that you can easily identify the on-demand check or checks.

See Also

"Working with Paysheets"

Running Pay Calculation

After you complete the Paysheet entries for your on-demand checks, 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 menus.

See Also

"Calculating Pay"

Setting Up and Running Pay Confirmation

After you're confident that your on-demand checks have been recorded correctly, you can 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.

Note. To view confirmed information, use the Paycheck Data pages.

See Also

"USF Setting Up and Processing Agency Interfaces"

Performing Check Reconciliation

This section discusses how to perform check reconciliation. PeopleSoft Payroll has 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 use 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 adapt the sample PeopleSoft SQR programs to accommodate a Bank File with a different format. The SQR *must* match the record layout 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.

PAY015A identifies 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 do not agree.

Producing Check Reconciliation Reports with PAY015B

After you run PAY015A, 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

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

Example of Check Reconciliation

Suppose 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 can run the SQRs.

Note. 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 (from 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

This section presents an overview of reprinting checks and discusses how to:

- Set the check ranges and run the check reprint process.
- View reprinted checks.

Understanding Reprinting Checks

Occasionally you may need to reprint one or more checks. Some checks may be damaged. The Check Reprint program reassigns the check numbers allocated during the Pay Confirmation process so that you may reprint them if necessary.

Suppose 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

Pages Used to Reprint Checks

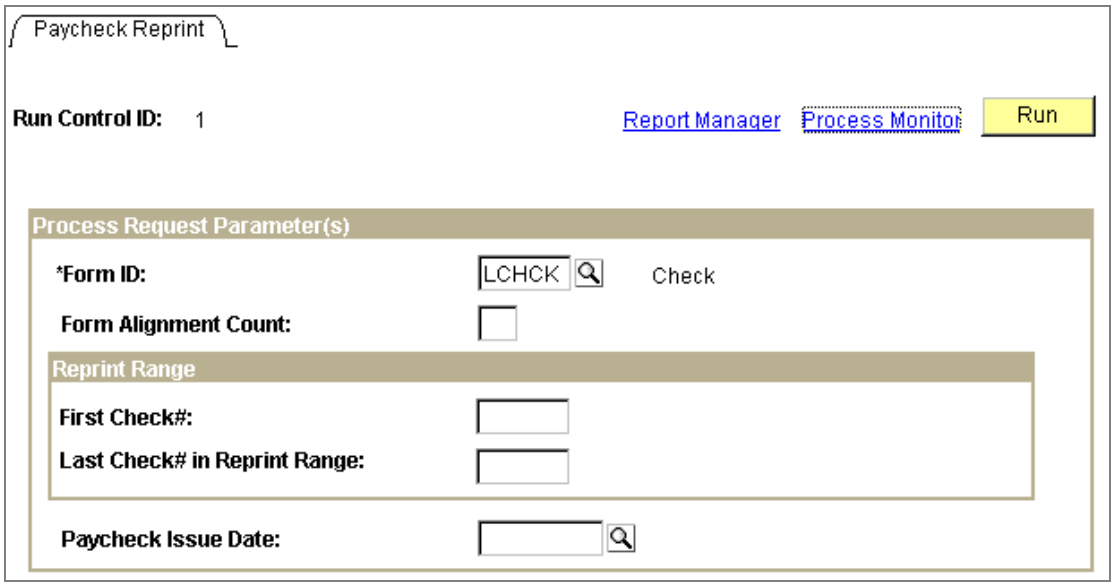
Page Name	*Object Name*	*Navigation*	*Usage*
Paycheck Reprint	RUNCTL_PAY_REPRINT	Compensate Employees, Manage Payroll Process (US), Process, Paycheck Reprint Compensate Employees, Manage Payroll Process (CAN), Process, Paycheque Reprint Compensate Employees, Manage Payroll Process (USF), Process, Paycheck Reprint	Set the check ranges and run the check reprint process.
Paycheck Earnings	PAY_CHECK_E	Compensate Employees, Manage Payroll Process (US), Inquire, Paycheck Data, Paycheck Earnings Compensate Employees, Manage Payroll Process (CAN), Inquire, Paycheque Data, Paycheck Earnings Compensate Employees, Manage Payroll Process (USF), Inquire, Paycheck Data, Paycheck Earnings	View reprinted checks.

See Also

Processing Online Checks

Setting the Check Ranges and Running the Check Reprinting Process

Access the Paycheck Reprint page.



Paycheck Reprint page

Form ID Enter the ID for the type of form you want reprinted, in this case, select the appropriate Form ID.

Form Alignment Count Indicate how many checks you need for manually aligning the check forms in your printer. These check numbers are inserted into the Dead Paychecks File.

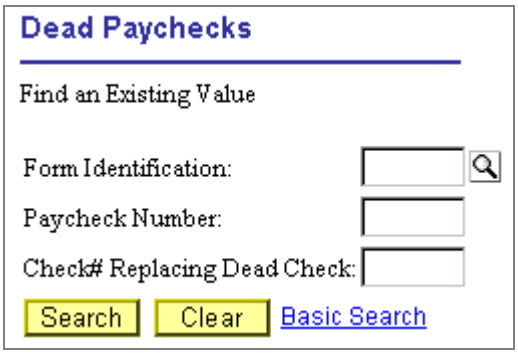
Reprint Range Enter the **First Check** and **Last Check # in Reprint Range** of the checks you're reprinting.

Paycheck Issue Date This should be the same as the date on your original check run. If you need to reprint checks for different dates, you must run the Paycheck Reprint process separately for each different date.

Click **Run** to run this request. PeopleSoft Process Scheduler runs the Paycheck Reprint Process at user-defined intervals.

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 category 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

After running the Reprint process, you may reprint your checks as you normally print checks, by running the Payroll Check Print SQR, PAY003 (PAY003CN for Canada). When you set up your run control, enter a Starting Check/Advice Number on the Run Parameters page.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports," PAY003 - Check Print

"Appendix A: PeopleSoft Payroll for North America Reports," (CAN) PAY003CN - Cheque Print

Entering a Starting Check/Advice Number

In our example, you enter ***100085,*** because that's where you want the system to start reassigning check numbers.

Note. You also need to reset the check number in the Form Table to the number of the first undamaged check form.

Let's examine how the system processes 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.

After Confirmation and first print run		***After running Reprint job and second print run***	
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 ***(Restart printing here)***
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

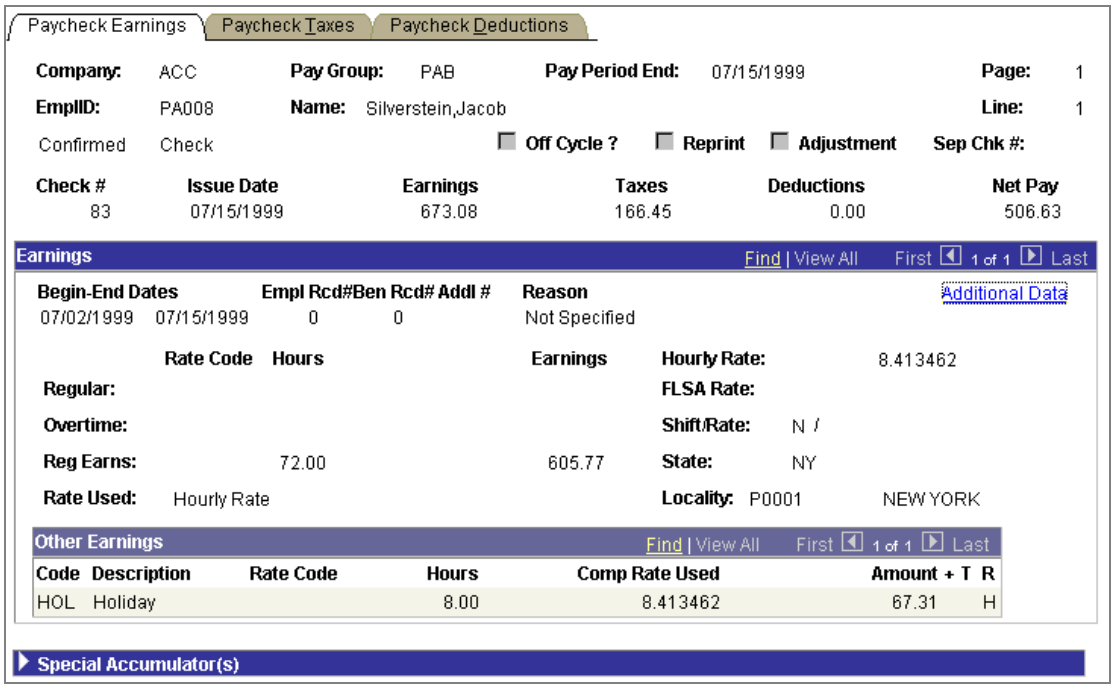
After Confirmation and first print run		*After running Reprint job and second print run*	
100102	Not yet printed	100110	Printed OK
100103	Not yet printed	100111	Printed OK
100104	Not yet printed	100112	Printed OK
100105	Not yet printed	100113	Printed OK
100106	Not yet printed	100114	Printed OK
		100090	**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, and 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, and the checks that had not yet been printed.

Viewing Reprinted Checks

Access the Paycheck Earnings page.



Paycheck Earnings page

Note. The system selects the **Reprint** check box to indicate that the check was issued as a replacement.

Processing Gross-Ups

Use the Gross-Up process to 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 cannot 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 select either Annualized or Cumulative, the system uses the employee's federal and state marital status and number of exemptions. If you select the Supplemental tax method, the system ignores the employee's filing status and uses the supplemental rates in the Federal/State Tax Tables.

  For Canada, the recommended tax methods to use would be Annualized or Bonus. Supplemental is U.S. only.
- 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.

Note. 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.

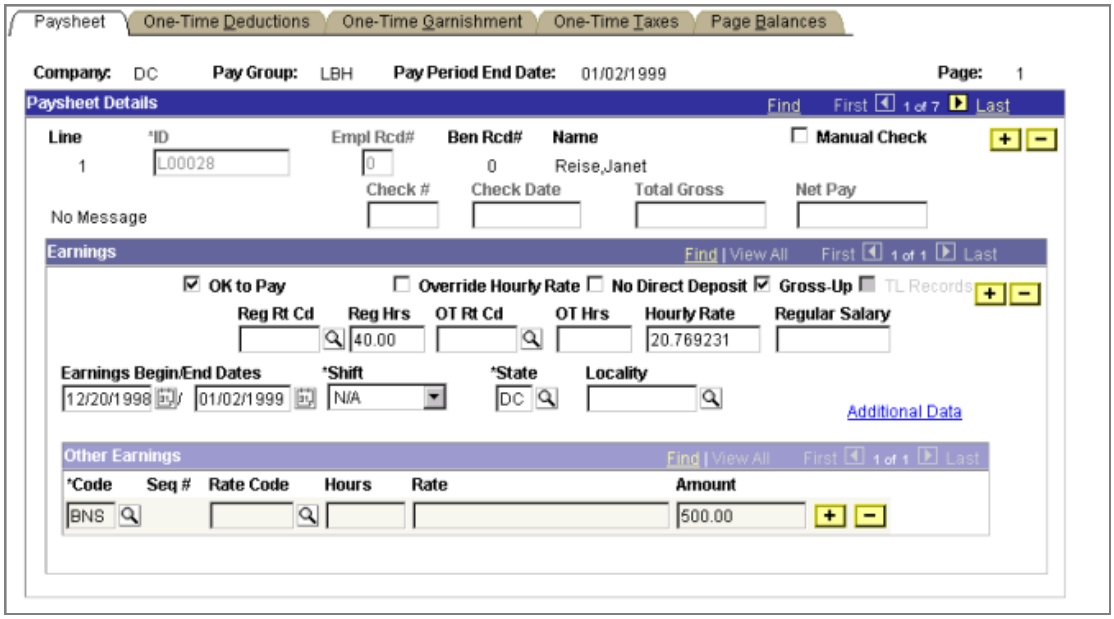
Running a Gross-Up

Suppose 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: Paysheet Page for a Net Pay Gross-Up



Net-Pay Gross-Up Paysheet page

Select **Gross-Up.**

Determine the Earnings Code to be used to gross up. This may be Regular, in which case you use the **Earnings** group box. Or, you may have created a specific Earnings Code for these situations, in which case you use the **Other Earnings** group box.

Suppose you want to use an **Other Earnings Cd** of ***BNS*** (Bonus). Enter this code, then enter the net pay **Amount.**

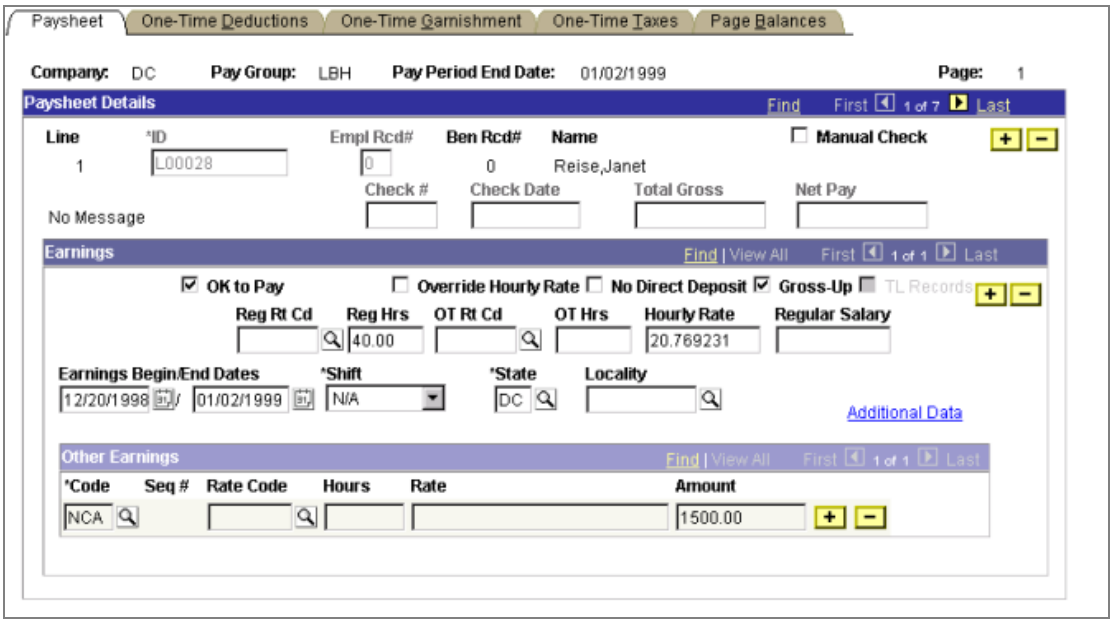
To enter the **Tax Periods, Pay Frequency,** and **Tax Method** you want to use, click **Addl Data**.

If the tax method desired is already defined on the Earnings code, it is not necessary to enter it in the Additional Data.

If you're ready to pay the employee, select **OK to Pay.**

(CAN) Note. The gross-up process for Canada considers only legislated deductions (both employee and employer contributions) when determining gross pay. Nonstatutory deductions (both employee and employer contributions) are deducted from the desired net pay unless Deductions Taken is set to None.

Example 2: Paysheet Page for a Zero Net Gross-Up



Zero Net Gross-Up Paysheet page

Select **Gross-Up.**

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.

Suppose you want to use an Other Earnings Code of ***NCA*** (Noncash 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.

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 do not want any deductions taken, go to the Paysheet One-Time Deductions page and select None for Deductions Taken.

After you've specified taxes and deductions, you can run Pay Calculation and Pay Confirmation in the normal fashion.

Viewing Results of a Gross-Up

To review Paycheck results, including Gross-Up results, select Compensate Employees, Manage Payroll Process, Inquire.

See Also

"Working with Paysheets'

"Calculating Pay"

"(USF) Setting Up and Processing Agency Interfaces," Processing Checks Off-Cycle

CHAPTER 24

Working With Tipped Employees

In this chapter, we discuss how to:

- Set up the payroll system for tipped employees.
- Allocate tips.

Setting Up the Payroll System for Tipped Employees

In this section, we provide an overview of earnings for tipped employees and discuss how to set up the following information for tipped employees:

- Company Table.
- Tips processing in the Company Table.
- Pay Group Table.
- Federal and State Tax Table.
- Tip Establishments Table.
- General earnings code information.
- Earnings code tax information.
- Earnings code tax calculation information.
- Job Data record.
- Form W-2.

Note. For each tip category, you can set up the general information as described in this section. However, this is only a recommendation. Depending on the company, you might need to change some selections.

Understanding Earnings for Tipped Employees

Relationship Between Reported Tips, Tip Credit, and Minimum Wage Adjustments

Before you set up earnings codes, you must understand 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 period.

According to the Department of Labor, you can pay tipped employees at a rate that is less than the federal minimum wage. They permit a below-minimum rate because you can apply a portion of the employee's tip income 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 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 system calculates tip credit 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 you must follow. In this section, references to *statutory minimum* wage refer to the higher of the two minimum wages.

The employer can select the minimum hourly rate to enter in an employee's Job Data record, provided that the rate does not fall below the regulation requirement. The system then determines what portion of the tips reported for an employee constitutes the tip credit for the 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.

Note. 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 is necessary. *Minimum wage adjustment* is 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.

Tax Information

According to federal law, tips of more than $20 per month are subject to withholding for:

- FIT
- OASDI
- Medicare
- FUTA

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 receives 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 W-2 process calculates the uncollected amount reports it in box 13 on the employee's Form W-2. The system reports the uncollected amount for each tax separately.

If the employee does not have sufficient net pay to withhold the total tax amounts, the system:

1. Withholds taxes on earnings.
2. If there is enough pay available, it withholds taxes on the tips.

Some states consider tips as earnings for state income tax (SIT) and state unemployment insurance (SUI) taxes. Some follow the federal $20 per month rule. Other state taxes, such as SDI, OFLT, HCSF, WFDP, and workers' compensation might not include tips in the gross that is used to calculate the tax. The taxation of tips for all states is in the Federal and State Tax Tables that are maintained by PeopleSoft.

For localities, tips are usually considered wages if the state considers tips as wages for income tax purposes.

Pages Used to Set Up the Payroll System for Tipped Employees

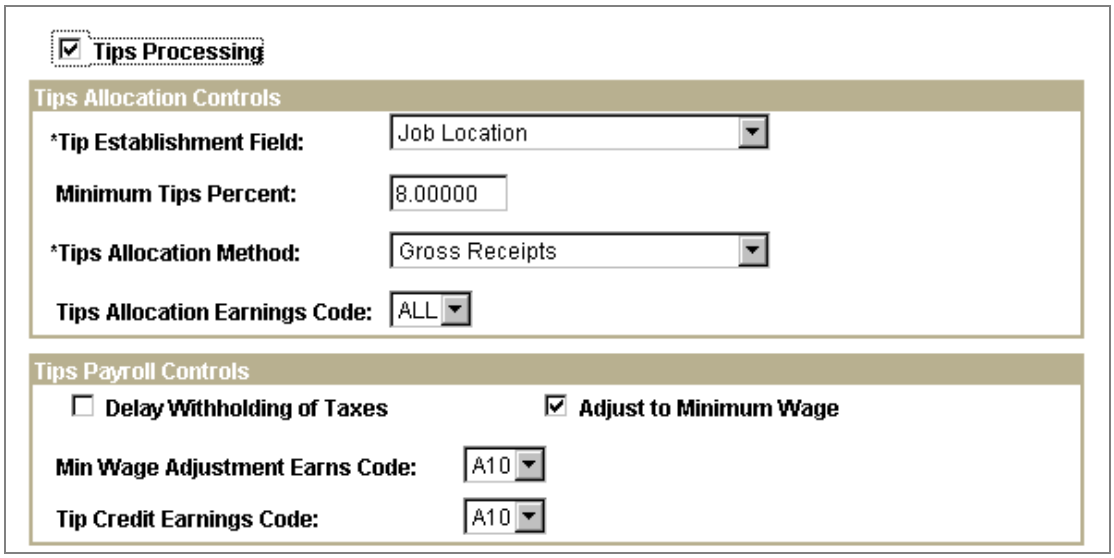
Page Name	*Object Name*	*Navigation*	*Usage*
Tips Processing		Click the Tips Processing link on the Company Table page.	Set up tips processing in the Company Table. This is required for the system to account for tipped employees throughout the payroll process.

Page Name	Object Name	Navigation	Usage
Tip Establishment	TIPS_ESTAB_TBL	Define Business Rules, Define Tips Allocation, Setup, Tip Establishment	Set up tip establishment parameters for allocating employee tips. Before using this page, you must define the Tip Establishment field in the Company Table.

Note. Most of the pages used to set up your payroll system for tipped employees are documented elsewhere in this PeopleBook. This chapter discusses only those pages and fields that pertain to tipped employees and require additional explanation.

Setting Up Tips Processing in the Company Table

Access the Tips Processing page.



Tips Processing page

Tips Allocation Controls

These values populate the Tip Establishment Table.

Tip Establishment Field and **Tips Allocation Earnings Code**
You cannot override these values in the Tip Establishment Table.

Minimum Tips Percent and
You can override these values in the Tip Establishment

Tips Allocation Method	Table. **Note.** The Minimum Tips Percent value is based on federal and state regulations.

Tips Payroll Controls

These values populate the Pay Group Table, where you can override them.

Delay Withholding of Taxes	If you select this check box, the system delays withholding until the employee reports $20 of tips in a month federal and state taxes for each earning that is indicated for tax withholding in the Federal and State Tax Table.
Adjust to Minimum Wage	Select this check box unless your company has a special agreement with the IRS. This ensures that tipped employees receive necessary wage adjustments to bring them up to the minimum wage.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Companies, Agencies, and Locations," Setting Default Information for Companies

Understanding the Tip Allocation Process

Setting Up the Pay Group Table for Tipped Employees

Access the Pay Group – Bank/Tip Info page.

Min Wage Adjustment Earns Code (minimum wage earnings code) and **Tip Credit Earnings Code**	The default values come from the Company Table. However, if you select different values here, they override the Company Table.

See Also

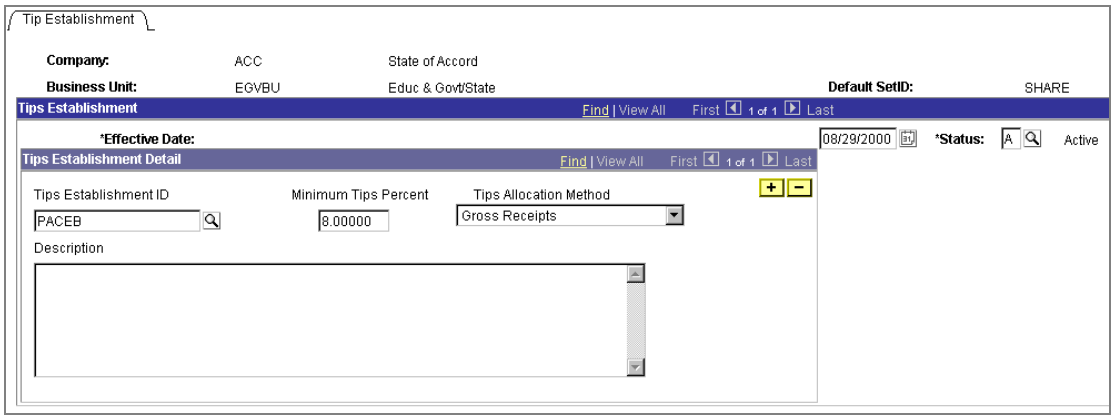
"Defining Your Organizational Framework," Establishing Tips Processing

Setting Up the Federal and State Tax Table for Tipped Employees

These tables are maintained by PeopleSoft. See the Federal/State Tax Table - General page.

Setting Up the Tip Establishments Table for Tipped Employees

Access the Tip Establishment page.



Tip Establishment Table page

Depending on what you selected as a tip establishment on the Company Table you will see a different list of valid values for the Tips Establishment ID field. For example, if you selected Job Location as the Tips Establishment on the Company Table, you will see a list of valid locations to choose from. If you selected Job Dept as the Tips Establishment, you will see a list of valid departments.

Minimum Tips Percent Enter a minimum tips percent to allocate tips when employees report total tips that are less than a set minimum percent of total sales. The default comes from the Company Table, but you can override it.

Tips Allocation Method Valid values are: ***Gross Receipts, Hours Worked,*** and ***Good Faith (Custom).*** The default is ***Gross Receipts.*** The default comes from the Company Table, but you can override it.

See Also

Understanding the Tip Allocation Process

Setting Up Tips Processing in the Company Table

Setting Up Earnings Codes for Tipped Employees

Access the Earnings Table - General page.

The following table suggests values and options that you might select for each tip category:

Description Field	*Payment Type Group Box*	*Effect on FLSA Group Box*	*Eligible for Retroactive Pay Group Box*
Allocated Tips.	Amounts Only.	None.	Not applicable.
Tip Credit.	Amounts Only.	None.	Not applicable.

Description Field	*Payment Type Group Box*	*Effect on FLSA Group Box*	*Eligible for Retroactive Pay Group Box*
Minimum Wage Adjustment.	Amounts Only.	Amounts Only.	Selection depends on company policy.
Reported Tips.	Amounts Only.	None.	Not applicable.

See Also

"Defining Earnings and Using Earnings Codes," Defining Parameters and Rules for Calculating Earnings

Setting Up Earnings Code Tax Information for Tipped Employees

Access the Earnings Table - Taxes page.

The following table suggests values and options that you might select for each tip category:

Earnings Code Field	*Tax Method Group Box*	*Earnings Group Box*	*U.S. Only Group Box*
Allocated Tips.	Specified on Paysheet.	Maintain Earnings Balances.	Not subject to withholding; therefore, leave everything blank. Companies do not have to withhold taxes on allocated tips; however, the employee eventually pays taxes on them.
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. • Subject to Garnishments.	Subject to all taxes.
Reported Tips.	Supplemental.	Maintain Earnings Balances.	• Subject to all taxes. • Taxable Gross Component ID: ***TIP.*** Selecting ***TIP*** ensures that you tax tips according to each state's tax regulations.

See Also

"Defining Earnings and Using Earnings Codes," Entering Special Options and Tax Methods for Earnings Codes

Setting Up Earnings Code Tax Calculation Information

Access the Earnings Table - Calculation page.

The following table suggests values and options that you might select for each tip category:

Earnings Code Field	*Tips Category Field*
Allocated Tips.	Tip Alloc (tip allocation).
Tip Credit.	Tip Credit.
Minimum Wage Adjustment.	Not Tips.
Reported Tips.	Rept Tip (report tip).

See Also

"Defining Earnings and Using Earnings Codes," Tracking General Ledger Entries by Earnings Code

Setting Up the Job Data Record for Tipped Employees

Access the Job Data - Payroll page.

Tipped

This field is available only if you defined tips processing in the Company Table.

Directly Tipped: Employees who normally receive tips directly from customers (for example, waiters and waitresses).

Indirectly Tipped: Employees who do not normally receive tips directly from customers, but who might receive tips occasionally (for example, cooks and kitchen helpers).

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce," Entering Employee Payroll Processing Data

Setting Up Form W-2 for Tipped Employees

Federal and state regulations require that you report tip information on the employee's Form W-2. PeopleSoft sets up all tax reporting information, except for the earnings code for allocated tips. For allocated tips, select your earnings code in the Earnings Code field on the Tax Form Definition page.

For detailed information about this process, see the relevant year-end processing instructions posted on Customer Connection.

Allocating Tips

In this section, we provide an overview of the Tip Allocation process and discuss how to:

- Enter employee tip allocation data.
- Select the tip allocation end date.
- Run the Calculate Allocated Tips process.
- Update allocation balances.
- View allocations for an individual employee.
- View allocations for an establishment.
- Report on the Tip Allocation process.
- Review the Tip Allocation process status.

Understanding the Tip Allocation Process

Most large hospitality industry employers must report additional information to the IRS concerning the establishment's receipts and the employees' tip incomes, by establishment. A large establishment is one that employs more than 10 people on a typical business day.

Tip allocation is required when the amount of tips reported by tipped employees for a pay period is less than a specified percentage of the establishment's gross receipts for that period. Currently, the percentage specified by federal regulations is 8 percent. The amount that you allocate is the difference between the total reported tips and 8 percent of your establishment's gross receipts. You can apply for a lower percentage, if you can show, in writing, that the tip rate at your establishment is less than 8 percent.

Each tip establishment allocates tips. An establishment is an individual restaurant, hotel, and so on, at a unique location. If a company has 15 restaurants, it allocates tips 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, the system reports

allocated tips on the paycheck stub as memo earnings because memo earnings do not add to the check gross and are not included in taxable grosses.

The Tip Allocation process consists of four steps:

1. Calculate the allocated tips.

3. Use the SQR reports to check your results. You can calculate allocated tips any number of times for an allocation date before approving the calculation.

4. Approve the tips. After you approve the calculation for an allocation date, you cannot recalculate for that date.

5. Update the allocated tips balances. Allocated tips must be approved before the balances can be updated.

There are three acceptable tip allocation calculation methods:

- Gross receipts.
- Hours worked.
- Good faith agreement.

In each method, the company allocates tips once per 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. These steps are based on Form 8027.

To use the gross receipts method:

1. Calculate the allocation base for an allocation period:

gross receipts in that period × specified percent

2. Calculate the tipped employee allocation base:

allocation base – total tips reported by indirectly tipped employees

3. For each directly tipped employee, calculate the employee's gross receipt ratio:

total gross receipts for all tipped employees / gross receipts attributable to the employee

4. Calculate the employee's share of the allocation base:

tipped employee allocation base × employee's gross receipt ratio

5. Calculate the employee's shortfall:

employee's share of the allocation base – employee's reported tips

If the amount is less than zero, it is 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:

   allocation base – total tips

9. Calculate the employee's shortfall ratio:

   employee's shortfall / total shortfall

10. Calculate the employee's allocated amount:

    total allocation × employee's shortfall ratio

Hours Worked Method

This method calculates an allocation amount for each directly tipped employee using the hours worked by the employee.

Note. Only establishments that employ fewer than 25 employees (tipped and nontipped) during a pay period can use this method.

To use the hours worked method:

1. Calculate the allocation base for an allocation period:

   gross receipts in that period × specified percent

2. Calculate the tipped employee allocation base:

   allocation base – total amount of tips reported by indirectly tipped employees

3. For each directly tipped employee, calculate the employee's hours worked ratio:

   employee's total hours worked during this period / total hours worked by all tipped employees that worked during this period

4. Calculate the employee's share of the allocation base:

   tipped employee allocation base × employee's hours worked ratio

5. Calculate the employee's shortfall:

   employee's share of the allocation base – employee's reported tips

   If the amount is less than zero, it is 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:

   allocation base – total tips

9. Calculate the employee's shortfall ratio:

   employee's shortfall / total shortfall

10. Calculate the employee's allocated amount:

    total allocation amount × employee's shortfall ratio

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 decides how to configure the system to allocate tips; however, the formula the company creates must allocate tips based on the actual distribution of tip income among the employees.

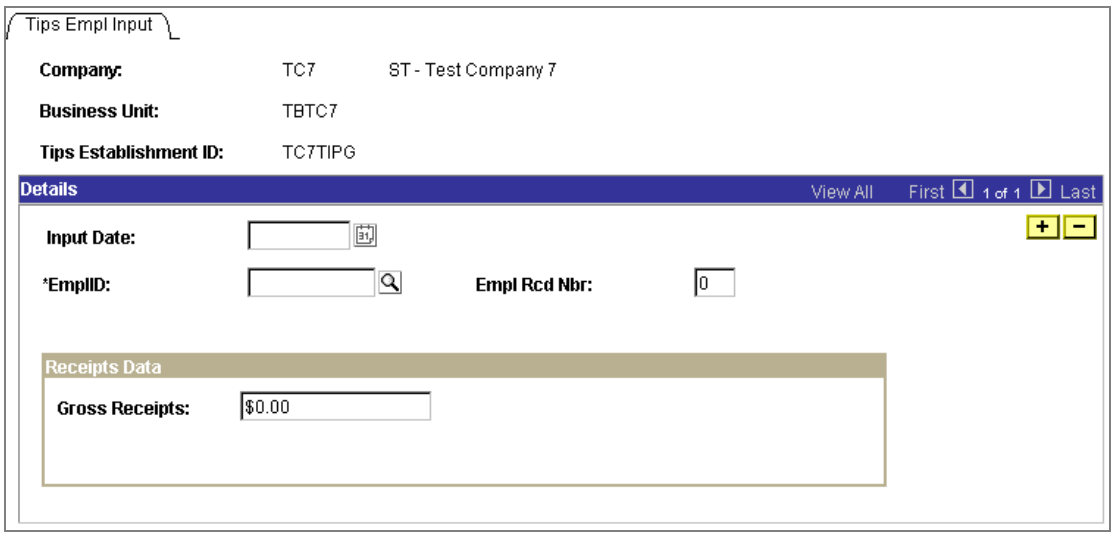
Pages Used to Allocate Tips

Page Name	*Object Name*	*Navigation*	*Usage*
Employee Allocation Data	TIPS_EMPL_INPUT	Compensate Employees, Manage Tips Allocatn. Process, Use, Employee Allocatn Data	Specify the gross receipts to which an employee's tips apply in each tip establishments.
Alloc End Date (allocation end date)	TIPS_ALLOC_PD	Define Business Rules, Define Tips Allocation, Setup, Allocation End Date	Select the end date for the tip allocation.
Calc Allocatd Tip (calculate allocated tip)	RUNCTL_TIPS_ALLOC	Compensate Employees, Manage Tip Allocation Process, Process, Calculate Allocated Tips	Run the Calculate Allocated Tips process, and (after you are satisfied with the results) approve the allocated tips.

Page Name	Object Name	Navigation	Usage
Update Alloc Bals (update allocation balances)	RUNCTL_TIPS_ALLOC	Compensate Employees, Manage Tips Allocatn. Process, Process, Update Allocated Tips Balnces	Run the Update Allocated Tips Balances process and produce the Update Allocations Balances audit report. The report lists, by employee, the current allocation amount, the year-to-date (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. Before using this page, you must approve the allocated tips calculation.
Empl Allocation (employee allocation)	TIPS_EMPL_PD	Compensate Employees, Manage Tip Allocation, Inquire, Allocations by Employee	View the record of an individual employee's allocations. You can view all the allocations of an individual employee even if that employee has allocations for more than one establishment. This page is display-only.
Allocations by Establishment	TIPS_ESTAB_PD	Compensate Employees, Manage Tips Allocatn. Process, Inquire, Allocations by Establishment	View tip allocation data, by employee, for an establishment. Use the subtotals on this page for troubleshooting.
Tips Alloc Status (tips allocation status)	TIPS_ALLOC_ST	Compensate Employees, Manage Tips Allocatn. Process, Inquire, Allocation Status	Review the status of the Tip Allocation process for a company.

Entering Employee Tip Allocation Data

Access the Employee Allocation Data page.



Employee Allocation Data page

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.

Selecting the Tip Allocation End Date

Access the Alloc End Date page.

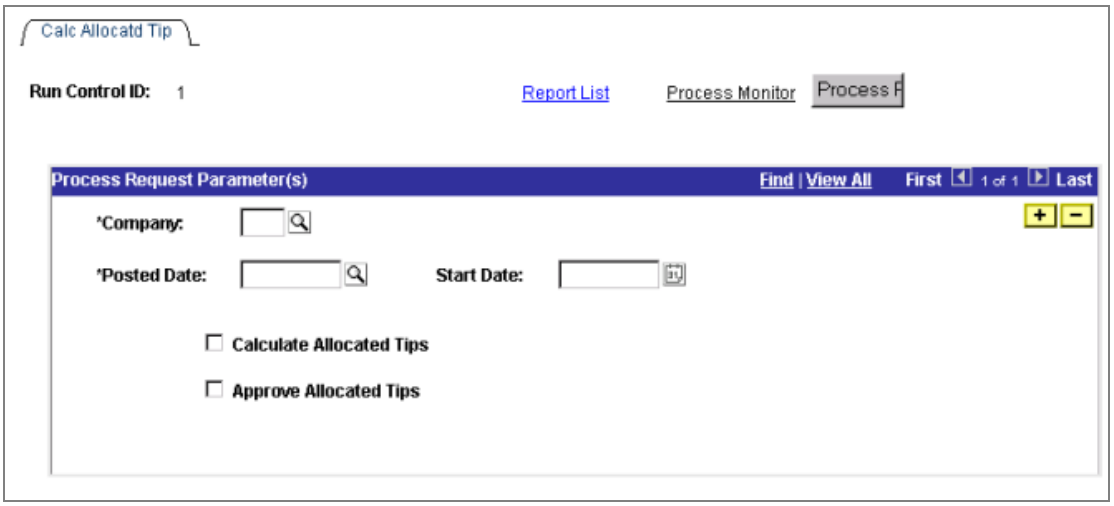


Alloc End Date page

Posted Date This date must match the date entered on the run controls for calculating allocated tips and for updating the balances.

Running the Tip Allocation Calculation Process

Access the Calc Allocated Tip page.



Calc Allocatd Tip page

Posted Date Select the end date of the period for which you're calculating or approving tip allocation.

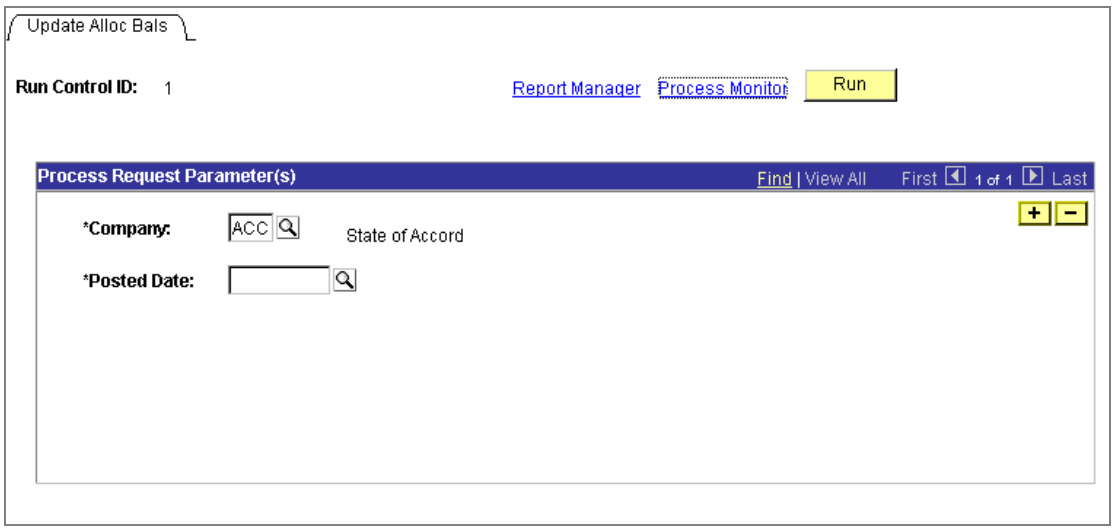
Start Date Select the start date of the period for which you're calculating or approving tip allocation.

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. After you run the Approve Allocated Tips process, you cannot run the Calculate Allocated Tips process again for that company and allocation date.

Approve Allocated Tips After you check 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.

Updating Allocation Balances

Access the Update Alloc Bals page.



Update Alloc Bals page

Allocation Date Select the end date of the period for which you're updating tip allocation balances. The value comes from the Allocation End Date setup.

Viewing Allocations for an Establishment

Access the Allocations by Establishment page.



Allocation by Establishment page

See Also

"Appendix A: PeopleSoft Payroll for North America Reports," PAY050 - Allocation by Establishment

Reporting on the Tip Allocation Process

To run the Tip Allocation reports, select **Compensate Employees, Manage Tip Allocation, Report.** The system provides the following Tip Allocation reports:

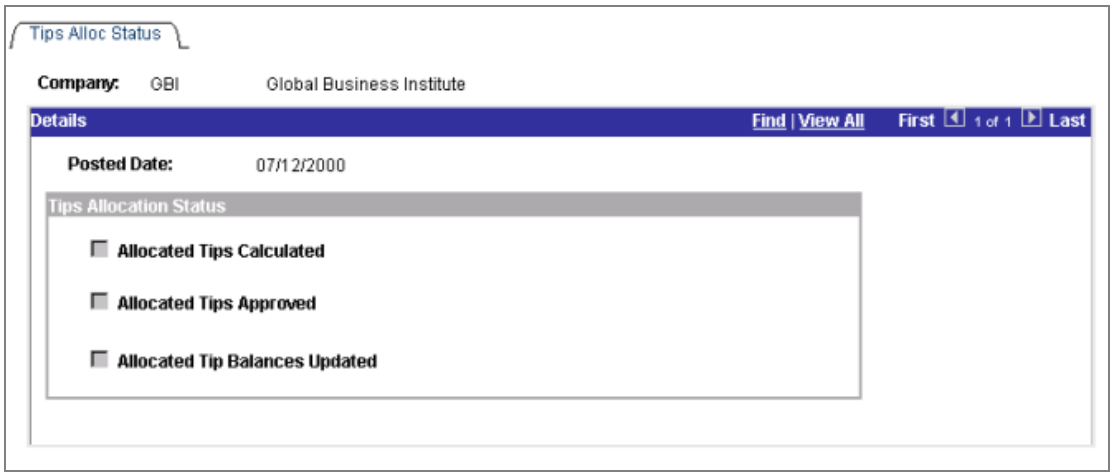
- Allocation Earnings Balances (Pay 052).
- Employee Receipts (Pay 055).
- Allocations by Establishment (Pay 050).
- Allocations by Employee (Pay 051).

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

Reviewing the Tip Allocation Process Status

Tips Alloc Status page. This page is display-only.



Tips Alloc Status page

Tips Allocation Status

This group box indicates the status of tip allocation for a company, as of the allocation end date.

CHAPTER 25

Reviewing and Reporting on Payroll Data

In this chapter, we discuss how to:

- Review employee balances.
- Review U.S. tax balances.
- (CAN) Review Canadian tax balances.
- Examine and correct W-2 data.
- (CAN) Examine and correct year-end slips.
- (CAN) Review Record of Employment (ROE) balances.
- (USF) Review Individual Retirement Records (IRRs).
- Report on payroll data.

Reviewing Employee Balances

In this section, we discuss how to review:

- Paycheck balances.
- Paycheck balance adjustments.
- Deduction balances.
- Deduction balance adjustments.
- (E&G) Prepay balances.
- (E&G) Prepay balance adjustments.
- Garnishment balances.
- Garnishment balance adjustments.
- Arrears balances.

- Arrears balance adjustments.
- Earnings balances.
- Earnings balance adjustments.
- Special accumulator balances.
- Special accumulator balance adjustments.

See Also

"Calculating Pay"

"(USF) Setting Up and Processing Agency Interfaces"

"Working with Checks"

"Adjusting Employee Balances"

Pages Used to Review Employee Balances

Page Name	*Object Name*	*Navigation*	*Usage*
Check Balances Year-to-Date	BALANCES_CHK1	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	Review an employee's paycheck balances.
Cheque Balances Year-to-Date	BALANCES_CN_CHK1	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Cheque Balances Year-to-Date, Cheque Balances Year-to-Date	Review an employee's paycheck balances.

Page Name	*Object Name*	*Navigation*	*Usage*
Check Balance Adjustments	BALANCES_CHK2	Compensate Employees, Maintain Payroll Data (US), Inquire, Check Balances Year-to-Date, Check Balance Adjustments Compensate Employees, Maintain Payroll Data (USF), Inquire, Check Balances Year-to-Date, Check Balance Adjustments	Review online, year-to-date (YTD) adjustments to an employee's check balances.
Cheque Balance Adjustments	BALANCES_CN_CHK2	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Cheque Balances Year-to-Date, Cheque Balance Adjustments	Review online YTD adjustments to an employee's check balances.
Deduction Balances	BALANCES_DED1	Compensate Employees, Maintain Payroll Data (US), Inquire, Deduction Balances, Deduction Balances Compensate Employees, Maintain Payroll Data (USF), Inquire, Deduction Balances, Deduction Balances	Review an employee's deduction balances.
Deduction Balances	BALANCES_CN_DED1	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Deduction Balances, Deduction Balances	Review an employee's deduction balances.

Page Name	*Object Name*	*Navigation*	*Usage*
Deduction Balance Adjustments	BALANCES_DED2	Compensate Employees, Maintain Payroll Data (US), Inquire, Deduction Balances, Deduction Balance Adjustment Compensate Employees, Maintain Payroll Data (USF), Inquire, Deduction Balances, Deduction Balance Adjustment	Review online adjustments to an employee's deduction balances.
Deduction Balance Adjustments	BALANCES_CN_DED2	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Deduction Balances, Deduction Balance Adjustment	Review online adjustments to an employee's deduction balances.
Prepay Balances	BALANCES_PREPAY1	Compensate Employees, Maintain Payroll Data (US), Inquire, PrePay Balances, Prepay Balances Compensate Employees, Maintain Payroll Data (CAN), Inquire, PrePay Balances, Prepay Balances	Review a contract employee's benefits deduction prepay balances if you use the Contract PrePay feature. Before using this page, you must set up the Contract PrePay Option page.
Prepay Balance Adjustments	BALANCES_PREPAY2	Compensate Employees, Maintain Payroll Data (US), Inquire, PrePay Balances, Prepay Balances Compensate Employees, Maintain Payroll Data (CAN), Inquire, PrePay Balances, Prepay Balances	Review a contract employee's benefits deduction prepay balance and balance history if you use the Contract PrePay feature. Before using this page, you must set up the Contract PrePay Option page.

Page Name	*Object Name*	*Navigation*	*Usage*
Garnishment Balances	BALANCES_GRN1	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	Review the garnishments that you have taken if you are garnishing an employee's wages.
Garnishment Balance Adjustment	BALANCES_GRN2	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	Review online adjustments to garnishment balances.

Page Name	*Object Name*	*Navigation*	*Usage*
Arrears Balances	BALANCES_ARREARS	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	Review an employee's arrears balances.
Arrears Balance Adjustments	BALANCES_ARR	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	Review online adjustments to arrears balances.

Page Name	*Object Name*	*Navigation*	*Usage*
Earnings Balances	BALANCES_ERN1	Compensate Employees, Maintain Payroll Data (US), Inquire, Earnings Balances, Earnings Balances Compensate Employees, Maintain Payroll Data (USF), Inquire, Earnings Balances, Earnings Balances	Review an employee's earnings balances and the associated hours.
Earnings Balances	BALANCES_CN_ERN1	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Earnings Balances, Earnings Balances	Review an employee's earnings balances and the associated hours.
Earnings Balance Adjustments	BALANCES_ERN2	Compensate Employees, Maintain Payroll Data (US), Inquire, Earnings Balances, Earnings Balance Adjustment Compensate Employees, Maintain Payroll Data (USF), Inquire, Earnings Balances, Earnings Balance Adjustment	Review online adjustments to earnings balances.
Earnings Balance Adjustments	BALANCES_CN_ERN2	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Earnings Balances, Earnings Balance Adjustment	Review online adjustments to earnings balances.

Page Name	*Object Name*	*Navigation*	*Usage*
Special Accumulator Balances	BALANCES_SPC1	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	Review an employee's hours and earnings balances for special accumulators, such as 401(k) and TSP.
Special Accumulator Balances	BALANCES_CN_SPC 1	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Special Accumulator Balances, Special Accumulator Balances	Review an employee's hours and earnings balances for special accumulators, such as 401(k) and TSP.
Spcl Accum Balance Adjustment (special accumulator balance adjustment)	BALANCES_SPC2	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	Review online adjustments to special accumulators.
Spcl Accum Balance Adjustment (special accumulator balance adjustment)	BALANCES_CN_SPC 2	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Special Accumulator Balances, Spcl Accum Balance Adjustment	Review online adjustments to special accumulators.

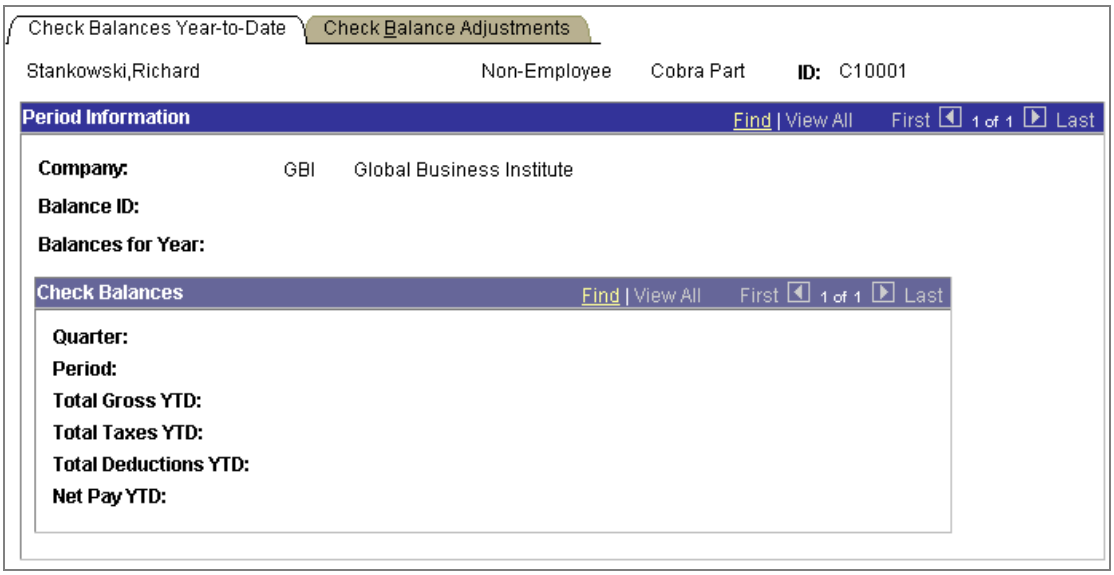
Note. The pages described in this section are display-only.

Note. The system automatically updates information on the balance adjustment pages each time you confirm a payroll or make an online adjustment.

(CAN) Note. When there is a separate Canadian version of a page, the fields on that page have the same functionality as those on the U.S. version. However, in addition to company and balance ID, you can view information according to wage loss plan and province.

Reviewing Paycheck Balances

Access the Check Balances Year-to-Date page.

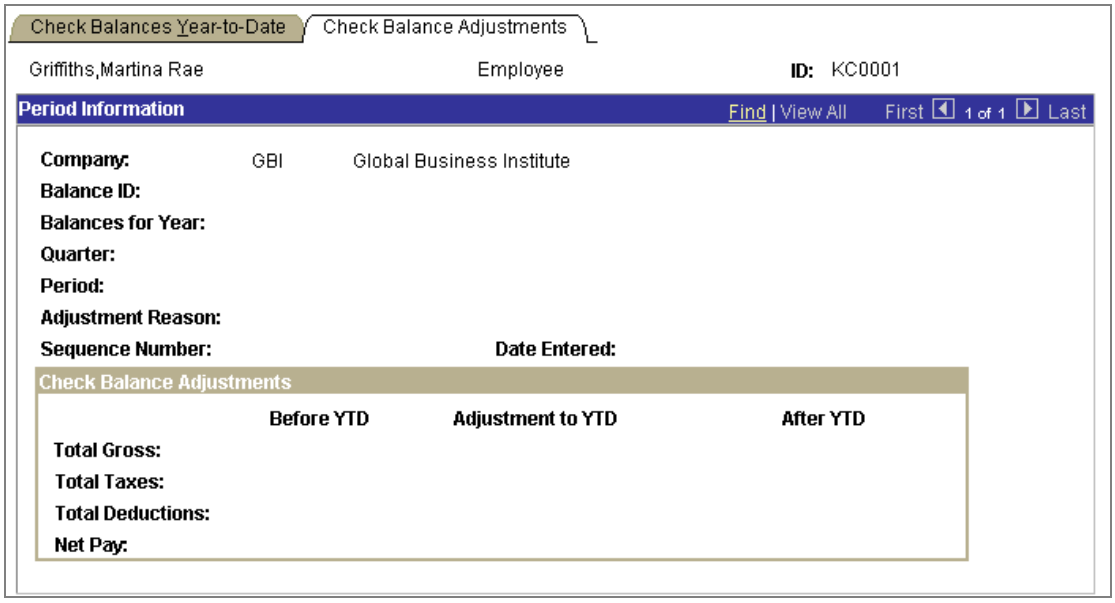


Check Balances Year-to-Date page

The system stores paycheck balances year-to-date. They include certain earnings, taxes, deductions, and net pay information.

Reviewing Paycheck Balance Adjustments

Access the Check Balance Adjustments page.



Check Balance Adjustments page

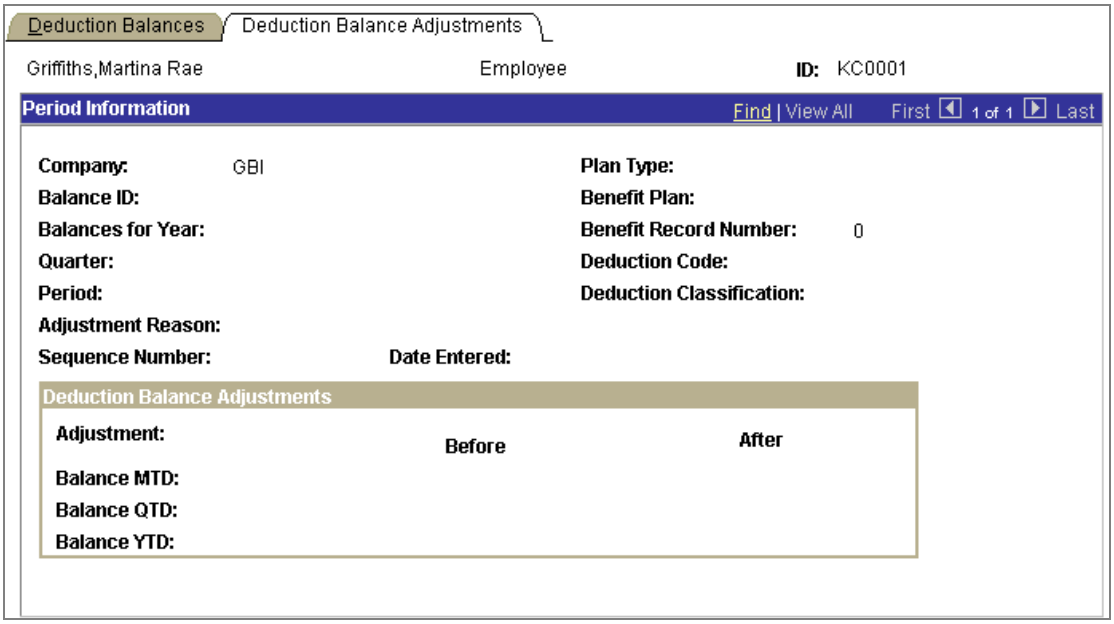
Check Balance Adjustments

This group box displays:

- YTD adjustments to totals and net pay.
- YTD totals and net pay amounts from before and after the adjustment.

Reviewing Deduction Balance Adjustments

Access the Deduction Balance Adjustments page.



Deduction Balance Adjustments page

Deduction Balance Adjustments

This group box displays the deduction balances from before and after the adjustment.

(E&G) Reviewing Contract Prepay Balances

Access the Prepay Balances page.



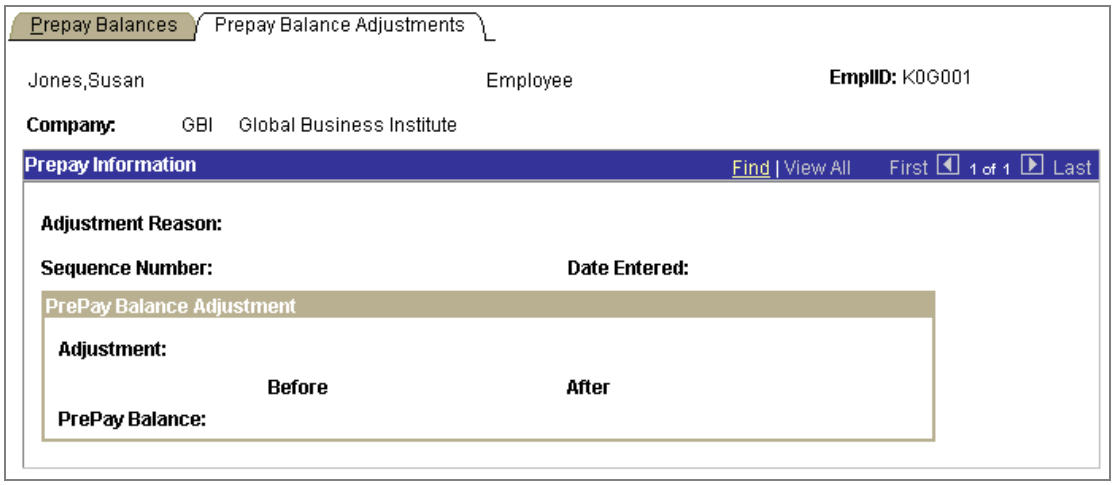
Prepay Balances page

Company Displays the company that issued the contract.

PrePay Balance Displays the employee's benefits deduction prepay balance (that is, how much the employee has overpaid in anticipation of benefits coverage that extends past the pay period).

(E&G) Reviewing Prepay Balance Adjustments

Access the Prepay Balance Adjustments page.



Prepay Balance Adjustments page

Sequence Number Displays the sequence number of the adjustment reason. If more than one adjustment occurs in a day, the number in this field indicates which adjustment took place first.

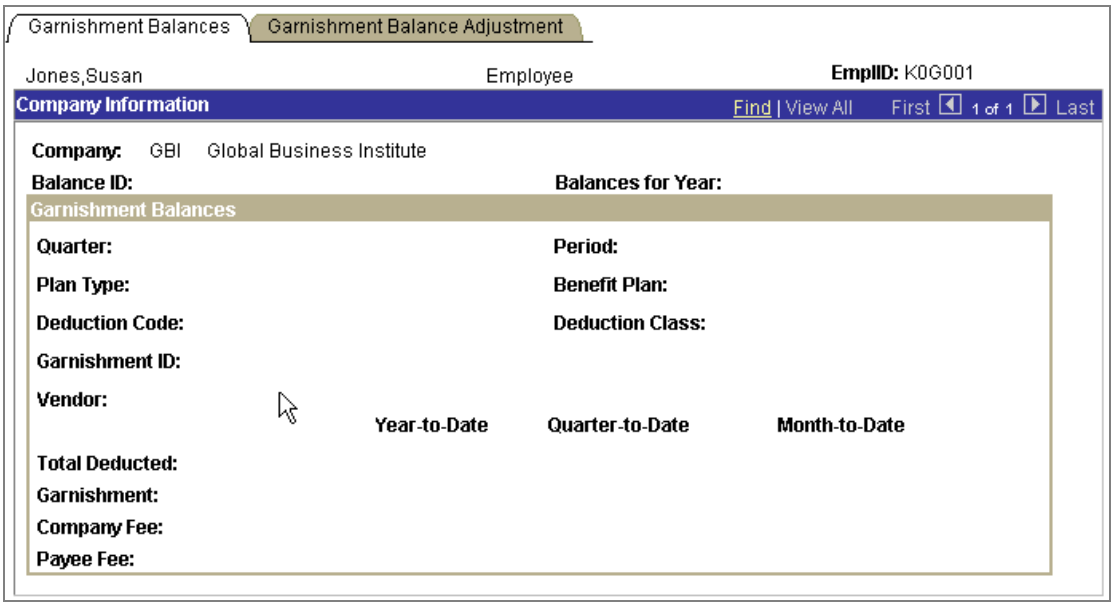
PrePay Balance Displays the amount of the prepay balance adjustment. For example, if you increase prepayments by $20 per month for the remaining 6 months of the contract period, this field displays ***$120*** ($20 × 6 months = $120).

Prepay Total

Before and **After** Displays the prepay balance before and after the adjustment.

Reviewing Garnishment Balances

Access the Garnishment Balances page.

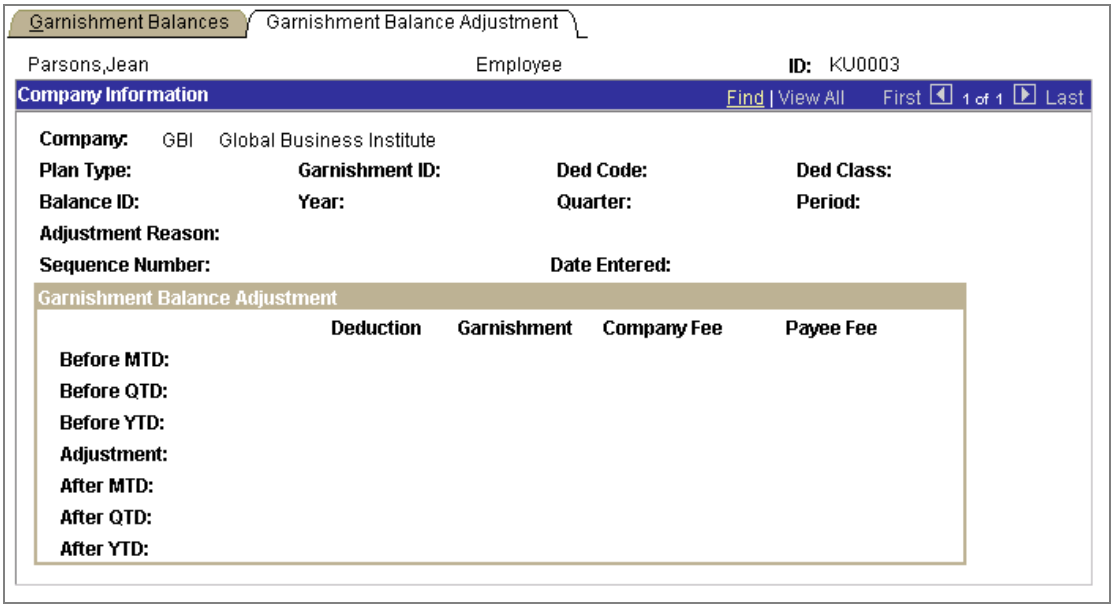


Garnishment Balances page

Garnishment Calculations for limit processing use this field. Enter this value in the Limit Balance field on the Garnishment Spec Data 3 page if you have adjusted the garnishment balances calculated by the system.

Reviewing Garnishment Balance Adjustments

Access the Garnishment Balance Adjustment page.



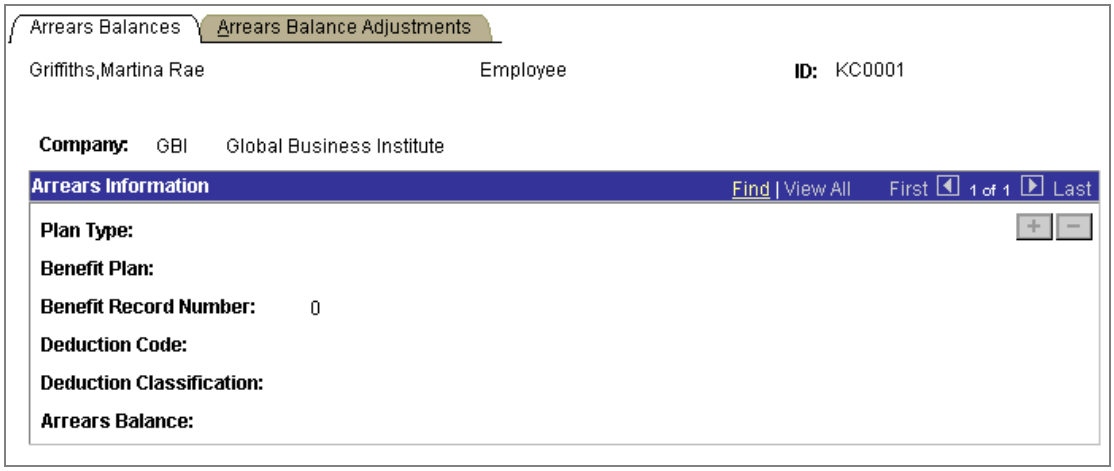
Garnishment Balance Adjustment page

Garnishment Balance Adjustment

This group box displays various adjustments and the totals from before and after the adjustments.

Reviewing Arrears Balances

Access the Arrears Balances page.

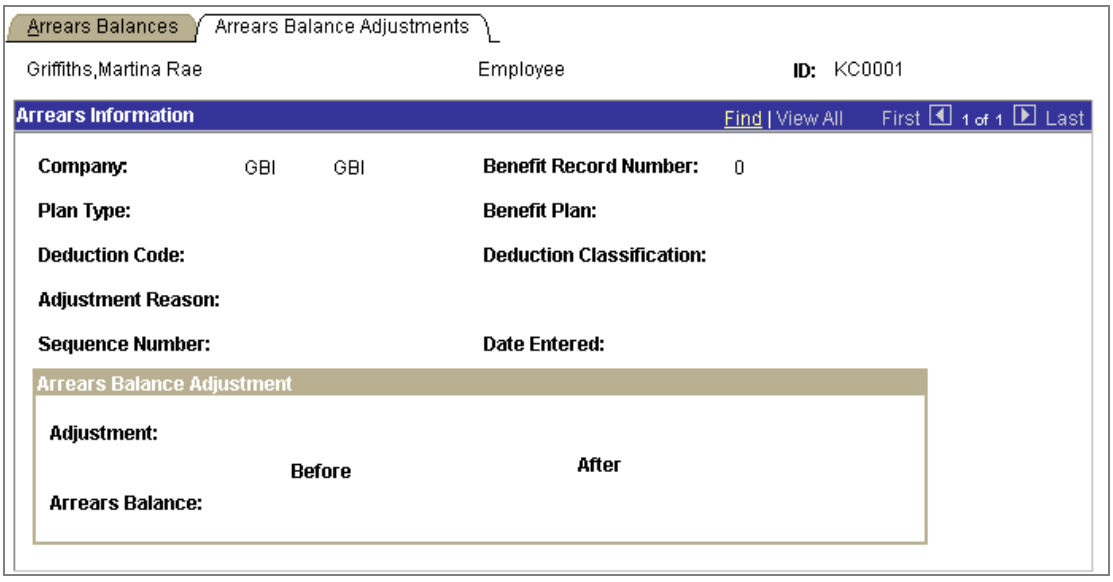


Arrears Balances page

Typically, the system creates an arrears balance when an employee's net pay in a pay period is insufficient to cover a deduction (provided, that is, that you defined a deduction code in the Deduction Table to allow arrears). You can also create a deduction arrears balance as a payback balance for recapture in the next pay period, such as for a draw.

Reviewing Arrears Balance Adjustments

Access the Arrears Balance Adjustments page.



Arrears Balance Adjustments page

Arrears Balance Displays the arrears balance from before and after the adjustment.

Reviewing Earnings Balances

Access the Earnings Balances page.



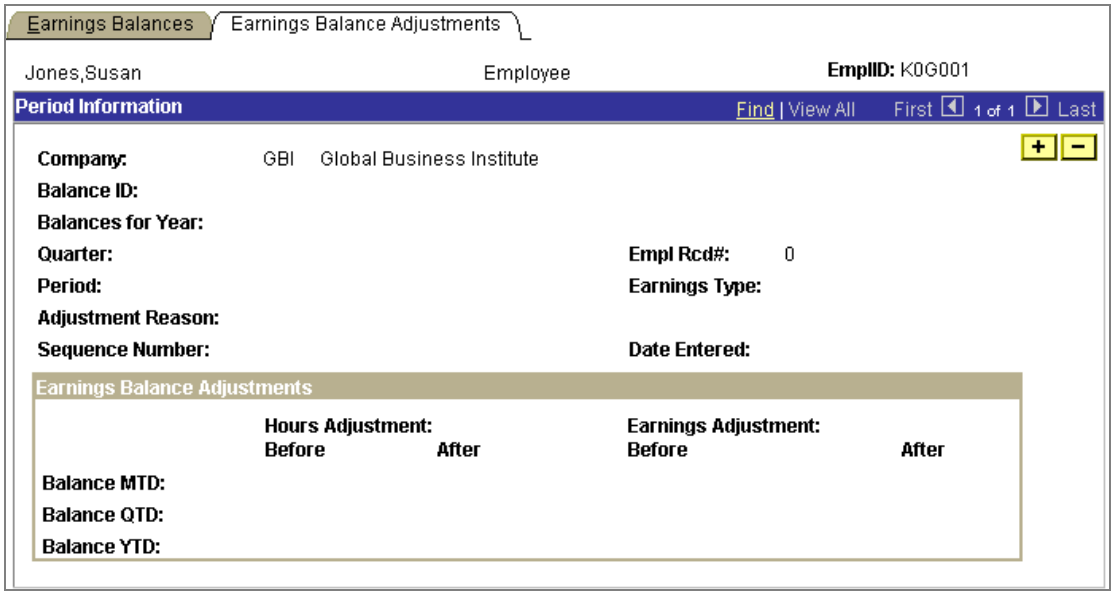
Earnings Balances page

Hours Displays hours balances for hourly and exception hourly employees. For salaried employees, it displays hour balances for earnings that accumulate hours, such as

vacation.

Reviewing Earnings Balance Adjustments

Access the Earnings Balance Adjustments page.



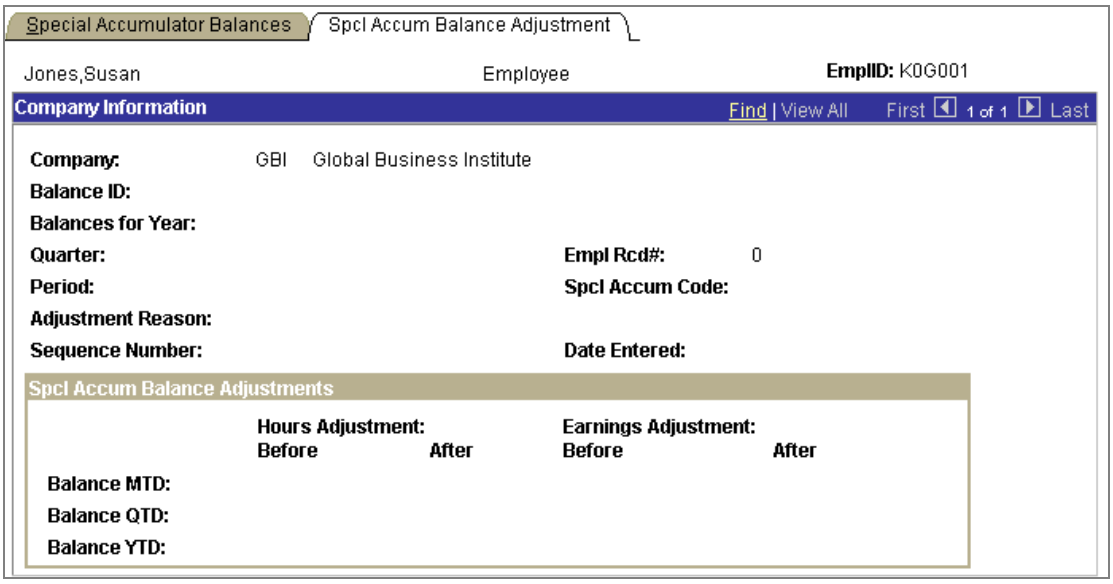
Earnings Balance Adjustment page

Earnings Balance Adjustments

This group box displays the hours and earnings totals from before and after the adjustment.

Reviewing Special Accumulator Balance Adjustments

Access the Spcl Accum Balance Adjustment page.



Spcl Accum Balance Adjustment page

Spcl Accum Balance Adjustments

This group box displays the hours and earnings totals from before and after the adjustment.

Reviewing U.S. Tax Balances

In this section, we discuss how to review:

- Tax balances.
- Tax balance adjustments.

Pages Used to Review U.S. Tax Balances

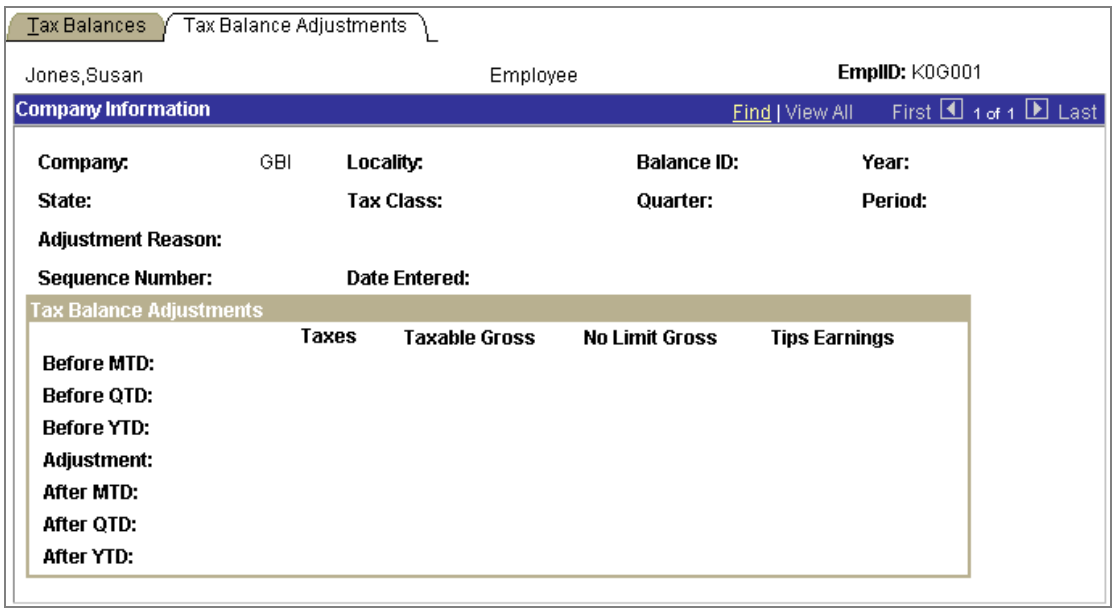
Page Name	*Object Name*	*Navigation*	*Usage*
Tax Balances	BALANCES_TAX1	Compensate Employees, Maintain Payroll Data (US), Inquire, Tax Balances, Tax Balances Compensate Employees, Maintain Payroll Data (USF), Inquire, Tax Balances, Tax Balances	Review an employee's federal, state, and local tax balances.

Page Name	Object Name	Navigation	Usage
Tax Balance Adjustments	BALANCES_TAX2	Compensate Employees, Maintain Payroll Data (US), Inquire, Tax Balances, Tax Balance Adjustment Compensate Employees, Maintain Payroll Data (USF), Inquire, Tax Balances, Tax Balance Adjustment	Review online adjustments to an employee's tax balances.

Note. The pages described in this section are display-only.

Reviewing Tax Balance Adjustments

Access the Tax Balance Adjustments page.



Tax Balance Adjustments page

Tax Balance Adjustments

This group box displays various adjustments and the totals from before and after the adjustments.

(CAN) Reviewing Canadian Tax Balances

In this section, we provide an overview of Canadian tax balances and discuss how to review:

- Canadian tax balances.
- Canadian tax balance adjustments.

Understanding Canadian Tax Balances

Although similar to the U.S. versions, the Canadian Tax Balances page and the Canadian Tax Balance Adjustments page provide additional information for the Canadian tax system, including:

- Canadian Income Tax (CIT).
- Canadian Income Tax (T4A).
- Quebec Income Tax (QIT).
- Quebec Income Tax (RL-2).
- Canada and Quebec Pension Plan (CPP and QPP).
- Employment Insurance (EI) for employee and employer.
- Total Gross.
- Provincial Health Tax.
- Payroll Tax.
- Pension Adjustment.
- True T4.
- True RL.

Pages Used to Review Canadian Tax Balances

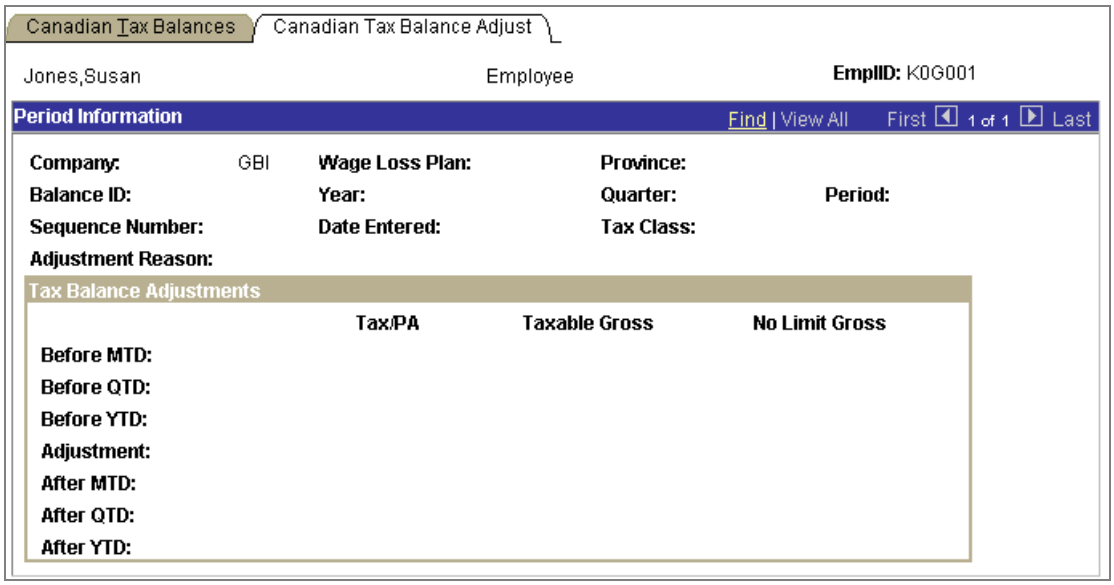
Page Name	*Object Name*	*Navigation*	*Usage*
Canadian Tax Balances	BALANCES_CN_TAX1	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Tax Balances, Canadian Tax Balances	Review an employee's tax balances.

Page Name	Object Name	Navigation	Usage
Canadian Tax Balance Adjust (Canadian tax balance adjustment)	BALANCES_CN_TAX2	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Tax Balances, Canadian Tax Balance Adjust	Review online adjustments to an employee's Canadian tax balances.

Note. The pages described in this section are display-only.

Reviewing Canadian Tax Balance Adjustments

Access the Canadian Tax Balance Adjust page.



Canadian Tax Balance Adjust page

Tax Balance Adjustments

This group box displays various adjustments and the totals from before and after the adjustments.

Examining and Correcting W-2 Data

Examine and correct W-2 information on the W-2 pages under the Compensate Employees, Maintain Payroll Data, Inquire menu.

See Also

Pages Used to Review Employee Balances

(CAN) Examining and Correcting Year-End Slips

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

See Also

Pages Used to Review Employee Balances

"Appendix B: Configuring Batch Processes"

(CAN) Reviewing ROE Balances

In this section, we discuss how to review:

- ROE balances.
- ROE balance adjustments.

Pages Used to Review ROE Balances

Page Name	*Object Name*	*Navigation*	*Usage*
ROE Balances	BALANCES_UI1_CAN	Compensate Employees, Maintain Payroll Data (CAN), Inquire, ROE Balances, ROE Balances	Review an employee's ROE balances.
ROE Balance Adjustments	BALANCES_UI1_CAN	Compensate Employees, Maintain Payroll Data Canada, Inquire, ROE Balances, ROE Balance Adjustment	Review online adjustments to an employee's ROE balances (earnings and hours).

Note. The pages described in this section are display-only.

(USF) Reviewing IRRs

During an employee's employment, if you change retirement coverage from the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS), or vice versa, the system creates two separate IRRs to reflect the employee's coverage period under the different programs:

- SF-2806 (CSRS).
- SF-3100 (FERS).

In this section, we discuss how to:

- Track IRR information.
- Track personnel action requests (PARs).
- Track fiscal history.
- Add remarks to an IRR.

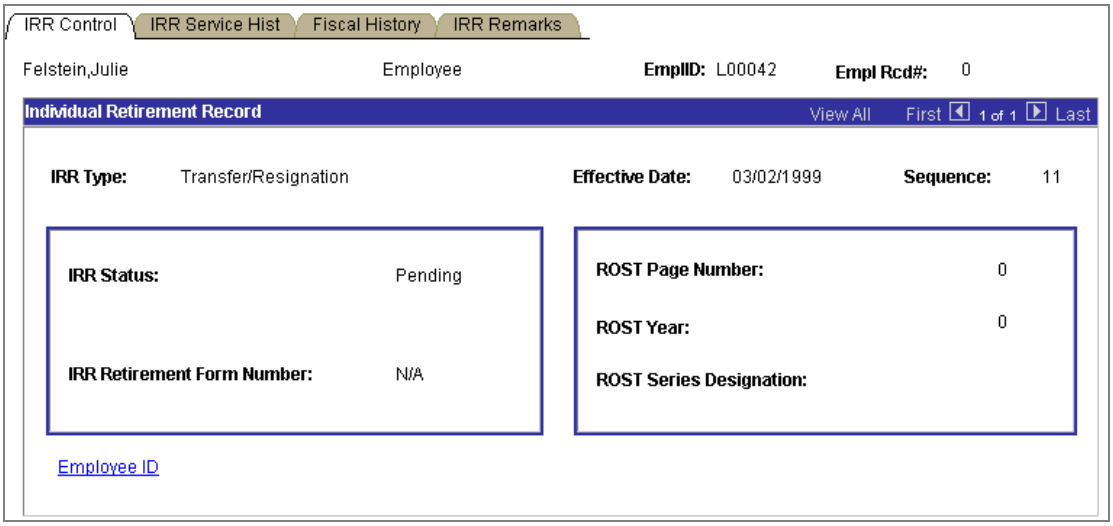
Pages Used to Review IRRs

Page Name	*Object Name*	*Navigation*	*Usage*
IRR Control	GVT_IRR_CNTRL_HDR	Compensate Employees, Manage Payroll Process (USF), Inquire, Individual Retirement Records, IRR Control	Track an employee's IRR information, such as the IRR type and status, after you create an IRR control record.
IRR Service History	GVT_IRR_CNTRL_SERV	Compensate Employees, Manage Payroll Process (USF), Inquire, Individual Retirement Records, IRR Service History	Track an employee's PARs.
Fiscal History	GVT_IRR_CNTRL_FIN	Compensate Employees, Manage Payroll Process (USF), Inquire, Individual Retirement Records, Fiscal History	Track an employee's current year and accumulated fiscal data.

Page Name	Object Name	Navigation	Usage
IRR Remarks	GVT_IRR_REMARK	Compensate Employees, Manage Payroll Process (USF), Inquire, Individual Retirement Records, IRR Remarks	Add remarks to an employee's IRR.

Tracking IRR Information

Access the IRR Control page.



IRR Control page

IRR Status Specify whether this is a ***Pending*** or ***Final*** IRR. The system opens the IRR Control inquiry page.

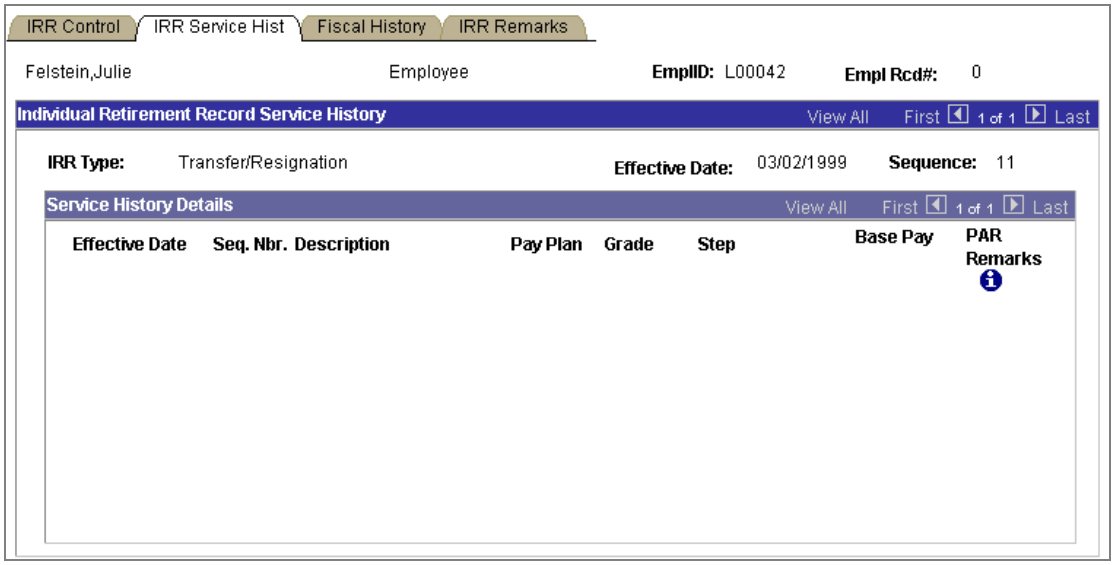
Employee ID Click this link to access the Employee page.

See Also

"Maintaining Payroll Data," IRR Control Page

Tracking PARs

Access the IRR Service History page. This page is display-only.



IRR Service History page

Service History Details

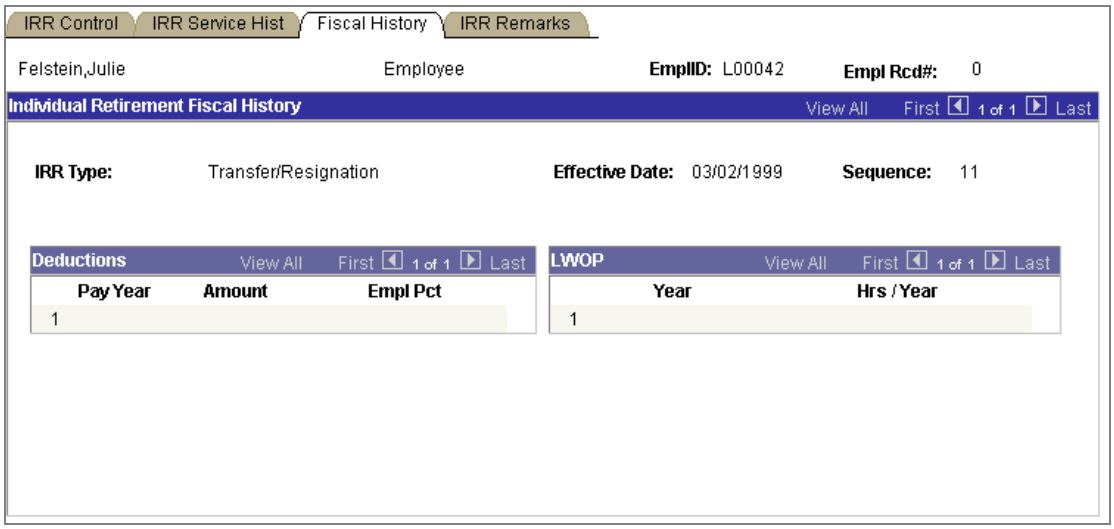
This group box displays information about each PAR. Each human resources change (PAR) has a remark associated with it.

See Also

"Maintaining Payroll Data," IRR Service Hist Page

Tracking Fiscal History

Access the Fiscal History page. This page is display-only.



Fiscal History page

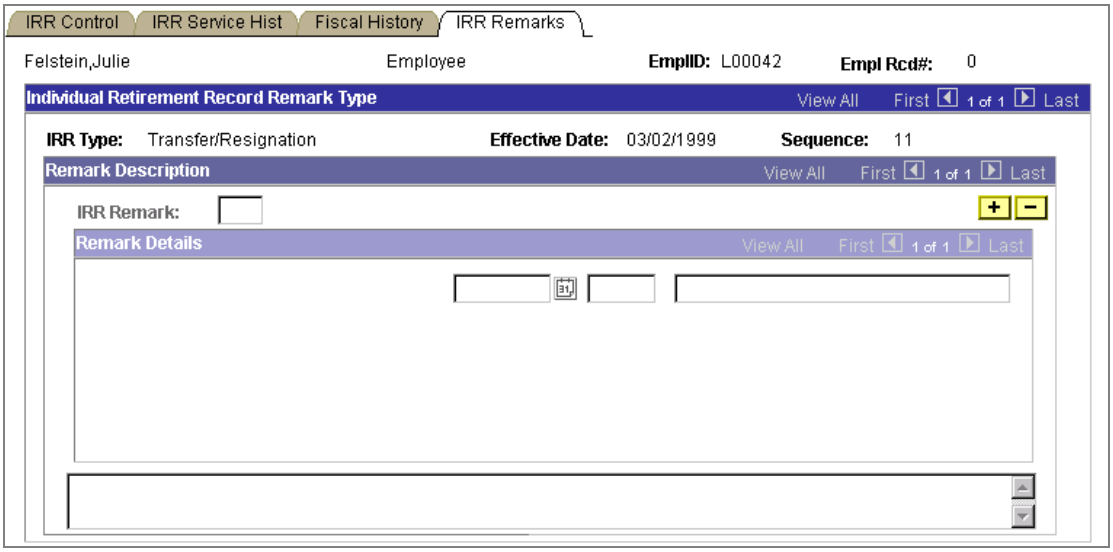
Basic Pay prior to CSRS/FERS appt (basic pay prior to Civil Service Retirement System or Federal Employees Retirement System appointment)	Displays the basic pay for the year before enrollment in CSRS or FERS.
LWOP (leave without pay)	Displays the year and corresponding hours accumulated.
Retirement Deductions	Displays the year of the contribution, the amount of the deduction, and the percent of the employee contribution.

See Also

"Maintaining Payroll Data," Displaying Employee's Fiscal Details

Adding Remarks to an IRR

Access the IRR Remarks page.



IRR Remarks page

IRR Remark	When you select an IRR remark code for an employee, the system provides the format in which to 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 contains a sequence number, remark type, field type, and label. Different fields appear, depending on the remark type. For example, for fields with a Text remark type, the text appears as display-only on the page without entry fields.

Fields with an Employee-Specific remark type have fields that are available for entry. Use these fields 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 system dynamically generates the remarks and displays them in the comment box at the bottom of the page. You can add as many remarks as necessary for an employee.

See Also

"Maintaining Payroll Data," Entering IRR Remarks

Reporting on Payroll Data

See "Appendix A: PeopleSoft Payroll for North America Reports" and *PeopleSoft PeopleTools PeopleBook: Introduction to PeopleSoft Reporting*.

CHAPTER 26

(CAN) Generating a Canadian Record of Employment

In this chapter, we provide an overview of Records of Employment (ROEs) and discuss how to:

- Define earnings for translation to the ROE form.
- Create ROE data.
- Review and update ROEs online.
- Print ROEs.
- Delete ROE data.

Understanding ROEs

PeopleSoft Payroll for North America supports legislated Canadian payroll reporting requirements, including the ROE form. The ROE reports 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.
- Calculate the EI benefit rate.
- Establish the duration of eligibility for benefits.
- Detect fraud and abuse of the EI program.

The accuracy of the data on the ROE form depends on the integrity and timeliness of the information in the system. You must enter manual cheques that you issued to the employee and final earnings payable before generating an ROE.

In this section, we provide overviews of:

- ROE processing tips and techniques.
- ROE data sources.

Understanding ROE Processing Tips and Techniques

Processing Job Status Changes

You must process the human resources data describing returns from leaves of absence and rehires in a timely manner to avoid creating an ROE for an employee who returns to active status without an interruption of earnings (as interpreted by HRDC).

Moving ROE Balance Amounts

Adjust EI insurable earnings and hours online using the Adjust ROE Balance component. 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 one-sided adjustments that result 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 by processing manual cheques. The system marks the INS_EARNS_BAL record as Amended when it processes an online adjustment, which causes the ROE Mass Create process to generate an ROE amendment.

Managing Concurrent Multiple Jobs

If an employee has concurrent multiple jobs, the ROE Mass Create process generates an ROE reflecting the first date worked (original hire date) and last date worked (termination date minus one day) for the job that you are terminating. The system processes the ROE, although some concurrent jobs might continue to remain active. The system reports the *total* insurable earnings and hours accumulated during the required ROE reporting period for *all* jobs combined. This information assists 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 process generates an exception report to identify the situation. Review the first date worked and update it to correctly reflect either:

- The hire date of the earliest job.
- The termination date of the most recent job that required the issuance of an ROE.

Reallocating Insurable Earnings and Hours to Prior Pay Periods

Use the EI Period Correction check box on the paysheet to:

- Allocate *pay corrections* (as defined by HRDC) to the pay periods *for which you paid them.*
- Allocate earnings to the last pay period in which you paid regular wages upon termination, layoff, or leave.

If you select this check box, the system allocates insurable earnings and hours to the prior EI periods for which you paid them, according to the dates you specify in the Earnings Begin and End Date fields on the paysheet. When allocating the earnings to a prior EI period, the

earnings begin and end dates on the paysheet must correspond exactly with the beginning and ending dates of the EI period that you're adjusting.

When you use off-cycle payroll transactions to issue final payments or monies that you owe to employees upon an interruption of earnings, the earnings begin and end dates 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 later than the interruption of earnings date, the system does not include those earnings for reporting on the ROE. The ROE process selects only Insurable Earnings Balance records with a period end date that is equal to, or prior to, the job interruption date.

Reporting Earnings When Pay Frequencies Change

If an employee changed pay frequencies during the ROE reporting period, you must complete the entire ROE form manually. The system's ROE automatic and manual creation processes cannot accommodate this situation. To identify the situation for special handling, the ROE Mass Create process (PAY124CN) creates an exception report containing the message *ROE not created due to Pay Frequency change.* If you used the manual online data entry method to create the ROE, a message appears in the Comments box of the form to identify this situation.

Recreating ROE Data

Because of updates and corrections to ROE-related information, you might need to recreate the ROE Data pages before you print an ROE (for example, when a termination date is changed or corrected). This situation is different from the ROE Amendment process, which occurs when you make changes after you print the ROE in Final mode and *assign an ROE number.*

You can re-create ROE Data pages repeatedly *before* printing an ROE in Final mode and updating it as Completed.

Understanding ROE Data Sources

The following table describes the sources of all the data that PeopleSoft Payroll for North America uses during the ROE Mass Create and ROE Print processes.

ROE Block Number	*Description*	*Data Source*
1	Serial number.	This number is preprinted on the ROE form, and the system stamps it on the Insurable Earnings Balance record (PS_INS_EARNS_BAL) when you print the ROE in Final Print mode. The number comes from either a run parameter in the ROE Print process (PAY101CN) or the Last ROE# (record of employment number) field (ROE_NBR_LAST), in the Installation Table.
2	Serial number of ROE amended or replaced.	Applies to amended ROEs only. The ROE Mass Create process (PAY124CN) retrieves the ROE# of the original ROE record from the ROE_NBR_REPL field in the PS_ROE record.

ROE Block Number	Description	Data Source
3	Employer's payroll reference number.	The ROE Print process links the ROE Payroll Ref# (record of employment payroll reference number) in the Pay Group Table (PS_PAYGROUP_TBL) with the ROE# for reporting into this block. This block is intended solely for your internal reference purposes.
4	Employer's name and address.	Originates from the Company Table (PS_COMPANY_TBL).
5	Revenue Canada business number (BN).	Originates from the Business Number field in the Wage Loss Plan Table (PS_WAGELS_PLAN_TBL), which is derived from the Wage Loss Plan field in the ROE record. The employment record number on the Canadian Income Tax Data page defines the employee's wage loss plan.
6	Pay period type.	Originates from the Pay Group Table (PS_PAYGROUP_TBL).
7	Postal code.	Originates from the Company Table (PS_COMPANY_TBL).
8	Social insurance number.	Originates from the National ID field in the Personal NID Table (PS_PERS_NID). Define this field on the Personal Data Eligibility/Identity page.
9	Employee's name and address.	Originates from the employee's name and address in the Personal Data Table (PS_PERSONAL_DATA).
10	First day worked.	The system determines this date by retrieving the Insurable Earnings Balance records and identifying the earliest period earnings end date that has not been previously reported on an ROE. The system inspects the Job Data records for the Hire, Rehire, Recall, Return from Leave, or Return from Disability action record with an effective date closest to, but not 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 the 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 caused the ROE and subtracting one day.
12	Final pay period ending date.	Originates 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.	Originates from the Job Title field in the Job Code Table (PS_JOBCODE_TBL), derived from the job code in the employee's Job record.

ROE Block Number	Description	Data Source
14	Expected day of recall.	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 selects 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 cleared and the system cannot retrieve information for the expected date of recall, it selects the Unknown check box.
15A	Total insurable hours.	Total number of insurable hours accumulated in the Insurable Earnings Balance record (PS_INS_EARNS_BAL) for the reporting period, as specified by HRDC. For example, for a biweekly pay period, the system reports the total insurable hours for the last consecutive 27 pay periods (or fewer, 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 biweekly pay period, the system reports the total insurable earnings for the last 14 consecutive pay periods (or fewer, if the period of employment is shorter). All vacation pay and other monies that you pay in the final pay period are included in Boxes 15B, 15C, and 17. Statutory holiday pay that you pay in the final pay period appears only in Boxes 15B and 15C. See Special Notes on Box 17.
15C	Insurable earnings by pay period.	Information appears in this block only if there are pay periods in which the employee has had no insurable earnings during the required reporting period. The system reports a breakdown of the insurable earnings from the Insurable Earnings Balance record (PS_INS_EARNS_BAL) by pay period. For example, for a biweekly pay period, the insurable earnings appear for the last 14 consecutive pay periods (or fewer, if the period of employment is shorter). If the pay period has zero or no insurable earnings, NIL appears. When block 15C is populated, block 15B is also populated.

ROE Block Number	Description	Data Source
16	Reason for issuing this ROE.	The system retrieves the reason from the Action and Reason fields in the Job Data record that caused 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 in the Pay Group Table that is associated with the employee's pay group.
16	Telephone number.	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) require data if you pay benefits (other than regular pay) in, or in anticipation of, the final pay period, or for benefits payable at a later date. The system retrieves this information from the Box 17 (Future Pays Only) group box on the ROE Data – ROE Data 2 page. All vacation pay and other monies that you pay in the final pay period are automatically included in Boxes 17, 15B and 15C. For example, if you paid an employee $500 of vacation pay in the final pay period, plus another $200 of vacation pay after the final pay period, Box 17A should report a total amount of $700. To correctly report $700, you must manually enter the $200 paid at a later date on the ROE Data - ROE Data 2 page. Statutory holiday pay that you pay in the final pay period is not automatically included in Box 17, although it is automatically reported in Boxes 15B and 15C. Consequently, you must manually enter all statutory holiday pay that you pay or owe to the employee upon the interruption of earnings on the ROE Data - ROE Data 2 page. For example, if you paid an employee $200 of statutory holiday pay in the final pay period, plus another $100 of statutory holiday pay after the final pay period, Box 17B should report a total amount of $300. To correctly report $300, you must manually enter both the $200 entry plus the $100 entry on the ROE Data - ROE Data 2 page. See Special Notes on Box 17.
17A	Vacation pay.	Originates from the Box 17 (Future Pays Only) group box on the ROE Data - ROE Data 2 page (see the preceding notes).
17B	Statutory holiday pay: Holiday date. Amount.	Originates from the Box 17 (Future Pays Only) group box on the ROE Data - ROE Data 2 page (see the preceding notes).
17C	Other monies: Earnings description. Amount.	Originates from the Box 17 (Future Pays Only) group box on the ROE Data - ROE Data 2 page (see the preceding notes).

ROE Block Number	Description	Data Source
18	Comments.	Manually enter on the ROE Data - ROE Data 2 page. Document information that might prevent a phone call from HRDC.
19		Complete this box if you pay the employee sick, maternity, or parental leave, or a group wage loss indemnity payment after the last day worked. The system retrieves this information from the Box 19 (Paid Leave Payments) group box on the ROE Data - ROE Data 2 page.
	Payment start date.	Manually enter on the ROE Data - ROE Data 2 page.
	Amount.	Manually enter on the ROE Data - ROE Data 2 page. This is printed only if the payment start date has been altered.
	Per day. Per week.	Select the relevant check box manually on the ROE Data – ROE Data 2 page. This is printed only if the payment start date has been entered.
20	Communication preferred in: English. French.	From the Language Code field in the Personal Data Table (PS_PERSONAL_DATA) that is associated with the issuer defined in 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 in the Pay Group Table for the employee's pay group.
	Date.	Left blank for the issuer to complete.

See Also

Creating an ROE Manually

Entering Additional Employment-Related Information

Defining Earnings for Translation to the ROE Form

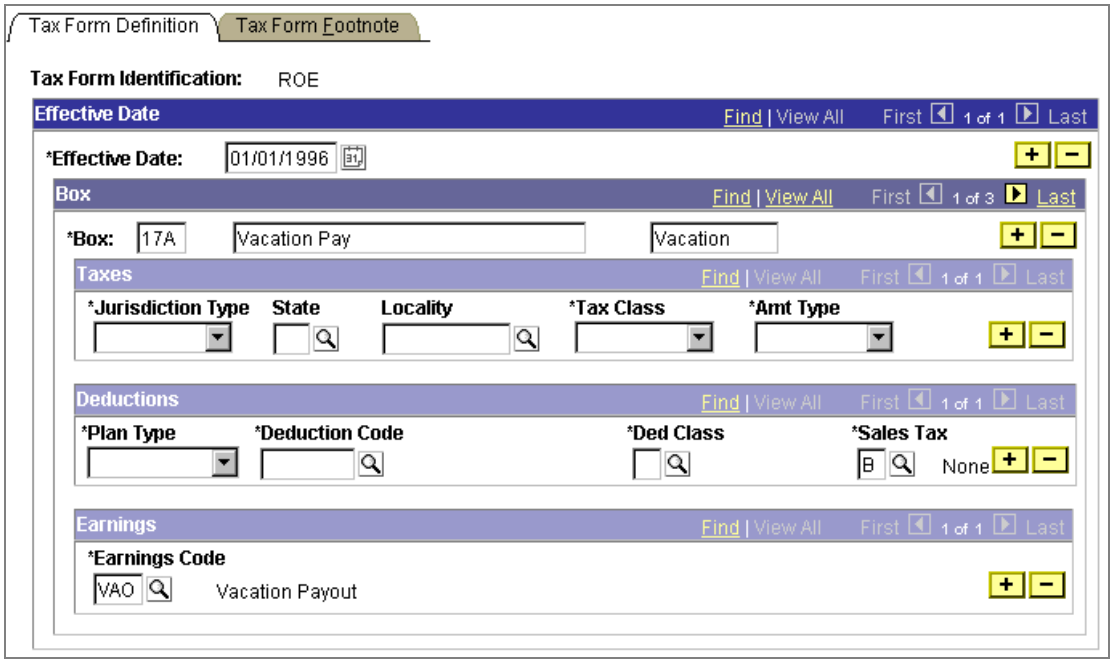
In this section, we discuss how to define earnings for translation to the ROE form.

Page Used to Define Earnings for Translation to the ROE Form

Page Name	Object Name	Navigation	Usage
Tax Form Definition - Tax Form Definition	TAXFORM_DEFN_TBL	Compensate Employees, Manage Annual Tax Rptg (CAN), Setup, Tax Form Definition, Tax Form Definition	Specify the earnings codes for vacation pay, statutory holiday pay, and other monies for translation to Boxes 17A, 17B, and 17C on the ROE form.

Defining Earnings for Translation to the ROE Form

Access the Tax Form Definition - Tax Form Definition page.



Tax Form Definition - Tax Form Definition page

Tax Form Identification This value should be ***ROE.***

The system uses this information to determine how to distribute the following information to the boxes in block 17 on the ROE form:

- Earnings information that you enter manually on the ROE Data - ROE Data 2 page.
- Vacation pay and other monies that you pay in the final pay period using the Pay Calculation process.

The following table describes the earnings information to enter for each ROE box on the Tax Form Definition - Tax Form Definition page. See Special Notes on Box 17.

Box	Earnings Description	Explanation
17A	Vacation pay.	Specify the earnings code(s) that you use to pay vacation pay owing to an employee, on an interruption of earnings.
17B	Statutory holiday pay.	Specify the earnings code(s) that you use to pay statutory holiday pay for holiday dates occurring after the date in Block 11 of the ROE form.
17C	Other monies.	Specify the earnings codes for other payments that you might owe to an employee after an interruption of earnings. Earnings that you must report 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.

Creating ROE Data

In this section, we provide overviews of automatic and manual ROE data creation and discuss how to:

- Create an ROE manually.
- Enter additional employment-related information.

Note. PeopleSoft Payroll for North America provides the capability to manually enter ROE information directly in the ROE Data component to manage exception circumstances. For normal creation of ROE data, use the electronic ROE Mass Create process (PAY124CN).

Understanding Automatic ROE Data Creation

Create ROEs automatically for a range of dates using the PAY124CN process. This process creates ROE data for all employees who had a change in status during the date range you specify, requiring an ROE. The system uses this data to populate the ROE Data - ROE Data 1 and ROE Data - ROE Data 2 pages.

Selecting Amended ROE Records

Through the Pay Calculation and Pay Confirm processes, the system:

1. Identifies previously reported employee EI Insurable Earnings Balance records (PS_INS_EARNS_BAL) that you have updated with earnings or hours adjustments.

1. Updates these records to an Amended status for reporting by the ROE Mass Create process.

The ROE Mass Create process scans the employee EI Insurable Earnings Balance records for records that reflect an Amended status. If the system finds any that are within the reporting period, it creates an ROE Amendment record.

Selecting New ROE Records

The date range that you specify on the ROE Mass Create page defines the activity period from which the system selects employees qualifying for an ROE. PAY124CN inspects the database for employees who have *nonactive* Job records (based on the EMPL_STATUS field in the PS_JOB record) and an effective date within the specified date range. The system identifies a record for ROE creation if it has 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 the system identifies an employee using the preceding criteria, it suppresses the ROE under either of the following conditions:

- A subsequent, effective-dated Job record becomes active within seven consecutive calendar days of the earnings interruption.
- The Insurable Earnings Balance records do not contain insurable earnings for the period being reported.

Note. The system generates ROE records for all leaves, terminations, and retirements with pay (an employee status of P, Q, or T). Examine these ROE records and identify to the system those employees for whom it should issue an ROE. To print and issue an ROE, update the ROE Process field on the ROE Data - ROE Data 1 page from Hold to Generate.

Understanding the Calculation of Insurable Earnings and Hours

The system calculates insurable earnings and hours during the Pay Calculation process, and it updates the Insurable Earnings Balance records during the Pay Confirm process. The system

determines insurable earnings and their associated hours by the following fields in the Earnings Table:

- Subject EI Earn (subject employment insurance earnings).
- Subject EI Hrs (subject employment insurance hours).

Although the EI premium deduction stops when one reaches the annual maximum insurable earnings amount (for example, $39,000 in 2001), the insurable earnings and hours balances continue to accumulate for ROE reporting.

Amended ROE Records Processing

If earnings meet the criteria for amended ROE records processing, the system identifies the earnings associated with the original ROE to indicate that they must be reported again, and the PAY124CN process creates an 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 using the ROE Data component.

Note. The ROE Mass Create process automatically causes 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 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 status is Hold.

New ROE Records Processing

If records meet the criteria for new ROE records processing, PAY124CN.SQR creates an 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

See Also

"Appendix A: PeopleSoft Payroll for North America Reports," (CAN) PAY124CN - ROE Mass Create

Understanding Manual ROE Data Creation

PeopleSoft Payroll for North America provides the capability to manually create ROE data online using the ROE Data component for 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. Enter information into these fields carefully.

After reviewing your entries for accuracy, select Generate in the ROE Process field to indicate that you want to print this ROE when you run the ROE Print process (PAY101CN).

Note. The manual ROE creation process does not support the creation and printing of amended ROEs or ROEs for employees who changed pay frequencies during the reporting period.

Reporting of Earnings when Pay Frequencies Change

If an employee changed pay frequencies within the ROE reporting period, you'll need to complete the entire ROE form manually. The system's ROE creation processes, both automated (SQR program PAY124CN) and manual (online data entry into the ROE data component) are unable to accommodate this situation. To identify the situation for special handling, the ROE Mass Create program, PAY124CN, will create an exception report containing the following message:

```
ROE not created due to Pay Frequency change
```

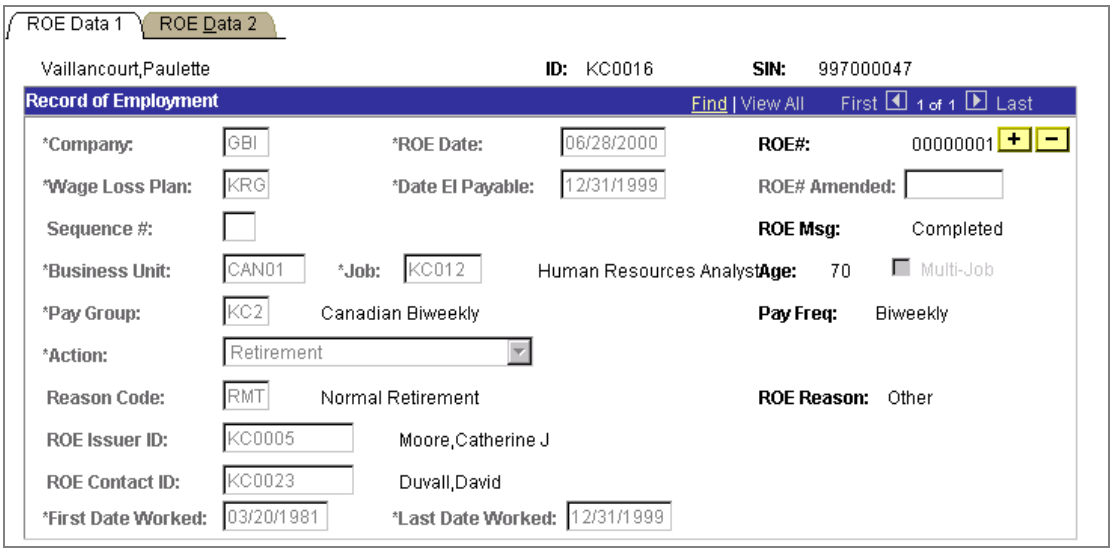
If the manual online data entry method was used to create the ROE, a message will be printed in the Comments box of the form to identify the situation.

Pages Used to Create ROE Data

Page Name	*Object Name*	*Navigation*	*Usage*
ROE Data - ROE Data 1	ROE_DATA1	Compensate Employees, Maintain Payroll Data (CAN), Use, ROE Data, ROE Data 1	Manually create an ROE and enter employment-related details.
ROE Data - ROE Data 2	ROE_DATA2	Compensate Employees, Maintain Payroll Data, Use, ROE Data, ROE Data 2	Enter more employment-related details, after you finish entering data on the ROE Data - ROE Data 1 page.

Creating an ROE Manually

Access the ROE Data - ROE Data 1 page.



ROE Data - ROE Data 1 page

Company Enter the company as entered in the Job record.

ROE 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# The system adds this number when it prints the final ROE and stamps it onto relevant Insurable Earnings Balance records.

Wage Loss Plan Enter the wage loss plan as entered in the employee's Canadian Income Tax Data record.

Date EI Payable Enter the last date to which the EI premium is paid.

During manual ROE creation, the default comes from the Add – ROE Data dialog box. During automated ROE creation, the default is the end date of the last Insurable Earnings Balance record or the last date worked, whichever is earlier.

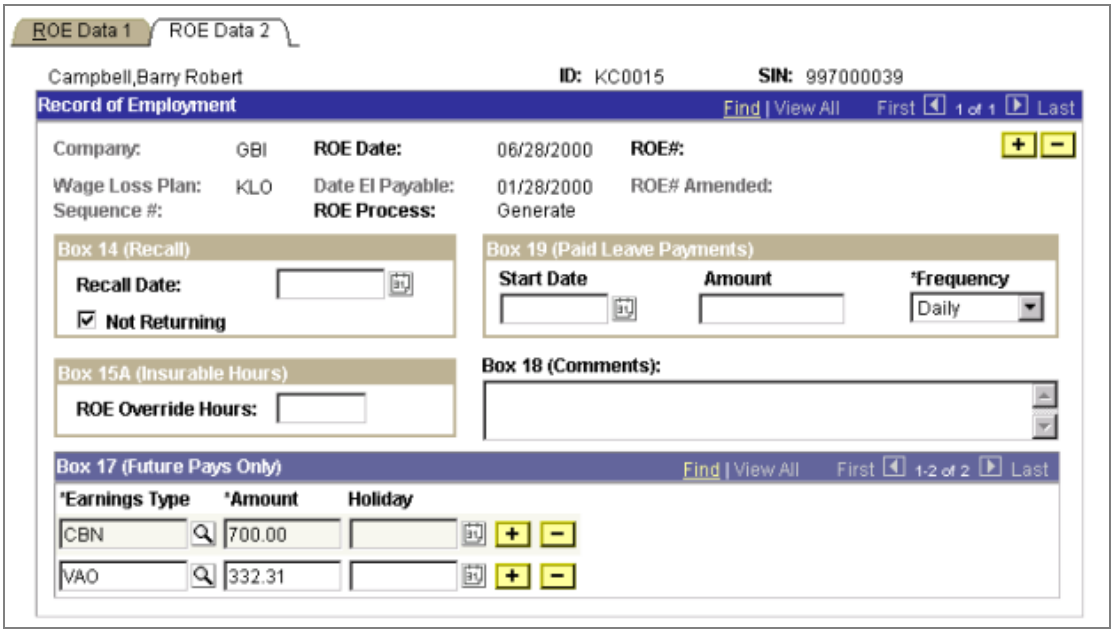
ROE# Amended Leave this field empty because the manual ROE creation process does not support amended ROEs. During automated ROE creation, the system generates the original ROE number if the record is an amendment or replacement to an existing ROE.

Sequence # Leave this field empty because the manual ROE creation process does not support amended ROEs. During automated ROE creation, the system assigns a sequential

	number to identify different versions of an amended ROE.
ROE Process	Displays the status of the ROE: ***Delete:*** The ROE is ready to be deleted. ***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 reports this record. After the ROE has a status of ***Complete,*** the ROE Process field disappears and an ROE Msg (record of employment message) field appears with a value of ***Complete.***
Business Unit and **Job**	Enter this information as entered in the Job record.
Age	The system calculates this value.
Multi-Job (multiple jobs)	Select this check box if the employee has multiple jobs.
Pay Freq (pay frequency)	The system populates this entry according to the pay group.
Pay Group , Action, and Reason Code	Enter this information 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	Select the employee ID of the person who issued the ROE.
ROE Contact ID	Select the employee ID of the person who can be contacted for additional information.
First Date Worked	This date appears in block 10 of the ROE form.
Last Date Worked	This date appears in block 11 of the ROE form.

Entering Additional Employment-Related Information

Access the ROE Data - ROE Data 2 page.



ROE Data - ROE Data 2 page

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 is not returning to work (for example, the employee is retired or terminated).

If the **Not Returning** check box is cleared and the **Recall Date** field is empty, the system selects the Unknown check box in block 14 on the ROE form.

Box 19 (Paid Leave Payments)

This group box corresponds to block 19 on the ROE form. Complete these fields only if the employee receives paid sick, maternity, or parental leave, or group wage loss indemnity payments after the last day worked. These fields appear on the ROE form as you enter them here. The system does not validate them.

Box 15A (Insurable Hours)

ROE Override Hours Enter the ROE override hours if you must correct the ROE insurable hours.

Box 18 (Comments)

These comments appear in block 18 on the ROE form.

Box 17 (Future Pays Only)

Enter earnings paid to the employee after the employee's final pay period. Also see Special Notes About Box 17.

Earnings Type — You *must* define the earnings code on the Tax Form Definition - Tax Form Definition page.

Amount — Enter the amount that you paid to the employee *after* the final period.

The system does *not* automatically add this amount to balances for year-end reporting. When you use this field, *you* are responsible for ensuring that the Balance records are updated to reflect these amounts.

Holiday — This field is used for Box 17B, Statutory Holiday.

Special Notes About Box 17

Box 17 on the ROE form reports 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. You must first define all earnings on the Tax Form Definition - Tax Form Definition page.

Box	*Earnings Paid in Final Pay Period*	*Earnings Paid After Final Pay Period*
Box 17A Vacation Pay	Earnings are reported in Boxes 15B, 15C, and 17A.	You must enter the earnings manually on the ROE Data - ROE Data 2 page, Box 17. These earnings are reported in Box 17A only.
Box 17B Statutory Holiday Pay	Earnings are reported in Boxes 15B and 15C only. For the earnings to be reported in Box 17B, you must also enter the same earnings information on the ROE Data - ROE Data 2 page.	You must enter the earnings manually on the ROE Data - ROE Data 2 page, Box 17. These earnings are reported in Box 17B only.
Box 17C Other Monies	Earnings are reported in Boxes 15B, 15C, and 17C.	You must enter the earnings manually on the ROE Data - ROE Data 2 page, Box 17. These earnings are reported in Box 17C only.

See Also

Creating ROE Data

Reviewing and Updating ROEs Online

After you create ROE records, use the ROE Data - ROE Data 1 and 2 pages to:

- Review the data.
- Add or update data to complete the ROE—for example, the Box 17 (Future Pays Only) and Box 18 (Comments) group boxes.
- Update all acceptable records from Hold to Generate status by selecting Generate in the ROE Process field on the ROE Data - ROE Data 2 page and saving the records.

See Also

Creating an ROE Manually

Entering Additional Employment-Related Information

Understanding ROE Data Sources

Printing ROEs

The ROE Print process (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 process repeatedly until you select the Final Print option, at which time the system assigns ROE numbers.

The ROE Print process utilizes validation rules to identify potential errors detected while processing the data for reporting. Use the ROE Print Exceptions report (PAY126CN.SQR) to output these error messages for review. The potential errors identified by the ROE Print program are treated as warnings only and will not prevent the corresponding ROE forms from being processed. The ROE Print Exceptions report should be executed and reviewed each time the ROE Print program is run. Ensure that all errors have been resolved prior to executing the ROE Print program in Final Print mode to produce the forms for distribution to employees.

The ROE Print process prints only the following:

- ROE records identified as Generate.
- ROE records for employees with *no outstanding cheques* (that is, all cheques for the employees involved must be calculated and confirmed).

Because the manual ROE creation process is designed for exception circumstances, it bypasses edits that the Mass ROE Create process uses. Therefore, the system might print a manually created ROE for an employee who does not actually have an interruption in service, provided that the two criteria are fulfilled.

The ROE Print process extracts data from the ROE data and the Insurable Earnings Balance records to calculate the insurable earnings amounts and hours to report on the ROE forms.

Important! The ROE Print process reports all earnings during the reporting period that you have paid up to the point at which you run the process. If you create your ROEs and wait several days before running the ROE Print process, the ROE Print process includes earnings paid in the interim, including earnings that you input as future earnings on the ROE Data - ROE Data 2 page and have since paid. You must delete the Future Pays row for amounts that should not be included in Box 17 at the time of the final print run.

Important! The ROE Print process is *not* designed to *reprint* ROEs after 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 must issue an ROE amendment instead of reprinting the ROE.

See Also

"Appendix A: PeopleSoft Payroll for North America Reports"

Deleting ROE Data Records

You can delete extraneous ROE data records that were created in error, providing that those records do not reflect an ROE Process status of Complete. To protect the history records of valid ROE Data records, this process cannot be used to delete records that were previously used to produce ROE forms in Final Print mode. The process also cannot be used to delete amended ROE Data records.

Deleting ROE Data records is a two-step process.

1. Flag the appropriate records for deletion using the ROE Data 1 page. Do this by selecting Delete in the ROE Process field.

2. Run the ROE Summary program (PAY125CN) to physically delete the flagged records from the database. Select Delete as the ROE Process status and select the Delete ROEs check box. ROE data records will EI Payable dates that fall within the specified Start Date and End Date will be selected for deletion.

See Also

Creating an ROE Manually

"Appendix A: PeopleSoft Payroll for North America Reports"

CHAPTER 27

(USF) Processing Individual Retirement Records (IRRs)

In this chapter, we provide an overview of the IRR process and discuss how to:

- Generate supplemental or correction IRRs.
- Track fiscal data accumulation.
- Adjust an employee's fiscal year history.

Understanding the IRR Process

The IRR process begins when an employee, supervisor, or human resources official creates a Personnel Action Request (PAR) for a separation. You link the PAR with a Nature of Action (NOA) code that indicates that you can report this PAR in the IRR.

1. Before you create an IRR, you must specify which NOA codes you can report to the Office of Personnel Management (OPM) in IRRs.
2. Set up PAR remarks that are associated with an IRR using the PAR Remarks Table.

   After you link a separation NOA Code to a PAR, the system generates an IRR control record and the IRR process begins.

   For example, when an employee retires, the system creates a retirement PAR. An NOA Code associated with the IRR type of Retirement was defined previously to indicate that the system should generate a Retirement IRR control record. After you save the PAR, the system creates an IRR control record.
3. Create IRR remarks in the IRR Remarks Table.

   IRR Remarks include text or employee-specific information that you must document in the IRR. After the system creates the IRR control record, you can select remarks for an employee on the IRR Remarks page.
4. 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.

The online IRR looks like the SF-2806 and SF-3100 forms that you already use. 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-hand side of the form and contains all the PARs for the employee. The Fiscal History page corresponds to the right-hand side of the form and contains a summary, by year, of all retirement deductions for the employee.

5. Create an IRR Worksheet to verify the information stored on the IRR pages. Add or edit information as necessary.

   This worksheet enables you to print, review, and correct a pending IRR before generating a final IRR. Also, use the IRR worksheet to view service history and fiscal history for a current employee.

6. When the information is correct, process the final IRR and print an official SF-2806 or SF-3100 form on OPM stock for transfer to OPM.

   Run the IRR process to generate the final IRR. The system changes the IRR status for an employee to *final*, and it creates the SF-2806 or SF-3100 form. 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 in all of the IRRs for that payroll run. The system submits the IRRs and ROST together to OPM.

7. If you discover inaccuracies in the IRR after you send it to OPM, generate a Supplemental IRR or Correction IRR to make the necessary adjustments. This requires you to create another PAR.

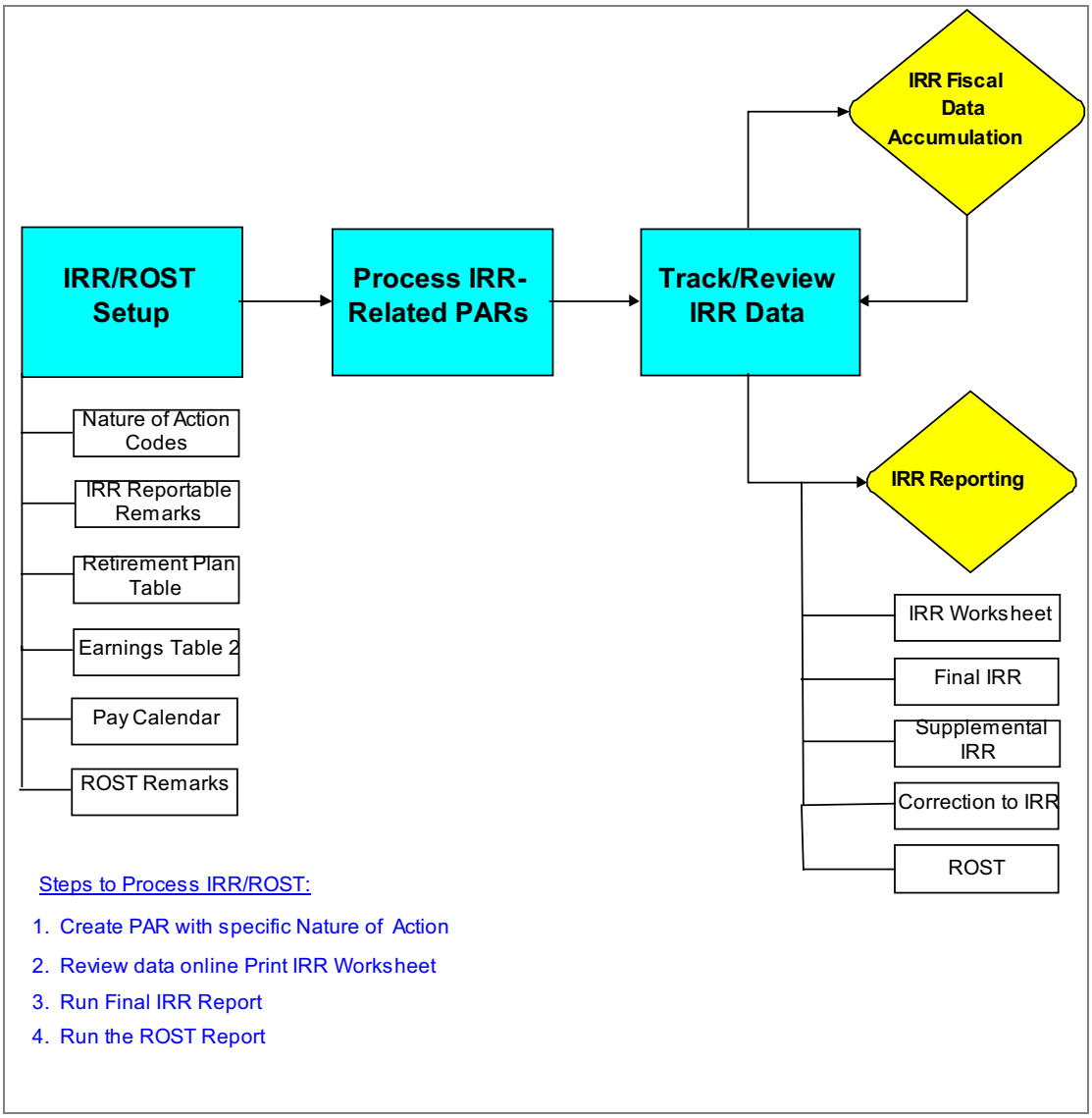
   Use a Supplemental IRR if you originally under-reported an employee's retirement deductions. The system automatically calculates the difference after processing the payroll adjustments. Create a Supplemental IRR to report the difference in the retirement deduction amount to OPM. Use a Correction IRR (SF-2806-1 or SF3101) to correct the original IRR or if you over-reported retirement deductions.

8. Create an IRR Fiscal Data Accumulation report at the end of the tax year to accumulate and store fiscal information from the IRRs for all employees.

   The process uses payroll earnings and deductions for the current year and accumulated fiscal data for all prior years. You do not need to run this process for an employee whose separation occurs mid-year. All IRR pages and reports automatically select and summarize payroll detail earnings and deductions.

   This report accumulates all retirement deductions for employees, leave without pay (LWOP) hours, and basic pay that they received when they were not covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) retirement plans. Run this process at the end of a tax year.

The following diagram provides an overview of IRR and ROST processing:



IRR and ROST Processing

See Also

"Defining Earnings and Using Earnings Codes," (USF) Setting Up Individual Retirement Record Processing

PeopleSoft Human Resources PeopleBook: Managing Workforce Data: Administering Your Workforce, "(USF) Administering Personnel Action Requests"

"(USF) Processing the Register of Separations and Transfers (ROST)," Understanding the ROST

"Appendix A: PeopleSoft Payroll for North America Reports," (USF) FGPY009 - IRR Worksheet - Separated Employees

"Appendix A: PeopleSoft Payroll for North America Reports," (USF) FGPY007 - Individual Retirement Record

Generating Supplemental or Correction IRRs

In this section, we discuss how to:

- Generate Supplemental or Correction IRRs.
- Adding or correcting IRR PAR information.

Pages Used to Generate Supplemental or Correction IRRs

Page Name	*Object Name*	*Navigation*	*Usage*
Individual Retirement Record	RUN_FGPY007	Compensate Employees, Manage Payroll Process (USF), Process, Individual Retirement Records	Generate a supplemental or Correction IRR.
Supplemental IRR	GVT_JOB0	Administer Workforce, Administer Workforce (USF), Use, Supplemental to IRR	Add IRR PAR information if you under-reported an employee's original deductions.
Correction IRR	GVT_JOB0	Administer Workforce, Administer Workforce (USF), Use, Correction to IRR	Add IRR PAR information (SF-2806-1 or SF-3101) to correct reported PAR information and over-reported retirement deductions to the OPM. Changes can be related to a PAR or to the payroll.

Note. The Supplemental IRR and the Correction IRR pages are identical.

Generating Supplemental or Correction IRRs

Generate a Supplemental IRR or Correction IRR the same way you generate a final IRR, and link the original IRR that you are changing to the Supplemental IRR or Correction IRR. To do this, specify the original IRR type that you are correcting in the Cor (correction) field on the Individual Retirement Record page.

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. The system selects only pending IRRs, so the original IRR is not available for selection. To print an IRR with an IRR Type of S (supplemental) or C (correction), enter the IRR type that is associated with the original IRR in the Cor field. For example, if the original IRR Type was R (retirement), 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 PARs created since the original IRR, along with IRR remarks and adjustments to fiscal data.

Send the Supplemental IRR or Correction IRR, accompanied by a ROST form (SF-2807 or SF3103), to the OPM.

Note. Although all PAR processing runs on both 2-tier and 3-tier systems, some differences exist when printing the SF-50 and SF-52 reports using 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.

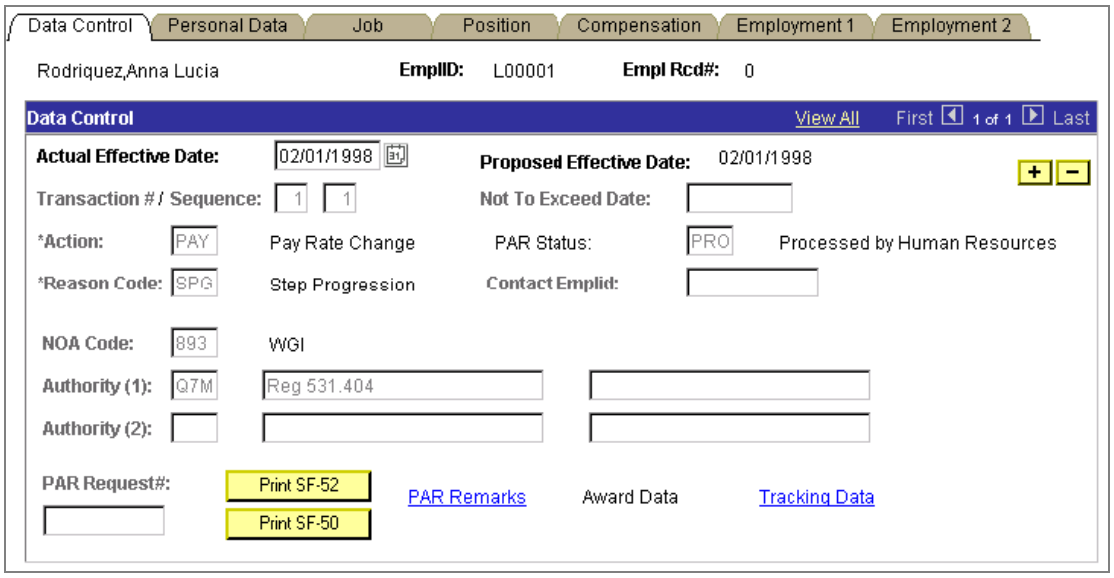
See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce," Assigning Employee IDs

PeopleSoft PeopleTools PeopleBook: Process Scheduler

Adding or Correcting IRR PAR Information

Access the Supplemental IRR or Correction IRR page.



Supplemental IRR and Correction IRR page

Actual Effective Date Enter the date that the Supplemental IRR or Correction IRR becomes effective.

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 appear in the Reason for Correction box. In a Correction PAR, IRR remarks appear in the Corrected Data section of the SF-2806-1 (CSRS) or the SF-3101 (FERS) form.

Note. 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.

Tracking Fiscal Data Accumulation

In this section, we discuss how to run the IRR Fiscal Data Accum report.

Page Used to Track Fiscal Data Accumulation

Page Name	*Object Name*	*Navigation*	*Usage*
IRR Fiscal Data Accum (Individual Retirement Record fiscal data accumulation)	RUN_FGPY006	Compensate Employees, Mange Payroll Process (USF), Process, IRR Fiscal Data Accumulation	Run the IRR Fiscal Data Accumulation report to transfer all of the fiscal data recorded on an employee's IRR and stored in the payroll system to the fiscal data portion of the IRR.

Running the IRR Fiscal Data Accum Report

Access the IRR Fiscal Data Accum page.



IRR Fiscal Data Accum page

Pay Year Enter the pay year for which you're running the fiscal data accumulation.

Note. For every Pay Calendar that you establish, specify the pay year on the Year Settings page in the Pay Calendar Table. This is defined automatically during the pay calendar creation, and it is generally the same as the year of the pay end date. When processing IRRs, the IRR Fiscal Data Accumulation process identifies all monies that come from the pay year.

Note. If you're populating historical data, you must populate pay calendars from prior years.

EmplID (employee Enter the employee ID and record number for employees

identification) and **Empl Rcd#** (employee record number)	to include in the IRR Fiscal Data Accumulation process. If you do not enter any employees, this process runs for your agency's employee population.

If you must run this process at any time other than the end of the tax year, or if you must make a correction to an employee's fiscal data, you can do so for employees whose IRRs are affected.

If run regularly at the end of the tax year, this report processes records for all employees in your agency. If run for selected employees, it processes records for those employees only.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Using Pay Calendars," Creating Pay and FLSA Calendars

PeopleSoft PeopleTools PeopleBook: Process Scheduler

"Appendix A: PeopleSoft Payroll for North America Reports"

Adjusting an Employee's Fiscal Year History

If an employee has a status of Retired and has accumulated retirement amounts in a plan for which that employee is ineligible, you can adjust the employee's fiscal year history.

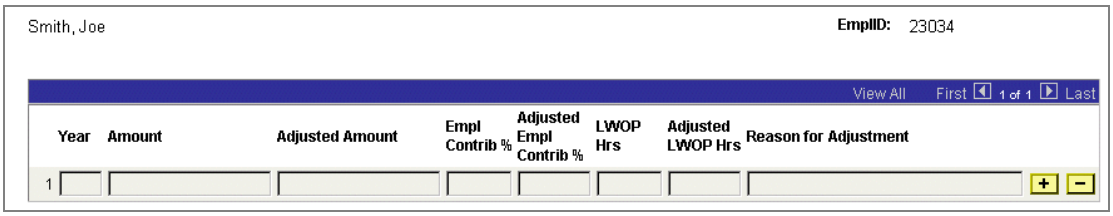
In this section, we discuss how to adjust IRR yearly amounts.

Page Used to Adjust an Employee's Fiscal Year History

Page Name	*Object Name*	*Navigation*	*Usage*
Adjust Empl Fiscal Yr History (adjust employee fiscal year history)	GVT_ADJ_FISCAL_YR	Compensate Employees, Manage Payroll Process (USF), Use, Adjust Empl Fiscal Yr History	Adjust an employee's yearly retirement deduction totals.

Adjusting IRR Yearly Amounts

Access the Adjust Empl Fiscal Yr History page.



Adjust Empl Fiscal Yr History page

Year — Displays the year.

Amount — Displays the current amount balance.

Adjusted Amount — Enter the adjusted amount balance.

Empl Contrib % (employee contribution percentage) — Displays the current value of the employee's contribution percentage.

Adjusted Empl Contrib % (adjusted employee contribution percentage) — Enter the adjusted value of the employee's contribution percentage.

LWOP Hrs (leave without pay hours) — Displays the employee's current balance of leave without pay hours.

Adjusted LWOP Hrs (adjusted leave without pay hours) — Enter the adjusted balance of leave without pay hours.

Reason for Adjustment — Enter a reason.

CHAPTER 28

(USF) Processing the Register of Separations and Transfers (ROST)

In this chapter, we provide an overview of the ROST and discuss how to:

- Generate the ROST reports (SF-2807 and SF-3103).
- Review the ROST summary.

Understanding the 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 must generate a ROST that accompanies the IRRs that you submit to the Office of Personnel Management (OPM).

PeopleSoft Payroll for U.S. Federal Government provides the capability to capture and maintain retirement-related information that you report to OPM. You can also 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 cannot submit one to OPM without the other. In PeopleSoft Payroll for U.S. Federal Government, you can create a ROST only after you generate final IRRs.

The ROST is a summary header page that accompanies a batch of IRRs and contains information that appears in detail in the individual IRRs. It has three main sections:

- Information that identifies your agency, such as:
  - Agency name.
  - Payroll office name.
  - Location of payroll office.
- Information about each employee (from the IRR). This includes:
  - Employee name.
  - Date of birth.

  - Total retirement deductions made during the calendar year.

- Page totals, totals brought forward from the prior page, and accumulated totals-to-date for the current page.

Initiate the ROST process when your agency prepares to report the ROST and IRRs to OPM:

1. If Personnel Action Request (PAR) remarks are associated with the ROST, define each of these in the PAR Remarks Table by selecting the ROST Remark check box.

   - Run the ROST report. By creating the ROST report, the system automatically updates the ROST series, year, and page information in the individual IRRs so that you don't report it to OPM again in future ROST runs.

See Also

"Maintaining Payroll Data," Display Employee Service History Details

Generating the ROST Reports (SF-2807 and SF-3103)

In this section, we provide an overview of the ROST process, and discuss how to establish criteria for a ROST report.

Understanding the ROST Process

Create a ROST report to print on official OPM forms:

- SF-2807 for CSRS (summarizes all SF-2806 and SF-2806-1 IRRs).
- SF-3103 for FERS (summarizes all SF-3100 and SF-3101 IRRs).

Note. The system groups IRR batches together by form type (either SF-2806 or SF-3100). Generate a separate ROST for each IRR batch type.

After you create the batch of final IRRs, generate the ROST. The system:

1. Selects all the IRRs that are in final status and have not been previously reported to OPM.
2. Creates summarized information for each IRR. The ROST report displays one employee per line, with the employee's 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.

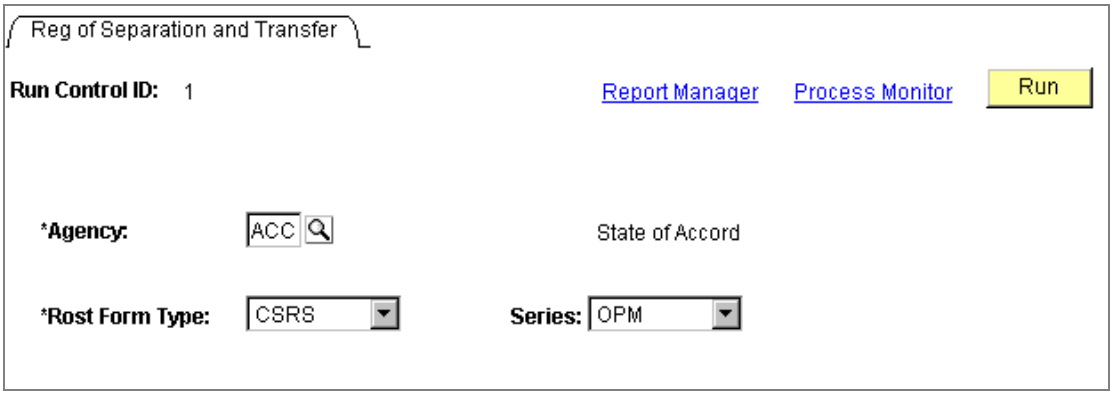
When you create a ROST report, the system creates a new ROST control record for each ROST page by agency, ROST type, current year, and ROST page number. Page totals for IRRs are also recorded.

Page Used to Generate the ROST Reports

Page Name	Object Name	Navigation	Usage
Reg of Separation and Transfer (register of separation and transfer)	RUN_FGPY008	Compensate Employees, Manage Payroll Process (USF), Process, Reg of Separations, Transfers	Establish the criteria for a ROST report.

Establishing Criteria for a ROST Report

Access the Reg of Separation and Transfer page.



Reg of Separation and Transfer page

Agency The default values come from the Agency Table.

Series Select ***OPM.*** This field defines a page-numbering scheme for the form.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

Reviewing the ROST Summary

In this section, we discuss how to review the ROST summary.

Page Used to Review the ROST Summary

Page Name	*Object Name*	*Navigation*	*Usage*
ROST Summary	GVT_ROST_SUMMARY	Compensate Employees, Manage Payroll Process (USF), Inquire, ROST Summary	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.

CHAPTER 29

Accessing Year-End Processing Instructions

PeopleSoft Payroll for North America is designed to help you efficiently organize and process your year-end data and reports.

This documentation does not include specific information about year-end processing, because year-end processing information usually changes annually, due to legislative changes in your region.

Download the appropriate documentation 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

CHAPTER 30

Appendix A: PeopleSoft Payroll for North America Reports

This appendix provides an overview of PeopleSoft Payroll for North America reports and enables you to:

- View summary tables of all reports.
- View report details and source records.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

See Also

PeopleTools PeopleBook: Process Scheduler

Common PeopleSoft Payroll for North America Report Run Control Pages

Some of the PeopleSoft Payroll for North America reports are generated from run control pages that are common to many reports. This table details these common run control pages.

Run Control Page	*Fields*
PRCSRUNCNTL	Run Control ID, Language, Pay Run ID, Company, Pay Group, Pay End Date, Process Page # (process page number), Thru, On-Cycle, Off-Cycle, Both, User ID, Empl ID (employee identification), Rcd# (record number), As of Date, Thru Date, Starting Check/Advice Number, and Message
PRCSRUNCNTRL	Same fields as PRCSRUNCNTL.
RUNCTL_PAYINIT	Same fields as PRCSRUNCNTL.
RUNCTL_PAYINIT2	Same fields as PRCSRUNCNTL.

PeopleSoft Payroll for North America Reports: General Description

These tables list the PeopleSoft Payroll for North America reports, sorted alphanumerically by report ID. The reports listed are all SQR reports. If you need more information about a report, refer to the report details at the end of this appendix.

See Also

PeopleSoft Payroll for North America Reports: A to Z

Direct Deposit Reports

Direct Deposit reports have the prefix DDP.

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
DDP002 Direct Deposit Register	Lists all direct deposits for employees in each company in the organization.	Compensate Employees, Manage Payroll Process (US), Report 1, DDP Register Compensate Employees, Manage Payroll Process (CAN), Reports 1, DDP Register	RUNCTL_PAYINIT2
DDP003 Direct Deposit Advice Print	Prints paycheck and pay stub information onto direct deposit advice forms.	Compensate Employees, Manage Payroll Process (US), Report 1, DDP Advice Print Compensate Employees, Manage Payroll Process (USF), Rpt A-M, DDP Advice Print	RUNCTL_CHK_ADV 1
DDP003CN Direct Deposit Advice Print	Prints Canadian paycheque and pay stub information onto direct deposit advice forms.	Compensate Employees, Manage Payroll Process (CAN), Reports 1, DDP Advice Print	RUNCTL_CHK_ADV

Report ID and Report Name	Description	Navigation	Run Control Page
DDP004 Payroll Advice Register	Reports payroll amounts paid directly into the employee's bank account as direct deposits. This report is similar to PAY004 - Payroll Check Register.	Compensate Employees, Manage Payroll Process (US), Report 1, DDP Advice Register Compensate Employees, Manage Payroll Process (CAN), Reports 1, DDP Advice Register	RUNCTL_PAYINIT2
DDP005 Direct Deposit Prenotification	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 necessary changes.	Compensate Employees, Manage Payroll Process (US), Report 1, DDP Prenotification	RUNCTL_PAYINIT2
DDP006 Direct Deposit Prenote Memo	Prints notifications for employees who have their pay deposited directly into their checking accounts for the first time.	Compensate Employees, Manage Payroll Process (US), Report 1, DDP Prenote Memo	RUNCTL_PAYINIT2
FG1514 Military Deposit OPM-1514	Creates an Office of Personnel Management (OPM) Military Deposit worksheet for service credit payments for post-1956 military service.	Compensate Employees, Maintain Payroll Data (USF), Report, Military Deposits OPM-1514, Report	RUN_FG1514

Payroll Reports

Payroll reports contain information about paychecks, deductions, earnings, and other payroll functions. Other Payroll SQR processes print paysheets, paychecks, and advice vouchers. Payroll reports have the prefix PAY. U.S. Federal-specific reports have the prefix FG.

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
BUD002 Reconciliation	Provides reconciliation details.	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	RUNCTL_FISCAL_YR
BUD004 Fiscal Year Budget	Provides the budget level definition for taxes, deductions, and earnings. Also reports the actuals to-date for the budget level, and the FTE cap and maximum for the department.	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	RUNCTL_BUD004
FGPY006 IRR Fiscal Data Accum (Individual Retirement Record fiscal data accumulation)	Provides Individual Retirement Record (IRR) fiscal data accumulation.	Compensate Employees, Manage Payroll Process (USF), Process, IRR Fiscal Data Accum	RUN_FGPY006
FGPY007 Individual Retirement Record	Produces an IRR.	Compensate Employees, Manage Payroll Process (USF), Process, Individual Retirement Records	RUN_FGPY007

Report ID and Report Name	Description	Navigation	Run Control Page
FGPY009 IRR Worksheet - Separated Employees	Produces an IRR worksheet for all separated employees.	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, IRR Worksheet – Separated Empl	RUN_FGPY009
FGPY010 IRR Worksheet - Current Employees	Produces an IRR worksheet for all current employees. Use the IRR worksheet to view up-to-date service history and fiscal data for a current employee.	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, IRR Worksheet - Current Empl	RUN_FGPY010
FGPY011A Bond Purchases	Lists all bonds purchased since the last process run.	Compensate Employees, Report Payroll Info (USF), Report, Bond Purchase	RUNCTL_PAYINIT2
FGPY011B Bond Purchases - Federal Reserve System Format	Produces magnetic media output in Federal Reserve System format for the purchase of bonds.	Compensate Employees, Report Payroll Info (USF), Report, Bond - Fed Reserve	RUNCTL_PAYINIT2
FGPY012 Military Deposits Closed Accounts	Creates an OPM Military Deposit worksheet for service credit payments for post-1956 military service for all closed accounts.	Compensate Employees, Maintain Payroll Data (USF), Report, Military Deposits Closed Accts	RUN_FGPY012
FGPY013 Leave Accruals	Lists employee accrual detail for each earnings accrual class, including leave accrual, usage, transfer, and adjustment activity.	Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Leave Accruals	PRCSRUNCNTL
FGPY015 New Hire Reporting	Creates an interface file to export to the Social Security Administration to report new hire data used to track and enforce child support payments.	Monitor Workplace, Report Regulations (USF), Report, New Hire Reporting	GVT_RUN_NH_EXTRACT

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
FGPY016 New Hire Error Reporting	Processes the file returned by the Social Security Administration to determine errors to correct before the next data transmission.	Monitor Workplace, Report Regulations (USF), Report, New Hire Error Reporting	GVT_RUN_NH_ERROR
FGPY019 Temporary Employee Buying FEHB	The Semi-Annual Headcount process provides up to four separate 2812A reports, based on four categories of employees. The report differentiates enrollees for whom the employing agency contributes a portion of the FEHB premium from those for whom it does not.	Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Temp Employees Buying FEHB	GVT_RUN_FGPY019
FGPY021 Semi-Annual Headcount	Provides details of life insurance and health benefits withholding contribution data for the Civil Service Retirement (CSRS) and Federal Employee Retirement Systems (FERS). Additionally, the report provides aggregate base salary amounts for each category of CSRS and FERS coverage.	Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Semi-Annual Headcount Report	GVT_RUN_FGPY021
FGPY023 FEFFLA Summary	Provides the FEFFLA hours, both paid and nonpaid, that the employee took during the requested calendar year and during the employee's FMLA year.	Administer Workforce, Manage Leave (USF), Report, FEFFLA, Paid/Non Paid FEFFLA Summary	RUNCTL_FEFFLA

Report ID and Report Name	Description	Navigation	Run Control Page
FGPY024 FEFFLA Limit	Provides a list of employees who have used more than 480 FEFFLA hours of nonpaid entitlement in their FMLA year.	Administer Workforce, Manage Leave (USF), Report, FEFFLA, Non Paid FEFFLA Limit	RUNCTL_FEFFLA
FGPY025 FMLA History Summary	Provides the FMLA hours that the employee took, both paid and nonpaid, in the requested calendar year and the hours taken in the employee's FMLA year.	Administer Workforce, Manage Leave (USF), Report, FMLA, FMLA History Summary	RUNCTL_FGFMLA
FGPY026 FMLA Summary	Provides the FMLA hours taken in the requested calendar year and the hours taken in the employee's FMLA year, using the employee's FMLA and FEFFLA accrual class ledger to accumulate paid and nonpaid FMLA hours taken.	Administer Workforce, Manage Leave (USF), Report, FMLA, Paid/Non Paid FMLA Summary	RUNCTL_FGFMLA
FGPY027 FMLA Limit	Provides a list of all employees who have used more than 480 hours of nonpaid entitlement in their FMLA year.	Administer Workforce, Manage Leave (USF), Report, FMLA, Non Paid FGFMLA - FMLA Limit	RUNCTL_FGFMLA
FGPY028 Leave Acceptance Notifications	Prints Leave Acceptance Notifications for employees whose donor or recipient applications have been approved.	Administer Workforce, Manage Leave (USF), Report, Leave Acceptance Notifications	GVT_RUNCTL_LEAVE
FGPY029 Leave Bank Participants	Lists leave bank participants.	Administer Workforce, Manage Leave (USF), Report, Leave Bank Participants	GVT_RUNCTL_LEAVE
FGPY030 Leave Transfer Participants	Lists leave transfer participants.	Administer Workforce, Manage Leave (USF), Report, Leave Transfer Participants	GVT_RUNCTL_LEAVE

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
FGPY031 Leave Denial Notifications	Prints Leave Denial Notifications for employees whose donor or recipient applications have been denied.	Administer Workforce, Manage Leave (USF), Report, Leave Denial Notifications	GVT_RUNCTL_LEAVE
GLX001A G/L Interface - Pay Type Process	Run this process only once per Pay Calendar Table entry, using either GLX001.SQR or GLX003.SQR. Both processes automatically update the GL Interface Run check box in the Pay Calendar Table to maintain a record of the pay periods that have been processed to prevent duplication of the file.	Compensate Employees, Manage Payroll Process (US), Process, GL Interface - Pay Type	RUNCTL_PAYINIT2
GLX001B G/L Interface - Cost Center Process	Run this process only once per Pay Calendar Table entry, using either GLX001.SQR or GLX003.SQR. Both processes automatically update the GL Interface Run check box in the Pay Calendar Table to maintain a record of the pay periods that have been processed to prevent duplication of the file.	Compensate Employees, Manage Payroll Process (US), Process, GL Interface - Cost Center	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
GLX001CN G/L Interface - Pay Type Process	Run this process only once per Pay Calendar Table entry, using either GLX001CN.SQR or GLX003CN.SQR. Both processes automatically update the GL Interface Run check box in the Pay Calendar Table to maintain a record of the pay periods that have been processed to prevent duplication of the file.	Compensate Employees, Manage Payroll Process (CAN), Process, GL Interface - Pay Type	RUNCTL_PAYINIT2
GLX002 G/L Distribution Summary	Provides a summary of the distribution of payroll-related amounts for a pay period to their respective general ledger account numbers. Use this to verify general ledger entries for payroll expenses.	Compensate Employees, Manage Payroll Process (US), Report 1, G/L Distribution Summary Compensate Employees, Manage Payroll Process (USF), Rpt A-M, G/L Distribution Summary Compensate Employees, Manage Payroll Process (CAN), Reports 1, G/L Distribution Summary	PRCSRUNCNTL
GLX003CN G/L Interface - Cost Center Process	Run this process only once per Pay Calendar Table entry, using either GLX001CN.SQR or GLX003CN.SQR. Both processes automatically update the GL Interface Run check box in the Pay Calendar Table to maintain a record of the pay periods that have been processed to prevent duplication of the file.	Compensate Employees, Manage Payroll Process (CAN), Process, GL Interface - Cost Center	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
PAY001 Deduction Register	Reports 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.	Compensate Employees, Manage Payroll Process (US), Report 1, Deduction Register	RUNCTL_PAYINIT2
PAY001CN Deduction Register	Reports 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.	Compensate Employees, Manage Payroll Process (CAN), Reports 1, Deduction Register	RUNCTL_PAYINIT
PAY002 Payroll Register	Reports the name, employee ID, and department ID for all employees who receive a paycheck for a pay run and pay calendar.	Compensate Employees, Manage Payroll Process (US), Report 2, Payroll Register Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Payroll Register Compensate Employees, Manage Payroll Process (CAN), Report 2, Payroll Register	RUNCTL_PAYINIT2
PAY003 Check Print	Prints paychecks and accompanying check stubs. Run this report after you perform pay confirmation for a payroll run.	Compensate Employees, Manage Payroll Process (US), Report 1, Check Print Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Check Print	RUNCTL_CHK_ADV 1

Report ID and Report Name	Description	Navigation	Run Control Page
PAY003CN Cheque Print	Prints paycheques and accompanying cheque stubs. Run this report after you perform pay confirmation for a payroll run.	Compensate Employees, Manage Payroll Process (CAN), Reports 1, Cheque Print	RUNCTL_CHK_ADV
PAY004 Check Register	Lists all checks, in check number order, written in the pay period for each company in the organization.	Compensate Employees, Manage Payroll Process (US), Report 1, Check Register Compensate Employees, Manage Payroll Process (CAN), Reports 1, Cheque Register	RUNCTL_PAYINIT2
PAY005 Cost Center	Groups employee hours and earnings, sorted by cost center. Reports cost center information for each company in the organization, sorted by pay period.	Compensate Employees, Manage Payroll Process (US), Report 1, Cost Center Compensate Employees, Manage Payroll Process (CAN), Reports 1, Cost Center	RUNCTL_PAYINIT2
PAY006 Other Earnings Register	Reports detailed wages other than regular and overtime, such as automobile allowances or expense reimbursements.	Compensate Employees, Manage Payroll Process (US), Report 2, Other Earnings Register Compensate Employees, Manage Payroll Process (CAN), Reports 2, Other Earnings Register	RUNCTL_PAYINIT2
PAY007 Deductions in Arrears	Lists deductions in arrears that you take from employee paychecks at a date later than the regularly scheduled pay period.	Compensate Employees, Manage Payroll Process (US), Report 1, Deductions in Arrears Compensate Employees, Manage Payroll Process (CAN), Reports 1, Deductions in Arrears	RUNCTL_PAYINIT2

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
PAY008 Deductions Not Taken	Lists employees who had benefits deductions omitted for a pay period.	Compensate Employees, Manage Payroll Process (US), Report 1, Deductions Not Taken Compensate Employees, Manage Payroll Process (CAN), Reports 1, Deductions Not Taken	RUNCTL_PAYINIT
PAY009 Paysheets	Reports the results of the Paysheet Creation process.	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	RUNCTL_PAYINIT2
PAY010 Employees Not Processed	Reports employee hours and earnings that were not processed for the pay period.	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), Reports 1, Employees Not Processed	RUNCTL_RPT_RUNID

Report ID and Report Name	Description	Navigation	Run Control Page
PAY011 Payroll Error Messages	Provides a list of the system error messages generated during the Payroll process. Use this report to analyze and resolve payroll problems before you run the Pay Confirmation process.	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), Reports 2, Payroll Error Messages	RUNCTL_RPT_RUNID
PAY013 Employee Earnings Snapshot	Reports detailed earnings information for employees as of the date that you specify.	Compensate Employees, Report Payroll Info (US), Report, Employee Earnings Snapshot Compensate Employees, Report Payroll Info (USF), Report, Employee Earnings Snapshot	RUNCTL_PAY013
PAY013CN Employee Earnings Snapshot	Reports detailed earnings information for employees.	Compensate Employees, Report Payroll Info (CAN), Report, Employee Earnings Snapshot	RUNCTL_PAY013CN
PAY014 Employee Earnings Record	Prints an Earnings Summary record for each employee selected as of the date specified.	Compensate Employees, Report Payroll Info (US), Report, Employee Earnings Record	PRCSRUNCNTRL
PAY014CN Employee Earnings Record	Prints an Earnings Summary record for each employee selected as of the date specified.	Compensate Employees, Report Payroll Info (CAN), Report, Employee Earnings Record	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY015A Check Reconciliation Process	Reconciles the checks cleared at your financial institution. Run this report for both U.S. and Canadian companies.	Compensate Employees, Report Payroll Info (US), Report, Check Reconciliation Process Compensate Employees, Report Payroll Info (CAN), Report, Cheque Reconciliation Process	RUNCTL_PAYINIT2
PAY015B Check Reconciliation	Lists the entries in the temporary Check Reconciliation file. Run this report for both U.S. and Canadian companies.	Compensate Employees, Report Payroll Info (US), Report, Check Recon Report Compensate Employees, Report Payroll Info (CAN), Report, Cheque Reconciliation Report	PRCSRUNCNTL
PAY016A Bond Purchases	Lists all bonds purchased since the last process run.	Compensate Employees, Report Payroll Info (US), Report, Bond Purchase	RUNCTL_PAYINIT2
PAY016B Bond Purchases - Federal Reserve System Format	Produces magnetic media output in Federal Reserve System format for the purchase of bonds.	Compensate Employees, Report Payroll (US), Report, Bond – Fed Reserve	RUNCTL_PAY016B
PAY017 Paysheets Distributed Earnings	Produces paysheets for distributed earnings. PAY017 is similar to PAY009 (Print Paysheets), but it scans employee records for paylines related to distributed earnings.	Compensate Employees, Manage Payroll Process (US), Report 2, Paysheets Earnings Distributn Compensate Employees, Manage Payroll Process (CAN), Reports 2, Paysheets Earnings Distributn	RUNCTL_PAYINIT2

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
PAY018 Payroll Summary	Summarizes payroll information.	Compensate Employees, Manage Payroll Process (US), Report 2, Payroll Summary Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Payroll Summary	RUNCTL_PAYINIT4
PAY018CN Payroll Summary	Summarizes payroll information.	Compensate Employees, Manage Payroll Process (CAN), Reports 2, Payroll Summary	RUNCTL_PAY018CN
PAY021 Employer Benefit Contribution	Provides information about employer-paid benefits, sorted by plan type. It includes both taxable and nontaxable amounts for the selected pay period and year-to-date (YTD) month, quarter, and year.	Compensate Employees, Manage Payroll Process (US), Report 1, Employer Benefit Contribution Report	RUNCTL_PAYINIT2
PAY021CN Employer Benefit Contribution	Provides information about employer-paid benefits, sorted by plan type. It includes both taxable and nontaxable amounts for the selected pay period and YTD month, quarter, and year.	Compensate Employees, Manage Payroll Process (CAN), Reports 1, Employer Benefit Contribution	RUNCTL_PAYINIT
PAY025 Balance Adjustment	Details the information recorded with each balance adjustment processed through the Balance Adjustment pages.	Compensate Employees, Maintain Payroll Data (US), Report, Balance Adjustments Compensate Employees, Maintain Payroll Data (USF), Report, Balance Adjustment Report	RUNCTL_PAY025

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
PAY025CN Balance Adjustments	Details the information recorded with each balance adjustment processed through the Balance Adjustment pages.	Compensate Employees, Maintain Payroll Data (CAN), Report, Balance Adjustments	RUNCTL_PAY025CN
PAY031 Deductions and Benefits Register	Use with PeopleSoft Payroll Interface. Reports deductions taken, sorted by deduction code.	Compensate Employees, Administer Payroll Interface, Report, Ded/Benefits Register	RUNCTL_PAYINIT2
PAY033 Imputed Income Adjustment	Reports data about imputed income adjustments.	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Imputed Income Adjustment Rpt	RUNCTL_PAYINIT2
PAY034 Presheet Audit	Verifies the integrity of your payroll and benefits setup and your employee data. Before creating paysheets, run this optional report. This report scans all the tables required by the Paysheet process and identifies orphan records and codes.	Compensate Employees, Manage Payroll Process (US), Report 2, Presheet Audit Compensate Employees, Manage Payroll Process (CAN), Reports 2, Presheet Audit Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Presheet Audit	RUNCTL_PRESHEET
PAY035 Paysheet Records Audit Prior to Calc Pay (paysheet records audit prior to calculation pay)	Provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process.	Compensate Employees, Manage Payroll Process (US), Report 2, Precalculation Audit Compensate Employees, Manage Payroll Process (CAN), Reports 2, Precalculation Audit	RUNCTL_AUDIT

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
PAY036 Paysheet Records Audit Prior to Confirm	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.	Compensate Employees, Manage Payroll Process (US), Report 2, Preconfirm Audit Compensate Employees, Manage Payroll Process (CAN), Reports 2, Preconfirm Audit	RUNCTL_AUDIT
PAY039 HR Accounting Line (human resources accounting line, previously GL Extraction)	Lists all the accounting line entries created by running the GL Interface process.	Compensate Employees, Administer GL Interface, Report, HR Accounting Line	RUN_PAY752
PAY050 Allocation By Establishment	Reports tip allocation information for establishments.	Compensate Employees, Manage Tips Allocatn. Process, Report, Allocations by Establishment	RUNCTL_TIPS_ALLOC
PAY051 Allocation By Employee	Lists tip employees, sorted by establishment.	Compensate Employees, Manage Tips Allocatn. Process, Report, Allocations by Employee	RUNCTL_TIPS_ALLOC
PAY052 Allocation Earnings	Lists directly tipped employees and their YTD and pending allocated tips. This is a point-in-time report of all employees with allocated tips, sorted by company.	Compensate Employees, Manage Tips Allocatn. Process, Report, Allocation Earnings Balances, Verify Balance	RUNCTL_TIP_PAY
PAY055 Employee Gross Receipts	Lists gross receipts for each employee in a selected time period, sorted by input date. Also provides subtotals for each tip establishment and total receipts for the company.	Compensate Employees, Manage Tips Allocatn. Process, Report, Employee Receipts	RUNCTL_TIP_PAY055

Report ID and Report Name	Description	Navigation	Run Control Page
PAY056 Final Check Request	Lists final check requests for which an employee's final check processing status is either N (not processed) or P (loaded to paysheets).	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), Reports 1, Final Cheque Requests Report	RUNCTL_PAY056
PAY057 Final Check Reconcile	Reconciles employees who have final checks processed, based on pay calendar information that you specify with data from their Employment records. A warning message appears in the report when an employee is not really terminated, but has a final check produced.	Compensate Employees, Manage Payroll Process (US), Report 1, Final Check Reconcile Report Compensate Employees, Manage Payroll Process (CAN), Reports 1, Final Cheque Reconcile Report	RUNCTL_PAYINIT
PAY100CN Statistics Canada, Non-Educational Institutions	Conforms to Canadian wage reporting requirements. It is in the accepted report format for the *Survey of Employment for Non-Educational Institutions, Payrolls, and Hours*, required by the Canadian Labour Division of Statistics.	Compensate Employees, Report Payroll Info (CAN), Report, Stats (Non Educ)	RUNCTL_PAY100CN
PAY101CN ROE Print	Prints ROE data onto preprinted forms supplied by Human Resources Development Canada (HRDC). You must use either line printer (LP) or HP format.	Compensate Employees, Maintain Payroll Data (CAN), Report, ROE Print	RUNCTL_PAY101CN

Report ID and Report Name	Description	Navigation	Run Control Page
PAY102CN Workers Compensation	Meets Canadian requirements for Workers Compensation Board (WCB) payroll reporting.	Compensate Employees, Report Payroll Info (CAN), Report, Workers Compensation	RUNCTL_PAY102CN
PAY103CN Overtime Bank	Lists overtime hours for both union and nonunion employees.	Compensate Employees, Report Payroll Info (CAN), Report, Overtime Bank	RUNCTL_PAY103CN
PAY104CN Business Payrolls Survey (BPS)	Creates a Business Payrolls Survey electronic data report (EDR) file for transmission to Statistics Canada and a summary report for your reference. The system produces the transmission file in accordance with the format provided by Statistics Canada.	Compensate Employees, Report Payroll Info (CAN), Report, Business Payrolls Survey	RUNCTL_PAY104CN
PAY110CN Statistics Canada, Educational Institutions	Conforms to Canadian wage reporting requirements. It is in the accepted report format for the *Survey of Employment for Educational Institutions, Payrolls, and Hours,* required by the Canadian Labour Division of Statistics.	Compensate Employees, Report Payroll Info (CAN), Report, Stats (Educ Inst)	RUNCTL_MO_YR_PAY
PAY124CN ROE Mass Create	Creates ROE data for a range of dates.	Compensate Employees, Maintain Payroll Data (CAN), Report, ROE Mass Create	RUNCTL_FRMTHRU_PAY
PAY125CN ROE Summary	Produces a summary report of ROE Data records that have an ROE status of Hold, Complete, Delete, or Generate. The system deletes all ROE Data records that have an ROE process of Delete.	Compensate Employees, Maintain Payroll Data (CAN), Report, ROE Summary	RUNCTL_PAY125CN

Report ID and Report Name	Description	Navigation	Run Control Page
PAY126CN ROE Print Exceptions	Produces an exception report of Record of Employment (ROE) errors detected during the ROE Print process.	Compensate Employees, Maintain Payroll Data (CAN), Report, ROE Print Exceptions	RUNCTL_PAY126CN
PAY130 Open/Close Pay Calendar	Reopen and reclose a closed pay calendar to enter year-end adjustments through off-cycle processing, after confirming the first payroll of the new year.	Compensate Employees, Manage Annual Tax Rptg (US), Report, Open/Close Pay Calendar	RUNCTL_PAY130
PAY130CN Open/Close Pay Calendar	Reopen and reclose a closed pay calendar to enter year-end adjustments through off-cycle processing after confirming the first payroll of the new year. This process does not produce printed output.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Open/Close Pay Calendar	RUNCTL_PAY130CN
PAY131CN Canada Savings Bond Purchase	Provides a listing of employees' Canada Savings Bond (CSB) purchases through payroll deduction.	Compensate Employees, Maintain Payroll Data (CAN), Report, Canada Savings Bond Purchase	RUNCTL_PAY131CN
PAY132CN Payroll Savings Create File	Creates a Canada Payroll Savings (CPS) electronic data transmission file and a Transmission Summary report for your reference. The system produces the transmission file in accordance with the format provided by the Bank of Canada.	Compensate Employees, Manage Payroll Process (CAN), Process, Payroll Savings Create File	RUNCTL_PAY132CN
PAY300RT Retro Pay Request Summary (retroactive pay request summary)	Reports retroactive (retro) pay information from the Retro Pay Request Table.	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay Request Summary	RUNCTL_RTRORQST

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
PAY301RT Retro Pay All Calculated	Provides a detailed listing of the retroactive pay calculation, sorted by employee and by earnings type.	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay All Calculated	RUNCTL_RTRODETAIL
PAY302RT Retro Pay Summary	Creates a summary of each request type, with a grand total of both request types.	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay Summary	RUNCTL_RTROSUMM
PAY303RT Retro Pay Terms Calculated	Lists all terminated employees for whom the system has calculated retro pay. This lists the same information as PAY301RT.	Compensate Employees, Manage Retroactive Processing, Report, Retro Pay Terms Calculated	RUNCTL_RTROTERM
PAY305RT Load Paysheet Trans	Lists transactions that originated in other applications that are being loaded into paysheets.	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	RUNCTL_PSHUPLD
PAY701 Bank Table	Lists information from the Bank Table, which 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.	Define Business Rules, Define Payroll Process, Report, Bank/Branch	PRCSRUNCNTL

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
PAY702 Company Table - GL Data	Lists general ledger data from the Company Table, where you establish the individual companies in your corporate structure. This report is a companion to PER707 (the Company Table - General Data report), which lists the payroll-related general ledger information in the Company Table.	Define Business Rules, Define Payroll Process, Report, Company	PRCSRUNCNTRL
PAY703 General Deduction/Deduction Frequency Table	Lists information from the General Deduction/Deduction Frequency Table, which contains payroll deductions that do not fit into a category covered by a benefit table, such as United Way, union dues, or parking fees.	Define Business Rules, Define Payroll Process, Report, General Ded/Frequency	PRCSRUNCNTL
PAY704 Deduction/Deduction Frequency Table	Lists information from the Deduction/Deduction Frequency Table, which contains deduction priority, tax effect, and frequency of both benefit and nonbenefit deductions.	Define Business Rules, Define Payroll Process, Report, Deduction/Frequency	PRCSRUNCNTL
PAY705 Deduction Classes	Lists deduction classification codes from the Deduction Table.	Define Business Rules, Define Payroll Process, Report, Deduction Class	PRCSRUNCNTL
PAY706 Bond Table	Lists information from the U.S. Bond Table, which contains bond types. Bonds are one type of benefit that employees can purchase through payroll deductions.	Define Business Rules, Define Payroll Process, Report, Bond	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY708 Shift Table	Lists information from the Shift Table, where you identify the work shifts to which you can assign an employee. Because it contains the rate or factor that the system uses to calculate the shift differential, this table works with the Earnings and Special Accumulator Tables to calculate earnings.	Define Business Rules, Define Payroll Process, Report, Shift	PRCSRUNCNTL
PAY709 Wage Loss Plan Table	Lists information from the Wage Loss Plan Table for Canadian employers.	Define Business Rules, Define Payroll Taxes, Report, Wage Loss Plan	PRCSRUNCNTL
PAY710 Account Code Table	Lists information from the Account Code Table, which is an edit table for paysheet processing.	Define Business Rules, Define Payroll Process, Report, Account Code	PRCSRUNCNTL
PAY711 Pay Group Table	Lists pay groups, effective dates, and processing characteristics from the Pay Group Table.	Define Business Rules, Define Payroll Process, Report, Pay Group	PRCSRUNCNTL
PAY712 Earnings Table	Lists earnings types and their payroll characteristics.	Define Business Rules, Define Payroll Process, Report, Earnings	PRCSRUNCNTL
PAY713 Special Accumulator Table	Lists information from the Special Accumulator Table, which is an edit table for payroll processing. It contains codes that isolate earnings for deductions that are stated as a percent of gross (for example, 401[k]).	Define Business Rules, Define Payroll Process, Report, Special Accumulator	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY714 Pay Calendar Table	Lists information from the Pay Calendar Table, which contains the cycles that you create for payroll processing by pay group. Each entry in the table corresponds to a pay period for a pay group.	Define Business Rules, Define Payroll Process, Report, Pay Calendar	PRCSRUNCNTL
PAY715 Garnishment Rules Table	Prints the Garnishment Rule Table by listing the rules for each state.	Define Business Rules, Define Payroll Process, Report, Garnishment Rules (U.S.)	PRCSRUNCNTL
PAY715CN Garnishment Rules Table	Prints the Garnishment Rule Table by listing the rules for each province and territory.	Define Business Rules, Define Payroll Process, Report, Garnishment Rules (CAN)	PRCSRUNCNTL
PAY716 Disposable Earnings Definition	Lists information from the Disposable Earnings Definition Table, where you define disposable earnings that are subject to garnishment and garnishment exemption parameters.	Define Business Rules, Define Payroll Process, Report, Disposable Earnings Defn	PRCSRUNCNTL
PAY717 Earnings Program Table	Lists information from the Earnings Program Table.	Define Business Rules, Define Payroll Process, Report, Earnings Program	PRCSRUNCNTL
PAY718 Tax Location Table	Lists information from the Tax Location Table.	Define Business Rules, Define Payroll Taxes, Report, Tax Location	PRCSRUNCNTL
PAY750 Tip Establishment Table	Lists information from the Tip Establishment Table, which contains the tip establishments and data related to allocating tips to tipped employees.	Define Business Rules, Define Tips Allocation, Report, Tip Establishments	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY751 Final Check Program Table	Lists information from the Final Check Program Table, which contains final check processing rule definitions for earnings, leave accruals, and deductions.	Define Business Rules, Define Payroll Process, Report, Final Check Program Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Final Check Program	RUNCTL_PAY751
PAY752 ChartKey Listing	Lists all of the human resources (HR) ChartKeys and their equivalent general ledger accounts and department IDs.	Compensate Employees, Administer GL Interface, Report, Chartkey Values Compensate Employees, Administer GL Interface, Report, HR Accounting Line	RUN_PAY752
PAYGL01 Payroll General Ledger Interface	For employers using the GL Interface process, this produces accounting lines for PeopleSoft General Ledger. This does not produce a report.	Compensate Employees, Administer GL Interface, Process, GL Intfc - Non Comm Acctg	RUNCTL_PAYGL01
PAYVNDR AP Vendor Listing	Generates a listing of all vendors, up to a given date.	Compensate Employees, Administer AP Interface, Report, AP Vendor Listing	AP VENDOR LISTING REPORT
PAYXTRCT AP Extract Audit	Reports details of nontax deductions to send to PeopleSoft Payables.	Compensate Employees, Administer AP Interface, Report, AP Extract Audit Report	PRCSRUNCNTL

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
SF1150 Leave Audit SF1150	Prints a leave audit, which the system prepares for the employee upon separation or transfer from an agency. Use this information to validate the leave hours that you forward to the gaining agency, or that you pay out to employees if they are leaving the federal government.	Compensate Employees, Manage Leave (USF), Report, Leave Audit SF1150	RUNCTL_FGSF1150

Tax Reports

Tax reports contain information related to wage reporting, and they provide the forms and formats required for reporting payroll data to federal, state, provincial, and local taxing authorities.

Tax reports have the prefix TAX. The special numerical series in the TAX SQRs are as follows:

- CTX: Related to Canadian T4, T4A, RL-1, and RL-2 reporting processes.
- TAX103: W-4 exempt employees.
- TAX113: Reset W-5 EIC earned income credit (EIC) employees.
- TAX700-799: Tax tables.
- TAX800-899: Processes to create files for states that must submit quarterly state wage listings on magnetic tape.
- TAX900-999: Related to W-2 and 1099 wage reporting processes.

Report ID and Report Name	Description	Navigation	Run Control Page
CTX900 Year to Date Edit	Provides PIER edits and produces a list of error conditions that require correction before loading the year-end employee Tax records. Use this year-end, preprocess audit report to audit your database throughout the year and to identify and correct potential year-end reporting problems.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Year to Date Edits	RUNCTL_CTX900
CTX900ER Year End Personal Data Audit	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. Use this year-end, preprocess audit report to audit your database throughout the year and to identify and correct potential year-end reporting problems.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Year End Personal Data Audit	PRCSRUNCNTL
CTX910AA Amend/Cancel Year End Audits	Produces an audit register of amounts to report on amended, canceled, and reissued year-end tax slips. Produces employee detail information for each of these special types of slips, along with the information for the related original slip.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Amend/Cancel Year End Audits	RUNCTL_CTX910AA

Report ID and Report Name	Description	Navigation	Run Control Page
CTX910AM T4A Magnetic Media Reporting	Produces files that you can copy to tape or diskette for submitting T4A information to the government. A corresponding report provides totals of each of the fields reported in the detail records. Use this summary to complete required government forms and for balancing. This process creates a file that is required for input to CTX912A - T4A Magnetic Media Audit report.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A Magnetic Media Reporting	RUNCTL_CTX910AM
CTX910AP Print T4A Slips	Produce 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 process creates two files that are required for input to the Segment and Summary process (CTX915A.SQR).	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A slips	RUNCTL_CTX910AP
CTX910AU T4, T4A, RL-1, RL-2 Audit	Runs an audit register of amounts to report on the year-end tax slips for each employee, taken from the year-end Slip records created by the Load process (CTX910LD.SQR).	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4, T4A, RL-1, RL-2 Audits	RUNCTL_CTX910AU

Report ID and Report Name	Description	Navigation	Run Control Page
CTX910DA Delete Void Year End Slips	Deletes void amended or canceled year-end Slip records that are marked for deletion and produces a corresponding audit register of the deleted records.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Delete Void Year End Slips	RUNCTL_CTX910DA
CTX910ER Year End Error	Produces an audit report that identifies error conditions found in the year-end Slip records created by the Load process (CTX910LD.SQR).	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Year End Error Report	PRCSRUNCNTL
CTX910LD Load Year End Slip Data	Loads employee YTD tax, earnings, deduction balances, and other information required for reporting, to the year-end Slip records.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Load Year End Slip Data	RUNCTL_CTX910LD
CTX910RM RL-1 Magnetic Media Reporting	Produces files that you can copy to tape or diskette for submitting RL-1 information to the government. A corresponding report provides totals of each of the fields reported in the detail records. Use this summary to complete required government forms and for balancing. This process creates a file that is required for input to CTX912R - RL-1Magnetic Media Audit report and CTX910RP - Print RL-1 Slips.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-1 Magnetic Media Reporting	RUNCTL_CTX910RM

Report ID and Report Name	Description	Navigation	Run Control Page
CTX910RP Print RL-1 Slips	Produces a print file for RL-1 slips in the standard tractor-feed or laser format provided by Revenu Quebec. You must print them using LP or HP format. This process creates a file that is required for input to the Summary process (CTX915R.SQR).	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-1 Slips	RUNCTL_CTX910RP
CTX910TM T4 Magnetic Media Reporting	Produces files that you can copy to tape or diskette for submitting T4 information to the government. A corresponding report provides totals of each of the fields reported in the detail records. Use this summary to complete required government forms and for balancing. This process creates a file that is required for input to CTX912T - T4 Magnetic Media Audit report.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 Magnetic Media Reporting	RUNCTL_CTX910TM
CTX910TP Print T4 Slips	Produce a print file for T4 slips in the standard tractor-feed, laser, or self-mailer format provided by the CCRA. You must print them using LP or HP format. The process creates two files that are required for input to the Segment and Summary process (CTX915T.SQR).	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 Slips	RUNCTL_CTX910TP

Report ID and Report Name	Description	Navigation	Run Control Page
CTX910VM RL-2 Magnetic Media Reporting	Produces files that you can copy to tape or diskette for submitting RL-2 information to the government. A corresponding report provides totals of each of the fields reported in the detail records. Use this summary to complete required government forms and for balancing. This process creates a file that is required for input to CTX912V - RL-2 Magnetic Media Audit and CTX910VP - Print RL-2 Slips.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-2 Magnetic Media Reporting	RUNCTL_CTX910VM
CTX910VP Print RL-2 Slips	Produces a print file for RL-2 slips in the standard tractor-feed or laser format provided by Revenu Quebec. You must print them using LP or HP format. This process creates a file that is required for input to the Summary process (CTX915V.SQR).	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-2 Slips	RUNCTL_CTX910VP
CTX912A T4A Magnetic Media Audit	Produces an audit report that reflects the data reported in the magnetic media reporting file. After you create your T4A magnetic media reporting file, run this SQR. For balancing purposes, the report provides totals accumulated during the processing of the detail records.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A Magnetic Media Audit	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
CTX912R RL-1 Magnetic Media Audit	Produces an audit report that reflects the data reported in the magnetic media reporting file. After you create your RL-1 magnetic media reporting file, run this SQR. For balancing purposes, the report provides totals accumulated during the processing of the detail records.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-1 Magnetic Media Audit	PRCSRUNCNTL
CTX912T T4 Magnetic Media Audit	Produces an audit report that reflects the data reported in the magnetic media reporting file. After you create your T4 magnetic media reporting file, run this SQR. For balancing purposes, the report provides totals accumulated during the processing of the detail records.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 Magnetic Media Audit	PRCSRUNCNTL
CTX912V RL-2 Magnetic Media Audit	Produces an audit report that reflects the data reported in the magnetic media reporting file. After you create your RL-2 magnetic media reporting file, run this SQR. For balancing purposes, the report provides totals accumulated during the processing of the detail records.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-2 Magnetic Media Audit	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
CTX915A T4A Segment/Segment	Produces T4A Summary and Segment reports. Use this data to assist in the completion of the Summary and Segment reports required by the CCRA.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4A Summary/Segment	RUNCTL_CTX915A
CTX915R RL-1 Summary	Produces a Summary report of RL-1 slips. Use this data to assist in the completion of the Summary form required by Revenu Quebec.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-1 Summary	PRCSRUNCNTL
CTX915T T4 Summary/Segment	Produces T4 Summary and Segment reports. Use this data to assist in the completion of the Summary and Segment reports required by the CCRA.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, T4 Summary/Segment	RUNCTL_CTX915T
CTX915V RL-2 Summary	Produces a Summary report of RL-2 slips. Use this data to assist in the completion of the Summary form required by Revenu Quebec.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, RL-2 Summary	PRCSRUNCNTL
FLS001 Tax Extract Interface (Federal Liason Services interface)	Provides Federal Liaison Services (FLS) data. This SQR does not produce a printed report.	Compensate Employees, Manage Payroll Process (US), Report 2, , Tax Extract Interface Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Tax Extract	RUNCTL_FLS
FLS002 Tax Extract Employee Count	Calculates the employee count and produces a file that is merged with the Tax Extract file	Compensate Employees, Manage Payroll Process (US), Report 2, , Tax Extract Employee Count	RUNCTL_FLS002

Report ID and Report Name	Description	Navigation	Run Control Page
T002CAHP Quarterly State Employee Wage Listing - California	Provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.	Compensate Employees, Manage Quarterly Tax Rptg (US), Report, State Wage Listing	RUNCTL_TAX002XX
T002MIHP Quarterly State Employee Wage Listing - Michigan	Provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.	Compensate Employees, Manage Quarterly Tax Rptg (US), Report, State Wage Listing	RUNCTL_TAX002XX
T002MNHP Quarterly State Employee Wage Listing - Minnesota	Provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.	Compensate Employees, Manage Quarterly Tax Rptg (US), Report, State Wage Listing	RUNCTL_TAX002XX
TAX001 Tax Deposit Summary	Provides pay period details of federal, state, and local taxes withheld from employees, and liabilities incurred for employer-paid taxes.	Compensate Employees, Manage Payroll Process (U.S.), Report 2, Tax Deposit Summary	RUNCTL_PAYINIT2
TAX002XX Quarterly State Employee Wage Listing	Provides quarterly state employee wage listings.	Compensate Employees, Manage Quarterly Tax Rptg (US), Report, State Wage Listing, Others	RUNCTL_TAX002XX
TAX003CN Tax Submission Summary	Summarizes Tax Submission data, sorted by business number.	Compensate Employees, Manage Payroll Process (CAN), Reports 2, Tax Submission by BN	RUNCTL_PAYINIT
TAX004 Multiple Worksite	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.	Compensate Employees, Manage Quarterly Tax Rptg (US), Report, Multiple Worksite	RUNCTL_QTR_YR_PAY

Report ID and Report Name	Description	Navigation	Run Control Page
TAX004ST Employee Count	Provides employment count totals, sorted by gender, as of the 12th of each month in the quarter for the states of Connecticut, Maine, New Jersey, and Vermont.	Compensate Employees, Manage Quarterly Tax Rptg (US), Report, Employee Count	RUNCTL_TAX004ST
TAX007 Quarterly Federal Tax Summary	Provides, for each employee, quarter-to-date (QTD) federal withholding, FICA, and unemployment taxes. It lists employees by social security number and name, and it provides page and company totals.	Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Report, Federal Tax Summary	PRCSRUNCNTRL
TAX008 Quarterly State Tax Summary	Summarizes employee QTD state withholding, disability, and unemployment taxes. It lists employees by social security number and name, and it provides page and company totals.	Compensate Employees, Manage Quarterly Tax Rptg (U.S.), Report, State Tax Summary	PRCSRUNCNTRL
TAX009 Local Tax Deposit Summary	Lists local taxes withheld, and provides more detail than TAX001. This pay period report lists total taxes withheld for residents and nonresidents separately for each locality. It lists the number of employees in each category and counts only once those employees who receive more than one check.	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Local Tax Deposit	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
TAX010FD Tax Summary - Federal	Summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal level. Run the report monthly or quarterly.	Compensate Employees, Manage Payroll Process (US), Report 2, Tax Summary - Federal Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Tax Summary - Federal	RUNCTL_TAX010FD
TAX010ST Tax Summary - State	Summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes at the state and local levels. Run the report monthly or quarterly.	Compensate Employees, Manage Payroll Process (US), Report 2, Tax Summary - State Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Tax Summary - State	RUNCTL_TAX010ST
TAX010PA Tax Summary – PA (tax summary – Pennsylvania)	Summarizes, for Pennsylvania, period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal, state, and local levels.	Compensate Employees, Manage Payroll Process (US), Report 2, Tax Summary PA OPT, Tax Summary PA Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Tax Summary PA OPT, Tax Summary PA	RUNCTL_TAX010PA
TAX012 Ohio Local Tax Reconciliation	Provides the information for completing the Ohio Form W-3 and local variations.	Compensate Employees, Manage Payroll Process (U.S.), Report 2, Reconciliation, Ohio Local Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Reconciliation, Ohio Local	RUNCTL_MO_QTR_YR

Report ID and Report Name	Description	Navigation	Run Control Page
TAX014 Federal Liability by State	Lists federal withholding and liability (ER and EE FICA plus withholding) for each state. Use this report to determine when to deposit state withholding in those states that associate the frequency of state deposits with the employer's schedule for federal tax deposits. Run TAX014 after each pay period. It inserts a grand total and totals for company, pay period, and check date.	Compensate Employees, Manage Payroll Process (U.S.), Report 1, Fed Liability by State	RUNCTL_PAYINIT2
TAX015 Quarterly Tax Balances Audit	For each tax class and tax jurisdiction, this report compares the employee QTD 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.	Compensate Employees, Report Payroll Info (US), Report, Tax Balance Audit Compensate Employees, Report Payroll Info (USF), Report, Tax Balance Audit	RUNCTL_QTR_YR_PAY
TAX016 Default Tax Data	Lists employees with incorrect default data in their Tax records.	Compensate Employees, Report Payroll Info (US), Report, Default Tax Data Compensate Employees, Report Payroll Info (USF), Report, Default Tax Data	RUNCTL_FRMTHRU_PAY

Report ID and Report Name	Description	Navigation	Run Control Page
TAX016CN Default Tax Data	Provides the data auto-generated by the system, such as the employee's hire date, default net claim amounts from the Canadian Tax Tables, and provincial tax credit amounts from the Canadian Income Tax Data record.	Compensate Employees, Report Payroll Info (CAN), Report, Default Tax Data	RUNCTL_FRMTHRU_PAY
TAX017 Quarterly State Unemployment Tax Verification	Run this report quarterly to verify that the appropriate employer unemployment tax for the quarter being reported has been calculated and posted to employees' Tax Balance records.	Compensate Employees, Manage Quarterly Tax Rptg (US), Report State Unemployment Tax Verify	RUNCTL_TAX017
TAX018 Employee Check Information	Provides a listing of individual employee check information.	Compensate Employees, Manage Payroll Process (US), Report 1, Employee Check Information Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Employee Check Information Compensate Employees, Manage Payroll Process (CAN), Reports 1, Employee Cheque Information	RUNCTL_TAX018

Report ID and Report Name	Description	Navigation	Run Control Page
TAX019 Employee Tax Information	Provides an individual listing of the employee's tax withholding information.	Compensate Employees, Manage Payroll Process (US), Report 1, Employee Tax Information Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Employee Tax Information Compensate Employees, Manage Payroll Process (CAN), Reports 1, Employee Tax Information	RUNCTL_TAX019
TAX030 Form 1042-S Tax Liability Data by Pay Period	Provides tax liability 1042 data for a company and period that you specify.	Compensate Employees, Manage Payroll Process (US), Report 1, Form 1042 Audit Report	RUNCTL_TAX030
TAX100 W-4 Exemptions	Lists all employees in each company who are exempt from federal income tax withholding.	Compensate Employees, Report Payroll Info (US), Report, W-4 Exemptions Compensate Employees, Report Payroll Info (USF), Report, W-4 Exemptions	RUNCTL_ASODATE_PAY
TAX100CN Exemption	Lists all employees whose Canadian or 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 or Quebec pension plan contributions.	Compensate Employees, Report Payroll Info (CAN), Report, Exemption	RUNCTL_TAX100CN

Report ID and Report Name	Description	Navigation	Run Control Page
TAX101CN EI Rebate (employment insurance rebate)	Provides information for employers with private income replacement plans.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, EI Rebate	RUNCTL_TAX101CN
TAX102CN Health Insurance Premium	Lists calculated health insurance premiums for provinces with a health insurance tax levied as a percent of payroll: Manitoba, Newfoundland, Ontario, and Quebec.	Compensate Employees, Report Payroll Info (CAN), Report, Health Insurance Premium	RUNCTL_TAX102CN
TAX103 Reset W-4 Exempt Employees	Identifies employees who have not yet filed a new Form W-4 by the due date to continue their exemption status, and inserts a new Tax record to reset the employee federal withholding status, marital status, and withholding allowances. It also updates future-dated records that currently specify exempt status.	Compensate Employees, Maintain Payroll Process (US), Report, Reset W-4 Exempt Employees Compensate Employees, Maintain Payroll Process (USF), Report, Reset W-4 Exempt Employees	RUNCTL_TAX103
TAX103CN Update Source Deductions	Calculates and updates federal, Quebec, and provincial 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.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Update Source Deductions	RUNCTL_TAX103CN

Report ID and Report Name	Description	Navigation	Run Control Page
TAX104CN Pension Adjustment Calculation	Calculates pension adjustment (PA) amounts for eligible employees contributing to defined benefit pension plans and updates the Canadian Tax Balances Table with the calculated amounts. A corresponding report provides a record of all updated Balance records.	Compensate Employees, Manage Annual Tax Rptg (CAN), Report 1, Calc Pension Adjustment (PA)	RUNCTL_TAX104CN
TAX105CN Employer Contribution to CNT (employer contribution to Commission des Normes du Travail)	Calculates 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.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Employer Contribution to CNT	PRCSRUNCNTL
TAX106 W-4 IRS	Lists employees who claim either exemption from federal withholding or more than 10 allowances.	Compensate Employees, Report Payroll Info (US), Report, W-4 IRS Report Compensate Employees, Report Payroll Info (USF), Report, W-4 IRS Report	RUNCTL_TAX106
TAX107 W-4 Audit	Produces a list of all employees who either created or updated their W4 information on the web.	Compensate Employees, Report Payroll Info (US), Report, W-4 Audit Report Compensate Employees, Report Payroll Info (USF), Report, W-4 Audit Report	RUNCTL_TAX107

Report ID and Report Name	Description	Navigation	Run Control Page
TAX113 Reset W-5 EIC Employees	Identifies employees who have not yet refiled by the due date to continue their advance payments of EIC, and inserts a new Tax record to reset the employee EIC status to None. It also updates future-dated records that currently specify EIC status.	Compensate Employees, Maintain Payroll Data (US), Report, Reset W-5 EIC Employee Compensate Employees, Maintain Payroll Data (USF), Report, Reset W-5 EIC Employee	RUNCTL_TAX103
TAX504 Update W-2 Information	Sets fields in employee Federal Tax Data records to the correct current values for W-2 processing. This process does not produce a printed report.	Compensate Employees, Manage Annual Tax Rptg (US), Report, Update W-2 Reporting Info	RUNCTL_TAX504
TAX702 Federal/State Tax Table	Prints information from the State Tax Table and the State Other Tax Table, which store the most current tax rates and other parameters used in calculating state and federal withholding, disability, and unemployment taxes.	Define Business Rules, Define Payroll Taxes, Report, Federal/State Tax	PRCSRUNCNTRL
TAX703 Local Tax Table	Lists information from the Local Tax Table, which contains calculations for local income taxes.	Define Business Rules, Define Payroll Taxes, Report, Local Tax	PRCSRUNCNTRL
TAX704 Company State Tax Table	Lists information from the Company State Tax Table, which identifies the states in which your company collects and pays taxes.	Define Business Rules, Define Payroll Taxes, Report, Company State Tax	PRCSRUNCNTRL

Report ID and Report Name	Description	Navigation	Run Control Page
TAX705 Company Local Tax Table	Lists information from the Company Local Tax Table, which identifies the localities for which your company collects and pays taxes.	Define Business Rules, Define Payroll Taxes, Report, Company Local Tax	PRCSRUNCNTRL
TAX706 Taxable Gross Definition Table	Prints information from the Taxable Gross Definition Table, which contains definitions that 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 modifications to that base.	Define Business Rules, Define Payroll Taxes, Report, Taxable Gross Def	PRCSRUNCNTRL
TAX707 State Tax Rate Table	Lists information from the State Tax Rate Table, which contains bracket rates needed for calculating state and federal taxes.	Define Business Rules, Define Payroll Taxes, Report, State Tax Rate	PRCSRUNCNTRL
TAX708 State Reciprocity Rules Table	Summarizes the rules that determine where to withhold income taxes when an employee works in one state and lives in another.	Define Business Rules, Define Payroll Taxes, Report, State Reciprocity Rules	PRCSRUNCNTRL
TAX709 Local Reciprocity Rules Table	Lists the rules that determine where to withhold income taxes when an employee works in one locality and lives in another.	Define Business Rules, Define Payroll Taxes, Report, Local Reciprocity Rules	PRCSRUNCNTRL

Report ID and Report Name	Description	Navigation	Run Control Page
TAX710 Tax Form Definitions	Prints information from the Tax Form Definitions Table, which includes the tax form IDs that PeopleSoft HRMS uses to configure W-2, T4, T4A, RL-1, and RL-2 reporting for your company. Use this report to review the earnings and deduction codes defined for reporting in each box of the year-end tax reporting forms.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Tax Form Definitions Compensate Employees, Manage Annual Tax Rptg P.Rico, Report, Tax Form Definition Tbl Compensate Employees, Manage Annual Tax Rptg (US), Report, Tax Form Definitions	RUNCTL_TAX710
TAX710FT Tax Form Footnote Table	Provides a listing of footnotes, from 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.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 1, Tax Form Footnotes	RUNCTL_TAX710FT
TAX711 Marital Status Codes	Prints information from the Marital Codes Status Table, which contains all valid marital status codes, sorted by state.	Define Business Rules, Define Payroll Taxes, Report, SWT Marital Status Codes	PRCSRUNCNTRL
TAX712 Print Tax Form Print Parm Table	Prints information from the Tax Form Print Parm Table.	Compensate Employees, Manage Annual Tax Rptg P.Rico, Report, Tax Form Print Parms Tbl Compensate Employees, Manage Annual Tax Rptg (US), Report, Tax Form Print Parms Tbl	RUNCTL_TAX712

Report ID and Report Name	Description	Navigation	Run Control Page
TAX713 Work-Work Reciprocity Rules Table	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.	Define Business Rules, Define Payroll Taxes, Report, Work-Work Reciprocity Rules	PRCSRUNCNTL
TAX715 VDI Administrator Table	Lists information from the VDI Administrator Table.	Define Business Rules, Define Payroll Taxes, Report, VDI Administrator	PRCSRUNCNTL
TAX720 Tax Treaty Table	Lists information from the Tax Treaty Table.	Define Business Rules, Define Payroll Taxes, Report, Treaty/NR Alien	PRCSRUNCNTL
TAX810XX TAX860XX Quarterly UI Wage Tape	Creates a file for states that must submit quarterly state wage listings on magnetic tape. The XX in the report ID is a two-character state abbreviation.	Compensate Employees, Manage Quarterly Tax Rprt (US), Report, Magnetic Media - States XX-XX	RUNCTL_TAX810XX
TAX811GA Quarterly UI Wage Diskette for Georgia	This process works 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. Copy the output file to a newly formatted diskette for submission.	Compensate Employees, Manage Quarterly Tax Rptg(US), Report, Georgia Wage List on Diskette	RUNCTL_TAX811GA

Report ID and Report Name	Description	Navigation	Run Control Page
TAX900 Annual Reporting Error Listing (Annual Wage Data Edit)	Lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions. Normally, you run this report at year-end, but you can run it at other times to verify social security numbers (SSNs), or to check for negative tax balances and other error conditions.	Compensate Employees, Manage Annual Tax Rptg (US), Report, Georgia Wage List on Diskette	PRCSRUNCNTRL
TAX905CN NW Territories Payroll Tax (Northwest Territories payroll tax)	Prints the Northwest Territories payroll taxes.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, NW Territories Payroll Tax	RUNCTL_TAX905CN
TAX906CN Nunavut Payroll Tax Annual	Prints the Nunavut payroll taxes.	Compensate Employees, Manage Annual Tax Rptg (CAN), Reports 2, Nunavut Payroll Tax	RUNCTL_TAX906CN
TAX910AU W-2 Data Audit	Audits data before creating W-2s, and creates state and local W-2 magnetic tape files. AU represents either a standard two-character state abbreviation or a similar abbreviation for a locality. This process does not produce a printed report.	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2 Data Audit Report	RUNCTL_TAX920AU
TAX910ER W-2 Record Error	Identifies errors during W-2 record creation. This process does not produce a printed report.	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2 Record Error Report	RUNCTL_TAX910ER

Report ID and Report Name	Description	Navigation	Run Control Page
TAX910LD W-2: Program to Create File for Federal W-2 Magnetic Tape Reporting	Creates state and local W-2 magnetic tape files. This process does not produce a printed report.	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2 Data Record Load, Runctl Tax910LD	RUNCTL_TAX910LD
TAX914 Form 6559 Transmitter	Use to complete federal Form 6559 (Transmitter Report and Summary of Magnetic Media).	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 6559 Transmitter Report	RUNCTL_TAX914
TAX915 W-3 Transmittal Totals	Includes information for W-3s, such as employer data, total number of statements, and totals for the various types of taxable wages and taxes.	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-3 Transmitter Totals Rpt	PRCSRUNCNTL
TAX916LC Local W-2 Tax Totals	Includes transmittal information for localities receiving W-2 statements, such as number of W-2 statements, total local wages, and total local income tax.	Compensate Employees, Manage Annual Tax Rptg (US), Report, Local W-2 Tax Totals Report	RUNCTL_TAX916LC
TAX916ST State W-2 Tax Totals	Includes transmittal information for states receiving W-2 statements, such as number of W-2 statements, total state wages, and total state income tax.	Compensate Employees, Manage Annual Tax Rptg (US), Report, State W-2 Tax Totals Report	RUNCTL_TAX916ST
TAX918 W-3 Transmittal Totals for Puerto Rico	Includes information for W-3s, such as employer data, total number of statements, and totals for the various types of taxable wages and taxes.	Compensate Employees, Manage Annual Tax Rptg (P.Rico), Report, W-3 Transmitter Totals Rpt	PRCSRUNCNTL
TAX920 W-2c Process	You can process the current W-2c batch or reprint a W-2c for any number of employees.	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2c Process	RUNCTL_TAX920

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
TAX920AU W-2c Data Audit	Produces a detailed audit listing of each W-2c in the batch plus the W-3c totals for the company. Use this report to review the data before generating your print file.	Compensate Employees, Manage Annual Tax Rptg (US), Report, W-2c Data Audit Report	RUNCTL_TAX920AU
TAX930AU Form 1099R Audit	Creates a listing of the amounts to report on 1099-R forms.	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1099R Audit Report	RUNCTL_TAX930AU
TAX930PM Form 1099R Print and Mag File (form 1099R print and magnetic file)	Creates printed 1099Rs and files for magnetic media reporting of 1099R information.	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1099R Print and Mag File	RUNCTL_TAX930PM
TAX935 Form 1096 - 1099R Transmittal	Provides information for completing Form 1096 (for transmitting 1099-R forms) or Form 4804 (for submitting 1099-R records on magnetic media).	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1096 - 1099R Transmittal	RUNCTL_TAX935
TAX940 FUTA Wage Reconciliation	Provides federal unemployment tax wage reconciliation. You normally run this at year-end, but you can run it at other times to verify data.	Compensate Employees, Manage Annual Tax Rptg (US), Report, FUTA Wage Reconciliation Rpt	PRCSRUNCNTL
TAX950 1042-S Form (Paper or Electronic)	Produces a paper or electronic Form 1042-S (Foreign Person's U.S. Source Income Subject to Withholding).	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1042-S Print and Mag	RUNCTL_TAX950
TAX955 Form 1042 Tax Liability Data	Provides a summary of 1042 tax liability for a company and tax year.	Compensate Employees, Manage Annual Tax Rptg (US), Report, Form 1042 Data	RUNCTL_TAX955

See Also

Customer Connection for the current Year-End Processing Documentation

PeopleSoft Payroll for North America Reports: A to Z

This section provides detailed information on individual reports including important fields and source records. The reports are listed alphabetically by report ID.

(E&G) BUD004 - Fiscal Year Budget

Report Request Parameter(s)

Fiscal Year, SetID, and **Department ID**

Select information for the department budget for which you want to generate a report.

Budget Level

Appointment: Reports on appointment budgets (earnings, deductions, and taxes) in the department budget. (See Defining Fiscal Year Budgets for details.)

Department: Reports on the department budget (earnings, deductions, and taxes). If you don't select the department budget level, the report still reports the FTE maximum and FTE actual for the department. (See Defining Fiscal Year Budgets for details.)

Jobcode: Reports on job budgets (earnings, deductions, and taxes) in the department budget. (See Defining Fiscal Year Budgets for details.)

Position: Reports on position budgets (earnings, deductions, and taxes) in the department budget. (See Defining Fiscal Year Budgets for details.)

Posn Pool (position pool): Reports on position pool budgets (earnings, deductions, and taxes) in the department budget. (See Defining Fiscal Year Budgets for details.)

Sequence (E&G)

Every budget level that you select must have a sort sequence priority. Enter a numerical value. ***1*** is the highest priority. ***1*** provides information for the specified budget level to be reported first in the report.

Source Records

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

(CAN) CTX900 - Year to Date Edit

Inquiry Type

Month Totals Only: Reports totals for a single inquiry

month.

YTD Totals Only: Reports YTD totals as of the date that you run the report. If you specify a month in conjunction with this option, the system ignores it.

YTD Totals to Inquiry Month: Reports YTD totals up to, and including, the month specified.

CTX910AA - Amend/Cancel Year End Audits

Year End Audit Indicator — Select ***All, RL-1, RL-2, T4,*** or ***T4A*** to indicate the types of tax slips to include in the report.

Year End Audit Sort Indicator — If you select ***All*** in the Year End Audit Indicator field, you can sort the report by ***Department, Last Name, Location,*** or ***Province.***

Note. If you report on one slip type, the sort sequence is Company, Business Number (for T4 or T4A slips) or Quebec ID Number (for RL forms), Last Name, First Name, and Employee ID.

Source Records

CAN_YE_EMPL, CAN_YE_SLIP, CAN_YE_DETAIL, CAN_YE_AMEND_E

(CAN) CTX910AM - T4A Magnetic Media Reporting

Report details are the same as (CAN) CTX910TM - T4 Magnetic Media Reporting.

(CAN) CTX910AP - Print T4A Slips

Report details are the same as (CAN) CTX910TP - Print T4 Slips, except that this report does not have a Self-Mailer form type option.

(CAN) CTX910AU - T4, T4A, RL-1, RL-2 Audit

You can report on all slip types, or a single type of slip. If you select a single type of slip, the sort sequence is:

- 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 report all slip types, the system provides sorting options for grouping and reporting subtotals.

You can also include employee details with the corresponding control totals, or generate the control totals only.

Year End Audit Indicator Select the type of slips to audit:

- ***All***
- ***T4***
- ***T4A***
- ***RL-1***
- ***RL-2***

Year End Audit Sort Indicator This field is available for entry only if you select All in the Year End Audit Indicator field. Select the category with which you want to group and report totals:

- ***Department***
- ***Last Name***
- ***Location***
- ***Province***

Include Employee Detail Select this check box to include employee details with the corresponding control totals.

CTX910DA - Delete Void Year End Slips

Source Records

CAN_YE_AMEND_E, CAN_AMEND_T4_S, CAN_AMEND_T4A_S, CAN_AMEND_RL1_S, CAN_AMEND_RL2_S, CAN_AMEND_T4_D, CAN_AMEND_T4A_D, CAN_AMEND_RL1_D, CAN_AMEND_RL2_D, CAN_YE_EMPL, CAN_YE_SLIP, CAN_YE_DETAIL

(CAN) CTX910ER - Year End Error

Review and correct the reported errors before generating the year-end slips for distribution. The error conditions identified include inconsistencies in the data reported in boxes on the year-end slips (PIER edits) and missing information. The report also re-audits the year-end Slip records for conditions such as negative tax balances and invalid social insurance numbers.

(CAN) CTX910LD - Load Year End Slip Data

This SQR loads or reloads the employee year-end slip data into the year-end tables, according to the load option that you select on the run parameters page. After you run this process, you can view T4, T4A, RL-1, and RL-2 slip information online, and you can update selected information.

This SQR does not generate a printable report unless the process encounters errors that prevent the system from creating year-end slip entries. In this situation, the system produces an exception report to identify the errors.

Load Option

Load All Employees: Loads year-end slip data for all employees in the database.

Load Selected Employee(s): Loads year-end slip data for selected employees from the Load By Employee(s) page. If you select this option, you must specify the selected employees on the Load Selective YE Slip Data – Load By Employee(s) page.

Load Selected Group(s): Loads year-end slip data for selected companies and provinces from the Load By Group(s) page. If you select this option, you must specify the selected companies and provinces on the Load Selective YE Slip Data - Load By Group(s) page.

Note. Do not enter selective data for both employees and groups at the same time. The Load process accommodates only one option at a time. Upon completion of the process, the specified data is *cleared from both pages.*

(CAN) CTX910RM - RL-1 Magnetic Media Reporting

Reporting Medium

C: Cartridge.

D: Diskette.

T: Tape.

Diskette Type

Select the type if diskette to use as your reporting medium:

0: Not applicable.

1: 3.5 inches, high density.

2: 3.5 inches, double density.

Processing Type

Amended: Select to process all amended slips with a status of Open. The process calculates and assigns the new RL slip numbers for printing on the amended slips.

Cancelled: Select to process all canceled slips with a status of Open. For canceled slips, zeroes appear for all

totals in both the magnetic media file and the corresponding audit report.

Original: Use this option only to process all original slips for the normal year-end process. Do not select this option for creating amended slips. If you reprocess the original slips, the system might assign duplicate amended slip numbers to additional amended slips that you create later. Reprocessing the original slips resets the ending RL-1 and RL-2 serial numbers on the RL-1, RL-2 Reporting page.

Warning! The Magnetic Media Reporting processes select only the amended and canceled Slip records that reflect a status of Open. After the Print process has been executed with the Final Print checkbox turned on to set the corresponding amended and canceled slips to a status of Closed, subsequent runs of the Magnetic Media Reporting processes do not reproduce output for those closed records.

(CAN) CTX910RP - Print RL-1 Slips

Form Type

L: Laser.

S: Standard tractor-feed.

Primary Sort

Select ***Quebec ID Number, Company,*** or ***Standard Govt Sort Sequence*** (standard government sort sequence).

Second Sort

Select ***Department Code, Location Code, Mail Drop, None of the above,*** or ***Postal Code.***

Third Sort

Select ***Employee ID, Employee Name,*** or ***Employee SIN*** (employee social insurance number).

Processing Type

R: Select to print slips for all employees.

S: Select to reprint slips for selected employees. Use this option to produce a duplicate of an original slip that was lost or damaged.

A: Select to print all amended slips with a status of Open. Amended slips are clearly marked *AMENDED.*

C: Select to print all canceled slips with a status of Open. Canceled slips are clearly marked *CANCELLED.*

E: Select to reprint selectively by employee, amended, canceled, or reissued slips. Use this option only to produce a duplicate of an amended, canceled, or reissued slip that was lost or damaged. Reprinted slips are clearly marked *DUPLICATE.*

Note. When you select a value of A or C in the Processing Type field, a **Final Print** check box appears. Select this check box to run the process in Final Print

mode to set the corresponding entries to a status of Closed. Once closed, subsequent runs of the print program and magnetic media reporting processes will not reproduce output for the closed slips.

Employee(s) Selected for Reprint

Select the employees for whom you want to reprint slips.

(CAN) CTX910TM - T4 Magnetic Media Reporting

Reporting Medium

C: Cartridge.

D: Diskette.

T: Tape.

Diskette Type

Select the type if diskette to use as your reporting medium:

0: Not applicable.

1: 3.5 inches, high density.

2: 3.5 inches, double density.

(CAN) CTX910TP - Print T4 Slips

Form Type

L: Laser.

M: Self-mailer.

S: Standard tractor-feed.

Copy Type

If you selected the Laser form type, select:

1: Government copy.

2: Employee copy.

4: Company copy.

If you select ***1,*** the only Primary Sort option available is the standard government sort sequence.

If you select ***2*** or ***4,*** you can select up to three levels of sorting: Primary Sort, Second Sort and Third Sort.

Primary Sort

Select ***Business Number, Company,*** or ***Standard Govt Sort Sequence*** (standard government sort sequence).

Second Sort

Select ***Department Code, Location Code, Mail Drop, None of the above,*** or ***Postal Code.***

Third Sort

Select ***Employee ID, Employee Name,*** or ***Employee SIN.***

Processing Type

R: Select to print slips for all employees.

S: Select to reprint slips for selected employees. Use this option to produce a duplicate of an original slip that was lost or damaged.

A: Select to print all amended slips with a status of Open. Amended slips are clearly marked *AMENDED.*

C: Select to print all canceled slips with a status of Open. The Void box on canceled T4 slips is marked with an *X.* Canceled T4A slips are clearly marked *CANCELLED.*

E: Select to reprint selectively by employee, amended, canceled, or reissued slips. Use this option only to produce a duplicate of an amended, canceled, or reissued slip that was lost or damaged. Reprinted slips are clearly marked *DUPLICATE.*

N: Select to print all reissued slips with a status of Open.

Note. When you select a value of A, C, or N in the Processing Type field, a **Final Print** check box appears. Select this check box to run the process in Final Print mode to set the corresponding entries to a status of Closed. Once closed, subsequent runs of the print program will not reproduce output for the closed slips.

Employee(s) Selected for Reprint

Select the employees for whom you want to reprint slips.

(CAN) CTX910VM - RL-2 Magnetic Media Reporting

Report details are the same as (CAN) CTX910RM - RL-1 Magnetic Media Reporting.

(CAN) CTX910VP - Print RL-2 Slips

Report details are the same as (CAN) CTX910RP - Print RL-1 Slips.

(CAN) CTX915A - T4A Segment/Segment

If you selected the standard government sort sequence when you ran the CTX910AP - Print T4A Slip, this SQR creates both Summary and Segment reports; otherwise, it generates a Summary report only. Segment reports are required for batches of 300 forms.

Summary/Segment Indicator

Specify whether to print a ***Summary*** report only, or both ***Summary and Segment*** reports.

(CAN) CTX915T - T4 Summary/Segment

If you selected the standard government sort sequence when you ran CTX910TP - Print T4 Slip, this SQR creates both Summary and Segment reports; otherwise, it generates a Summary report only. Segment reports are required for batches of 200 forms.

Summary/Segment Indicator	Specify whether to print a ***Summary*** report only, or both ***Summary and Segment*** reports.

DDP002 - Direct Deposit Register

This report includes:

- Employee name and ID.
- Check date.
- Department ID.
- Advice number associated with the amount.
- Net pay.
- Check amounts deducted before deposit.

The deposit detail includes:

- Type of account.
- Bank transit number.
- Employee bank account number.
- Total amount of the employee deposit.

The report totals deposit amounts, sorted by department, at the end of each department grouping. In addition, it provides totals for the following:

- Pay group.
- Pay period.
- Company.
- All deposits (grand total).

DDP003 - Direct Deposit Advice Print

Information on the advice form includes:

- Employee name.
- Delivery address.
- Department.
- Location.
- Date.
- Advice number.
- Check amount.

The report groups the gross amount into earnings, taxes, deductions, and employer-paid benefits, with both pay period totals and YTD totals.

The stub information identifies:

- Company.
- Employee.
- Deposit amount.
- Distribution details of the accounts receiving the funds.

The Pay Group Table pages (Check Distribution and Check Sequencing pages) 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 form comes from these pages.

To suppress the printing of an employee's direct deposit advice form, select the Suppress DDP Advice Print check box on the employee Direct Deposit page (**Compensate Employees, Maintain Payroll Data, Use, Direct Deposit**). Selecting this check box indicates that the employee has elected to receive the pay advice electronically—not in paper form.

On-Cycle Run

- If you specify only a pay run ID, the system selects checks from that run ID that are based on a payroll cycle of only On-Cycle, Off-Cycle, or Both.
- If you specify a pay run ID and the check range, the system selects only the checks that are in the check number range and based on a payroll cycle of only On-Cycle, Off-Cycle, or Both.

Off-Cycle Pay Calendar

If you use this group box, you must enter:

- Company.
- Pay group.
- Pay end date.

Available fields and completed tasks depend on which option you select in the Payroll Cycle group box:

On-Cycle	The Page# (page number) fields are unavailable for entry. The system selects only the on-cycle checks for the company and pay group with the pay end date that you specify. If you specify a check number range, the system selects only those checks.
Off-Cycle	The Page# fields are available for entry. The system selects only the off-cycle checks for the company and pay group with the pay end date that you specify. If you specify the page number range, the system selects all checks in that page range. If you specify a check number range, the system selects only those checks.
Both	The Page# fields are available for entry. The system selects both off-cycle and on-cycle checks for the company and pay group with the pay end date that you specify. If you specify the page range, the system selects all checks in that page range. If you specify a check number range, the system selects only those checks.

Note. The Check Print (PAY003 and PAY003CN) and DDP Advice Print (DDP003 and DDP003CN) SQR processes 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 defined in the Pay Group Table.

(CAN) DDP003CN - Direct Deposit Advice Print

Report details are the same as DDP003 - Direct Deposit Advice Print.

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

DDP004 - Payroll Advice Register

This report lists the direct deposit transactions, sorted by advice number. It includes:

- Check date for each advice.
- Net amount deposited.
- Employee name and ID.
- Employee department information.
- Pay group.
- Employee choice for delivery address.

The report totals the advice amounts at the company level and prints a grand total of all companies reported.

DDP005 - Direct Deposit Prenotification

For each company and pay period, this reports lists employees who you have added to the direct deposit instructions since the last pay period. It includes:

- Employee ID.
- Priority of the types of deposits.
- Code (such as checking or savings) for the type of account designated to receive the deposit.
- Bank transit number.
- Checking account number.

You must run this report before DDP006 - Direct Deposit Prenote Memo to provide the necessary employee data for producing printed prenotification notices for employees who are affected.

DDP006 - Direct Deposit Prenote Memo

This report prints the memo on your company stationery or memo forms. The text of the memo informs the employee of the direct deposit and lists:

- Bank transit number.
- Account number.
- Account type.
- Deposit instructions for verification, as recorded in DDP005 - Direct Deposit Prenotification.
  This report contains no data if you do not run DDP005 first.

(USF) FG1514 - Military Deposit OPM-1514

Produce this OPM Military Deposit worksheet for reporting to OPM when the military service deposit is completed.

Status Account

Cancelled: Prints canceled Military Service Deposit reports.

Closed: Prints closed Military Service Deposit reports.

Open: Prints open Military Service Deposit reports.

None: Prints 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 (employee identification)

Select the employee ID of each employee for whom you want to print a report.

(USF) FGPY007 - Individual Retirement Record

Form

Select the IRR retirement form: ***CSRS, FERS,*** or ***N/A*** (not applicable).

Filter

Click this button to filter out all employees except for those with the form you selected in the Form field.

Available IRRs

Select individual employees that are listed using the check box.

Add Selected and **Remove Selected**

Click a button to add or remove only the selected IRRs that appear in the Available IRRs group box.

Add All and **Remove All**

Click a button to add or remove all IRRs that appear in the Available IRRs group box.

Selected IRRs

Only IRRs listed in this group box print from this run control.

Note. You can select only pending IRRs on this page. After you generate a final IRR, you cannot rerun it.

Note. You don't need to select the check boxes on the left-hand side of this page. Use these check boxes only to navigate through the different records.

After printing this report, follow a similar process for the Register of Separations and Transfers (ROST).

See Also

"(USF) Processing the Register of Separations and Transfers (ROST)"

(USF) FGPY009 - IRR Worksheet - Separated Employees

As a federal agency, you have 30 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.

Form	Select the IRR retirement form: ***CSRS, FERS,*** or ***N/A.***
Filter	Click this button to filter out all employees except for those with the form that you selected in the Form field.

Available IRRs

Select individual employees that are listed using the check box.

Add Selected and **Remove Selected**	Click a button to add or remove only the selected IRRs that appear in the Available IRRs group box.
Add All and **Remove All**	Click a button to add or remove all IRRs that appear in the Available IRRs group box.

Reviewing the IRR Worksheet

The IRR worksheet for a separated employee contains the same information that appears in 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.

See Also

(USF) FGPY007 - Individual Retirement Record

(USF) FGPY011A - Bond Purchases

The system selects all Bond Log records with a status of R, prepares the report, and sets the status to D (distributed) for each selected record. The report identifies relevant information about co-owners and beneficiaries. It inserts 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 following fields:

- Denomination: 5 positions.

- No. of Bonds Purchased (number of bonds purchased): 3 positions.
- Purchase Date: 6 positions (YYMMDD).
- Owner Name: 30 positions.
- Owner SSN (owner social security number): 9 positions.
- Other Registrant Name: 30 positions (optional).
- Other Registrant SSN (other registrant social security number): 9 positions.
- Other Registrant Type: 1 position (optional).

You can change this format to accommodate your interface requirements.

(USF) FGPY011B - Bond Purchases - Federal Reserve System Format

Report details are the same as (USF) FGPY011A - Bond Purchases.

Note. You must use the file name PAYROLL.DK when submitting savings bond purchase data to the Federal Reserve Bank on diskette. In some environments, you might need to rename the PAY016B.SQR output file as PAYROLL.DK when creating the diskette.

(USF) FGPY012 - Military Deposits Closed Accounts

Use this report to identify accounts that were closed during RITS interface processing. For the accounts identified, you must:

- Process a PAR to change the SCD-Retire.
- Print the OPM Form 1514.
- Generate an IRR.

As of Date The report identifies military deposit accounts closed on, or before, this date. The default value is the system date.

(USF) FGPY015 - New Hire Reporting

Reprocess Select if you are reprocessing a previously run batch. When selected, click the **Click to Select Batch Number to Reprocess** link to select the batch number to reprocess.

Run Type

Select the run type and, if you select **Quarterly**, enter the number of the quarter.

Process Parameters

Select your **Agency** and enter the **From Date** and **To Date.** Enter the full path to the **File Name** that stores the report.

Employee Corrections

If there are corrections to send with this run, enter the **EmplID** for each employee with corrected data.

(USF) FGPY016 - New Hire Error Reporting

File Name	Enter the full path to the file name that stores the report, which details errors that were sent previously.

(USF) FGPY019 - Temporary Employee Buying FEHB

Public law 105-33 requires that, for headcounting purposes, you must produce a 2812-A report that separates enrollees who pay the full FEHB premium amount from those for whom the employing agency is pays a portion. The system creates a separate report for each of the following categories:

- Employee and annuitants.
- Former spouses.
- Temporary continuation of coverage.
- Temporary employees.

Source Records

PS_GVT_RUN_CNTL, PS_PAY_DEDUCTIONS, PS_CHECK, PS_PAY_CALENDAR, PS_DEDUCTION_TBL

See Also

(USF) Setting Up and Processing Agency Interfaces," Running the RITS Interface Process

(USF) FGPY021 - Semi-Annual Headcount

This report provides the OPM with a snapshot of agency-wide enrollment in FEHB, FEGLI, and retirement programs semiannually.

The report extracts data from the last payroll period that you paid during the first 15 days of March and September. If you paid two payrolls during the period, report the headcount data for the second payroll period that you paid.

You must attach and submit this report with SF2812 and SF2812A.

Source Records

PS_PAY_DEDUCTION, PS_DEDUCTION_TBL, PS_GVT_JOB PS_PAY_CALENDAR, PS_PAY_CHECK, PS_GVT_PERS_DATA, PS_GVT_INTRFC_INFO, PS_COMPANY_TBL

See Also

(USF) Setting Up and Processing Agency Interfaces," Running the RITS Interface Process

(USF) FGPY023 - FEFFLA Summary

This report accumulates an employee's hours for earning codes with the FEFFLA Flag check box selected.

Source Records

FMLA_LV_REQUEST, EARNINGS_TABLE, GVT_ACCR_LDGR, FMLA_YEAR_BEGIN_DT

(USF) FGPY024 - FEFFLA Limit

This report accumulates FEFFLA nonpaid hours that the employee took during the requested calendar year and during the employee's FMLA year. The report accumulates an employee's hours for earning codes with the FEFFLA Flag check box selected. If the accumulated hours are greater than 480, they appear in the report.

Source Records

FMLA_LV_REQUEST, EARNINGS_TABLE, GVT_ACCR_LDGR, FMLA_YEAR_BEGIN_DT

(USF) FGPY025 - FMLA History Summary

This report accumulates an employee's hours for earning codes with the FMLA Flag check box selected.

Source Records

FMLA_LV_REQUEST, EARNINGS_TABLE, GVT_ACCR_LDGR, FMLA_YEAR_BEGIN_DT

(USF) FGPY026 - FMLA Summary

The hours in the accrual class ledger are actual hours taken; however, they accumulate by pay period rather than on daily time from the FMLA History page.

Source Records

FMLA_LV_REQUEST, EARNINGS_TABLE, GVT_ACCR_LDGR, FMLA_YEAR_BEGIN_DT

(USF) FGPY027 - FMLA Limit

This report accumulates an employee's nonpaid hours for earning codes with the FMLA Flag check box selected. The hours must be during the employee's FMLA year. If the accumulated nonpaid hours are greater the 480, they appear in the report.

Source Records

FMLA_LV_REQUEST, FMLA_YEAR_BEGIN_DT, EARNINGS TABLE, GVT_ACCR_LDGR

(USF) FGPY028 - Leave Acceptance Notifications

Source Records

COMPANY_TBL, GVT_JOB, GVT_LV_REC_APP, GVT_PERSONAL_DATA, GVT_XFR_TYP_TBL

(USF) FGPY029 - Leave Bank Participants

This report is required by OPM. It lists leave bank participants by agency for the date range specified on the run control page.

Source Records

EARNINGS_TBL, GVT_JOB, GVT_LV_AGY_LDGR, GVT_LV_BANK_APP, GVT_LV_REC_APP, GVT_LVBANK_LDGR, GVT_XFR_TYP_TBL, PAY_OTH_EARNS, PERS_NID, PERSONAL_DATA, PAY_CHECK

(USF) FGPY030 - Leave Transfer Participants

This report is required by OPM. It lists leave transfer participants by agency for the date range specified on the run control page.

Source Records

EARNINGS_TBL, GVT_JOB, GVT_LV_DONOR, GVT_LV_REC_APP, GVT_XFR_TYP_TBL, PAY_CHECK, PAY_OTH_EARNS, PERS_NID, PERSONAL_DATA

(USF) FGPY031 - Leave Denial Notifications

This report uses the denial text entered on the Denial Code page when printing denial notices.

Source Records

COMPANY_TBL, GVT_DENL_CD_TBL, GVT_JOB, VT_LV_REC_APP, GVT_XFR_TYP_TBL, PERSONAL_DATA

GLX001A - G/L Interface - Pay Type Process

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

GLX001B - G/L Interface - Cost Center Process

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

(CAN) GLX001CN - G/L Interface - Pay Type Process

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

(USF) GLX002 - G/L Distribution Summary

This report lists:

- Account numbers and their debit and credit entries.

- Description of the account transaction.
- Totals the debits and credits for the following:
  - Pay period.
  - Agency
  - All agencies included.

(CAN) GLX003CN - G/L Interface - Cost Center Process

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

PAY001 - Deduction Register

The system defines deductions and all nontaxable 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 (MTD), QTD, and YTD deductions, sorted by employee.
- Grand total for the pay period.
- Goal amounts.

The report lists each deduction type on a separate page and the cumulative totals on the last page.

(CAN) PAY001CN - Deduction Register

Report details are the same as PAY001 - Deduction Register.

Source Records

PAY_CHEQUE, PAY_DEDUCTION, GENL_DEDUCTION

PAY002 - Payroll Register

This report groups the employees by pay group and provides totals, sorted 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 includes:

- Check date and number.
- Hours worked.
- Earnings.
- Gross and net amounts of the check.

Note. The check number appears only if you run the report after confirmation. Before confirmation, you do not see a check number.

The report further groups the number of hours worked and the associated earnings into regular, overtime, and other pay types. It contains a column for the gross amount of the check and the net amount.

There are also columns reducing the gross amount by tax type and each separate deduction. Each net amount is labeled with the type of payment document given to employee:

- Check (C).
- Direct deposit advice (A).

PAY003 - Check Print

This report prints the following information on the check stock:

- Employee name.
- Address.
- Location.
- Date.
- Check number.
- Check amount.

The stub information identifies the company, employee, and check.

The report groups the gross amount into:

- Earnings.

- Taxes.
- Deductions.
- Employer-paid benefits.

It includes pay period totals and YTD totals.

The Pay Group Table pages (Check Distribution and Check Sequencing pages) 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 that you make on the pages.

On the paycheck stub, the Check Print process prints different descriptive information for garnishment deductions, depending on whether monies were deducted. If money is deducted, *Garnishment - Tax Levy* appears. When no money is deducted, *GARN01 - Tax Levy* appears.

On-Cycle Run

- If you specify only a pay run ID, the system selects checks from that run ID that are based on a payroll cycle of only On-Cycle, Off-Cycle, or Both.
- If you specify a pay run ID and the check range, the system selects only the checks that are in the check number range and based on a payroll cycle of only On-Cycle, Off-Cycle, or Both.

Off-Cycle Pay Calendar

If you use this group box, you must enter:

- Company.
- Pay group.
- Pay end date.

Available fields and completed tasks depend on which option you select in the Payroll Cycle group box:

On-Cycle	The Page# fields are unavailable for entry. The system selects only the on-cycle checks for the company and pay group with the pay end date that you specify. If you specify a check number range, the system selects only those checks.
Off-Cycle	The Page# fields are available for entry. The system selects only the off-cycle checks for the company and pay group with the pay end date that you specify. If you specify the page number range, the system selects all checks in that page range. If you specify a check number range, the system selects only those checks.
Both	The Page# fields are available for entry. The system

selects both off-cycle and on-cycle checks for the company and pay group with the pay end date that you specify. If you specify the page range, the system selects all checks in that page range. If you specify a check number range, the system selects only those checks.

Note. The Check Print (PAY003 and PAY003CN) and DDP Advice Print (DDP003 and DDP003CN) SQR processes suppress the current hours and rate information from printing when you distribute salaried employees' standard hours to earnings codes other than the regular earnings code defined in the Pay Group Table.

Note. 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.

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

(CAN) PAY003CN - Cheque Print

Report details are the same as PAY003 - Check Print.

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

PAY004 - Check Register

This report includes the following information about checks:

- Date.
- Amount.
- Name of payee employee.
- Employee ID.
- Department name and ID.
- Location name and ID.

- Pay group.
- Address option for the employee.

Each company in the organization has its own register page. The report totals the check amounts and number of checks written by the company and includes a grand total for all companies included in the report.

PAY005 - Cost Center

This report provides totals at the cost center level. In 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.

PAY006 - Other Earnings Register

This report includes each Other Earnings type on a separate page and totals, sorted by hours and amounts. It groups earnings information by pay periods for each company in the organization, and it groups pay periods by pay groups. Under each earnings type, the report lists the names and ID numbers of employees in employee ID order. It includes amounts and hours for the current pay period and sorted by MTD, QTD, and YTD totals. The report includes a grand total of hours and amounts for the following:

- All earnings types for the pay group.
- Pay period.
- Company.
- All companies.

PAY007 - Deductions in Arrears

This report includes the type of deduction and the associated benefit plan type for each employee affected. A balance column displays the amount still due in arrears. The report includes totals for the following:

- The deduction listed.
- All deductions for the company.
- All companies in the report.

PAY008 - Deductions Not Taken

For each employee, this report lists:

- Pay group.
- Deduction name and code.
- Amount omitted.

If this amount is in arrears, the report displays a Y in the Added to Arrears column and the new total of the arrears amount for that employee.

The report also includes the number and date of the check affected. It provides totals for the following:

- All deductions not taken in the pay period.
- Each company.
- All companies (grand total).

PAY009 - Paysheets

The system creates paysheets in a batch process, during which it scans all employee records and selects the ones that it must pay in the pay period that you specify. For each set of applicable employee records that it finds, it creates a payline displaying 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. 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 pay.
- 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.

PAY010 - Employees Not Processed

For each employee listed, this report sorts the unprocessed hours and earnings by regular, overtime, and other earnings. It provides totals for the following:

- Pay group.

- Pay period.
- Each company.
- All companies (grand total).

PAY011 - Payroll Error Messages

If the system encounters 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 includes the messages, sorted by company, for all pay groups in a pay period. It includes the following information in employee ID order:

- Employee name and ID.
- Department ID.
- Page and line.
- Separate check indicator.
- Message ID number and its text.

PAY013 - Employee Earnings Snapshot

The system prompts you for the employee name. You can specify any number of employees. This report includes the following information for each employee:

- Employee name and ID.
- Date hired.
- Date rehired.
- Service date.
- Termination date.
- Leave return date.
- Status.
- Regular or temporary.
- Full-time or part-time.
- FLSA status.
- Employee type.

If the job action dates do not apply to the selected employee, the column remains blank. The report includes the following job information:

- Job code and title.
- Department name and ID.

Earnings information includes:

- Pay group.
- Pay rate.
- Monthly rate.
- Annual rate.
- Earnings code.
- Earnings for the current month, QTD, and YTD.

The report lists earnings codes separately and as total amounts.

Source Record

Personnel View

(CAN) PAY013CN - Employee Earnings Snapshot

This report includes the following job information:

- Job code and title.
- Department name and ID.
- Business unit.

Earnings information includes:

- Pay group.
- Pay rate.
- Monthly rate.
- Annual rate.
- Earnings code.
- Earnings for the current month, QTD, and YTD.

The earnings display balances across all wage loss plans and provinces. The report lists earnings codes separately and as total amounts.

Source Records

PERSONNEL, CAN_ERN_BALANCE, CAN_CHECK_YTD

PAY014 - Employee Earnings

Each employee appears 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.
- Net pay for the quarter.

A new page starts for each different employee, but an employee might have multiple pages, depending on the volume of data.

(CAN) PAY014CN - Employee Earnings

Report details are the same as PAY014 - Employee Earnings.

Note. 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 include.

Source Records

PAY_CHECK, PAY_EARNINGS, PAY_OTH_EARNS, PAY_TAX_CAN, PAY_DEDUCTION

PAY015A - Check Reconciliation Process

To perform check reconciliation, use two SQR reports:

- PAY015A:

a. Identifies all computer and manual checks, including check reversals, that the system processed during the current payroll periods for the pay run ID.

b. For each check, inserts one entry into the temporary Check Reconciliation file.

c. Identifies all outstanding checks; that is, all checks that are confirmed, are not reversing entries, and are not yet cashed.

d. Inserts one entry for each outstanding check into the temporary Check Reconciliation file.

e. Identifies all unprocessed manual checks.

f. Inserts one entry for each into the temporary Check Reconciliation file.

- PAY015B (See PAY015B - Check Reconciliation).

Note. You *must* adjust the Process-Bank-File in PAY015A to match the record layout of the file from the customer's bank. Each client's requirements could be different.

PAY015B - Check Reconciliation

To perform check reconciliation, use two SQR reports:

- PAY015A (See PAY015A - Check Reconciliation Process.)
- PAY015B:

This process lists the entries in the temporary Check Reconciliation file, grouped by predetermined report types. The report separates each report type in this category with a page break and provides totals for the following:

- Item count.
- Net pay.

Report types include:

- Issued Cheques (Computer).
- Cheques Reconciled From Bank Cheques File.
- Outstanding Cheques.
- Unprocessed Manual Cheques.

PAY016A - Bond Purchases

This report selects all Bond Log records with a status of R, prepares the report, and sets the status to D (distributed) for each record selected. The report identifies relevant information about co-owners and beneficiaries. It inserts a page break after each different bond denomination and totals each denomination and all bonds purchased. PAY016A also prepares a Bond Purchase file.

PAY016B - Bond Purchases - Federal Reserve System Format

Report details are the same as PAY016A - Bond Purchases.

PAY018 - Payroll Summary

This report summarizes, on separate pages, information about:

- Paycheck amounts.
- Regular earnings amounts.
- Special accumulator amounts.
- Employee deduction amounts.
- Employer contribution amounts.
- Employee and employer tax amounts.
- Other earnings amounts.

Report Style

Summary by Selection	Select this option to report only summary subtotals.
Detail Report	Select this option to include detail

Report Output Details

Following is a detailed summary of the output of the Payroll Summary report.

Select the Summary by Selection option and populate the Pay Run ID field to create an overall summary of companies and pay end dates in the RUNID. This report is identified as a Summary report in the heading.

If the pay run ID has only one company and only one pay end date, then the company, pay period end date, and pay run ID appear in the report.

If the same pay run ID is associated with multiple companies with the same pay end date, then the pay period end date and pay run ID appear in the report. The company does not appear in the report, and the field is blank.

If the same pay run ID is associated with multiple companies that do not share the same pay end date, then only the pay run ID appears in the report. The Company and Pay End Date fields are blank.

Select the Summary by Selection option and populate the Company, Pay Group, and Pay End Date fields to create an overall summary of companies and pay end dates for this selection. This report is identified as a Summary report in the heading.

The company and pay period end date appear in the report. The Pay Run ID field contains an asterisk (*).

Select the Detail Report option and populate the Pay Run ID field to create a detail report for each company and pay end date in the run ID. This report is identified as a Detail report in the heading.

If the pay run ID is for a single company, the company, pay period end date, and pay run ID appear in the report. A Summary report is not generated.

If the pay run ID is associated with multiple companies with the same pay period end date, the system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company, pay period end date, and pay run ID appear. A summary of all entries in the RUNID follows with the heading of Summary Report. In the Summary report, only the pay run ID appears.

If the pay run ID is associated with multiple companies with different pay period end dates, the system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company, pay period end date, and pay run ID are populated. A summary of all entries in the RUNID follows with the heading of Summary Report. In the Summary report, only the pay run ID appears.

Select Detail Report and populate the Company, Pay Group, and Pay End Date fields to create a Detail report for each company, pay group, and pay end date that you selected.

The system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company and pay period end date appear. The Pay Run ID field contains an asterisk (*) because the report does not know the pay run ID. In this case, a Summary report is not generated.

PAY018CN - Payroll Summary

This report summarizes, on separate pages, information about:

- Paycheque amounts.
- Regular earnings amounts.
- Special accumulator amounts.
- Employee deduction amounts.
- Employer contribution amounts.
- Employee and employer tax amounts.
- Other earnings amounts.

Reporting Options Enables you to report totals for one or more types of reporting periods.

Source Records

PAY_CHECK, PAY_EARNINGS, PAY_OTH_EARNS, PAY_SPCL_EARNS, PAY_DEDUCTION, PAY_TAX_CAN

(CAN) PAY021CN - Employer Benefit Contribution

Source Records

PAY_CHECK, PAY_DEDUCTION

PAY025 - Balance Adjustment

Adjusted balance information is reported on separate pages in the following order:

1. Checks.
1. Earnings and special accumulators.
2. Deductions.
3. Garnishments.
4. Taxes
5. ROE insurable earnings and hours.

Select Date Type

Select Date Type

Use Balance Date: Reports Balance records for periods in the specified date range to which you've applied adjustments.

Use Adjustment Date: Reports all Balance records that you *adjusted* on dates in the specified date range.

(CAN) PAY025CN - Balance Adjustment

Report details are the same as PAY025 - Balance Adjustment.

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

PAY034 - Presheet Audit

Full report?	Select to run the audit for all employees.
Run ID Report? and **Pay Run ID**	Select to run the audit for only those employees associated with the pay run ID that you enter.

PAY039 - HR Accounting Line

This report includes the following accounting line information:

- Line description.
- General ledger account and department ID.
- Check number.
- Payroll check date and foreign amount.
- General ledger monetary amount.
- Payroll and general ledger currency codes.
- Conversion rate multiplier and divisor.

You must first run PAYGL01 at Compensate Employees, Administer GL Interface, Process, GL Intfc - Non Comm Acctg.

Source Record

HR_ACCTG_LINE

PAY050 - Allocation by Establishment

This report includes the following information for each tip establishment:

- 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).

- Employee count.

Posted Date Enter the posted date for which you want to view the allocated tips for the establishment.

PAY051 - Allocation by Employee

For each employee, this report includes:

Hours or receipts and the reported tips used to calculate the allocated tips.

- YTD allocated tips.
- Previously allocated tips.
- Current allocated tips.

The report includes subtotals for each establishment and a grand total for the company.

Posted Date Enter the posted date for which you want to view the allocated tips for the employee.

PAY052 - Allocation Earnings

Year and **Quarter** Enter the year and quarter for which you want to view the balances.

PAY056 - Final Check Request

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.

Not Processed: All employees whose final check processing status is Not Processed.

Paysheet Created: All employees whose final check processing status has paysheets created.

(CAN) PAY100CN - Statistics, Non-Educational Institutions

This report is similar to PAY110CN, except that it groups 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.
- Overtime hours paid.

The first part of this report applies to the last pay period of the month. In the second part, it includes information for the complete month at the bottom of the page and includes details about irregular payments, total payroll, and employees absent without pay. It further sorts the irregular payments and employees absent without pay by payment type and employee category, respectively.

CRFN (computer numeric file number)	Enter the computer numeric file number for the report.
Reasons for Variation	Enter an explanation for large variations from the previous month's report.

Source Records

CAN_ERN_BALANCE, PAY_EARNINGS, PAY_OTH_EARNS, CAN_DED_BALANCE

See Also

(CAN) PAY101CN - ROE Print

(CAN) PAY101CN - ROE Print

The ROE reports an employee's interruption of earnings to HRDC.

The ROE Print process extracts data from the ROE Data pages and the EI (employment insurance) Insurable Earnings Balance records. The output conforms to the prescribed format, and you must print it on multi-part, tractor-feed forms supplied by HRDC. The system assigns the ROE number during the final Print process.

ROE Final Print	Select this option if you intend to distribute these ROEs. During final print, the system assigns ROE numbers to the INS_EARNS_BAL records and marks the ROE records as Completed. The system also populates the Last ROE # (last ROE number) field in the Installation Table.
ROE Start Number	Used only for final printing. Enter a maximum of eight characters. This number should match the serial number preprinted on the ROE form. The system enters it in the Insurable Earnings Balance History records during the final printing. If you do *not* enter an ROE start number, the process uses the last ROE number defined in the Installation Table to determine the next number.

ROE Form Language The system matches this value with the language code in the employee's Personal Data record for printing purposes only. For example, if you select ***French,*** the system prints ROEs for those employees with a language code of French. You must load the French forms to print this batch of ROEs.

Alignment Count This optional field specifies the number of alignment pages to print before printing the ROE data. Use this in conjunction with impact printers to ensure the proper positioning of the data in the preprinted boxes on the ROE forms.

Source Records

ROE, INS_EARNS_BAL

See Also

(CAN) PAY124CN - ROE Mass Create

(CAN) PAY102CN - Workers Compensation

Based on the date range or pay run ID that you enter when requesting the report, this report includes the following information, sorted by province:

- Number of employees.
- Employees' total unlimited assessable earnings.
- Total assessed earnings.
- Assessment rate.
- Assessment amount.
- Any limits that apply.

If there are employees who exceed the limit, the report includes 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 in 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.

Provinces Selected for Reporting

Province If you selected a processing option of Selected Province(s), specify the provinces that the process should

select for reporting.

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

(CAN) PAY103CN - Overtime Bank

This report includes the union or nonunion employees for a date range that you specify, sorted by department, and lists the total number of overtime hours for each employee, sorted by employment record number.

Minimum Overtime Hours Enter the number of minimum hours that the process should select for reporting, or leave this field blank to select all.

Source Record

PAY_EARNINGS

(CAN) PAY104CN - Business Payrolls Survey (BPS) Electronic Data Transmission File

This program creates the BPS electronic data report (EDR) file for transmission to Statistics Canada, as well as the BPS Summary report for your reference. Create this file for each reference month only after the corresponding Pay Confirmation process is complete for all pay periods associated with that reference month.

Report Request Parameter(s)

Year and **Period** Select the year and period for which you want to generate the EDR transmission file.

Company Each company selected will correspond to a Business and Contact Information Record (Record Type 1) in the EDR file.

A reference month is the month for which you report payroll data in the Business Payrolls Survey. The system processes the selection of payroll information for a reference month as follows:

The system selects payroll information for the *Last Pay Period* blocks in the report from the pay period with an end date that is closest to, but not later than, the third day of the month following the reference month. For example, for the reference month of October 2000, the

system selects the pay period with an end date that is closest to, but not later than, November 3, 2000.

The system selects payroll information for the *Gross Monthly Payroll* block in the report from pay periods with end dates that are between the fourth day of the reference month and the third day of the following month. For example, for the reference month of October 2000, the system selects the pay periods with end dates from October 4, 2000 to November 3, 2000 inclusive.

The system selects special payment amounts reported in Blocks 1 through 6 in the report from pay periods with cheque dates that are between the fourth day of the reference month and the third day of the following month. For example, for the reference month of October 2000, the system selects the pay periods with cheque dates from October 4, 2000 to November 3, 2000 inclusive.

When processing the Business Payrolls Survey, the system classifies employees as either hourly or salaried, based on the employee type in Job Data. The system processes exception hourly employees as hourly employees. Employees can also be classified as working owners by the officer code in Job Data, in which case they are excluded from the hourly and salaried categories. Employees assigned to the following officer codes are classified as Working Owners and are reported in Category D - Working Owners of Incorporated Businesses:

- Chairman
- Director
- President
- Vice President

Locating the BPS Electronic Data Report Output

The PAY104CN SQR process creates the BPS EDR file in the PeopleSoft report output directory. The following table identifies the naming convention of the output files for 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. PeopleSoft recommends that you rename the file using the following convention:

BPSyymm.txt

- BPS: Business Payrolls Survey.
- yymm: year and reference month for which the file is generated.

- txt: file extension.

Source Records

RC_PAY104CN, BPS_REPORT_UNIT, BPS_ACTIVITY, BPS_LOCATION, PAY_CHECK, PAY_EARNINGS, PAY_DEDUCTION, PAY_TAX_CAN

(CAN) PAY110CN - Statistics Canada, Educational Institutions

PAY110CN is similar to PAY100CN, with the exception that PAY110CN groups employees into teaching staff, nonteaching staff, and supply or substitute teachers (rather than hourly, salaried, and other employees).

Report Request Parameter(s)

Balance ID	The default is ***Calendar Year.*** This parameter is unavailable for selection.
Balances for Year and **Balances for Period**	Enter the year and month for which you want to run this report.

Source Records

PAY_CHECK, CAN_CHECK_YTD, PAY_EARNINGS, PAY_OTH_EARNS, JOBCODE_TBL

(CAN) PAY124CN - ROE Mass Create

This process creates ROE data for all employees who had, during the specified date range, a change in employee job status requiring an ROE. It generates entries in the ROE Data 1 and 2 pages for your review and makes updates as applicable.

This process does not produce a printed report unless the system generates an exception message, in which case the system produces an exception report.

Use the From Date and Thru Date fields to define the activity period from which the system selects employees qualifying for an ROE. To specify a single date, enter the same date in both fields.

Source Records

ROE, INS_EARNS_BAL, PERSONAL_DATA, JOB

See Also

(CAN) PAY101CN - ROE Print

PAY125CN - ROE Summary

ROE Process	Select ***All, Complete, Delete, Generate,*** or ***Hold*** to indicate the status of the data records for which you want to generate the report.
From Date and **End Date**	Enter the beginning and ending dates of the payable date range.
Sort By	Sort the report by ***Employee Name*** or ***Employee ID.***
Delete ROEs	Select this checkbox to delete void ROE Data records that have a ROE Process type of ***Delete.***

Source Records

PERSONAL_DATA, ROE, ROE_FUTURE_PAY

PAY126CN - ROE Print Exceptions

This program produces an exception report of potential errors detected during the ROE Print process. The errors will not prevent the corresponding ROE forms from being processed. However, it is your responsibility to review the exceptions after each run of the ROE Print program, to ensure that all errors have been resolved prior to printing the ROE forms in Final Print mode.

Source Records

PS_R_PAY101CN, PS_PERSONAL_DATA

See Also

(CAN) PAY101CN - ROE Print

PAY130 - Open/Close Pay Calendar

Year-End Off-Cycle Calendar

Open Close Flag	Select this option to update the status of the year-end calendar: ***Open*** or ***Close.***

Source Record

PAY_CALENDAR

(CAN) PAY130CN - Open/Close Pay Calendar

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.

Year-End Off-Cycle Calendar

Open Close Flag Select this option to update the status of the year-end calendar: ***Open*** or ***Close.***

Source Record

PAY_CALENDAR

See Also

Year-end processing documentation on Customer Connection

(CAN) PAY131CN - Canada Savings Bond Purchase

The report includes the following information for each participating employee:

- Employee ID and name.
- Principal registrant and social insurance number (SIN).
- Number of bonds, sorted by denomination.
- Bond value.
- Carrying charge.
- Goal amount.
- Employee deduction.
- Bond cancel date.

The report also includes the total value of bonds, sorted by denomination, for all employees of the CSB series code.

CSB Series Code Enter the Canadian Savings Bond series code for which you want to run this report.

Source Records

CSB_SERIES_TBL, CSB_DENOM_TBL, CSB_REG_DENOM, CSB_REGISTRANT

(CAN) PAY132CN - Payroll Savings Create File

This program creates the electronic data transmission file for submission to the Bank of Canada. Create this file once per pay period, and only after the corresponding Pay Confirmation process is complete. The system automatically maintains a record of the pay run IDs that have been processed to prevent duplication of the file.

The system also uses the Last CPS Transmission ID # (last Canada Payroll Savings transmission identification number) field in the Installation Table to ensure that each transmission ID number that it generates is unique.

The CPS electronic data transmission file includes detailed employee contribution information, sorted by pay run ID. The employee deduction detail information to support this summary report is available in the corresponding PAY001CN - Deduction Register.

Pay Run ID Enter the pay run ID for the data that you're transmitting.

Reference ID Enter optional reference information that you require to recognize the transmission.

Locating the CPS Transmittal File Output

The PAY132CN SQR process creates the CPS transmittal file in the PeopleSoft report output directory. The following table identifies the naming convention of the output files for each platform:

Platform	*Output File Name*
DB2/AS400	CPSCN(D0001)
MVS	CPSC0001
Others	CPS_0001

- CPS: Canada Payroll Savings.
- 0001: Uniquely generated CPS transmission ID number.

Source Records

RC_PAY, PAY_DEDUCTION, PAY_LINE, CPS_CAMP_TBL, CPS_ORG_ID_TBL

PAY300RT - Retro Pay Request Summary

Report Request Parameters

Job Request Select to view the retro pay requests generated by a job change.

Additional Pay Request Select to view the retro pay requests generated by an

	additional pay change.
Mass Request	Select to view a retro pay request generated by mass retro.
All Requests	Select to view all retro pay requests.

Source Record

Retro Pay Request Table

PAY301RT - Retro Pay All Calculated

This report lists:

- Original hours.
- Hourly rate.
- Earnings amount.
- New hourly rate.
- Earnings amount.
- Retro pay amount.
- Effective, begin, and end dates, if you performed an override.
- OK to Pay status, if this is a duplicate request, if you are processing off-cycle, or if there is an exception.
- Exception message.

You can use this report as a printed audit report. The same information is available online.

Mass Request Parameters

Mass Request	Select to view the retro calculation for mass retro requests.

Online Request Parameters

Job Request	Select to view the retro calculations for job retro requests.
Additional Pay Request	Select to view the retro calculations for additional pay retro requests.

Source Record

Retro Pay Request Table

PAY302RT - Retro Pay Summary

Mass Request Parameters

Mass Request Select this check box to view the retro calculation for mass retro requests.

Online Request Parameters

Job Request Select to view the retro calculations for job retro requests.

Additional Pay Request Select to view the retro calculations for additional pay retro requests.

PAY303RT - Retro Pay Terms Calculated

Report Request Parameter(s)

Terminated Employees Select to include terminated employees.

PAY305RT - Load Paysheet Trans

Paysheet Update Source

Expense Interface: Prints the expense data to load into paysheets.

Other Sources: Use if you configured the process to load outside data into paysheets.

Stock Admin - ESPP Refunds: Prints the ESPP refunds to load into paysheets.

Stock Admin - Options & ESSP: Prints the options and ESSP data to load into paysheets.

Variable Compensation: Prints the variable compensation information to load into paysheets.

What-if: Prints the what-if records generated by stock to load into paysheets.

Transaction Status

Active: Prints all of the records that have not yet been loaded into paysheets.

Inactive: Prints all of the records that have already been loaded into paysheets.

Source Record

PSHUPD_TBL

PAY701 - Bank Table

This report lists each bank, sorted by transit number. For each bank, it includes:

- Long and short bank name description.
- Address.
- Deposit medium (tape, diskette, or report).
- Waiting period for direct deposits after sending a prenote test.

PAY703 - General Deduction/Deduction Frequency Table

This report lists valid general deduction codes and their effective dates. It includes:

- Calculation type code for each deduction.
- Fat rate or percentage.
- Special accumulator code.
- Employee pay frequency.
- Additional flat deduction amount.

PAY704 - Deduction/Deduction Frequency Table

This report includes:

- Each deduction plan type, its description, and effective date.
- Codes that determine how the system handles deductions during payroll processing.

PAY705 - Deduction Classes

This report comes in two parts: one for U.S. companies and one for Canadian companies. You must request each report separately by ID number:

- PAY705A (Part 1).

  This format lists:

  - Plan type.
  - Deduction code and classification code.
  - Effective date.

For each plan type, it includes information from the Deduction Table pages, such as:

- Effect of federal withholding amounts.
- Maximum deductions.
- Associated general ledger account numbers.

- PAY705B (Part 2).

This format lists the same data as for Canadian companies.

PAY706 - Bond Table

The report lists all valid bond types, sorted by ID number. Each type has:

- Effective date.
- Description.
- Purchase amount.
- Value at maturity.

Source Records

Pay Process Table, U.S. Savings Bond Table

PAY708 - Shift Table

This report lists the shifts for each Earnings Table ID. It includes:

- Date on which the shift became effective.
- Flag indicating whether you must specify the rate and factor at the employee level.
- Shift rate and factor.
- Shift time in hours and minutes.

Source Record

Shift Table

(CAN) PAY709 - Wage Loss Plan Table

Source Record

Canadian Wage Loss Plan Table

PAY710 - Account Code Table

Source Record

Account Code Table

PAY711 - Pay Group Table

Source Record

Pay Group Table

PAY712 - Earnings Table

This report 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.

Source Record

Earnings Table

PAY713 Special Accumulator Table

Source Record

Special Accumulator Table

PAY714 - Pay Calendar Table

Source Record

Pay Calendar Table

PAY715 - Garnishment Rules Table

Source Record

Garnishment Rules Table

(CAN) PAY715CN - Garnishment Rules Table

Each entry in the table lists the effective date of the garnishment rule and basic criteria, including whether exemptions are allowed. The report also provides calculation steps for each garnishment rule.

Note. For an example of this report, see PAY715 - Garnishment Rules Table.

Source Record

GARN_RULE_TBL

PAY716 - Disposable Earnings Definition

Source Records

Garnishment Disposable Earnings Definition Table, Garnishment Rule Table

PAY717 - Earnings Program Table

Source Record

Earnings Program Table

PAY750 - Tip Establishment Table

Source Record

Tip Establishments

PAY751 - Final Check Program Table

Final Check Program ID	To print all final check program IDs, leave this field blank.

Source Record

Final Check Program Table

PAY752 - ChartKey Listing

For every ChartKey, this report includes:

- SetID.
- Activity.
- Account type.
- GL business unit.
- ChartKey.
- Account department ID.
- Line description.

Source Record

CHART_KEYS_HR

PAYGL01 - Payroll General Ledger Interface Process

Source Records

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, WAGELS_PLAN_TBL

PAYVNDR - AP Vendor Listing

Report Request Parameter(s)

Classification Enter the type of vendors to include in the 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

PAYXTRCT - AP Extract Audit

Source Records

AP_EXTRACT_HDR, AP_EXTRACT_LINE, VENDOR_ADDR, PERSONAL_DATA

(USF) SF1150 - Leave Audit

The SF1150 gathers data from many tables in PeopleSoft Payroll for North America, PeopleSoft Base Benefits, and PeopleSoft Human Resources. The information that is in the system is included in the report.

Emplid (employee identification)	Select the employees for whom you want to process and run the report. Select from a list of employees who have been terminated or transferred.

Source Records

GVT_PERS_DATA, GVT_JOB, GVT_ERN_ACR_CLS, GVT_ACCR_PLAN, GVT_ACCR_SUMM, GVT_EMPLOYMENT1, GVT_ERN_ACR_CLASS, GVT_ACCR_SUMM, GVT_PAY_CAL_TABLE, PAY_CHECK_E, PAY_OTH_EARNS_V, EARNINGS_TBL, GVT_EMPLOYMENT, CHECK_YTD_VW, DEDUCTION_BAL, SAVINGS_PLN_TBL, TAX_BALANCE, BENEFITS_SUMMARY

(E&G) T002CAHP - Quarterly State Employee Wage Listing - California

Some states have special quarterly reporting requirements for public sector organizations that are not currently supported by TAX002XX. For these organizations, you must select the Public Sector indicator on the Installation page, which causes an additional field (Separate Tax Report) to appear on the TAX002CA run control page. This field is used only by T002CAHP. It determines whether to report SWT, SUT, and DIS separately. These reports have different report identifications—T002XXHP, where XX is the abbreviation for the state.

This report includes the following information, grouped by Employer ID (when the Employer ID field is populated in the Company State Tax Table and the Separate Tax Report check box is selected on the run control page):

- State withholding.
- State unemployment.
- State disability.

The run control page is the same as the standard Quarterly State Employee Wage Listing report run control page.

(E&G) T002MIHP - Quarterly State Employee Wage Listing - Michigan

Report details are the same as (E&G) T002CAHP - Quarterly State Employee Wage Listing - California.

(E&G) T002MNHP - Quarterly State Employee Wage Listing - Minnesota

Report details are the same as (E&G) T002CAHP - Quarterly State Employee Wage Listing - California.

TAX001 - Tax Deposit Summary

The primary page break for this report is check date, because it usually determines when you must deposit the taxes. For each check date, the report includes taxable gross amounts and taxes, sorted by taxing jurisdiction. Federal taxes are first, followed by states and localities.

There are separate sections for withholding, FICA and disability, and unemployment amounts on this report. It lists employee contributions to unemployment insurance separately, with a tax type of UI-EE. The report lists 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, with a tax type of UI-SP.

TAX002XX - Quarterly State Employee Wage Listing

For the general version of TAX002, there are no system prompts. However, determine the time period by specifying the calendar year and quarter on the Tax Reporting Parameters page, found under the Setup menu in the Define Payroll Taxes component.

Some states have state-specific parameters:

Report ID	*State-Specific Parameter(s)*
TAX002CA	Employee Count by Month
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

Report ID	*State-Specific Parameter(s)*
TAX002NV	Earnings Codes for Tips
TAX002OR	Earnings Code
TAX002VT	Earnings Codes included QTD hours reported for hourly employees
TAX002WI	Report Due Date

(CAN) TAX003CN - Tax Submission Summary

This report includes:

- Income tax.
- Payroll tax.
- CPP.
- QPP.
- EI deductions.
- Total Remittance amounts.

Source Records

PAY_CHECK, PAY_TAX_CAN

TAX004 - Multiple Worksite

This report includes:

- Company name and address.
- Location name and address.
- Count of employees working at each worksite.
- Total wages paid at each worksite.
- Employee and wage totals are for the quarter. The report extracts employee information that is related to the tax location code.

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.

TAX004ST - Employee Count

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.

TAX010FD - Tax Summary – Federal

Provides tax balance totals based on the quarterly returns that employers are required in each jurisdiction.

Balances for Year Enter the calendar year for which you want to run this report.

Quarter and **Period** Enter the quarter and period for which you want to run this report.

TAX010ST - Tax Summary - State

Balances for Year Enter the calendar year for which you want to run this report.

Quarter and **Period** Enter the quarter and period for which you want to run this report.

(USF) TAX010PA - Tax Summary - PA

Balances for Year Enter the calendar year for which you want to run this report.

Quarter and **Period** Enter the quarter and period for which you want to run this report.

Show EE Detail? Select this check box to display employee's information.

Sort Option Select ***Company Within Locality*** or ***Locality Within Company.***

TAX012 - Ohio Local Tax Reconciliation

For each taxing locality, this report lists:

- Employee counts.
- Taxable gross amount.
- Tax withheld.

It lists separately employees paying resident and nonresident taxes, providing a total for each.

The report also includes 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 displays 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:

- Total taxable gross for the locality.
- Calculated tax based on the residence tax rate.
- Actual tax withheld.
- Total credit amount.
- Sum of actual tax withheld and credits.
- The calculated tax should be within pennies of the withheld tax and credits.

Balances for Year	Enter the calendar year for which you want to run this report.
Quarter and **Period**	Enter the quarter and period for which you want to run this report.

TAX015 - Quarterly Tax Balances Audit

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 includes:

- Tax class.
- Balance type.
- Payline detail sum.

- QTD balance.
- Discrepancy between the balance and the detail sum.

Normally, you should have no employees listed on this report. If they appear, investigate the source of the discrepancy immediately.

TAX015, which you can run for any quarter of any year, is a more comprehensive report, because it is not restricted to a pay run ID or pay calendar, but runs across all companies.

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.

TAX016 - Default Tax Data

When you hire an employee using PeopleSoft HRMS, the system automatically sets up the following Tax records for the employee:

- Federal
- State
- Local

The system uses information, such as the employees' home address and job location from their Personal Data and Job Data records, as the default in 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 - Default Tax Data. This report identifies which employees have such default data in their Tax records. The report reviews records from a date range that you specify.

(CAN) TAX016CN - Default Tax Data

When you hire someone using PeopleSoft HRMS, the system automatically sets up Income Tax Data records for that employee. Run TAX016CN as a safeguard against incorrect default data slipping through unchecked.

Start Date and **End Date** The report runs between the date that you enter.

Source Record

CAN_TAX_DATA

TAX017 - Quarterly State Unemployment Tax Verification

In the case of an employee who, for reasons such as termination, stops being paid during a quarter in which a tax rate change *later* occurs, you might need to adjust the tax in the Balance record, 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.
- Amounts of the adjustments.
- Adjusted balance amounts.

If you run the SQR in 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.

TAX019 - Employee Tax Information

This report includes:

- Company.
- Effective date.
- State.
- Local.
- Resident.
- Special status.
- Additional amount and annual exempt.
- Additional percent.
- Marital status.
- Allowances.
- Additional allowances.
- SUT exempt.
- FICA status.
- EIC status.
- SDI status.

For Canada, it includes:

- Wage loss plan.
- CPP and QPP subject months.
- EI calculation status.
- Special status.
- Net claim amount.
- TD1 adjustment.
- Prescribed area.
- Special letters.
- Additional amounts.
- Payroll tax exempt.
- RPP and RRSP limit.
- Commission amounts.
- Other tax credits.

(E&G) TAX030 - Form 1042-S Tax Liability Data by Pay Period

Source Records

PAY_TAX_1042, PAY_CHECK

TAX100 - W-4 Exemptions

Indicate this exemption by selecting the Exempt option on the Federal Tax Data 1 Page.

For each employee listed, the report includes:

- Employee ID.
- Name.
- Effective date of the exemption.
- Department information.
- Social security number.

- Federal taxable gross YTD earnings.
- There is also a column to indicate whether the exemption is based on student status. The report lists employees who claim more than 10 exemptions.

(CAN) TAX100CN - Exemption

Source Record

CAN_TAX_DATA

(CAN) TAX101CN - EI Rebate

Canadian employers use this annual report with private income replacement plans. These employers pay 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 for which the premium rate differs from the standard employer rate, rebates the system calculates rebates as follows:

employee's YTD EI premium × (standard rate − employer rate) × 5/12

For each employee, the report includes:

- Employee rate and premium.
- Employer rate and premium.
- Calculated employee rebate amount.

Balance ID The default value is the balance ID for the calendar year. This field is unavailable for entry.

Balances for Year Enter the year for which you want to run this report.

Source Records

CAN_TAX_BALANCE, CAN_TAX_TBL

(CAN) TAX102CN - Health Insurance Premium

This report provides monthly or pay period reporting totals as specified in the report request parameters. It inserts page breaks after each company.

Balance ID The default value is the balance ID for the calendar year. This field is unavailable for entry.

Pay Calendar

Balance Year and **Balances for Period**	Enter the year and 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.

Source Records

PAY_TAX_CAN, CAN_TAX_PROV

TAX103 - Reset W-4 Exempt Employees

Due date for W-4/W-5 forms	Enter the due date for the W-4 or W-5 forms. The SQR uses this date to check for Federal Tax records with an effective date.
Date to be used for Effective date on inserted records	Enter the effective date.

Scope

All Employees	Select this option to include all employees in this process.
By Company and **Company**	Select this option to include specific companies, and enter the company name.

Report Mode

Report Only	Select this option to identify employees who, although notified by the W-4 Exempt Notification process, have not yet filed a new Form W-4 by the due date to continue their exemption status.
Update	Select this option to insert a new Tax record to reset the employee federal withholding status to nonexempt, marital status to single, and withholding allowances to zero.

Source Record

EE_TAX_DATA

(CAN) TAX103CN - Update Source Deductions

Run this process in preparation for the new year's payroll processing. A corresponding report provides a list of all records created.

Federal Increase By

Use this group box to perform updates to employees' federal basic claim amounts.

Quebec Increase By

Use this group box to perform updates to employees' Quebec basic claim amounts.

Provincial Increase By

Use this group box to perform updates to employees' provincial basic personal amounts.

Report Requested Parameters

Reset Special Letters	Enter ***Y*** (yes) to reset the special letters amount to zero.
Reset Special Letters (Quebec)	Enter ***Y*** to reset the Quebec special letters amount to zero.
Reset CPP Subject Months	***Y:*** Reset the employee's CPP subject months to 12. ***N*** (no): Reset the employee's CPP subject months to 0 when the employee's original CPP subject months are 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 are 12, they remain 12.
Reset Federal Commission	Enter ***Y*** to reset the federal commission amounts to zero.
Reset Quebec Commission	Enter ***Y*** to reset the Quebec commission amounts to zero.
Reset Cross Province	***Y:*** The Cross Province check box on the Canadian Income Tax Data 2 page is cleared when the new record is created. ***N:*** The Reset Cross Province check box and associated field values are copied to the newly created record.

Source Record

CAN_TAX_DATA

(CAN) TAX104CN - Pension Adjustment Calculation

This optional report is applicable only to employers with defined benefit pension plans.

This process provides a *template* PA calculation routine that you should test thoroughly to determine whether it meets all of your requirements, before running it in your production environment.

Run this process only once per year when the PA amounts are required for year-end reporting. When you run the SQR and the PA amounts have been calculated, the latest YTD CAN_TAX_BALANCE records are retrieved and updated with the totals of the existing PA amounts plus the newly calculated PA amounts. Multiple runs of the SQR result in

accumulations of the recalculated PA amounts to the Balance records each time you rerun the process in the same calendar year.

TAX104CN includes the following information:

- Employee ID.
- Employee name.
- Company.
- Wage loss plan.
- Province.
- Pensionable earnings.
- 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 earnings available for pension from the Canadian Earnings Balance Table, based on the special accumulator information in the Pension Plan Table. It then uses the earnings available for pension to calculate an employee's pension adjustment and updates the YTD Pension Adjustment field in the Canadian Tax Balance Table.

For employees with multiple companies, wage loss plans, or provinces, the SQR prorates the calculated pension adjustment, based on the percentage of earnings available for pension that are attributed to that combination.

Report Request Parameter(s)

Pension Adjustment Calendar Year	Enter the calendar year for pension adjustment calculation.

Source Records

PENSION_PLAN, PENSION_PLN_TBL, CAN_ERN_BALANCE

(CAN) TAX105CN - Employer Contribution to CNT

Source Records

CAN_TAX_BALANCE, CAN_TAX_PROV

TAX106 - W-4 IRS

When an employee claims either exemption from federal withholding or more than 10 allowances, you must send Form W-4 (Employee's Withholding Allowance Certificate) to the

Internal Revenue Service (IRS). This report produces a one-page listing for each employee, including all of the information on the Form W-4 with the employer's name, address, and identification number.

Report Type - Employees

All Employees	If you select this option, all employees who updated their W4 information as of the date specified appear in the report.
Web Created/Updated Employees	If you select this option, only employees who created or updated their W4 information on the web as of the date specified appear in the report.
Single Employee and **EmplID** (employee identification)	If you select this option, you must enter an employee ID number. The employee's W4 information as of the date specified appears in the report.

Report Exemption/Allowances

Claim Exempt	If you select this option, only employees who claimed exemption from federal withholding as of the specified date appear in the report.
Exemption/>10 Allowances	If you select this option, employees who either claimed exemption from federal withholding or claimed 10 or more allowances as of the specified date appear in the report.
More Than Ten Allowances	If you select this option, only employees who claimed 10 or more allowances as of the specified date appear in the report.
All	If you select this option, all employees as of the specified date appear in the report.

TAX107 - W-4 Audit

Order By	Select the sort order: **Employee ID** or **Employee Name.**

TAX113 - Reset W-5 EIC Employees

Due date for W-4/W-5 forms	Enter the due date for the W-4 or W-5 forms. The SQR uses this date to check for Federal Tax records with an effective date.
Date to be used for Effective date on inserted records	Enter the effective date.

Scope

All Employees Select this option to include all employees in this process.

By Company and **Company** Select this option to include specific companies, and enter the company name.

Report Mode

Report Only Select this option to identify employees who, although notified by the W-5 EIC Notification process, have not yet refiled by the due date to continue their advance payments of EIC.

Update Select this option to insert a new Tax record to reset the employee EIC status to None.

Source Record

EE_TAX_DATA

TAX504 - Update W-2 Information

Report Request Parameter(s)

Plan Type and **Deduction Code** Enter the type and deduction code for each pension plan and deferred compensation plan for which you want to update employees' Federal Tax Data records.

TAX702 - Federal/State Tax Table

Source Records

STATE_TAX_TABLE, STATE_OTH_TAX_TABLE

TAX703 - Local Tax Table

Source Record

LOCAL_TAX_TABLE

TAX704 - Company State Tax Table

Source Record

CO_STATE_TAX_TABLE

TAX706 - Taxable Gross Definition Table

Source Record

TAX_GROSS_DEFN_TABLE

TAX707 - State Tax Rate Table

Source Record

STATE_TAX_RATE_TABLE

TAX708 - State Reciprocity Rules Table

Source Record

STATE_TAX_RECIP_TABLE

TAX709 - Local Reciprocity Rules Table

Source Record

LOCAL_TAX_RECIP_TABLE

TAX710 - Tax Form Definitions

Report Request Parameter(s)

Reporting Country

Both Canada and US: Select to view all tax print form definitions.

Canada: Select to view tax form definitions unique to Canada.

USA: Select to view tax form definitions unique to the U.S.

Reporting Options Enables you to run the report for all tax forms IDs or only those you select.

Current Table Entries Only Select this check box to view only the most current tax form definitions.

Tax Form IDs Selected for Reporting

Form ID If you selected Selected Tax Form IDs in the Reporting Options field, select specific form IDs.

Source Records

PS_TAXFORM_TBL, PS_TAXFORM_BOX, PS_TAXFORM_ERN, PS_TAXFORM_DED

(CAN) TAX710FT - Tax Form Footnote Table

Report Request Parameter(s)

Canadian Form Type. ***All:*** Select to print footnotes for all form types.

RL-1: Select to print RL-1 footnotes only.

T4A Only: Select to print T4A footnotes only.

Current Table Entries Only Select this check box to report only the current entries with effective dates.

Source Records

TAX_FORM_TBL, TAX_FORM_NOTES

TAX711 - Marital Status Codes

Source Record

SWT_MARITAL_STATUS_TABLE

TAX712 - Print Tax Form Print Parm

Current Table Entries Only Select this check box to include current table entries only.

TAX713 - Work-Work Reciprocity Rules Table

Source Record

Work-Work Reciprocity Rules

TAX715 - VDI Administrator Table

Source Record

VDI_ADMIN_TABLE

(E&G) TAX720 - Tax Treaty Table

Source Record

TREATY_NRA_TBL

TAX810XX and TAX860XX - Quarterly UI Wage Tape

Copy the output file to tape before filing. TAX860XX outputs the report in MMREF format. Use the output file as input for TAX811 to create records for submission on diskette.

The state-specific versions of this report have self-explanatory prompts. You can specify the calendar year and quarter on the Tax Reporting Parameters page, found under the Setup menu in the Define Payroll Taxes component.

Where applicable, choose between the TAX810XX and TAX860XX formats from the choices displayed in the process list that appears after you click the Run button on the run control page.

TAX811GA - Quarterly UI Wage Diskette for Georgia

Diskette Type

3.5in. DD: 3.5-inch double density diskette.

3.5in. HD: 3.5-inch high density diskette.

N/A: Select if you are not using either type of diskette.

(CAN) TAX905CN - NW Territories Payroll Tax

This report prints the following information for employees who reside in the specified area:

- Employee name.

- SIN.
- Total remuneration.
- Taxable remuneration
- Tax withheld.

Total remuneration in the report is set to True T4 Total Gross YTD. A company total appears at the end of the report.

Employees who are exempted from payroll tax at the end of the report year do not appear in the report, even if their Tax Balance records indicate nonzero YTD tax 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.

Calendar Year. Enter the report year.

Reporting Companies

Company You can enter multiple companies.

Payroll Tax Registration Number Enter the payroll tax registration number for each company.

Source Record

CAN_TAX_BALANCE

(CAN) TAX906CN - Nunavut Payroll Tax

These report details are the same as (CAN) TAX905CN - NW Territories Payroll Tax.

TAX910LD - W-2: Program to Create File for Federal W-2 Magnetic Tape Reporting

Report W2 Box 1 Fed Wages for NY Box 17 and NYC Box 20? Select this check box to report the value in W2 Box 1 Federal wages for New York's Box 17 and New York City's Box 20.

TAX920 - W-2c Process

Alignment Count — Enter the number of alignment pages to print for checking the alignment of the data on the printed page. This is the number of forms that print with *alignment characters* before the first form with *live data.*

Form ID — Enter the ID for your printed W-2c forms:

LSR01: Laser printer W-2c.

IMP01: Impact printer W-2c

Employees Per Page — Enter the number of employees to print per page.

Process Current Batch — The default is to process the current batch of W-2c forms. To process the current batch, select this option, and enter values in the Alignment Count, Employees Per Page, and Form ID fields.

Reprint Employee W-2cs — Select this option to reprint W-2c forms for specific employees. If you select this option, the Emplid (preferred) and W2-c Batch Number fields become available for entry.

Emplid (preferred) — This field remains hidden unless you select the Reprint Employee W-2cs option. 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 the Reprint Employee W-2cs option. To specify a W-2c batch, clear this check box. To print the employee's most recent W-2c, select this check box and leave the W2-c Batch Number field blank.

W-2c Batch Number — This field remains hidden unless you select the Most Recent W-2c check box.

TAX920AU - W-2c Data Audit

Most Recent W-2c — This is the default. To specify a W-2c batch, clear this check box.

W-2c Batch Number — This field remains hidden unless you select the Most Recent W-2c check box.

(E&G) TAX950 - 1042-S Form (Paper or Electronic)

Media for 1042-S Select the method to use for reporting: ***Electronic File*** or ***Paper.***

Diskette Type This field is available for entry if you select Electronic File in the Media for 1042-S field.

3.5in. DD: 3.5-inch double density diskette.

3.5in. HD: 3.5-inch high density diskette.

Not Applicable: Select if you are not using either type of diskette.

Mode for 1042-S Select ***Correction, Normal,*** or ***Void.***

Source Record

TAX1042_BALANCE

(E&G) TAX955 - Form 1042 Tax Liability Data

Source Record

PAY_TAX_1042

CHAPTER 31

Appendix B: Configuring Batch Processes

This chapter provides a technical overview of configuring batch processes and discusses the following subjects:

- PeopleSoft technical architecture.
- Payroll-related tables.
- Understanding processes.
- High-level processes.
- Process detail.
- PeopleSoft Payroll COBOL program types.
- PeopleSoft SQL API for batch COBOL.
- List of COBOL programs.
- Flexible field lengths.

Understanding Configuring Batch Processes

Before you modify PeopleSoft Payroll for North America batch processes, make a thorough analysis of the business requirements that 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 changing PeopleSoft COBOL source code. It is almost always more cost-effective to reduce your list of required changes to an absolute minimum. When you configure batch processes, you incur a variety of ongoing maintenance expenses and possible conflicts as the effects of your changes move through the system.

An 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.

Note. 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.

See Also

"Understanding Date Processing"

Before You Begin

Do you really need to configure PeopleSoft Payroll for North America?

Configuration is not to be performed lightly. Before you start to think about adding, deleting, or modifying code, ensure that everyone in your organization understands what configuration entails. Your goal should be to modify the system as little as possible, and preferably not at all.

Remember that companies decide to acquire a software package such as PeopleSoft Payroll because it is a package. It's a coherent and self-contained system, already designed and delivered. It runs, it works, it satisfies the demands made upon it, and it does this best—and with the least problem and expense—when you work with the package as it exists.

Before you make a list of required modifications to PeopleSoft Payroll, perform the following prerequisite activities:

- Understand what configuration may 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. For what tasks are you trying to use it?
- Use the vanilla PeopleSoft Payroll system extensively; both with the PeopleSoft-supplied Demonstration 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 may have in common.

Understanding True Configuration Costs

This section discusses the cost of configuring your batch processes such as upgrading, further documentation, and support limitations.

Future Ongoing Liability: Upgrades

After 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.

You must retrofit all your configured code to the new PeopleSoft release. 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 need to decide which modifications to keep (and how to keep them), which to delete, which to re-code from scratch, and so on.

PeopleSoft maintains our application features from release to release. We may 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. This, in itself, is a powerful argument against configuration and its associated maintenance costs, because when you make modifications, you may have to re-implement your modifications whenever a new release comes out.

This might be fairly straightforward process: You just add your old modified code into the new system. On the other hand, PeopleSoft may 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. After 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 must produce your own documentation. You have to decide whether to merge your documentation with PeopleSoft's or to keep them separate. And documentation must be maintained. 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. It's expensive. And this expense will continue. 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

After you modify the system, you face 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? After you've modified the system, PeopleSoft might not be able to do so. It's important to be able to duplicate a given problem, to satisfy yourself that there is indeed a problem, and to know whether you've fixed it.

For PeopleSoft to help you solve the problem, we must 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, after you configure the system.

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 application as much as possible, and if you're going to modify it, to modify only minor aspects.

Understanding PeopleSoft Payroll System Capabilities

To configure PeopleSoft Payroll you must have a rigorous understanding of the system. 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, of equal importance: How is your organization using it or planning to use it?

The following section provides some tips for training the appropriate people in your organization with PeopleSoft Payroll for North America.

Combine Functional and Technical Personnel into One Team

When you're learning about PeopleSoft Payroll, your functional and technical personnel should be in close communication with each other, to the point of becoming a single team. Your functional people know how your business runs; your technical people know how your current system is put together. And between the two groups, they can act as an effective team.

Ensure That Team Receives Training

Make sure that the whole team receives training 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, PeopleSoft recommends that you install the standard PeopleSoft Payroll demonstration software without changes. Have your team start using 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; what Pay Calculation does, and what checks are in PeopleSoft Payroll; what Pay Confirmation does, what balances are, and so on.

Using the Vanilla PeopleSoft System

Everyone in the team should be familiar with how PeopleSoft Payroll works, because the next step 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

Set up some realistic employee test data; then use all parts of the system. Hire employees through the normal PeopleSoft Human Resources paths; set them up with realistic earnings, general deductions, and benefits; enable them to be paid; then go ahead and pay them.

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, you won't know 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.

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 may find you can significantly refine your requirements, and that some might actually disappear. The following section provides 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, they sometimes discover that particular requirements were actually formulated in response to operational characteristics or restrictions in their current (or old) system. A particular procedure came about that was really a compromise or a work-around. Some payroll department procedures may have no basis in any real payroll requirements; they might just reflect some operational characteristic of the current or old system. If so, this is an argument for re-engineering some of your business procedures and practices and not configuring PeopleSoft Payroll.

Whose Standards Should We Use, Ours or PeopleSoft's?

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 reason 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 has attributes that your company could use.

A 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 PeopleSoft Payroll for North America. 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. Keep in mind the ramifications of renaming all 8000 tables and just how extensive a change that really is.

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. What remains should consist of changes you absolutely have to make to the PeopleSoft Payroll system to make it acceptable for production.

After you've come up with such a list, separate it into two parts:

1. Changes that can be addressed through business re-engineering.

2. Changes that require configuration of the PeopleSoft system.

Examine your list very carefully with the goal of having an absolute minimum of changes that require configuration.

Reviewing Proposed Modifications with PeopleSoft

After compiling your list of modifications, work with your PeopleSoft Account Executive on these proposed changes.

Remember that there might be another way, short of rewriting code, to do what you want to do. It's always useful to reconsider the functional and technical issues, with the help of an experienced expert in the system. Often, they can suggest another way of achieving the functionality you want, ideally, through the standard system.

And may be that PeopleSoft is already 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.

PeopleSoft may have already designed the feature you need. 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

Your company probably has payroll requirements that overlap to a considerable extent with those of other PeopleSoft customers. Another PeopleSoft customer may have requested the same modification you are contemplating; they might have gone ahead and designed the feature on their own. This might occur even if you think the requirement is absolutely pure or unique to your circumstances.

Other customers might have similar requirements 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.

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.

PeopleSoft Technical Architecture

This section provides an overview of the technical architecture of the PeopleSoft system and discusses:

- Payroll-related database tables.
- Payroll processes:
  - Process details.
  - COBOL program types.

Payroll-Related Tables

PeopleSoft Payroll is 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:

Input Tables	*Processes*	*Output Tables*
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	

Note. This chart doesn't list actual table names, but are generic classifications for the various tables in the system.

Running PeopleSoft Payroll processes might be labeled a quiet task. The processes 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 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 a message that says "Check Messages!!!"; that 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 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 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. You insert rows into their various job, benefits, and deduction tables.

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

Table Name	*Online Page Name*
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 CAN_TAX_PRVDATA 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 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

One of the advantages of PeopleSoft Payroll is that you can use PeopleTools to easily configure your payroll tables. However, you keep in mind how any changes you make might move through your database, particularly considering the interdependency not only of tables, but also of the batch processes that call them.

Suppose 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. 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 multiple columns, and if you do not need or want your new columns to affect batch processing, that's OK, because the processes ignores them. 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 must 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 application. In this case, modifying an existing column affects payroll processing, because the COBOL programs must know the format of the data to be mapped. Because the HOURLY_RT column is used by Payroll, you also have to modify some of the batch processes.

Remember also that if you change the name of the HOURLY_RT column, the batch processes won't 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.

Payroll Process Input Tables

For 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 checks the

appropriate pay process input table that defines tax rates for employees who work in New York.

Table Name	*Online Page Name*
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 EARNS_SPCL_DEDN DED_SUBSET_CD	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)

Table Name	*Online Page Name*
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

Table Name	*Online Page Name*
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)

Tax Tables	*Online Page Name*
EG_CALC_GRP_TBL EG_FNC_RSLT_DFN EG_FUNCTN_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

Tax Tables	*Online Page Name*
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_PROVTHR 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:

Payroll Input Tables (Paysheets)	*Payroll Output Tables (Balance Tables)*
PAY_CTX_OVRD	PAY_CHECK
PAY_EARNINGS	PAY_DEDUCTION
PAY_GARN_OVRD	PAY_DISTRIBUTN
PAY_LINE	PAY_EARNINGS
PAY_ONE_TIME	PAY_GARNISH
PAY_OTH_EARNS	PAY_INS_EARNS (CAN ONLY)
PAY_PAGE	PAY_MESSAGE
PAY_TAX_OVRD	PAY_OTH_EARNS
	PAY_SPCL_EARNS
	PAY_TAX
	PAY_TAX_1042
	PAY_TAX_CAN

The tables on the left are payroll input tables. Often, they are populated with data during the Paysheet Creation process, so in that sense they are output tables. But after they are 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 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.

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.

See Also

"Maintaining Payroll Data"

Using Cross-Reference (.XRF) Files

Understanding Processes

Having briefly discussed 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 provides a general view of the upper-level programs of PeopleSoft Payroll:

Online Process Name	*High-Level Processes*	*Run Control Programs*	*Main Programs (COBOL)*	*Selected Processing Programs (COBOL)*
Paysheet Creation	PAYSHEET	PSPPYBLD	PSPPYSHT	
Pay Calculation	CALCPAY	PSPPYRUN	PSPPYCAL (U.S.)	PSPECALC (Earnings Calculator) PSPDEDTN (Deduction Calculator) PSPTCALC (Tax Calculator-U.S.)
		PSPPYRUN	PSPCPCAL (Canada)	PSPECALC (Earnings 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	

Online Process Name	*High-Level Processes*	*Run Control Programs*	*Main Programs (COBOL)*	*Selected Processing Programs (COBOL)*
Pay Calendar Creation	CALENDAR	PSPCLBLD	PSPCLBLD	
Delete Balances	DLTBALUS (U.S.) DLTBALCN (Canada)	PSPDLBAL PSPDLBLC	PSPDLBAL PSPDLBLC	
Paycheck Reprint	REPRINT	PSPRPRNT	PSPRPRNT	
Paycheck Reversal/Adjustment	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	

Online Process Name	*High-Level Processes*	*Run Control Programs*	*Main Programs (COBOL)*	*Selected Processing Programs (COBOL)*
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) PSPPFTAX (Distribute Taxes - U.S.) PSPPFCTX (Distribute Taxes - Canada)

Online Process Name	*High-Level Processes*	*Run Control Programs*	*Main Programs (COBOL)*	*Selected Processing Programs (COBOL)*
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.

Note. The run control processes on the preceding chart are the only programs that are initiated at the operating-system level. All other programs—including 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, 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. For each release, PeopleSoft generates these cross-reference files directly from the COBOL source code, so they're accurate as of the release with which we send them. The 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, PSPCLBLD, 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
                        PSPEBUPD.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.)
```

MSGDPY.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.

As with 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



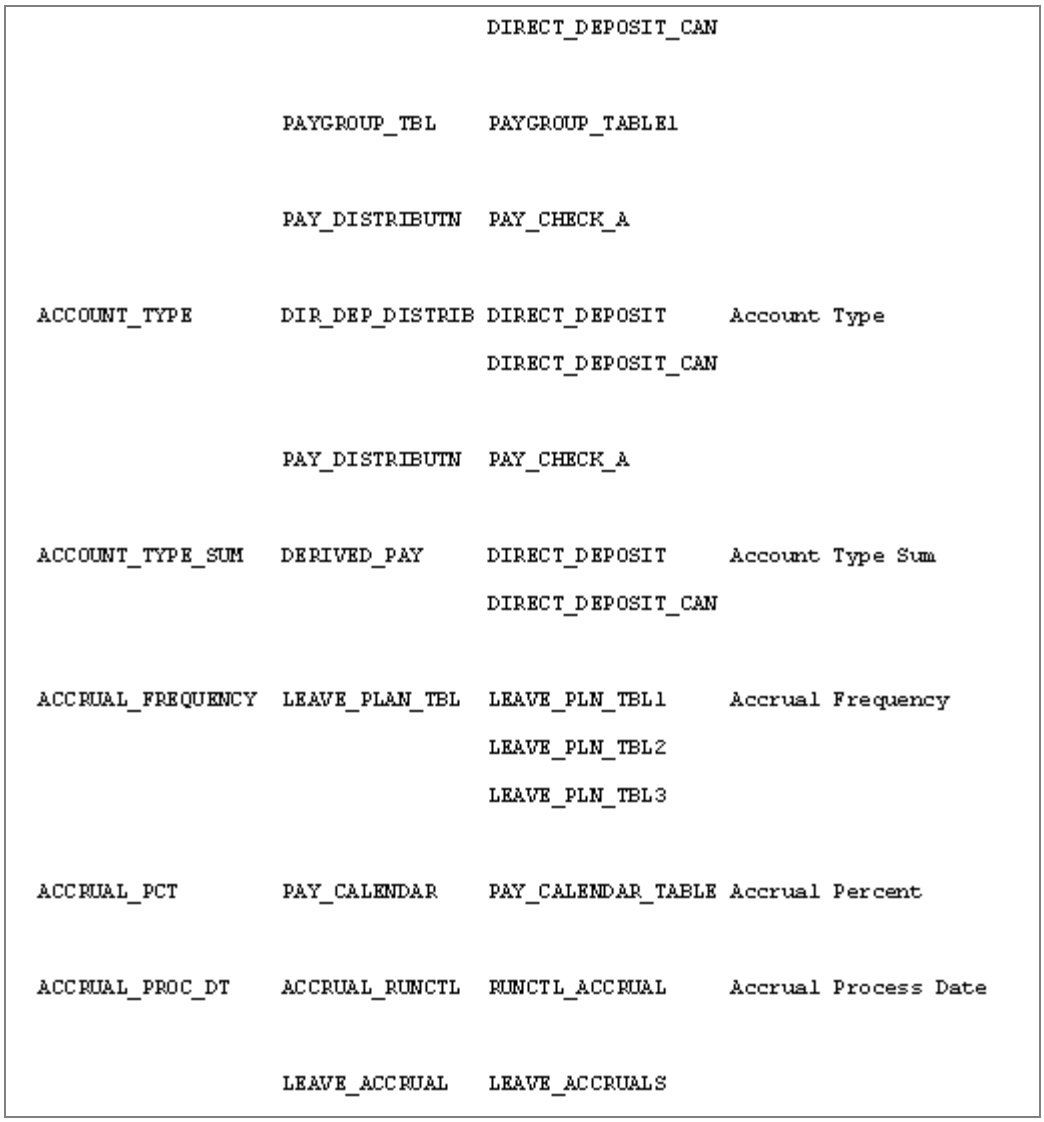
Run Date 09/09/92

Run Time 8:49:15

Language Code: ENG

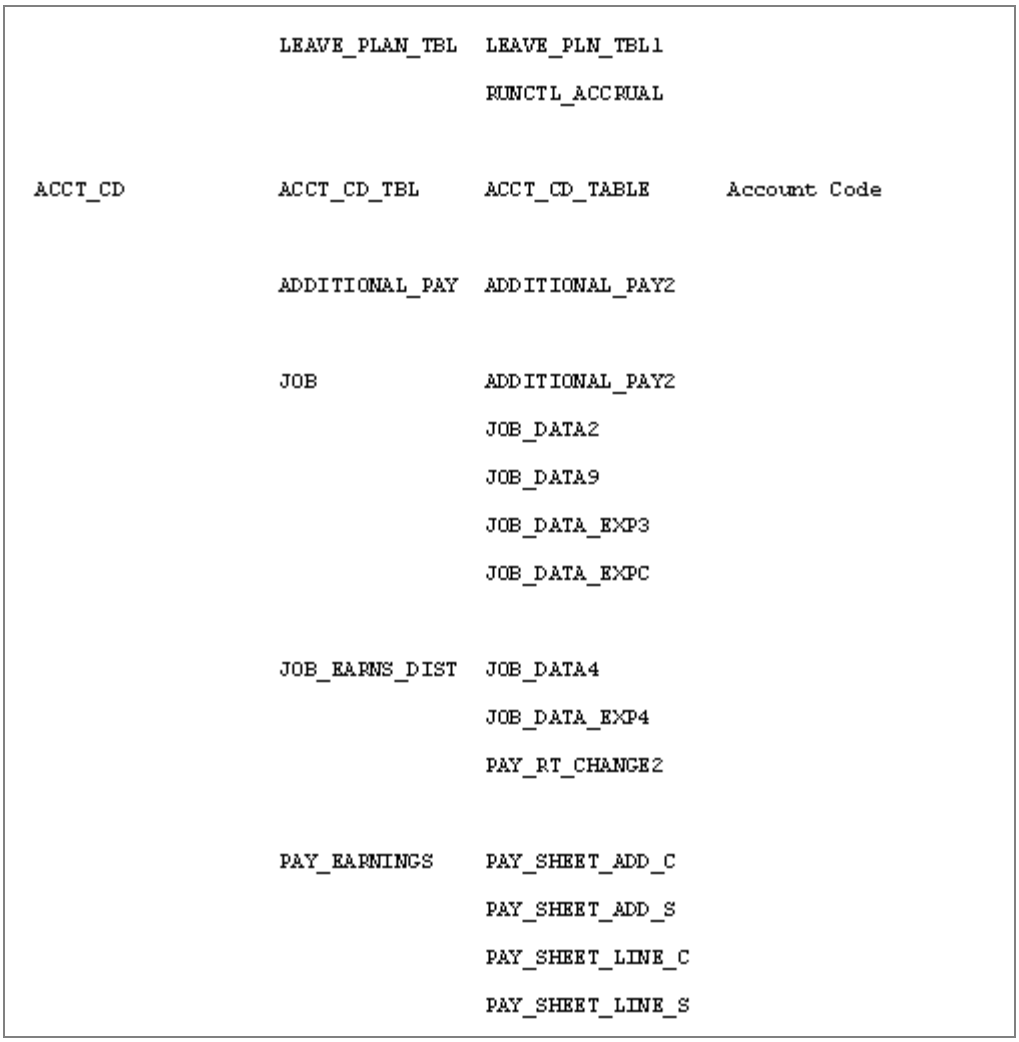
Field Name	Record Name	Page Name	Long Field Name
AAP_RESPONSIBLE_ID	AFF_ACTN_PLAN	AFF_ACTN_PLAN	Person Responsible for AA Plan
AA_PLAN_GOAL	AFF_ACTN_GOALS	AFF_ACTN_PLAN	Aff Action Plan Goal
AA_PLAN_ID	AFF_ACTN_PLAN	AFF_ACTN_PLAN	Aff Action Plan ID
	AFF_ACTN_PL_TBL	AFF_ACTN_PLAN_TBL	
AA_PLAN_QTRCD	AFF_ACTN_PLAN	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

XRFFLPN Report Sample (1 of 3)



		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	

XRFFLPN Report Sample (2 of 3)



	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	

XRFFLPN Report Sample (3 of 3)

One Set of COBOL Source

PeopleSoft Payroll for North America has only one set of COBOL source for all platforms. Our COBOL source is ANSI-85-compatible, and it is becoming strictly ANSI-85-compatible.

Note. 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

The section provides a more detailed look at the high-level processes. We classify 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, determining which employees are enrolled in which benefits. Where it can, Deduction Calculation determines coverage rates and calculates 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 do not have those tables, then the next process, Pay Calculation, doesn't have anything to do.
CALCPAY	Pay Calculation can run, after 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 checks 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 select 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. 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.
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 for Education and Government

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.
DLTBALCN (Canada)	Delete Balances (Canada) deletes balances from the balance table.
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

These three processes are 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 do not recommend that you use Pay Unconfirm in production. It is available, and it does work, but in production, after you've made your final decision to confirm a payroll, update balances, and distribute checks, you normally do not want to go back and unconfirm. 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 goes through and erases them all, as though paysheets were never created. You typically use Payunsheet during testing. For example, when testing the system, people may 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 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 and 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.

Process Detail

How are processes—Paysheet Creation, Pay Calculation, and so on—actually implemented in PeopleSoft Payroll? At the user level, the operator defines process parameters, clicks the Run button, and then tells the system when and where to run the process in the Process Scheduler page.

For each process, no matter what your environment, the PeopleSoft system uses operating system-stored commands. PeopleSoft uses 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.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

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 PeopleSoft implements 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 (O) 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

COBOL Program Naming Conventions

All PeopleSoft Payroll COBOL programs have eight-character names beginning with PS (for PeopleSoft):

PSP	COBOL source (P stands for Program).
PSC	Regular COBOL Copy 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 started from the stored operating system command files. 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:

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)
PSPRPRNT	Paycheck Reprint
PSPPYREV	Paycheck Reversal/Adjustment

PSPACCRL	Leave Accrual Processing
PSPPFUND	Pay Distribution
PSPENANN	Fiscal Year Encumbrances
PSPENNHT	Nightly Encumbrances
EGPPRCTL PSPSV403	Tenure/Flexible Service Calc'n 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 processed 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 PSPRPRNT (Paycheck Reprint) are processed the same. 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, PSPCNFRM, and PSPUNCNF—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. 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 PSPCPCAL, 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 entire 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 as 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 must 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 do not 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 PSPERNTB. 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? PSPERNTB attempts to go find some information about this new earnings code, and get its, but there's no more room in the array.

In this situation, PSPERNTB moves something else out of the array and replaces it with the information for the new earnings code. It does this without comment. It replaces one of the entries with a new one.

In this manner, you can encounter problems with 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 check the table accesses on particular tables. If the Earnings Table, for example, is being hit more than you would expect—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 move 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."

Note. It's important to recognize that this kind of table destruction 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 9999  VALUE ZERO  COMP.
    88  DEDUCTION-COUNT-MAX          VALUE 500.
02  DED-CLASS-TABLE-MAX    PIC 9999  VALUE 6     COMP.
02  DEDUCTION-TABLE                  OCCURS 500
                                        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 500 deductions total for a pay run for any pay calendar. And if you exceed the 500, 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 500 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 500s to 999s, 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 previous example is a piece of the copy section called PSCDEDT1, and when you run the Compare utility, you'll see that the new incoming source for PSCDEDT1 contains different values. You'll probably just decide to retain your change to the code.

Input Programs

PeopleSoft input programs are 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 Employee Storage Arrays. As delivered in vanilla PeopleSoft Payroll, these arrays, as 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:

```
EARNINGS-COUNT          PIC 9999                COMP.
    88  EARNINGS-COUNT-MAX              VALUE 300.
02  EARNS-LIMIT-COUNT       PIC 99                  COMP.
    88  EARNS-LIMIT-COUNT-MAX           VALUE 25.
02  EARRY-ERNTB-START-PTR   PIC 9999    VALUE 1     COMP.
02  EARNINGS-DATA                       OCCURS 300
                                             INDEXED BY
                                             EARRY-IDX
                                             EARRY-SPEC-IDX
                                             EARRY-PREV-IDX
                                             EARRY-NEXT-IDX.
    03  ERNTB-PTR           PIC 9999                COMP.
    03  ERNCD               PIC X(10).
    03  ADDL-NO             PIC 999                 COMP.
```

In the current release of PeopleSoft Payroll, you can increase the values of 300 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).
    - Old frequency type (for example weekly, or monthly)
    - Old frequency factor. If this value is supplied as zero, then the value will be determined from the old frequency type
    - New frequency type (for example weekly, or monthly
    - New frequency factor. If this value is supplied as zero, then the value will be determined from the new frequency type.

The output is the amount relating to the output format.

Processing Programs

Processing programs do the actual work. PeopleSoft strongly recommends 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.

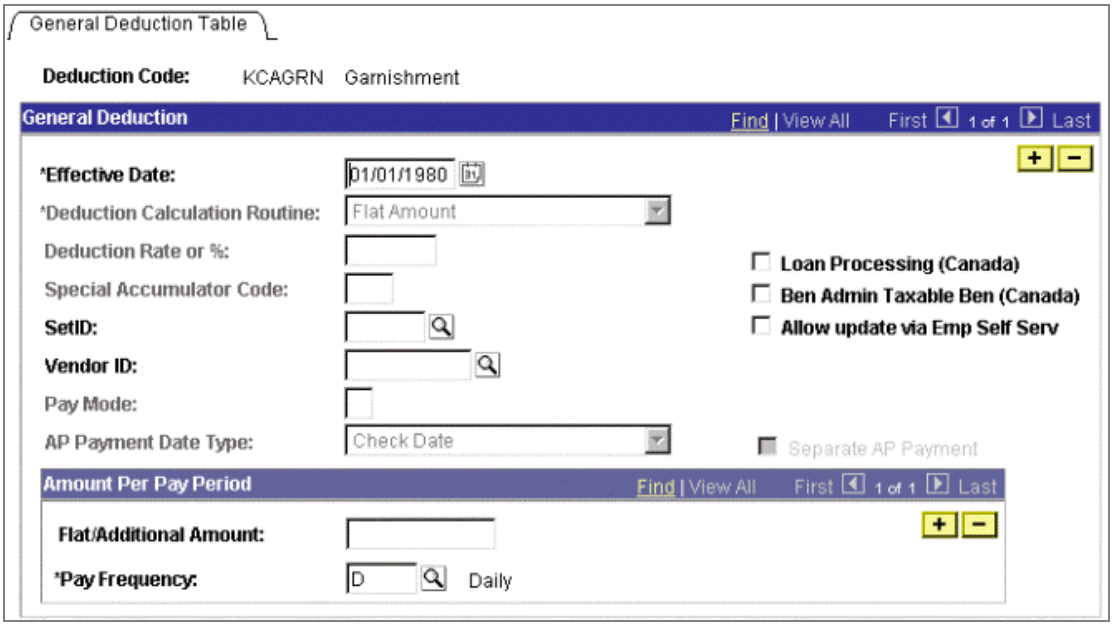
Selected Processing Programs

PSPECALC	Earnings Calculator
PSPDEDTN	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.

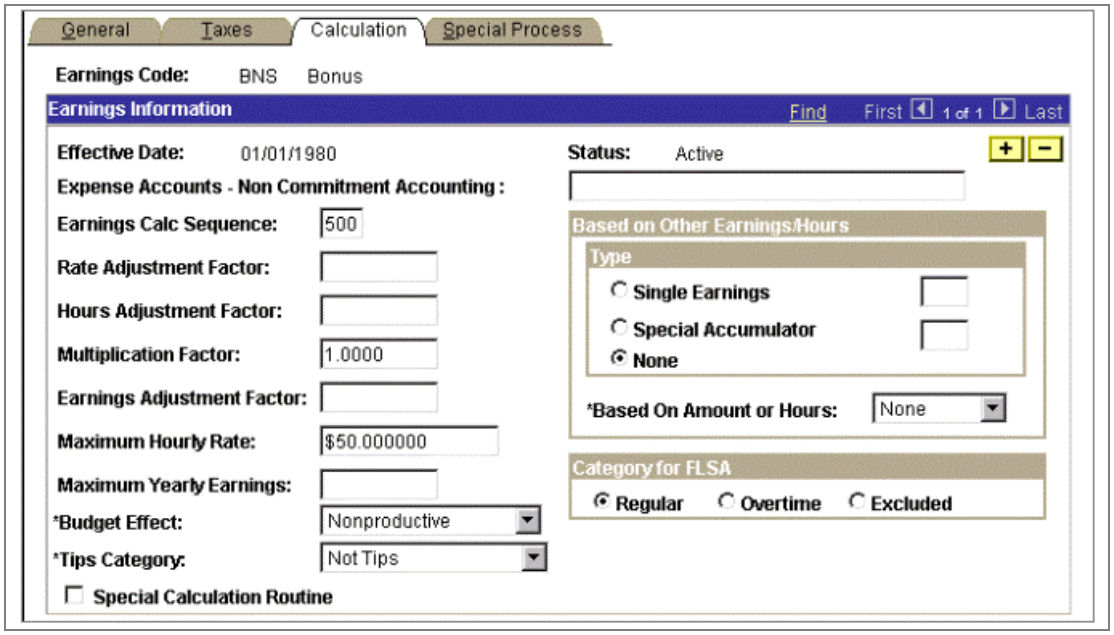
Using Your Own Code for the General Deduction Table Page:



General Deduction Table page

Using Your Own Code for the Earnings Table – Calculation Page:

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.



Earnings Table - Calculation page

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 calculation 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, PeopleSoft recommends that you first make a thorough study of DEDTN 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 DEDTN is the same as the way we did the old DEDTN, make your special calculation routine and insert 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.

See Also

"Defining Deductions"

"Defining Earnings and Using Earnings Codes"

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 talk with your PeopleSoft Account executive.

PeopleSoft SQL API for Batch COBOL

The purpose of PeopleSoft SQL API is to enable PeopleSoft batch COBOL programs to execute SQL commands and control the SQL environment.

Understanding PeopleSoft SQL API for Batch COBOL

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 previous 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.

Parm #	*CALL Parameter*	*Required for Actions*
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

Note. 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 and to provide work space.

The individual elements in PTCSQLRT are described in the following topic "Interface Data".

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 in the following section 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 do not 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)

Data Type	*Codes*	*Length (bytes)*	*Data List Picture*
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:

SETUP List	*DATA List*
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 'I'	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
```

Note. 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. 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 previously 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 previously.

2. SQLRT

This is the 01-level of copy data division PTCSQLRT used to send and return several sub-parameters and to provide work space.

The individual elements in PTCSQLRT are described in the "Interface Data" topic previously.

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

Use this parameter to specify a table form of bind setup information. This has the same format as the following Select-Table.

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

Use this parameter 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'.
```

Flexible Field Lengths

PeopleSoft Payroll provides some flexibility of redefining the lengths of certain fields. Whenever you 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 application, 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.

This section provides a list of the maximum field sizes expected by specific PeopleSoft applications.

Note. For fields that aren't listed here, the applications are programmed to process the length defined in the standard product as the maximum length.

Character Fields

In many cases, PeopleSoft Payroll batch programs are designed to process larger-than-standard character field sizes. They can always process smaller-than-standard field sizes. Here's an alphabetical list of the maximum field sizes allowed for character fields used by PeopleSoft Payroll programs.

Character Field Name	*Maximum Size*
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

Index

A

Account Code Table page 5-6
accounts payable
  extracting deductions 14-41
  sending deduction vouchers 14-48
accumulator balances, adjusting 21-17
Additional Data page 13-14
Additional Earnings page 3-23
additional pay data, retro pay requests 20-3
Additional Pay page 10-46
Adjust Arrears Balance 1 page 21-6
Adjust Arrears Balance 2 page 21-6
Adjust Check YTD Balance 1 page 21-8
Adjust Check YTD Balance 2 page 21-8
Adjust Cheque YTD Balance 1 page 21-32
Adjust Cheque YTD Balance 2 page 21-32
Adjust Deduction Balance 1 page 21-10
Adjust Deduction Balance 2 page 21-11
Adjust Earnings Balance 1 page 21-13
Adjust Earnings Balance 2 page 21-14
Adjust Garnishment Balance 1 page 21-15
Adjust Garnishment Balance 2 page 21-16
Adjust Special Accumulator Balance 1 page 21-18
Adjust Special Accumulator Balance 2 page 21-19
Adjust Tax Balance 1 page 21-20
Adjust Tax Balance 2 page 21-21
advices
  about 23-3
  CAN direct deposit, printing 23-2
  check, advice numbers 23-41
  direct deposit, printing 23-2
  printing 23-1
allocated tips
  definition 24-2
  reporting 24-17
Allocation End Date page 24-14
AP Extract Review – Lines page 14-47
AP Extract Review –Headers page 14-47
AP Federal Tax Extract page 14-43
AP Local Tax Extract page 14-44
AP State Tax Extract page 14-43
arrears
  adjustment deduction codes 23-29
  adjustment earnings codes 23-29
  codes, setting up 23-29
Arrears Balances Adjustments page 25-14
Arrears Balances page 25-14

B

background tables
  overview 5-1
  setting up 5-2
Balance Adjustment pages, using 21-1
Balance Inquiry pages
  deduction balances, reviewing 21-3
balances
  deleting, overview 22-1
  parameters, defining 22-1
bank file, understanding 23-34
batch processing
  benefits processes 31-30
  character fields 31-56
  COBOL naming conventions 31-35
  COBOL program types 31-34
  configuring 31-1, 31-2
  cross-reference (.XRF) files 31-21
  cross-reference (.XRF) reports 31-26
  delete balances 22-1
  employee data input tables 31-9
  flexible field lengths 31-55
  high-level processes 31-29
  input programs 31-41
  modification requirements 31-5, 31-6, 31-7
  number fields 31-57
  online process names 31-17
  output programs 31-45
  pay calendars, confirming 18-5
  pay confirm 18-2
  pay confirmation 18-1, 18-6
  paycheck output tables 31-15
  payroll process input tables 31-11
  payroll processes 31-30
  payroll system capabilities 31-4
  Peoplesoft technical architecture 31-7
  process detail 31-33
  processes, understanding 31-17
  processing programs 31-43
  PSPPYWKS 31-37
  PSRUN 31-34
  run control programs 31-36
  setup list 31-50
  SQL API, Batch COBOL 31-46
  SQL restrictions 31-51
  support limitations 31-2
  table access programs 31-38
  tables, payroll-related 31-7
  utility programs 31-42

Vanilla PeopleSoft system 31-4
benefit deductions 4-36
benefits deductions, setting limits 8-20
benefits processes 31-30
Bond Purchase Report, running 10-63

C

calculating, retro pay 20-7
Calculation Allocated Tip page 24-15
calendars, setting up 2-7
CAN Adjust Arrears Balance 1 page 21-31
CAN Adjust Arrears Balance 2 page 21-31
CAN Adjust Deduction Balance 1 page 21-34
CAN Adjust Deduction Balance 2 page 21-34
CAN Adjust Earnings Balance 1 page 21-36
CAN Adjust Earnings Balance 2 page 21-36
CAN Adjust Garnishment Balance 1 page 21-37
CAN Adjust Garnishment Balance 2 page 21-37
CAN Adjust ROE Balance 1 page 21-38
CAN Adjust ROE Balance 2 page 21-39
CAN Adjust Special Accum Balance 1 page 21-40
CAN Adjust Special Accum Balance 2 page 21-41
CAN Adjust Tax Balance 1 page 21-42
CAN Adjust Tax Balance 2 page 21-43
CAN AP Canadian Taxes Extract page 14-45
CAN Bond Purchase Report 10-92
CAN BPS Activity Table page 5-11
CAN BPS Business Info (CAN) – BPS Business Information page 5-10
CAN BPS Rptg Unit Table (CAN) – BPS Activities page 5-14
CAN BPS Rptg Unit Table (CAN) – BPS Locations page 5-14
CAN Business Payrolls Survey
  additional information 5-18
  electronic data report file 5-17
CAN Business Payrolls Survey Reporting
  defining earnings and deduction codes 5-15
  setting up 5-9
CAN Business Payrolls Survey Reporting Units
  defining 5-11
  understanding 5-12
CAN Canada Payroll Savings (CPS) plans 5-19
CAN Canada Payroll Savings Org ID page 5-20
CAN Canada Payroll Savings Table page 5-20
CAN Canada savings bond program, administering 10-90
CAN Canada Savings Bond Spec page 10-90
CAN Canada Savings Bond Table – CSB Deductions page 5-8
CAN Canadian Income Tax Data page 10-79
CAN Canadian Tax Balance Adjust page 25-20
CAN cheque balances, adjusting year-to-date 21-31
CAN Cheque Print page 23-2
CAN CPS transmittal file 5-22
CAN Direct Deposit Create File - Run Parameters page 23-4
CAN Employee Tax Distribution page 10-23
CAN Garnishment Disposable Earnings Definition page 6-7
CAN Garnishment Rules Table - Calculation Formula page 6-13
CAN Garnishment Rules Table - Earnings Inclusions/Exclusions page 6-12
CAN Garnishment Rules Table - Exemption Variables page 6-13
CAN income tax data, entering 10-78
CAN low-interest loans 12-1
  establishing the loan deduction 12-3
  setting up 12-3
  specifying the loan percentage 12-4
  system calculations 12-1
CAN Paysheet – One-Time Taxes page 13-24
CAN Provincial Income Tax Data page 10-88
CAN Quebec Income Tax Data page 10-86
CAN ROE - Canadian record of employment
  adjusting balances 21-37
  automated creation 26-9
  concurrent multiple jobs 26-2
  creating data 26-2, 26-3, 26-9
  data sources, understanding 26-3
  earnings, allocating 26-2
  generating 26-9
  job status changes 26-2
  manual creation 26-12
  moving balance amount 26-2
  pay corrections, allocating 26-2
  printing 26-3
  process overview 26-1
  recreating data 26-2
  setup, preliminary 26-7
  tips and techniques 26-2
CAN ROE Data 1 page 26-13
CAN ROE Data 2 page 26-14
CAN Tax Form Definition – Tax Form Definition page 5-16
CAN year-end slips 25-21
Canadian Company Tax Table page 12-3
CD-ROM
  ordering ii
ChartField Values Selection page 14-57
Check Balance Adjustment page 25-9
Check Balances Year-to-Date page 25-9
checklist, parallel test 16-1
checks
  adjustments, understanding 23-18, 23-19, 23-27, 23-32
  bank file, understanding 23-34
  batch, final check 23-17
  CAN Cheque Print page 23-2
  CAN printing 23-2

check, advice numbers 23-41
Dead Paychecks page 23-40
dead paychecks, viewing 23-40
gross-ups, processing 23-44, 23-45
manual, recording 23-13, 23-14
NETPAY deduction code 23-26
off-cycle, processing 23-5
off-cycle, updating balances 23-6
online final request, processing 23-17
online, processing 23-7, 23-9
pay calculation, running 23-33
pay record, messages 23-20
PAY015A, identifying 23-34
PAY015B, reconciliation reports 23-35
paysheet entry, creating 23-32
paysheets, online 23-9
printing 23-1, 23-2, 23-41
processing final check requests 23-15
reconciliation, performing 23-33, 23-35
reconciliation, reports 23-35
reprinting 23-37
reprocessing final check paysheets 23-18
reversal 23-12, 23-18, 23-19, 23-24, 23-27
working with 23-1
COBOL program
main programs 31-37
naming conventions 31-35
PeopleSoft payroll types 31-34
SQL API 31-46
Company General Deductions page 4-37
compensation rates
establishing 3-56
understanding 3-57
configuration
batch processing 31-1
character fields 31-56
COBOL program types 31-34, 31-37
considerations 31-2
costs, understanding 31-2
cross-reference (.XRF) files 31-21
cross-reference (.XRF) reports 31-26
dynamic SQL interface 31-53
employee data input tables 31-9
flexible field lengths 31-55
input programs 31-41
interface data 31-52
modification requirements 31-5, 31-6, 31-7
number fields 31-57
output programs 31-45
paycheck output tables 31-15
payroll process input tables 31-11
payroll system capabilities 31-4
Peoplesoft technical architecture 31-7
process detail 31-33
processes, understanding 31-17
processing programs 31-43
SQL restrictions 31-51
support limitations 31-2
table access programs 31-38
tables, payroll-related 31-7
utility programs 31-42
Vanilla PeopleSoft system 31-4
Configure Online Printing page 23-9
Contract Additional Pay - Run Parameters page 8-9
contract pay
recalculating actual days in a contract 8-11
setting up 8-3
understanding 8-3
Contract Pay - Contract Actuals page 8-8
Contract Pay - Contract Pay page 8-5
Contract Pay Actuals - Run Parameters page 8-10
Contract Renewals page 8-9
control totals, generating 15-27
Create Final Check Paysheets page 13-34
cross-reference (.XRF) reports 31-26
Customer Connection, year-end processing instructions 29-1

D

date processing
additional pay 9-2
benefit deductions 9-3
general deductions 9-1
understanding 9-1
Dead Paychecks page 23-40
Deduction Balance Adjustments page 25-10
deduction balances, CAN adjusting 21-33
deduction classification, understanding 4-9, 17-28
deduction priority, understanding 17-28
deduction subset id 4-5
deduction subsets, creating 4-3
Deduction Table – Process page 4-23
Deduction Table – Schedule page 4-25
Deduction Table – Setup page 4-5
Deduction Table - Tax Class page 4-11
Deduction Table – Tax Effect page 4-14
deductions
CAN Adjust Arrears Balance 1 page 21-31
CAN deduction balances, adjusting 21-33
classifying 4-2
deduction balances, adjusting 21-9
defining 4-1
setting up 4-4
understanding 4-1
Delete Balances page 22-2
deleting balances 22-1
Direct Deposit Create File - Run Parameters page 23-4
Direct Deposit page 10-42
direct deposits 10-41
enterprise integration points 10-41
generating file 23-3
setting up 10-41

direct deposits, setting up 8-16

E

E&G Adjust 1042 Tax Balances 1 page 21-22
E&G Adjust 1042 Tax Balances 2 page 21-23
E&G Adjust PrePay Balance 1 page 21-24
E&G Adjust Prepay Balance 2 page 21-24
E&G Contract Additional Pay page 20-17
E&G Contract Prepay page 8-11
E&G lump sum retroactive payments 20-15
E&G Prepay Balance Adjustments page 25-12
E&G Prepay Balances page 25-11
E&G prepaying benefits over contracts 8-11
E&G retro pay
contractual employees 20-15
lump sum, setting up 20-17
earnings
balances, adjusting 21-12
CAN insurable earnings, reallocating 26-2
CAN reporting, frequency changes 26-2
tipped employees 24-2
earnings and earnings codes, understanding 3-1
Earnings Balance Adjustments page 25-16
Earnings Balances page 25-15
earnings balances, CAN adjusting 21-35
earnings codes
establishing 3-2
understanding 3-2
Earnings Program Table page 3-32
earnings programs
establishing 3-31
understanding 3-31
Earnings Table - Calculation page 24-8
Earnings Table – Calculation page 3-24
Earnings Table - General page 24-6
Earnings Table – General page 3-5
Earnings Table – Special Process page 3-28
Earnings Table - Taxes page 24-7
Earnings Table – Taxes page 3-8
earnings tables, understanding 3-1
ECS Interface page 19-12
ECS interface process, understanding 19-1
Employee Allocation Data page 24-13
employee balance records, understanding 15-1
employee balances
accumulator balances, adjusting 21-17
adjusting 21-1
adjusting arrears 21-5
adjustments, processing 21-2
Balance Inquiry pages 21-3
balance records, creating 21-2
balances, adjusting (U.S.) 21-5
CAN Adjust Arrears Balance 1 page 21-31
CAN Adjust Arrears Balance 2 page 21-31
CAN Adjust Garnishment Balance 1 page 21-37
CAN Adjust Garnishment Balance 2 page 21-37
CAN Canadian balances, adjusting 21-30
CAN deduction balances, adjusting 21-33
CAN ROE balances, adjusting 21-37
CAN year-to-date 21-31
check balances, year-to-date 21-7
converting 15-1
converting ROE data 15-27
deduction balances, adjusting 21-9
E&G 1042, adjusting 21-21
E&G prepay balances 21-23
earnings, adjusting 21-12
garnishment, adjusting 21-14
related balances 21-2
reviewing 25-1
tax balances, adjusting 21-19
employee balances, reviewing deduction balances 21-3
Employee Data page 24-16
Employee Referral Program data, post processing 14-31
employee tax data
creating automatically 10-2
processing W-4 and W-5 employees 10-18
U.S. 10-3
W-4 exempt employees process 10-4
W-5 employees process 10-4
employees, tipped 24-1
Expenses data
loading 14-23
post processing 14-31
Expenses Payment Notification page 14-35
Extract Non-Tax Deductions – Parameters page 14-41
Extract Time and Labor Costs page 14-26

F

Fair Labor Standards Act (1937) *See* FLSA
FC Action/Reason page 3-72
Federal Reserve System format, producing magnetic media output 10-63
Federal Tax Data page 10-4
Federal/State Tax Table, tipped employees 24-5
final check process
defining 3-69
understanding 3-69
Final Check Program Table – Deduction Definition page 3-75
Final Check Program Table – Earnings Definition page 3-73
Final Check Program Table – Leave Accrual Definition page 3-73
Final Check Program Table – Program Definition page 3-72
Final Check Request page 23-15

fiscal data accumulation, tracking 27-6
flexible field lengths
  character fields 31-56
  number fields 31-57
  overview 31-55
FLSA
  rate calculations 17-4, 17-15
  rate calculations, double-time pay 17-24
  rate calculations, hospital employees 17-19
  rate calculations, hourly employees 17-7
  rate calculations, mid-period rate changes 17-21
  rate calculations, multiple-pay periods 17-23
  rate calculations, salaried and nonexempt employees 17-13
  setting up 17-5
FLSA Pay Data page 17-39
FLSA Period Definition page 7-9
FLSA rate calculations, understanding 17-4
Form Table page 5-3
Form W-2c, processing 10-76

G

garnishment balances
  adjusting 21-14
  CAN Adjust Garnishment Balance 1 page 21-37
  CAN Adjust Garnishment Balance 2 page 21-37
Garnishment Balances Adjustment page 25-13
Garnishment Balances page 25-12
garnishment deduction, establishing 6-1
Garnishment Disposable Earnings Definition page 6-6
Garnishment Proration Rules Table page 6-4
Garnishment Rules Table 2 page 6-10
Garnishment Specification Data 2 page 6-20
Garnishment Specification Data 3 page 6-21
Garnishment Specification Data 4 page 6-24
Garnishment Specification Data 5 page 6-25
Garnishment Specification Data 6 page 6-27
Garnishment Specification Data 7 page 6-29
Garnishment Specifications Data 1 page 6-18
garnishments
  CAN defining Canadian rules 6-11
  defining 6-1
  defining disposable earnings for 6-5
  defining U.S. rules 6-9
  maintaining proration rules 6-3
  maintaining vendors 6-3
  setting up deduction table information for 6-1
  setting up employee payroll data for 6-15
  understanding Canadian formulas 6-13
  USF defining employee payroll data 6-30
  USF entering garnishment deduction distribution information 6-32
  verifying employee data 6-34
  viewing information 6-32
General Deduction Data page 10-24
General Deduction Override page 10-30
General Deduction Table page 4-28, 12-3
general deductions 8-16
  assigning to your company 4-36
  defining 4-26
  employee, setting up 10-23
  setting limits 8-20
  single check 8-16
general ledger interface 14-50
Generate Chartkey page 14-58
GL BusUnit/HR BusUnit Mapping – Business Units Link Details page 14-55
GL Intfc – Non Comm Acctg – Run Parameters page 14-59
GL Reset Run Flag – Run Parameters page 14-61
gross receipts method 24-9
gross-ups
  deductions, overriding 23-47
  net pay 23-44
  processing 23-44, 23-45
  results, viewing 23-48
  running 23-45
  taxes, overriding 23-47
  zero net 23-45
group-term life insurance 11-1
  adjusting imputed income for U.S. employees 11-9
  calculating imputed income 11-4
  CAN deduction classifications 11-3
  deduction classifications 11-2
  deductions, setting up 11-2
  imputed income adjustment process 11-10
  imputed income calculation results, viewing 11-14
  tax options, setting up 11-3

H

Holiday Schedule Table page 5-4
holiday setup 5-4
HR Chartfield Distribution page 14-56
HR Chartfield Keys page 14-57
Human Resources tables, setting up 2-3

I

Imputed Income Adjustment – Imputed Income page 11-11
Individual Retirement Records - USF *See* IRR
input programs, overview 31-41
integration with Human Resources 2-4
interfaces 14-1
  enterprise integration points 14-14

extracting Time and Labor costs 14-25
general ledger 14-50
loading employee referral program data 14-22
loading variable compensation data 14-20
PeopleSoft Payables 14-35
PeopleSoft Payables, processing overview 14-37
PeopleSoft Payables, setup requirements 14-36
PeopleSoft Payables, understanding 14-36
PeopleSoft Payables, viewing extracted deductions 14-46
post processing Employee Referral Program 14-33
post-processing expenses 14-34
post-processing PeopleSoft Time and Labor 14-25
preprocessing Employee Referral Program 14-13
preprocessing Expenses 14-13
preprocessing PeopleSoft Time and Labor 14-1
preprocessing Stock 14-13
preprocessing Variable Compensation 14-13
resetting the GL Interface run flag 14-61
Time and Labor interface, understanding 14-1
transferring PeopleSoft Payroll for North America to PeopleSoft General Ledger 14-60

J

Job Data - Payroll page 24-8
job data, retro pay requests 20-2

L

leave accruals, USF adjusting balances 21-25
life insurance, group-term 11-1
Load OffCycle Data page 14-12
Load Time and Labor page 14-10
Load TL History – Load Time Labor page 14-28
Load TL History – OffCycle Dat page 14-28
Load/Reset Paysheet Trans page 14-17
Local Tax Data page 10-16

M

manual checks
entering 23-14
recording 23-13
maximum arrears payback 4-5
military service, crediting 10-32
modifications
contacting customers 31-7
cross-reference (.XRF) files 31-21
cross-reference (.XRF) reports 31-26
employee data input tables 31-9
flexible field lengths 31-55
number fields 31-57
paycheck output tables 31-15
payroll process input tables 31-11
Peoplesoft technical architecture 31-7
processes, understanding 31-17
producing a list 31-6
requirements, revisiting 31-5
reviewing 31-6
tables, payroll-related 31-7
multiple benefit programs 8-20
multiple jobs 8-14
FLSA overtime requirements for 8-14
setting up deduction subsets 8-17
MVS/DB2, process example 31-34

N

national ID, searching by 10-2
NETPAY deduction code 23-26
Notify Variable Compensation page 14-33
number fields, overview 31-57

O

one-time deduction overrides, processing 6-33
Online Check Paysheet page 23-10
Online Results page 23-11, 23-12
organizational framework 7-1
output programs, overview 31-45

P

parallel test checklist 16-1
pay calculation (CALCPAY)
defining parameters 17-24
errors, correcting 17-42
final calculation, running 17-44
FLSA rate calculations, double-time pay 17-24
FLSA rate calculations, hospital employees 17-19
FLSA rate calculations, hourly employees 17-7
FLSA rate calculations, mid-period rate changes 17-21
FLSA rate calculations, multiple-pay periods 17-23
FLSA rate calculations, public safety employees 17-15
FLSA rate calculations, salaried and nonexempt employees 17-13
FLSA, setting up 17-5
insufficient net pay 17-31
options 17-1
overview 17-1

payroll messages, reviewing 17-42
pre-calculation audit 17-4
process defined 17-1
results, reviewing 17-33
running 17-28
Pay Calculation page 17-25
Pay Caps/Limits page 3-53
pay confirm, running 18-2
pay confirmation
overview 18-1
pay calendars, confirming 18-5
results, reviewing 18-6
running 23-24, 23-33
setting up 23-33
Pay Confirmation page 18-3
pay earnings, additional 10-46
Pay Group - Bank/Tip Info page 24-5
Pay Group Table – Bank/Tip Info page 7-21
Pay Group Table – Calc Parameters page 7-6
Pay Group Table – Check Distribution page 7-16
Pay Group Table – Check Sequencing page 7-18
Pay Group Table – Definition page 7-6
Pay Group Table – Paysheets page 7-11
Pay Group Table – Process Control page 7-6
Pay Group Table – Report Parameters page 7-19
Pay Group Table - Time and Labor page 14-9
Pay Group Table, affect on paysheets 7-22
Pay Group Table, tipped employees 24-5
pay groups
defining 7-3
identifying 7-2
organizing your payroll 7-1
retro pay programs 20-2
Pay Limit and Cap page 3-4
Pay Message Table page 5-23
pay unconfirm, running 18-2
Paycheck Deductions page 17-37
Paycheck Earnings page 23-43
paycheck pages, understanding 17-34
Paycheck Reprint page 23-40
Paycheck Reversal/Adjustment page 23-22, 23-26
paychecks
about 23-3
adjusting 23-25, 23-27, 23-32
adjustments, entering 23-27
check, advice numbers 23-41
Dead Paychecks page 23-40
dead paychecks, viewing 23-40
NETPAY deduction code 23-26
paysheet entry, creating 23-32
reconciliation, performing 23-33
reversing 23-21, 23-24, 23-27
running pay calculation 23-28
Payline Earnings (Account) page 13-40
Payline page 13-16
paylines
data, accessing 13-38
payroll accounting lines, generating 14-59
payroll activities
CAN delivered with Canadian installation 14-52
delivered with U.S. installation 14-50
payroll data
maintaining 10-1
maintaining optional 10-64
reporting 25-26
reviewing and reporting 25-1
understanding 10-1
USF, retirement records 25-22
Payroll Data 1 page 10-65
Payroll Data 2 page 10-66
Payroll Error Messages – Payroll Messages page 13-7
payroll messages, reviewing and modifying 5-23
payroll process
information used 8-1
pay calendars, confirming 18-5
pay confirm 18-2
pay confirmation 18-1
preparing for 8-1
payroll processing
arrears, code setup 23-29
batch, final check 23-17
off-cycle 23-5
Paysheet – One-Time Deductions page 13-19
Paysheet – One-Time Garnishment page 13-23
Paysheet – One-Time Taxes page 13-24
Paysheet – Page Balances page 13-42
Paysheet – Paysheet page 13-9
Paysheet – Paysheet page (CAN) 13-12
Paysheet Creation page 13-6
Paysheet Earnings (Short Form) – Paysheet Earnings (Short Form) page 13-40
paysheet load process 14-16
paysheet processing, job data effective date 9-4
paysheets 13-1
creating 13-3
creating final check 13-27
creating, understanding the process 13-4
data, accessing 13-38
difference between paylines and paysheets 13-36
final check process 13-27
final check process, rerunning 13-35
final check reports, viewing 13-36
loading retro pay 20-12
manual check and reversal 13-27
modifying 13-8
presheet audit report 13-5
recording one-time deductions 13-18
recording one-time garnishments 13-18
recording one-time taxes 13-18
reports 13-43
reports, viewing 13-45
reviewing balances 13-41

special considerations for PeopleSoft Time and Labor 13-27
understanding 13-1
understanding paysheet page messages 13-2
using effectively 13-43
using pre-printed forms 13-44
working online 13-36
PeopleBooks
CD-ROM, ordering ii
printed, ordering ii
PeopleSoft Payables, enterprise integration points 14-49
PeopleSoft Time and Labor
other pages with related fields 14-30
processing information and guidelines 14-6
understanding consolidation 14-29
pre-calculation audit, overview 17-4
Process VC Awards page 14-21
processing programs, overview 31-43
Prorate Rule page 6-5
PS_BOND_LOG 15-8
PS_CAN_CHECK_YTD 15-9
PS_CAN_DED_BALANCE 15-9
PS_CAN_ERN_BALANCE 15-10
PS_CHECK_YTD 15-12
PS_DED_ARREARS 15-12
PS_DEDUCTION_BAL 15-12
PS_EARNINGS_BAL 15-14
PS_GARN_BALANCE 15-15
PS_INS_EARNS_BAL 15-16
PS_LEAVE_ACCRUAL 15-16
PS_ROE 15-23
PS_TAX_BALANCE 15-11, 15-25
PSPPYWKS 31-37

R

reconciliation
bank file, understanding 23-34
checks, performing 23-33, 23-35
Register of Separations and Transfers *See* ROST
Registration of Separation and Transfer page 28-3
reports 30-1
cross-reference (.XRF) reports 31-26
USF ROST - SF-2807 and SF-3103 28-3
retirement records, USF IRR process 27-1
retirement records, USF reviewing 25-22
retro pay
additional pay data, changing 20-3
calculating 20-7, 20-9
job data, changing 20-2
mass requests, defining 20-3
paysheets, loading to 20-12
processing, overview 20-1
programs, defining 20-2
programs, pay groups 20-2
reporting 20-14
requests, creating 20-2
requests, deleting 20-5
requests, reviewing 20-5
setting up 20-2
undoing process 20-10
USF interest calculations, managing 20-18
USF interest, understanding 20-19
Retro Pay Calculate page 20-7
Retro Pay Delete page 20-11
Retro Pay Load Paysheets page 20-13
Retro Pay Mass Request page 20-4
Retro Pay Program – Program Table page 3-59
retro pay programs
establishing 3-58
understanding 3-58
Retro Pay Review and Update page 20-9
ROE - Canadian record of employment
printing 26-17
reviewing, online 26-16
updates, online 26-16
Run Leave Accruals page 18-6
Runctl Pay W4 W5 page 10-20

S

savings bonds, establishing 5-7
Send Vouchers to AP page 14-48
setup list, overview 31-50
shift differentials 3-64
Shift Table page 3-64
shifts
establishing 3-62
understanding 3-62
single check, issuing 8-15
Special Accumulator Balance Adjustment page 25-16
special accumulator balances, CAN adjusting 21-40
special accumulators 4-11
establishing types 3-61
understanding 3-61
SQL API
data list 31-50
dynamic SQL interface 31-53
interface 31-47
interface data 31-52
overview 31-46
parameter descriptions 31-48
restrictions 31-51
setup list 31-50
SQRs, using 15-27
standard page element definitions 1-1
State Tax Data page 10-11
stock purchase refunds and stock option data, loading 14-24

T

table access programs, overview 31-38
tables
  employee data input tables 31-9
  output programs 31-45
  paycheck output tables 31-15
  payroll process input tables 31-11
  payroll-related 31-7
  processes, understanding 31-17
Tax Balance Adjustment page 25-18
tax balances
  adjusting 21-19
  CAN adjusting 21-42
  CAN Canadian, reviewing 25-19
  E&G 1042, adjusting 21-21
  U.S, reviewing 25-17
Tax Distribution page 10-21
Tax Form Definition page 26-8
tax tables, setting up 2-7
termination, stopping deductions 9-5
thrift savings voucher
  setting up 19-16
tip allocation
  methods 24-9
  overview 24-9
  reporting 24-17
Tip Establishment page 24-5
tipped employees
  allocation process 24-9
  Federal/State Tax Table 24-5
  gross receipt method 24-9
  Pay Group Table 24-5
  payroll system, setting up 24-1
  reported tips 24-2
  reporting 24-17
  tip credit 24-2
  W-2 form, setup 24-9
  wage adjustments, minimum 24-2
  working with 24-1
tips *See* tipped employees
Tips Allocation Status page 24-18
Tips Processing page 24-4
Treasury and FRB Bonds page 19-14

U

U.S. Savings Bond Activity Log page 10-62
U.S. Savings Bond Specification page 10-59
U.S. savings bonds purchases 10-57
union dues 8-19
Update Allocation Balances page 24-15
upgrades
  cross-reference (.XRF) files 31-21
  cross-reference (.XRF) reports 31-26
  employee data input tables 31-9
  future ongoing liability 31-2
  modification requirements 31-5, 31-6, 31-7
  payroll process input tables 31-11
  payroll system capabilities 31-4
  Peoplesoft technical architecture 31-7
  tables, payroll-related 31-7
USF Accrual Ledger page 21-29
USF Accrual Nonpay Ledger page 21-25
USF Accrual Nonpay page 18-7
USF Accrual Restore Secondary page 21-28
USF Accrual Summary page 21-26
USF Adjust Employee Fiscal Year History page 27-8
USF Adjusting Leave Accrual Balances, overview 21-25
USF Adjustment page 21-30
USF agency interfaces
  electronic certification system (ECS) 19-1
  processing 19-1
  setting up 19-1
USF Calc Military Service Interest page 10-41
USF common page agent, setting up 2-5
USF Correction IRR page 27-5
USF correction IRR, generating 27-4
USF Deduction Distribution Information page 4-34, 10-29
USF Deduction Remittance Information page 4-35
USF Deduction Table – Setup page 4-5
USF Earnings Accrual - Class page 3-36
USF earnings accrual classes, understanding 3-33
USF Earnings Accruals – Balance page 3-47
USF Earnings Accruals - Cascading page 3-49
USF Earnings Accruals – Ceiling/Carryover page 3-40
USF Earnings Accruals – Expiration/Termination page 3-44
USF Earnings Accruals – Rates/Bonus page (USF) 3-46
USF earnings codes, defining IRR reportability 3-67
USF Earnings Information page 10-36
USF ECS Controls page 19-3
USF ECS Extract Controls page 19-4
USF ECS off-cycle disbursements, preparing 19-7
USF ECS Schedule Account Information page 19-5
USF ECS Summary Detail page 19-5
USF ECS Summary Reel Numbers page 19-6
USF ECS Summary Remarks page 19-6
USF ECS Transmission Data/Summary page 19-4
USF ECS Transmission, selecting schedules 19-12
USF electronic certification system (ECS), setting up controls 19-1
USF Federal Distribution Destinations page 4-8
USF Federal General Deduction Routing Information page 4-33

USF Fiscal History page 10-73, 25-24
USF fiscal year history, adjusting 27-8
USF Garnishment Specification Data 2 page 6-31
USF General Deduction Data page 10-28
USF General Deduction Distribution page 4-33
USF General Deduction Table page 4-28
USF Government Retro Interest page 20-20
USF individual retirement record processing 3-66
USF IRR - Individual Retirement Record
correcting 27-4
generating supplemental 27-4
process overview 27-1
USF IRR Control page 10-70, 25-23
USF IRR Data 10-68
monitoring 10-68
understanding 10-68
USF IRR Fiscal Data Accumulation page 27-7
USF IRR fiscal data accumulation, identifying year settings in pay calendar 3-69
USF IRR Remarks
associating with PARs 3-67
understanding 3-66
USF IRR Remarks page 3-67, 10-74, 25-25
USF IRR Retirement Form, identifying in Retirement Plan Table 3-68
USF IRR Service Hist page 10-71
USF IRR Service History page 25-23
USF leave accrual process 3-32
USF leave accruals, processing 18-6
USF military deposit interest, calculating 10-40
USF Military Deposits Closed Accts page 10-39
USF military service
closing a deposit 10-39
crediting to civilian retirement 10-31
USF Military Service Deposit page 10-40
USF Off-Cycle Deduction page 19-11
USF Off-Cycle Net page 19-9
USF PAR Remarks page 10-72
USF Pay Plan Table - Pay Plan page 3-53
USF Pay Plan Table – Pay Plan Process Control page 3-54
USF pay plans
establishing 3-52
understanding 3-53
USF PS_LEAVE_ACCRUAL 15-17
USF Re-Employed Annuitant - Annuity Report Details page 3-51
USF Re-Employed Annuitant - Annuity Report Totals page 3-52
USF Re-employed Annuitant Information, viewing 3-50
USF retirement records
IRR, generating 27-4
IRR, supplemental 27-4
USF Retro Pay Interest page 20-21
USF RITS Interface page 19-20
USF RITS interface process, running 19-19
USF ROST - Register of Separations and Transfers
generating SF-2807 and SF-3103 28-2
overview 28-1
summary - reviewing 28-3
USF ROST process 3-66
USF ROST Summary page 28-4
USF Service Information page 10-34
USF Supplemental IRR page 27-5
USF Thrift Saving Plan, setting up 19-18
USF Transaction Information page 10-37
USF Treasury and FRD Bond Interface, setting up 19-13
USF TSP Interface page 19-19
USF TSP Voucher page 19-16
USF W-2 Company Data page 2-6
USF WGI/tenure nonpay hours, determining accumulated 18-7
USF WGI/Tenure Update page 18-7
utility programs, overview 31-42

V

Vanilla Payroll
Peoplesoft technical architecture 31-7
running at site 31-4
using 31-4
Vanilla PeopleSoft system 31-4
variable compensation data, post-processing 14-31
View/Delete Retro Pay Request page 20-6
voucher records 14-38

W

W-2 data
correcting, (US) 25-20
examining, (US) 25-20
W-2 form, tipped employees 24-9
W2c page 10-77

Y

year-end processing 15-27
year-end processing, access instructions 29-1