



PeopleSoft 8.3 Payroll Interface PeopleBook

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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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:

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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 <i>Active</i> or <i>Inactive</i> .
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
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.

Person Name	
Last:	津村
First:	友則
Alternate Character Name:	ツムラトモリ
Name:	津村 友則

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

Comp Rate Code: TSDFLT

DescriptionSalaried Default

☒ Base Pay☐ Use Highest Rate

☐ Default Without Override

Rate Code Type: Flat Amount

Rate Code Class:

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

First 1 of 1 Last

AmountsChangesConversion

*Rate Code	Seq	Manually Updated	Change Amount	Change Points	Change Percent
1	0	☐	0.000000		0.000

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						First	1 of 1	Last
Amounts		Changes		Conversion				
*Rate Code	Seq	Source	Default Without Override	Apply FTE	Converted Comp Rate			
1		None	☐	☐		+	-	

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 <i>Absorbing Premium</i> , <i>Seniority Pay</i> , <i>Job Code</i> , or <i>Manual</i> .
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.

*Description:	This is a required field
----------------------	---

Example of a required field label

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

Typographical Conventions and Visual Cues

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

Please take a moment to review the following typographical cues:

monospace font

Indicates PeopleCode.

Bold

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

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

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 Interface PeopleBook

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

This preface explains how to use the documentation for PeopleSoft Payroll Interface. General information you should know before you begin using PeopleSoft documentation is presented in About These HRMS PeopleBooks. It provides information about the following topics:

- Using related documentation such as the PeopleSoft Application Fundamentals for HRMS PeopleBook.
- Ordering documentation on the Internet, on CD-ROM, and in hardcopy.
- PeopleBooks standard page element definitions.
- Required fields on pages.
- Typographical conventions and visual clues in the documentation.
- Process introductory table explanation.
- U.S. Federal Government functionality designation within the documentation
- Education and Government functionality designation within the documentation
- Local country functionality designation within the documentation
- Comments and suggestions about the documentation.

Note. We strongly recommend that you read About These 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 Interface.

<i>Field</i>	<i>Definition</i>
Extension	The phone extension number for a person or organization.
Province	Province for address.

See Also

About These HRMS PeopleBooks

CHAPTER 2

Introducing PeopleSoft Payroll Interface

This section provides an overview of PeopleSoft Payroll Interface and discusses implementation issues.

Understanding PeopleSoft Payroll Interface

PeopleSoft Payroll Interface enables you to map PeopleSoft human resources management system (HRMS) data to a third-party payroll system. With Payroll Interface, you can maintain employee-related data in PeopleSoft HRMS while using another payroll system to perform gross-to-net calculations and payroll year-end processes.

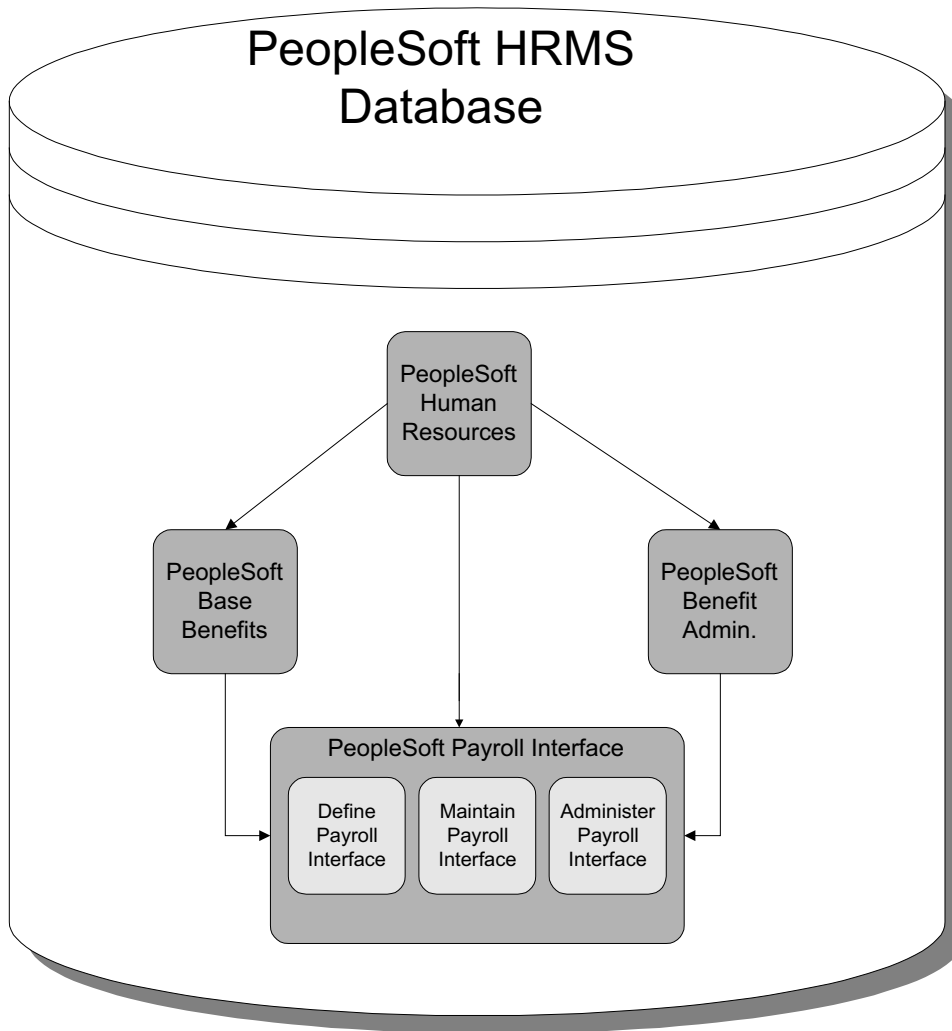
Payroll Interface calculates and confirms deductions, then exports employee-level personal, job, salary, deduction, and tax information that the third-party payroll system needs to produce paychecks each pay period. Payroll Interface can then import the processed payroll results into inquiry tables with check, earnings, deduction, and tax details.

Note. Data imported into Payroll Interface does not integrate into other HRMS applications without additional technical configuration of either Payroll Interface or the other application.

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

Then you assign matching source records and fields for the third-party payroll system and specify conversion rules (format, code translation, or COBOL special processing). Once the fields have been selected and defined and employees have been mapped to a target system employee ID, you can define your export and import file layouts.

You can also configure online data entry pages to mirror those of the third-party payroll system. For example, you can enter HR data into PeopleSoft and develop a special page for payroll enrollment. When Payroll Interface executes the export, the new enrollment data would pass all the necessary data to the third-party payroll system.



PeopleSoft Payroll Interface integrated with PeopleSoft HRMS

Note. PeopleSoft Payroll Interface can export any HRMS record with Employee ID as a field. This PeopleBook describes setting up various HRMS tables to export data to your third-party payroll system using Payroll Interface. However, data in other HRMS tables can also be exported; you can create views for this purpose. Examples of views include joining employee-level tables with setup table information, using SQL Where clauses, and using “if-then” conditional logic. This can be verified through the Application Designer.

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

(USF) See Also

(USF) Understanding National Finance Center (NFC) Data Export

Understanding Payroll Interface Components

Payroll Interface has three main components: deduction calculation, export, and import.

Deduction Calculation Deduction calculation (or *DedCalc*) is activated before the Export process. Deduction calculation references PeopleSoft benefits and deduction tables to calculate benefits and general deductions for identified employees. The process uses pay calendars and pay groups to calculate the deduction amount for the applicable pay period and identifies the proper deduction code to signify the type of deduction.

Flat-amount deductions and deductions that are a percentage of salary can be calculated in Payroll Interface. If you use PeopleSoft Benefits or PeopleSoft Benefits Administration, you can use rate tables that alter the pay-period deduction amount as derived in the Deduction Calculation process. Deductions that are dependent on gross pay are not calculated in Payroll Interface; gross pay can be determined only in a payroll system. Payroll Interface does not perform any gross-to-net pay calculations.

Once deductions are calculated, you confirm them to continue with the Export process or unconfirm them to recalculate.

Note. You don't need to implement deduction calculation if your third-party payroll system calculates all deductions.

Export

You use the Export process to map and *translate* data from PeopleSoft HRMS to another system. For example, the sex of an employee may be stored as Male and Female in PeopleSoft, but the values 1 and 2 are used by the third-party system. This translation and mapping capability enables you to define data in PeopleSoft that makes sense in the human resource function of the organization and still maintain data in the format required by the third-party payroll system.

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

1. The defined data is selected from the PeopleSoft employee records (tables).
2. The data is compared against the data output from the previous export, to identify changes that have occurred since the last export. That way you can export just the changes.
3. The employee data is then exported to either a flat file or a table, based on the data mapping you defined.

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

Note. You can export a subset of data from PeopleSoft Time & Labor. Data exported from Time & Labor is in daily instances of payable time. Summarized time for a pay period is not available for export. As many third-party payroll services charge by the transaction, be cautious when importing Time & Labor data.

Import

After your third-party payroll system calculates and finalizes your payroll, you can import the data into standalone tables. These tables do not interact with the rest of the HRMS system without additional technical configuration. But you can view check summary and balance information and implement custom reports.

The data imported into PeopleSoft is the actual processed payroll data. There is no translation from the payroll system's format. For example, if you have an earnings code of HRLY for hourly earnings, but your third-party system requires that earnings code be translated to HRY during export, the imported data is the third-party value of HRY. The same translation process also applies to the PeopleSoft employee ID versus your payroll vendor's ID. However, you could overcome this in reports by joining the payroll vendor's ID to the appropriate Payroll Interface field translation table and employee table.

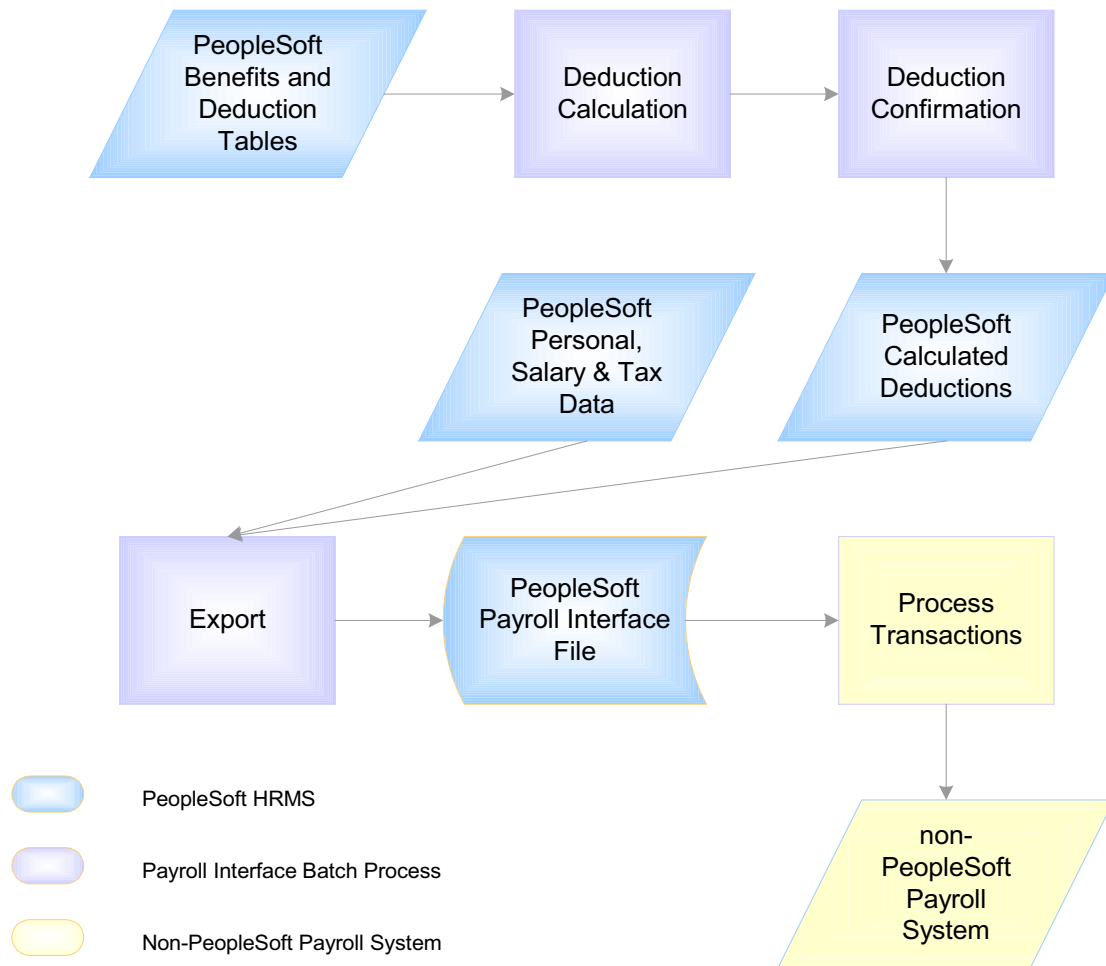
Sample Data Definitions

Payroll Interface is delivered with three sample data definitions for export and two for import. The three export file formats are logical, physical, and comma-separated value (CSV). The two import file formats are pay-period detail and year-to-date. Both import definitions use a physical layout.

Careful examination of the sample data will help you set up Payroll Interface.



PeopleSoft Payroll Interface



Payroll Interface High-level Process Diagram

Understanding Export Process Details

The export process is driven by pay calendars. Pay calendars are keyed by COMPANY, PAYGROUP, PAY_END_DT, and RUN_ID. This allows for one or more Pay Calendars to be associated or grouped together for processing by the RUN_ID.

To run a Payroll Interface process, you enter the RUN_ID to be processed. Based on run options you select, you either need enter a PI_RUN_NUM (payroll Interface run number) or have the system generate one for you. This number is the key field used to track the process from now on.

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

The Payroll Interface run number (PI_RUN_NUM) is a key field in identifying a unique row in the compare tables. Payroll Interface first examines the current pay end date for effective-dated tables, and then the previous run number (PI_RUN_NUM) in determining whether a mapped data element value has changed.

The Export/Compare process recognizes the following transactions:

- The pay period is determined by the pay run ID assigned to the pay calendar entry selected for the export process. When a data value in an effective-dated table has changed during the processed pay period (the effective date is between the pay period begin date and pay period end date) and the Eff Dt Ind (effective date indicator) field on the Interface System Table 1 page is set to Current, the compare process identifies a change when the table PI_PARTIC_EXPT has a different value from the previous Payroll Interface run number. If you run the Export/Compare process multiple times using the same pay run ID with a run option of “NEW”, the run number is incremented, and the compare process will only examine the previous export run. Therefore, Payroll Interface will not recognize effective-dated or multiple effective-dated transactions that are outside of the current payroll period. For example, an employee with multiple rate changes that have effective dates prior to the current processing period will have only the most current rate passed to the third-party payroll system. Also, Payroll Interface will only select the current row of data when there is more than one effective sequence for one effective-dated transaction. If the Eff Dt Ind field is set to All, then the system compares and exports all rows.
- For non-effective-dated transactions, the compare process identifies a change from PI_PARTIC_EXPT based on the previous export process (keyed by the run number). It does not look at the pay period.

(USF) Understanding National Finance Center (NFC) Data Export

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

The bulk of this documentation addresses the generic commercial features of Payroll Interface. Information specific to the federal government is noted separately.

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

Implementing Payroll Interface

Setting up Payroll Interface requires a thorough understanding of your third-party payroll system and its import specifications. You'll need to answer the following types of questions:

- What payroll data does PeopleSoft own?
- What payroll data do you want your third-party payroll system to own?
- Do you want to calculate deductions or do you want your third party payroll system to do them?
- What data file format does your third-party payroll system need?
- Does the exported file require any special process logic?

To ensure a smooth implementation, you should:

- *Secure full executive sponsorship.* You need cooperation from multiple departments, such as Payroll, Human Resources, Finance, and Information Services.
- *Set aside sufficient time and resources, including project management resources.* Implementing Payroll Interface requires design, planning, development, implementation, and testing. While strong project management is especially critical for global implementations with multiple companies, all implementations require a firm hand with scheduling and details.
- *Attend Payroll Interface training and get experience with the product.* Implementing Payroll Interface requires both functional and technical expertise. Practice first by using the delivered sample data to understand how Payroll Interface works. Then, create your own definitions and output file using the delivered demo data as the model. Finally, copy a “live” database—don't use the actual live database—from your organization. Configure it and run Payroll Interface to test the export and/or import processes using your organization's actual data.
- *Apply any updates or fixes.* Contact Customer Connection for any applicable patches that have been posted since the general release.

Assembling Your Implementation Team

Recommended team members for a Payroll Interface implementation include:

- *PeopleSoft Payroll Interface lead (and a backup).* The lead is responsible for Payroll Interface setup and configuration, and for the initial export/import of data. The lead must understand PeopleSoft Payroll Interface as well as third-party payroll import specifications. Keep the backup lead in the loop during the entire implementation process.

- *Payroll functional lead.* The functional lead is the actual recipient of the exported payroll data file. The functional lead should know about payroll codes, employee payroll data, and the steps involved in processing payroll. The functional lead needs to understand the third-party payroll application's capabilities, if not its technical details.
- *PeopleSoft technical lead/database administrator.* The database administrator handles table maintenance, technical configurations, SQL, PeopleTools, the Application Engine, COBOL, and PeopleCode.
- *Functional HRMS/benefits lead.* The HRMS functional lead must understand HR data and the transactions and business processes involving Payroll Interface, including PeopleSoft benefits and deduction calculation.
- *HRMS project lead.* The HRMS project lead manages Payroll Interface implementation and ongoing maintenance. Sometimes another team member takes on these duties.

Conducting a Functional Analysis

After you've identified the implementation team, determine functional requirements for the implementation.

- *Establish data ownership.* Establish the actual owner of the data, typically either the HR or the Payroll department.
- *Identify business processes, transactions, and data flow.* Create a flow chart that shows data movement in different situations, such as for new hires, transfers, and pay rate changes.
- *Determine common data elements.* Determine common elements and relationships between the existing employee data and the requirements of the third-party application. Identify field mapping and translation requirements.

Your goal is to replicate end-user data entry into the payroll system for common data elements.

Conducting a Technical Analysis

Next analyze your technical requirements.

- Identify fields from PeopleSoft employee-level tables to export. You might create additional views.
- Identify third-party payroll system fields and understand import specifications. Use the third-party payroll system's technical support for assistance.
- Identify special processes, routines, calculations, or conditional logic. Isolate requirements as early as possible.

Configuring the System

Then configure Payroll Interface to meet your identified data export and import needs.

- Understand Payroll Interface's delivered capabilities.
- *Complete the data mapping.* Base your data mapping on the information gathered during the functional and technical analyses.
- *Bridge any gaps with your own code.* Use COBOL, SQR, Application Engine, PeopleCode programs, or SQL views for any custom programming.
- *Document everything.* This is critical for troubleshooting and maintenance.

Determining Implementation Milestones

Use these suggestions as a starting point for your own schedule.

Task	Follow-on Task	Value
Determine Payroll Interface business process analysis and design.	Identify and select key team members.	You can understand how your organization's maintenance and use of payroll data integrates with Payroll Interface.
Assign Payroll Interface technical and functional leads.	Learn Payroll Interface setup and processing.	You can build the external files necessary to export and import.
Obtain third-party payroll service file layout (export and import) documentation.	Map PeopleSoft fields to your third-party payroll system's fields.	You can create the PeopleSoft external file layout.
Obtain physical sample payroll files (export and import).	Compare the files against their documentation.	You can validate your understanding of the file structure needed for exporting and importing.
Attend PeopleSoft Payroll Interface training.	Fully understand the functionality and configuration requirements of Payroll Interface.	You can understand Payroll Interface details and ask questions of the instructor.
Detailed understanding of technical Payroll Interface export and import functionality.	Identify gaps.	You can determine the scope of your implementation to more accurately assess your resource allocation.
Understand payroll export file processing logic.	Identify any PeopleSoft program modifications necessary.	You can further refine project scope.

Task	Follow-on Task	Value
Identify a third-party payroll system technical representative.	Contact for clarifications or questions.	You can reduce the length of the Payroll Interface implementation if your questions are answered promptly.
Create PeopleSoft Payroll Interface file definitions.	Test sample demo data.	You can see if your definitions work.
Develop Payroll Interface test plan.	Incorporate functional and technical users into the test plan.	You can validate that functional and technical requirements are satisfied.
Establish and confirm PeopleSoft HR, Payroll, and Benefits foundation tables.	Incorporate functional and technical users into the test plan.	You can determine the PeopleSoft foundation tables and employee-level data, which you can then validate against your third-party payroll system's validation tables.
Populate, verify, and test employee-level data tables.	Test "live" corporate data.	You can validate employee-level data to third-party payroll system.
Conduct error-free deduction calculation run.	Export benefit deductions through the interface.	You can validate employee-level deductions to your third-party payroll system.
Install and train on third-party payroll system import software.	Import file created by PeopleSoft Payroll Interface into third-party system.	You can debug import errors. If applicable, synchronize with third-party payroll system validation tables in the import software.
Set up test "company."	Run parallel tests and send the PeopleSoft Payroll Interface export file to your third-party payroll system.	You can validate Payroll Interface export.
Import sample paycheck and balances into PeopleSoft.	Validate third-party payroll system's file layouts and contents.	You can create payroll earnings reports in PeopleSoft and view data online.

Obtaining Information from Your Third-Party Payroll Provider

Ask the following kinds of questions:

- What file format is required for import (such as comma-delimited or a physical sequence)? Is there a choice on the type of fields exported? Which type of file is recommended for personal data?
- What's the required file layout? For example, should there be a header record using field names or field name codes followed by the value? Also, should there be a trailer record?

- Can you accept a flat file of employee data each pay period? (That is, a full export instead of just changes.)
- What are file naming conventions? Where should export files be placed?
- Do earnings and personal data need to be in separate files?
- Are any fields effective-dated?
- What is the unique key field or combination of fields that identifies an employee? For example, payroll ID or national ID (SSN).
- What fields are mandatory? Are fields different for new hires or changes to existing data? Do any fields need to be paired or grouped together?
- What is the maximum number fields per output record?
- Can new hires and changes be in the same file?
- Are there user-defined lists, such as cost center lists, that have to be preloaded with HRMS PeopleSoft values? (For each user-defined list, you need the third-party payroll provider's values to set up correct data mappings.)
- Are there reports that validate the Payroll Interface export file? For example, a report that identifies changes to the system.
- Who prepares the export file from the third-party payroll system?
- How do you set up a test database with the third-party payroll software? (You should run test imports into the third-party system, but you do not want to touch the production database.)

Mapping Your Data

Data mapping from PeopleSoft to the third-party payroll system is a vital implementation step. Data mapping requires two considerations:

- PeopleSoft field locations must match up with payroll system field locations. For example, if your third-party payroll system receives data for hire status in the 30th position of a physical export file, then you must configure Payroll Interface to place this data in the 30th position of your export file.
- Data values must be translated accurately. For example, the hire-status value for active employees is maintained in PeopleSoft as *Active*. In your third-party payroll system, the same data might be maintained using the value *A*. To "map" your PeopleSoft data to your third-party payroll system you would have to construct your file export process to write a value of *A* to the export file every time it sees a value of *Active* in the PeopleSoft data. That's because the value of *Active* means nothing to the third-party payroll system.

Note. When you define a value from one system as corresponding to a different value in another system, you are using *translate values*. Translate values are defined on the Interface Field 2 page.

You should create a spreadsheet or other document to facilitate data mapping. The following table provides a starting point for such a document.

<i>Spreadsheet Column Heading</i>
Third-party Field Name
Third-party Field Values
Third-party Field Format
Payroll Interface Field Name (Note: Use this name to set up the interface file definition when you implement export/import file layout.)
Length
Description
PeopleSoft Record.(Table) Field Name
PeoplsSoft/Third-party Translate Values
PeopleSoft Payroll Interface Field Format
Comments
Requirements/Conditions (per third-party documentation)

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

See Also

“Preparing for Data Export,” Specifying External Files to Import or Export

“Preparing for Data Export,” Defining Interface Files

Understanding the Impact of Employee Actions

Be sure to analyze all of your human resources, benefits, and payroll transactions and understand any relationships between them and your third-party payroll's technical import requirements.

Action	Questions
Hire	• What ID do you use for payroll? • How do you assign employee IDs? • How does the payroll system identify new hires? • Are there special requirements for a new-hire transaction? • What are the minimum required data fields?
Rehire	• How are rehires processed? • Is the same payroll ID used over and over again? • How does the payroll system set up a rehire? Are pre-existing or new IDs used? • What impact might existing rehire procedures have on Payroll Interface?
Terminations	How does the payroll system handle terminations? Do you need to send over a special code? Do you need to zero out compensation values? Do you need to zero out date fields? Do you need to send any stop transactions?
Employee ID Changes	Do you need a procedure to ensure that the employee ID / payroll ID relationship is maintained in the Payroll Interface Employee ID table?

CHAPTER 3

Setting Up PeopleSoft Payroll Interface

This chapter provides an overview of how to set up PeopleSoft Payroll Interface, including other prerequisite HRMS tables.

Setting Other PeopleSoft HRMS Components

Before you can use PeopleSoft Payroll Interface, you must set up other PeopleSoft HRMS tables. These include:

<i>Component</i>	<i>Navigation</i>
Installation Table	Define Business Rules, Define General Options, Setup, Installation Table
Company Table	Define Business Rules, Manage Human Resources (GBL), Setup, Company Table Define Business Rules, Manage Human Resources (USF), Setup, Agency Table
Department Table	Define Business Rules, Manage Human Resources (GBL), Setup, Department Table Define Business Rules, Manage Human Resources (USF), Setup, Department Table
Job Code Table	Define Business Rules, Manage Human Resources (GBL), Setup, Job Code Table, Job Code Profile Develop Workforce, Manage Positions (USF), Setup, Job Code Table, Job Code Profile Develop Workforce, Plan Careers, Setup, Job Code Table, Job Code Profile Define Business Rules, Define Business Rules (FPS), Setup FPS, Jobcode, Job Code Profile
Pay Group Table	Define Business Rules, Define Payroll Interface, Setup, Pay Group Table
Pay Run Table	Define Business Rules Define Payroll Interface, Setup, Pay Run Table

Component	Navigation
Balance ID Table	Define Business Rules, Define Payroll Interface, Setup, Balance ID Table
Pay Calendar Table	Define Business Rules, Define Payroll Interface, Setup, Pay Calendar Table
Pay Calendar Creation	Define Business Rules, Define Payroll Interface, Process, Pay Calendar Creation
Tax Location Table	Define Business Rules, Define Payroll Interface, Setup, Tax Location Table
Bank/Branch Table	Define Business Rules, Define Payroll Process, Setup 1, Bank/Branch Table
Form Table	Define Business Rules, Define Payroll Process, Setup 1, Form Table
Holiday Schedule Table	Define Business Rules, Define Payroll Process, Setup 1, Holiday Schedule Table

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Using Pay Calendars,” Establishing Pay Run IDs

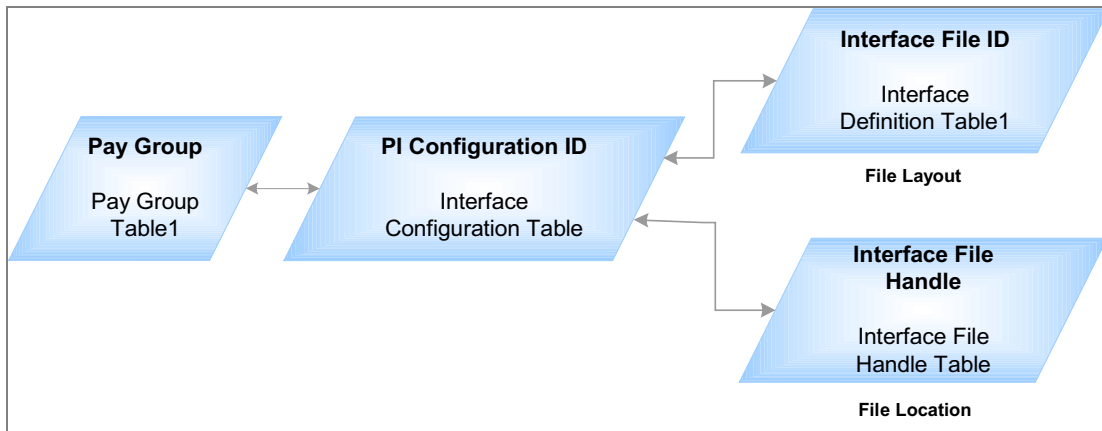
PeopleSoft Application Fundamentals for HRMS PeopleBook, “Using Pay Calendars,” Creating Pay and FLSA Calendars

Special Considerations

- You can use Payroll Interface, North American Payroll, and Global Payroll within the same database.
- When preparing for a conversion, you typically set all effective dates to the same date. Most tables also have a status, which you would normally leave as *Active*.
- The tables discussed in this chapter are used for both Payroll for North America and Payroll Interface. Although the table setup is greatly reduced for Payroll Interface, you must make some entries that don’t seem to apply to Payroll Interface. These are necessary to meet the minimum requirements to save the table.
- You can also access the tables described in this chapter from the Define Payroll Process window (or, for federal users, on the Define Payroll Process (USF) window).
- **Important!** The PI Configuration ID relates your pay groups to your PeopleSoft Payroll Interface process. If the PI Configuration ID is not properly defined when it is inserted into the proper field locations (Pay Group Table1, Interface Definition Table1, and Interface File Handle Table), then the Payroll Interface processes will not function correctly.

Working With Pay Groups

The diagram below graphically illustrates how pay groups work with PeopleSoft Payroll Interface.



PI Configuration ID ties Pay Group to PeopleSoft Payroll Interface

Setting Up Tax Tables

If you plan on mapping and exporting employee-level tax information, you will have to set up your tax tables.

The pages used to set up tax tables are fully documented in the *PeopleSoft Application Fundamentals for HRMS* PeopleBook. Please refer to that documentation.

Setting Up Calendars

You'll use the Pay Calendar Table component to create cycles for Payroll Interface processing by pay group.

The pages used to set up calendars are fully documented in the *PeopleSoft Application Fundamentals for HRMS* PeopleBook. Please refer to that documentation.

See Also

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

CHAPTER 4

Defining Earnings

This section provides an overview of defining earnings and discusses how to:

- Set up earnings codes.
- Establish earnings programs.
- (USF) Establish pay plans.

Understanding Earnings

The Earnings Table defines the earnings that you export and import to your third-party payroll system. It stores the earnings codes that identify earnings types—regular, overtime, any additional applicable pay, and so forth. It also stores parameters and rules for calculating earnings.

Remember that Payroll Interface does not perform any earnings calculations, including gross to net calculations. You use Payroll Interface to export the data, which is then processed within your third-party payroll system.

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

Note. Some of the tables described in this chapter can also be accessed in the Define Payroll Process window.

See Also

“Defining Deductions“

“Introducing PeopleSoft Payroll Interface,” Implementing Payroll Interface

Setting Up Earnings Codes

The only earnings required for Payroll Interface are regular, overtime, and holiday, which are required fields on the Pay Group Table. Additional pay items are defined on the Earnings Table.

Note. Although it's not required, you can set up codes on the Earnings Table for all the earnings used in your payroll system, not just additional pay items. This can help with troubleshooting.

Page Used to Set Up Earnings Codes

Page Name	Object Name	Navigation	Usage
General	EARNINGS_TABLE1	Define Business Rules, Define Payroll Interface, Setup, Earnings Table, General	Add earnings codes.

Adding Earnings Codes

Access the General page.

General | Taxes | Calculation | Special Process

Earnings Code: BNS

Earnings Information Find First 1 of 1 Last

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

*Description: Bonus

Short Description: Bonus

*Allowable Employee Types: All

Payment Type

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

Effect on FLSA

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

Eligible for Retro Pay

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

☐ Hours Distribution ☐ Administrative Stipend Flag

General page

Note. To define earnings codes here, you first need to set up the required earnings codes on Pay Group Table 3.

Establishing Earnings Programs

An earnings program combines all the valid earnings codes for one or more pay groups.

For example, since executives do not get overtime pay, their pay group's program cannot include the code for Overtime.

The earnings program you enter on Company Table is default for the pay groups you set up on the Pay Group Table. You can specify a different program on Pay Group Table 3. However, you cannot override the pay group earnings program at the employee level: if Nancy Blue belongs to a certain pay group, she must belong to that pay group's earnings program.

Page Used to Establish Earnings Programs

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Earnings Program Table	EARNNS_PROGRAM_TBL	Define Business Rules, Define Payroll Interface, Setup, Earnings Program Table (USF) Define Business Rules, Define Payroll Process (USF), Setup 1, Earnings Program Table	Define earnings programs.

Defining Earnings Programs

Access the Earnings Program Table page.

Earnings Program Table

Earnings Program ID: KU1

Earnings Program Find | View All First 1 of 1 Last

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

*Description: US Earnings Program

Short Description: US Erns

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

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

Earnings Program Table page

(USF) Establishing Pay Plans

Employees are assigned to pay plans when they are assigned positions or job codes. This section describes how to:

- Enter pay plans.
- Set up pay plan process control.

Pages Used to Set Up Pay Plans

Page Name	Object Name	Navigation	Usage
Pay Plan	GVT_PAYPLAN_TB L	Define Business Rules, Define Payroll Process (USF), Setup 1, Pay Plan Table, Pay Plan	Enter pay plans.
Pay Plan Process Control	GVT_PAYPLAN_TB L2	Define Business Rules, Define Payroll Process (USF), Setup 1, Pay Plan Table, Pay Plan Process Control	Establish pay limits and exempt overtimes rates for pay plans.

Entering Pay Plans

Access the Pay Plan page.

Pay Plan Pay Plan Process Control

Pay Plan: GS

Effective Date:	*Status:	Description:	Short Description:	*Classification Authority:
01/01/1980	Active	General Schedule	GS	Title 5, GS Class System

Pay Plan is Eligible for

- ☒ Auto Within Grade Increase
- ☒ Premium Pay
- ☐ Non-Numeric Steps
- ☒ Interim Geographic Adjustment
- ☒ Law Enforcement Officer Pay
- ☒ Locality Adjusted Pay

Wage Grade FEGLI Accumulator

FEGLI Accumulator:

Pay Plan page

Classification Authority Select the pay plan's classification authority from the Translate Table.

Establishing Pay Plan Process Control

Access the Pay Plan Process Control page.

Pay Plan Pay Plan Process Control

Pay Plan: GS General Schedule

Biweekly Pay Limits View All First 1 of 1 Last

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

Spcl Accum: BPL Biweekly Pay Limits OK to Pay ☒

Pay Limits and Exempt OT Rates View All First 1-3 of 4 Last

Seq	*Earning Process Type	LEO Rule	Loc Rule Determinant	Pay Rate	*Pay Plan Sal Plan	*Grade	Step	Disposition	*Mult. Factor	Emergency
☐	Ann Limit	☐	☐		EX		V		100	☐
☐	Ann Limit	☐	☒		EX		IV		100	☐
☐	Overtime	☐	☒		GS		10	1	100	☐

Conversion Factors View All First 1-2 of 2 Last

*Standard Hours From	*Standard Hours To	*Hourly Rate Conv Factor
1	40	2087
50	56	2912

Pay Plan Process Control page

Pay Limit Check Required, OK to Pay, and Special Accumulator Code

If the plan is subject to biweekly check limitations, select the two check boxes and the appropriate accumulator code.

Earning Process Type

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

CHAPTER 5

Defining Deductions

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

- Set up deductions.
- Define general deductions.

Note. You can also access some of the tables described in this chapter in the Define Payroll Process window.

Understanding Deductions

There are two parts to defining a deduction in PeopleSoft HRMS:

- You use the Deduction Table to specify processing details, including deduction priority, how the deduction affects taxes, related general ledger account codes, and so on.
- You define the actual deduction calculation on the General Deduction Table or on the Benefits Tables, depending on the type of deduction you are setting up. You use the General Deduction Table for non-benefit deductions, such as parking, union dues, or charitable contributions. You use the Benefits Tables for benefit deductions, such as those for medical and life insurance plans.

Important! Remember that your payroll vendor performs all gross-to-net calculations. Items such as tax classification for deduction codes are set up and maintained in the payroll system, not in Payroll Interface. You just need to set up deductions so that the correct code and amount are calculated for each pay period and updated to the Deduction Calculation Table (DED_CALC).

Understanding Deduction Types

In HRMS, there are two basic deduction types—those defined in the General Deduction Table, and those defined in Benefits Tables.

General Deduction Table	Use to define calculation routines for general deductions, which are deductions typically not related to benefits, such as parking fees and union dues.
Benefits Tables	Use to define deduction calculations for health plans, life insurance plans, and so forth. In most cases, different tables are used for each category of benefits.

Regardless of the type of deduction you are defining, each entry on the General Deduction Table or the Benefits Tables must have a corresponding entry on the Deduction Table. For example, to set up a \$50 deduction for parking, you would indicate the dollar amount and any special calculation routines on the General Deduction Table. The fact that this is a monthly, after-tax deduction, however, is stored on the Deduction Table. Likewise, to set up the deduction calculation for a monthly life insurance premium on the Life and AD&D Table, you must create a corresponding entry on the Deduction Table to tell the system that this, too, is an after-tax deduction.

Understanding the Deduction Table

The Deduction Table defines the tax effect on deduction types and specifies how the system processes various deductions.

Note. *Deductions* include all payroll deductions and employer contributions to benefit plans *except* taxes. (Deductions for taxes are just *taxes*.)

Use the Deduction Table to set up deduction classifications, which include:

- *After-tax* or *before-tax* for employee deductions.
- Nontaxable benefit and nontaxable before-tax benefit for employer contributions.

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

(USF) Note. A retirement plan deduction, such TSP benefit deductions, can have a before-tax and a nontaxable classification for any employer contributions. Certain benefits, such as FEGLI, will have an after-tax classification for the employee contribution. If your agency has a FEGLI plan that provides coverage in an amount equal to three times your base salary of \$40,000 a year, you pay for the after-tax deduction.

Setting Up Deductions

This section describes how to:

- Add deductions.
- Specify the tax class for a deduction.
- Define deduction parameters for your payroll system.
- Specify deduction pay periods and pay frequencies.

Pages Used to Set Up Deductions

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Setup	DEDUCTION_TABL E1	Define Business Rules, Define Payroll Interface, Setup, Deduction Table, Setup (USF) Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Setup	Add deductions.
Tax Class	DEDUCTION_TABL E2	Define Business Rules, Define Payroll Interface, Setup Deduction Table, Tax Class (USF) Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Tax Class	Determine a deduction's effect on taxable gross pay.
Process	DEDUCTION_TABL E4	Define Business Rules, Define Payroll Interface, Setup, Deduction Table, Process (USF) Define Business Rules, Define Payroll Process (USF), Setup 1, Deduction Table, Process	Define deduction parameters to match your payroll system.

Page Name	Object Name	Navigation	Usage
Schedule	DEDUCTION_TABL E5	Define Business Rules, Define Payroll Interface, Setup Deduction Table, Schedule (USF) Define Business Rules, Define Payroll Process, Setup 1, Deduction Table, Schedule	By default, each deduction is taken every pay period, regardless of pay frequency. To take out a deduction on a different schedule, complete this page.

Adding Deductions

Access the Setup page.

Setup Tax Class Tax Effect Process Schedule

Plan Type: 00 General Deduction Deduction Code: B00-39

Deduction Information Find First 1 of 1 Last

*Effective Date: 01/01/1980 [calendar icon] + -

*Description: ST - Union Dues

Short Description: ST - Union

Deduction Priority: 420

Special Processing: (Invalid Value) [dropdown arrow]

Maximum Arrears Payback

☒ No Maximum

☐ Flat Maximum for Payback [text box]

☐ Factor x Regular Deduction [text box]

Deduction Subset Find View All First 1 of 1 Last

*Subset ID	Description	+ -
[text box] [magnifying glass icon]		

Setup page

Establish deduction codes to mirror your payroll system.

Deduction Priority is not required for Payroll Interface, but you can use this page to set up deduction priorities that mirror those of your payroll system.

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

Specifying the Tax Class

Access the Tax Class page.

Setup	Tax Class	Tax Effect	Process	Schedule
Plan Type:	00	General Deduction		
Deduction Code:	B00-39	ST - Union Dues		
Deduction Information Find First 1 of 1 Last				
Effective Date:	01/01/1980			
Tax Classifications Find View All First 1 of 1 Last				
Deduction Classification ☒ After-Tax ☐ Before-Tax ☐ Nontaxable Benefit ☐ Nontaxable Btax Benefit ☐ Taxable Benefit ☐ QC Taxable Benefit		Canadian Sales Tax ☒ None ☐ Goods and Services Tax ☐ Harmonized Sales Tax ☐ Provincial Sales Tax ☐ Provincial Sales Tax Insurance ☐ Provincial Premium Tax		
Special Accumulator(s) View All First 1 of 1 Last				
*Accum Code:		*Effect on Special Balance:	Adds to	+ -

Tax Class page

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

Example: Understanding U.S. Deduction Classifications

Let's look at how these U.S. deduction classifications affect total gross and federal taxable gross for an employee with an initial gross pay of \$1000.

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

For this example, federal withholding taxes are calculated on \$925, as the remaining deductions do not affect federal taxes.

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

See Also

“Preparing for Data Export“

Defining Deduction Parameters to Match Your Payroll System

Access the Process page.

Setup	Tax Class	Tax Effect	Process	Schedule
-------	-----------	------------	---------	----------

Plan Type: 00 General Deduction
Deduction Code: B00-39 ST - Union Dues

Deduction Information Find First 1 of 1 Last

Effective Date: 01/01/1980 + -

Process Information Find View All First 1 of 1 Last

Deduction Classification: After-Tax + -
Sales Tax: None

Partial Deduction Allowed

☐ Partial Deduction Allowed
☒ Deduction Arrears Allowed
☐ Deductions Taken From Sep Chk
☐ Stop Deduction at Termination

Maximum Yearly Deduction: \$250.00
Expense Accounts - Non Commitment Accounting : EXPDEDCLASS-A
Liability Accounts - Non Commitment Accounting: LIABDEDCLASS-A

Process page

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

The results of processed payrolls, which were once imported by Payroll Interface, are not reverse-mapped to PeopleSoft deduction codes; therefore, the PeopleSoft deduction code accumulators are not activated.

Note. You can enter general ledger account numbers in the **Expense Accounts** and **Liability Accounts** fields. These are for your own documentation, and aren't used by the system. In addition, **Partial Deduction Allowed**, **Deduction Arrears Allowed**, and **Deductions Taken From Sep Chk** are not used in Payroll Interface.

Specifying Deduction Pay Periods and Pay Frequencies

Access the Schedule page.

Setup Tax Class Tax Effect Process Schedule

Plan Type: 00 General Deduction

Deduction Code: B00-39 ST - Union Dues

Deduction Information Find First 1 of 1 Last

Effective Date: 01/01/1980

Deduction Schedule Find View All First 1-2 of 3 Last

*Pay Frequency: B Biweekly

Deduction Frequency

☒ First Pay Period ☐ Second Pay Period ☐ Third Pay Period

☐ Fourth Pay Period ☐ Fifth Pay Period

*Pay Frequency: S Semimonthly

Deduction Frequency

☒ First Pay Period ☐ Second Pay Period ☐ Third Pay Period

☐ Fourth Pay Period ☐ Fifth Pay Period

Schedule page

For deductions that do not come out of every pay period, use the **Deduction Frequency** group box options to define the appropriate pay periods to take the deduction for the **Pay Frequency** specified. You should insert a new row for every pay frequency for which you have a pay group defined. Because a deduction with a monthly frequency is always taken once a month, you cannot override that value.

For example, let's 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 semimonthly pay frequency and select the **Second Pay Period** check box.

Note. If you select a weekly frequency, you can select **Fifth Pay Period** only if you have also checked the first, second, third, and fourth periods. Likewise, for a biweekly frequency you can only select **Third Pay Period** if you have also checked the first and second periods.

Defining General Deductions

A general deduction is any non-benefit deduction. Charitable deductions, union dues, and parking all fit into this category.

Page Used to Define General Deductions

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
General Deduction Table	GENL_DEDUCTION_TBL	Define Business Rules, Define Payroll Interface, Setup, General Deduction Table	Specify how non-benefit deductions are calculated. You do not have to specify a plan type; it is always 00 (zero zero). In the matching entry you create on the Deduction Table, use 00 for the plan type.

Specifying General Deductions

Access the General Deduction Table page.

General Deduction Table

Deduction Code: B00-39 ST - Union Dues

General Deduction		Find View All	First	1 of 1	Last
*Effective Date:	01/01/1980				
*Deduction Calculation Routine:	Flat Amount				
Deduction Rate or %:					
Special Accumulator Code:					
SetID:					
Vendor ID:					
Pay Mode:					
AP Payment Date Type:	Check Date				
		☐ Loan Processing (Canada) ☐ Ben Admin Taxable Ben (Canada) ☐ Allow update via Emp Self Serv			
Amount Per Pay Period		Find View All	First	1 of 4	Last
Flat/Additional Amount:	\$25.00				
*Pay Frequency:	B Biweekly				

General Deduction Table page

Deduction Calculation Routine

For Payroll Interface, the only valid routines are **Flat Amount** and **Special Deduction Calculation**.

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

If you use a deduction rate, you can also enter an amount to be deducted. However, you need to indicate the amount here only if it is the same for all employees within a pay frequency. If it varies from employee to employee, you enter the amounts for each employee on General Deduction Data in Maintain Payroll Data.

Deduction Rate or %

Can be overridden at the employee level.

Pay Frequency

Add new rows as necessary. For example, to set up a \$50 per month parking deduction, you could create two rows: one for a semimonthly pay frequency with \$25.00 to be taken every pay period and the other for a monthly pay frequency with \$50. (Note that when you select this option, the **Deduction Rate** box is not available.)

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

Once you have set up your deductions (and benefits), you must establish benefit deductions on the Benefit Program Table.

CHAPTER 6

Preparing for Data Export

This chapter provides an overview of data export and discusses how to:

- Identify payroll systems.
- Define employee data for export.
- Define payroll system data fields.
- Define instance IDs.
- Document and control special COBOL processes.
- Define export files.
- Specify external files to import or export.
- Group fields for import or export.
- Use the Payroll Interface cloning utility.
- Manage special export situations.
- (USF) Configure export for the NFC.

Understanding Data Export

Payroll Interface exchanges data between your PeopleSoft system and your third-party payroll system. To export data, Payroll Interface writes sequential files or tables in a format that your payroll system can process.

The Payroll Interface tables define the export format and the rules required to transform personnel information from PeopleSoft system data into your payroll system data. (These same tables also define the Import process.)

Data exported from Payroll Interface is not actual pay data (hours, earnings, and so on), but static data such as pay rates, taxes, deductions, and banking information. This is data that does not generally change from pay period to pay period.

(USF) Note. If you are exchanging data with the National Finance Center (NFC), then you should read this entire chapter as well as the section titled Cloning an Import/Export Setup .

See Also*PeopleTools PeopleBook: Process Scheduler*

Common Elements Used in This Chapter

Null Blank Character Flds (null blank character fields) and **Null Zero Numeric Flds** (null zero numeric fields) Indicates whether blank and zero PeopleSoft character fields should be written to the export file as null data. *Null* implies no data value for the field. You can override this flag at the field level.

Convert Case (only A thru Z) Select if the system requires upper case. This is applicable for ASCII file formats only.

Note. You can override this setting for specific files.

Identifying Payroll Systems

You need to identify and describe the third-party payroll systems with which Payroll Interface exchanges data. To illustrate different types of systems, Payroll Interface includes sample data with a number of setups for exporting and importing files using several different file formats.

This section describes how to:

- Define payroll systems.
- Identify active employees.

(USF) Note. A system ID for the National Finance Center is delivered with Payroll Interface and is configured to export your data to the National Finance Center in the proper format. However, you should validate the NFC system ID configuration to make sure it meets any special data format needs.

Pages Used to Identify Your Payroll System

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Interface System Table 1	PI_SYSTEM_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface System Table, Interface System Table 1	Define a third-party payroll system.

Page Name	Object Name	Navigation	Usage
Interface System Table 2	PI_SYSTEM_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface System Table, Interface System Table 2	Identify employee status levels to process.

Defining Payroll Systems

Access the Interface System Table 1 page.

Interface System Table 1 **Interface System Table 2**

System ID: PHY

Definition View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Status: Active Short Desc: Physical

*Description: Physical File Format Version:

*System Code: Other *Eff Dt Ind: Current

*Export: Records with Field Changes *Process Filter: None

*Convert: Using Interface Employee Table

*Employee Field ID: EMPLID Convert Case (only A thru Z) ☐

Export Dest: Ext File

*Character Set: ASCII

*File Type: Physical

Logical File Type

External Field ID Indicator ☐

Field ID Length (in bytes):

Delimiter File Types

Data Delimiter: ☐ Include Header ☐

Literal String Character: ☐ Remove Trailing Spaces ☐

End Last Field with Delimiter ☐ Null Blank Character Flds ☐

Null Zero Numeric Flds ☐

Interface System Table 1 page

System Code

Defined values are **ADP Interface** and **Other**. You can define more system ID codes using the Application Designer.

If you are using ADP as your third-party payroll system, you must enter **ADP Interface**.

Version

For documentation; the system doesn't use this value.

Export

Choose **Field Change Only** to export only fields with changed data.

Choose **Record With Field Changes** to export entire records, but only those with fields that have changed.

Note. The physical file format does not export field changes only. The entire row is exported if a defined field changes.

Convert

Specify an option for converting employee IDs from your PeopleSoft HRMS system to the payroll system. Choose from:

Using Interface Employee Table: Converts employee IDs according to the Interface Employee Table. All employees must be defined in the Interface Employee Table.

Using PeopleSoft Employee ID: Automatically inserts PeopleSoft employee IDs onto the Interface Employee Table. .

Using National ID: Uses applicable National Identification codes on the Interface Employee Table—Social Security number, social insurance number, and so on.

Employee Field ID

Indicates which Payroll Interface field contains the employee ID. The field ID is user-defined on the Interface Field Table. Because of the three Convert options, the field you select as the employee field ID does not need any PS Record/PS fields mapped to it on the Interface Field 2 page.

Eff Dt Ind (effective date indicator)

Select **Current** to export only data that's current at the end of the pay period; select **All** to export both current and retroactive data.

Note. Be sure to verify that your payroll vendor's import utility accepts multiple effective-dated transactions.

The effective date indicator performs two main functions:

- Selecting employees for processing: If you choose **All**, all employees who have *ever* been in the pay group being processed are eligible for processing. If you choose **Current**, only those employees who were in the pay group *during* the pay period are eligible for processing.
- Retrieving employee data: If you select **All**, the meaning of the value **All Effdts** in the Where Clause Type field on the PS Tables page literally means *all* effective dates. If you choose **Current**, then **All Effdts** on PS Tables refers to all effective dates that are effective during the pay period.

Process Filter

Indicates whether the system should process records where the company value is different from the process company. Select either:

- **None:** All rows created by Payroll Interface for each company/pay group combination are inserted into PI_PARTIC_EXPT and are available for export. The last history rows created for the current system ID are retrieved for comparison.
- **Company:** If you define a Key field of *Company* on the Export field definition, this field is compared to the process company. The system only exports records with a matching company. For comparison, the system retrieves the last history rows created for the current system ID and company.

History Months

A performance control. Leave **History Months** at zero at first.

Note. A large number of effective-dated entries in Payroll Interface setup tables may slow down performance or exceed maximums in COBOL arrays during the Payroll Interface process. You can limit the number of effective-dated entries selected from your setup tables by entering a non-zero value for **History Months**.

When a setup entry is excluded by the **History Months** limit, the comparison step of the Payroll Interface process uses all the employee data entries in PS_PI_PARTIC_EXPT with all fields marked to be exported.

Use **Character Set** to choose the language code for the export. For example, your processing headquarters might be in the U.S., where you use the Latin1 code, but you have an office in Japan where the payroll system uses Kanji. When Payroll Interface is run for the Japanese site, the **Character Set** field must be set to the Kanji translate value, because the Japan system cannot use the Latin1 file.

Note. An import will only process using an ASCII character set.

PeopleSoft Payroll Interface exports to the following character sets:

Character Set	Description
ANSI	Current ANSI Code Page
ASCII	US 7-bit ASCII
Big5	Big5 (Traditional Chinese)
CCSID1027	IBM EBCDIC 1027 (Jap.-Latin)
CCSID1047	IBM EBCDIC 1047 (Latin1)

Character Set	Description
CCSID290	IBM EBCDIC 290 (Katakana)
CCSID300	IBM EBCDIC 300 (Kanji)
CCSID930	IBM EBCDIC 930 (Kana-Kanji)
CCSID935	IBM EBCDIC 935 (Simp. Chinese)
CCSID937	IBM EBCDIC 937 (Trad. Chinese)
CCSID939	IBM EBCDIC 939 (Latin-Kanji)
CCSID942	IBM EBCDIC 942 (Japanese PC)
CP1026	Windows 1026 (EBCDIC)
CP1250	Windows 1250 (Eastern Europe)
CP1251	Windows 1251 (Cyrillic)
CP1252	Windows 1252 (Latin1)
CP1253	Windows 1253 (Greek)
CP1254	Windows 1254 (Turkish)
CP1255	Windows 1255 (Hebrew)
CP1256	Windows 1256 (Arabic)
CP1257	Windows 1257 (Baltic)
CP1258	Windows 1258 (Vietnamese)
CP1361	Windows 1361 (Korean Johab)
CP437	MS-DOS 437 (US)
CP500	Windows 500 (EBCDIC 500V1)
CP708	Windows 708 (Arabic - ASMO708)
CP720	Windows 720 (Arabic - ASMO)
CP737	Windows 737 (Greek - 437G)
CP775	Windows 775 (Baltic)
CP850	MS-DOS 850 (Latin1)
CP852	MS-DOS 852 (Latin2)
CP855	MS-DOS 855 (IBM Cyrillic)
CP857	MS-DOS 857 (IBM Turkish)
CP860	MS-DOS 860 (IBM Portuguese)
CP861	MS-DOS 861 (Icelandic)
CP862	MS-DOS 862 (Hebrew)
CP863	MS-DOS 863 (Canadian French)

Character Set	Description
CP864	MS-DOS 864 (Arabic)
CP865	MS-DOS 864 (Nordic)
CP866	MS-DOS 866 (Russian)
CP869	MS-DOS 869 (Modern Greek)
CP870	Windows 870
CP874	Windows 864 (Thai)
CP875	Windows 875 (EBCDIC)
CP932	Windows 932 (Japanese)
CP936	Windows 936 (Simpl. Chinese)
CP949	Windows 949 (Korean)
CP950	Windows 950 (Trad. Chinese)
EBCDIC	IBM EBCDIC CCSID37 (USA)
EUC-JP	Extended Unix Code (Japanese)
EUC-KR	Extended Unix Code (Korean)
EUC-TW	Extended Unix Code (Taiwan)
EUC-TW-1986	Extended Unix Code (TW-1986)
GB12345	GB 2312 (Simplified Chinese)
GB2312	GB 2312 (Simplified Chinese)
ISO-2022-JP	ISO-2022-JP Japanese
ISO-2022-KR	ISO-2022-JP Korean
ISO_8859-1	ISO 8859-1 (Latin1)
ISO_8859-10	ISO 8859-10 (Latin6)
ISO_8859-11	ISO 8859-11 (Thai)
ISO_8859-14	ISO 8859-14 (Latin8)
ISO_8859-15	ISO 8859-15 (Latin9 / Latin0)
ISO_8859-2	ISO 8859-2 (Latin2)
ISO_8859-3	ISO 8859-3 (Latin3)
ISO_8859-4	ISO 8859-4 (Latin4)
ISO_8859-5	ISO 8859-5 (Cyrillic)
ISO_8859-6	ISO 8859-6 (Arabic)
ISO_8859-7	ISO 8859-7 (Greek)
ISO_8859-8	ISO 8859-8 (Hebrew)

<i>Character Set</i>	<i>Description</i>
ISO_8859-9	ISO 8859-9 (Latin5)
JIS_X0201	Japanese Half-width Katakana
JIS_X_0208	Japanese Kanji
Java	Java (Unicode encoding)
Johab	Johab (Korean)
Shift_JIS	Shift-JIS (Japanese)
UCS2	Unicode UCS-2
UTF7	Unicode UTF-7
UTF8	Unicode UTF-8

File Types and Delimiter Values

File Types

Valid file types include:

- **Logical:** Data is defined using an identifier followed by its value, not fixed format. For example, the field identifier of 1X2 might always immediately precede a value of 1 or 2 to indicate marital status. The field identifier is defined by your third-party payroll system and must exactly match the field identifier defined in Payroll Interface. If you use a logical file, select **External Field ID Indicator** and enter the field length.
- **Physical:** Data is defined by its position in the file. For example, a value of 1 or 2 in the 30th character position in the file might represent marital status. In such files, blank characters are often inserted to maintain positional integrity when a data value is not available to take that position.
- **CSV** (comma-separated value): Data is delimited, or separated, by commas.
- **Tab Delm** (tab delimited): Data is delimited by the Tab character.
- **Other Delm** (other delimited): Data is delimited by the character you specify in the **Data Delimiter** field.

Note. A delimited data file can contain only one Payroll Interface record definition of the data type. You can have two record definitions only for a Stop Transaction record. Common examples are deductions, savings plans, additional pay, and direct deposit.

Numeric values cannot contain the thousands edit characters. For example: 1,100,100 appears in both the import and export files as 1100100. The system *does* support a display character for the decimal place; for example, 100.50 or 100,50.

Literal String Character

If the decimal character is the same as the delimiter character, it must be enclosed in the literal string character. This applies to both export and import files. For example, if the decimal character is a comma, and the file type is CSV, all numeric values that contain decimals must be enclosed by the literal string character: "100,50" for example.

In an export file, all character values must be enclosed by the literal string character. A sample record might be: 1235,"abcd","ef gh", "Last Name, First Name".

When data values contain the literal string character, the single character is repeated within the data value when it is written to the export file. During the import process, the system examines the data value for two literal string characters together and changes them to just one. For example, a data value from the database is Suite 200, Unit "A" West. The data value is written to the export file as "Suite 200, Unit ""A"" West". The import process interprets the export data string and loads it into the database as: Suite 200, Unit "A" West.

Remove Trailing Spaces

You can override this selection at the field level.

Include Header

For delimited file types, indicates whether a header record is the first record. When selected for export files, a header is written as the first record in the file. The header name is the external column name for each field on the record. When selected for input files, the header record is compared to the record definition. If they do not match, the system stops processing for that file.

System IDs

Use the system ID to set up multiple interfaces to multiple third-party payroll providers. The system ID separates the third-party provider's required information, such as the PeopleSoft tables, fields, Payroll Interface employee IDs, and definitions.

The Payroll Interface system ID is a key field in the following Payroll Interface setup tables:

- PI_FIELD_LANG
- PI_FIELD_TBL
- PI_FIELD_XLAT
- PI_GROUP_LANG
- PI_GROUP_TBL
- PI_INST_VALUE
- PI_INSTANC_LANG

- PI_INSTANCE_TBL
- PI_PS_REC_LANG
- PI_PS_RECORD
- PI_PSREC_FLD
- PI_SYSTEM_LANG
- PI_SYSTEM_STAT
- PI_SYSTEM_TBL

The Payroll Interface system ID is also in the following tables:

- PI_DEFN_FILE
- PI_EMPLID_TBL
- PI_CONFIG_TBL

See Also

Defining Interface Files

Creating Payroll Employee IDs

Exporting to a Table

Identifying Active Employees

Access the Interface System Table 2 page.

Interface System Table 1 Interface System Table 2

System ID: PHY

Active Employees for Export View All First 1 of 1 Last

Effective Date: 01/01/1980 + -

Descr: Physical File Format

Employee Status View All First 1 of 1 Last

1	Active	+ -
---	--------	-----

Interface System Table 2 page

This setting directly corresponds to the Selecting Active Employees check box on the Payroll Interface Run Control page.

Note. Employee statuses are defined on the Job Data Table.

Note. Payroll Interface only sends out the current row if there is more than one effective sequence for a particular date.

Defining Employee Data for Export

This section describes how to:

- Select fields for export.
- View field attributes.

Pages Used to Define Employee Data for Export

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
PS Tables	PI_PSREC_PNL	Compensate Employees, Administer Payroll Interface, Setup, PS Tables	Define employee data tables and views to be extracted during export. Updates the PeopleSoft Record Table and the PeopleSoft Field Table. If you make changes to PeopleSoft records and fields, you will need to update the PeopleSoft Record and PeopleSoft Field Tables on this page. No COBOL modifications are necessary.
PeopleSoft Field Attribute Inquiry	PI_PSFLD_INQ	Click Field Attribute Button on the PS Tables page.	View attributes for a selected field.
Table Export	PI_PARTIC_EXTBL	Compensate Employees, Administer Payroll Interface, Inquire, Table Export	View table export.

Selecting Fields for Export

Access the PS Tables page.

PS Tables

Details View All

System ID: PHY Physical File Format

Record (Table) Name: ADDL_PAY_DATA

***Process Type:** Export

***Where Clause Type:** ID, All EffDts, Active EffSeq

☐ Paygroup Company in Where ☐ Data Required

☐ Paygroup Country in Where ☐ Job Data

☐ Ded Calc Data

Description
PeopleSoft Addition Pay Data

Field Details Find | View All First 1 1-3 of 36 Last

Field Attribute Button	*Field Name	Order by	Collate Order	Key Field	Effective Date	Effective Sequence	
Field Attribute Button	ACCT_CD		☐	☐	☐	☐	+ -
Field Attribute Button	ADDLPAY_REASON		☐	☐	☐	☐	+ -
Field Attribute Button	ADDL_PAY_FREQUENC		☐	☐	☐	☐	+ -

PS Tables page

You can export any table or view defined in the Application Designer, as long as the employee ID is a member of the record. The system uses the setup on this page to construct the necessary SQL select statements.

System ID

A key field that enables you to optimize PS Tables settings for different system IDs.

Process Type

Indicates the type of Payroll Interface process performed with the record or view.

Where Clause Type

Indicates what type of SQL Where clause to construct when retrieving the data from the database.

If you chose **Import** in the **Process Type** field, this field is not available.

Select from the following:

Empl ID – Employee ID only.

ID and Active Effdt – Employee ID and the active effective date as of the pay end date.

ID, Active Effdt, Active EffSeq – Employee ID, the active effective date, and the latest effective sequence as of the pay end date.

ID, All Effdts, Active EffSeq – Employee ID, all effective-dated rows that fall between the pay begin date, the pay end date (non-retroactive processing), and the latest effective sequence for each effective date.

ID, All Effdts – Employee ID and all the effective-dated rows that fall between the pay begin date and the pay end date (non-retroactive processing).

ID, Effdt=Pay End Dt – Employee ID and effective date equal the pay end date.

To become more familiar with the differences in these Where clause types, try them out using PeopleSoft Query.

Paygroup Company in Where

Indicates whether the Where clause for retrieving data for this PeopleSoft record should include a test on the Company field. When this is selected, the system compares the Company field in the record against the Company field in the employee's job data.

Select this check box when an employee could have more than one entry in the PeopleSoft Table that could be uniquely identified by the Company field. An example of this is the employee's tax data.

Paygroup Country in Where

Indicates whether the Where clause for retrieving data for this PeopleSoft record should include a test on the Country field. When this check box is selected, the system compares the Country field in the record against the Country field from the company/pay group to which the employee belongs. The company/pay group is based on the employee's job data.

Select this check box when an employee could have more than one entry in the PeopleSoft Table that could be uniquely identified by the Country field. An example of this is the employee's national ID data.

Ded Calc Data

Indicates that one or more fields listed for this record or view comes from the PeopleSoft DED_CALC Table. When you run an export process with a run control defined to exclude DedCalc, the system excludes any record for which this check box is selected.

When the PS record table name is DED_CALC, this check box is always selected.

Data Required

Indicates a row of data must be returned from the database for this table, but not that every field defined for this record must contain data.

If a row of data is not returned for this record, the system issues an error, and no data for the employee is written to the export file.

Job Data

If the record contains COMPANY, PAYGROUP, or ACTION, this check box should be selected.

If the PS record table name is JOB, this check box is always selected.

Order by

Indicates the sequence in which the field should be processed. A number from zero (blank) to 99 represents the sequence of the field in the ORDER BY clause.

Collate Order

Applicable only when the Order by value is greater than zero, this field indicates the collating order of the field in the ORDER BY clause:

None: Not an **Order By** field. This is the default for all fields with an ORDER_BY_SEQ equal to zero.

Ascending: This is the default for all fields with an ORDER_BY_SEQ greater than zero. Sequences data from lowest to highest.

Descending: Sequences data from highest to lowest.

Key Field

Automatically selected if the field is defined in the Application Designer as a key for a PS record.

You must manually select this box for views.

Effective Date

Only one field can be the **Effective Date** field. The system uses the **Effective Date** field name in constructing the Where clause of the SQL select statement when the SELECT_WHERE_TYPE includes the effective date.

The **Effective Date** field for the DED_CALC Table is Pay End Date.

Effective Sequence

Only one field can be marked as the **Effective Date** sequence number. The system uses the effective date sequence number in constructing the Where clause of the SQL select statement when the SELECT_WHERE_TYPE includes the **Effective Date** sequence field. T

Used with the JOB record and any other records with both an effective date and effective sequence.

Field Attribute

Click to view the PeopleSoft Field Inquiry secondary page.

Defining Payroll System Data Fields

This section describes how to:

- Define data fields used by your payroll system.
- Select corresponding PeopleSoft fields.

Pages Used to Define Payroll System Data Fields

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Interface Field1	PI_FIELD1_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface Field, Interface Field1	Define fields required by your payroll system.
Interface Field2	PI_FIELD2_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface Field, Interface Field2	Define corresponding PeopleSoft fields for export.

Defining Data Fields Used by Your Payroll System

Access the Interface Field1 page.

Interface Field1 **Interface Field2**

System ID: PHY Physical File Format **Field ID:** DEDCD

Field Definition View All First 1 of 1 Last

***Effective Date:** 01/01/1980 ***Status:** Active **Process Type:** Export + -

Description: Deduction Code **Short Desc:** DedCode

External Field ID: DEDCODE ***Type:** Character **Text:**

External Column Name: **Default Value:**

Field Format

***Field Length (in bytes):** 8 **Decimal Length:** ☐ Display Decimal

Integer Length: **Round Decimal:** ☐ Blank If Zero

Sign Position: **Negative:** - ☐ Positive Sign

Justification: Left **Pad Character:**

Date Format: ☒ Remove Trailing Spaces

☒ Null Blank Character Flds ☒ Null Zero Numeric Flds

Interface Field1 page

Note. The Interface Field Table and the Interface Definition Table contain effective-dated entries. You must keep these tables in sync. Be sure that future-dated rows in the Interface Field Table are not referenced in the Interface Definition Table before their effective dates. Also, if you mark a field inactive in the Interface Field Table, be sure that the field is no longer included in the Interface Definition Table.

Note. *Exp/Imp* can be used as the process type only if the characteristics of the field are the same for both import and export. Otherwise, you need to set up records for each process type. The employee ID field is the only field that is mapped as both an export and import type; you do not need to define a PS record or field name for it.

External Field ID

If **External Field ID** is selected on the System Table for this payroll system, the external field ID defaults to the value you enter here. The external field ID can be up to 10 characters.

The external field ID is most commonly used for Logical file types.

Type

Select from the following options:

Character: Also select the justification method used in the payroll system for values that do not fill the field. If the payroll system requires that the field be filled, specify a pad character. Justification affects field values like this: If your original PeopleSoft source data were defined as Character, Length = 10, Value = '0123456789' and the setup of Payroll Interface was as a length of 7, the value would be '3456789' if right justified and '0123456' if left justified.

Date: Use **Date Format** to specify the payroll system's format.

Number: Use **Decimal Char** to choose a decimal separator.

Signed: Use for signed numerical fields.

Value: Specify a predefined data item in the **Text** field. For example, with the Pay Run ID field, enter Pay Run ID as the text. (Having *Pay Run ID* in the header record may help ensure that the correct file is processed.)

You can use the Processing Company or Processing Pay Group values for **Text** when using the company filtering feature.

Text Translate Values

The **Text** field (PI_TEXT_TYPE) has a list of translate values. These values correspond to data elements that are already available to the COBOL process. Following is a list of the field values, their translate values, and where the data originates from:

Value	Translate Value	Source
B	Pay Period Begin Date	PAY_CALENDAR.PAY_BEGIN_DT
C	Constant	PI_FIELD_TBL.PI_DFLT_VALUE
D	Compare Date	PI_RUN_PYGRP.COMPARE_DTTM
E	Export Date	System date at runtime
F	PI Config ID	PAYGROUP.PI_CONFIG_ID
G	Termination Count	Process Calculation
H	Hire count	Process Calculation = Hired this run
I	External Record Code	PI_DEFN_RECORD.PI_RECORD_ID
L	Logical Record Count	Process Calculation
M	Société de Traitement	(Processing Company) Derived during Processing
N	Interface Run Number	PI_RUN_TBL.PI_RUN_NUM

Value	Translate Value	Source
O	Process Option	PI_RUNCTL.PI_RUN_OPT
P	Pay End Date	PAY_CALENDAR.PAY_END_DT
Q	Check Date	PAY_CALENDAR.PAY_CHECK_DT
R	Pay Run ID	PI_RUN_CTL.RUN_ID
S	System ID	PI_CONFIG_TBL.PI_SYSTEM_ID
T	Compare Time	PI_RUN_PYGRP.COMPARE_DTTM
U	Lot de Paie de Traitement	(Processing Company) Derived during Processing
X	Export Time	System Date Time value at run time
Y	Physical Record Count	Process Calculation

External Column Name Enter a name of up to 50 characters if the Interface field is used in a delimited data file structure with a header. The system uses this name to construct the header record.

Default Value If you use *constant* in the **Text** field, the value you enter here is used.

You can also use a default value for the Character type. For example, if the field is part of a header record, you can specify some fixed text as the default value.

Field Length (in bytes) For physical file formats, the length determines where the field will be positioned. When you are setting up the Interface Definition Fields page, you can view the exact character position of the field.

Integer Length The system computes the integer length to verify that you have set up a numeric field as intended.

For a signed field type, the system subtracts one position from the integer length to allow for the sign. Use **Sign Position** to specify where the sign goes.

Blank if Zero Active only for number or signed field types. Select if the payroll system uses blanks in place of zeros.

See Also

Using Company Filtering

Selecting Corresponding PeopleSoft Fields

Access the Interface Field2 page.

Interface Field1 Interface Field2

System ID: PHY Physical File Format Field Id: DEDCD

Field Definition View All First 1 of 1 Last

Effective Date: 01/01/1980 Description: Deduction Code

PS Record Name: DED_CALC Process ID:

PS Field1 Name: DEDCD Instance ID:

PS Field2 Name: PI Translate Ind: No Translate Values

PS Field3 Name:

Translate Values

Interface Field2 page

PS Record Name and PS Field1 Name

Select the PeopleSoft record and field names that correspond to the selected payroll system field. If the payroll system field value is derived from multiple PeopleSoft fields, enter the additional field names as well.

Process ID

Select when a special COBOL process is required to correctly translate or format PeopleSoft values for your payroll system.

Note. Process IDs are defined on the Interface Process Table.

Instance ID

Controls which values of a field should be mapped to the external payroll system.

PI Translate Ind (payroll interface translate indicator)

Specifies how translate values are handled. Select from:

- *No Translate Values*
- *Translate All*
- *Translate or Use Default:* Translate if a translate value is found; if not, use the default value defined on the Interface Field1 page.
- *Translate or Use PS Value:* Translate if a translate value is found; if not, use the PeopleSoft value.

Translate Value

Translates values of the PeopleSoft fields **PS Value 1**, **PS Field 2**, and **PS Field 3** to **PYI Value**, a value recognized by your payroll system.

Translate values are available for all export fields and for the Currency Code field for import. For example, deduction code field mapping from DED_CALC uses PS Field 1 of Deduction Code and PS Field 2 of Deduction Class.

See Also

Writing Your Own Special Process Routines

Defining Instance IDs

An instance ID indicates an instance (or row of data) that is assigned to a field. Instances act as data filters to ensure that data from the proper row is selected for the field. They work as a dynamic Where clause. Instance IDs can be assigned to:

- Fields, when you need to control which PeopleSoft values to use for the field. When the condition is met, a specified PeopleSoft value is mapped to the field.
- Records, when the data mapped to the record is valid for only a subset of data within the primary PeopleSoft record. If the condition is not met, the record is not formatted.

You can define instances for

- A specific ordinal row from a table.
- Rows based on a value in the table.

Page Used to Define Instance IDs

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Interface Instance Table	PI_INSTANCE_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface Instance Table	Define IDs to filter PeopleSoft data mapped to Payroll Interface fields or records.

Defining IDs

Access the Interface Instance Table page.

Interface Instance Table

System ID: CSV CSV Sample Layout

InstanceID: 401PCT

Definition View All First 1 of 1 Last

Effective Date: 01/01/1980 **Description:** Savings Plan 401K Percent Amt

Short Description: 401PCT ***PI Instance Indicator:** Value

Peoplesoft Record Name: SAVINGS_PLAN_WA **Peoplesoft Field1 Name:** PCT_GROSS

Include Exclude Indicator: Exclude Values

View All First 1 of 1 Last

***Inst. Seq. PS Value 1**

1 ZERO + -

Interface Instance Table page

You can configure your instances based on system ID.

PI Instance Indicator

Choose between *Value* or *Ordinal*.

Value: Controls selection according to the value in a field. *Deduction Class* is an example. The specified values indicate which condition must be met in order for the system to select data for processing.

In the **PS Value 1** field, enter the PeopleSoft values that should be included or excluded from the field.

Define the PeopleSoft record name and PeopleSoft Field1 name that are tested against the specified values. You can direct Payroll Interface to either *Include Values* or *Exclude Values* when the selected value matches the condition you specified.

Note. Use the word *ZERO* to specify that the value should be compared to the number 0.

Ordinal: Controls selection according to the occurrence of data or entry within a table. For example, in PeopleSoft, an employee can have several entries within the Direct Deposit Distribution Table. An ordinal instance type tells Payroll Interface which occurrence or row of data within the PeopleSoft record to select for export.

In the **Row Number** field, specify which occurrence or entry within the PeopleSoft record name to use for processing. Row number order is dictated by the select order on the primary PeopleSoft table used to define the interface ID field or record.

When using an ordinal instance type, Payroll Interface selects only the occurrence that corresponds to the row number from the PeopleSoft record defined for export.

Note. Using instance IDs at the interface field level works well in conjunction with the Redefines option on the Interface Record Definition to establish mutually exclusive conditions. A common example is exporting either the Hourly or Compensation Rate field to the same export destination. You use two instance IDs based upon the Hourly or Salary employee status. As an alternative to instance IDs, you can build your own conditional logic in a SQL view and then map/export from the new view.

Documenting and Controlling Special COBOL Processes

The Interface Process Table contains descriptions for special COBOL routines included for data translation or formatting. You can document and control which user exit program is called for any process you define and describe any changes you make to the provided processes. This section describes how to:

- Document and control new and changed COBOL processes.
- Review included processes.
- Write your own special-process routines.

Page Used to Document and Control Special COBOL Programs

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Interface Process Table	PI_INSTANCE_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface Process Table	Document and control which user exit program is called for any COBOL process you define or document any changes you make to those provided.

Documenting and Controlling New and Changed COBOL Processes

Access the Interface Process Table page.

Interface Process Table

Scroll Area View All First 1 of 1 Last

Process ID: 000001

*PI Process Phase: Record Processing Short Desc: Ded End Dt

*Type: Record

User Defined Process ☐

Process Description: Deduction End Date. When the primary PeopleSoft source for the transaction is Additional Earnings, the earnings end date is matched against the Pay End Date to determine if the Additional Earnings should be stopped.

Returned Value	Description
1	

Interface Process Table page

PI Process Phase

Identifies when the system executes the COBOL process. A PI process phase is hard-coded into each COBOL program delivered with Payroll Interface; if you change the process phase, you must also modify the COBOL program.

A process ID can have more than one PI process phase attached to it. The following are translate values for PI process phase:

- After Field Translation
- Before Field Translation
- Export File Creation
- Import Processing
- Record Processing

User Defined Process

Select if the process is one you have defined or is delivered with this turned on (see the next section).

User Exit Program

Specify the name of the user-defined program that will transfer the control to execute the process.

A value of space characters indicates a common routine (PIPSRCS) delivered with the Payroll Interface system.

Returned Value

Applies only when the **PI Process Phase** value is Before Field Translation.

Note. Establish a process ID on this page for every new COBOL process. Also, if you attach a new process ID to a field or record, you must have the COBOL routine properly defined.

Process ID 000015 - An Example

This COBOL process performs editing/validation against some data values and sets the value of the field to which the process is attached to one of the values listed in **Returned Value**. Because the timing is Before Field Translation, you can then use these values on the Field Translation list. The list of values in **Returned Value** documents the process so that you know which values can be used in the Field Translation list and what they represent. This technique enables you to leverage one COBOL routine for two fields.

This process is useful because PeopleSoft stores certain tax values in two separate fields: one field for percents and another field for flat amounts. For this type of field, some payroll systems have one field with a Type code to specify whether it is a percent or an amount. The COBOL process determines which PeopleSoft field contains the value and returns those fields equal to one identified in the **Returned Value** list. The Payroll Interface process then converts or translates that **Returned Value** to another value based on the Field Translation list.

See Also

Writing Your Own Special Process Routines.

Reviewing Included Processes

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000001	Record Processing	Ded End Dt	Record	No	None	When the primary PeopleSoft source for the transaction is additional earnings, matches the earnings end date against the pay end date to determine if the additional earnings should be stopped.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000001	Export File Creation	0N1 Change	Record	Yes	PIPXPAD P	Stops a deduction from exporting a field with the external field ID equal to '0N1'. When the amount changes to zero, this field must be a lowercase X; otherwise, it is blank. When 0N2 is zero and the change code is greater than zero, this process sets the change code to '0' and set its own change code to '2'. Data in PI_PARTIC_EXPORT for this field will always be 'x'.
000002	Before Field Translation	Area Code	Field	No	None	Extracts the U.S. area code from the phone number field if the field contains 10 characters. If the field contains less than 10 characters, spaces are returned.
000003	Before Field Translation	City Code1	Field	Yes	PIPSPAD P	Returns the locality code for the City 1 field. If the employee has more than one locality code defined, the code returned is where he or she works.
000004	Before Field Translation	City Code2	Field	Yes	PIPSPAD P	Uses the City2 Code value only if resident state and work state are different. Uses the translate entries when needed.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000005	Before Field Translation	Cnt Deduct	Field	Yes	PIPSPAD P	Adds one to a counter for deductions using fields mapped to the ON1 field. Issues a warning message when the employee has more than 24 deductions.
000005	Export File Creation	Tilde Chr	Field	No	None	For delimited data file structures only. Inserts a Delete character as defined in the working storage of the COBOL program PIPXPRCS.CBL. A tilde (~) follows the value of the field to be deleted. Only works when invoked from a Process Control record definition.
000006	Record Processing	Co change	Record	No	None	Recognizes that the PeopleSoft company ID for this employee has changed. When using this process, the PeopleSoft company ID must be mapped to a field within the record. If the converted value for the PeopleSoft company ID changes, the record containing this process ID is formatted.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000008	After Field Translation	Excess	Field	Yes	PIPSPAD P	Returns the translated deduction code for the direct deposit bank account identified to contain the 'excess' within PeopleSoft.
000008	Export File Creation	Skip Blank	Field	Yes	PIXPAD P	Skips this field in the output file if the Export Full option is selected and the field is blank.
000009	After Field Translation	Lcl recip	Field	Yes	PIPSPAD P	Creates values to apply to the translate table. If Local 2 exists, then Field 1 will be resident local and Field 02 will be work local.
000010	Before Field Translation	First Name	Field	No	None	Extracts the first name from the PeopleSoft Name field on the Personal Data Table.
000011	Before Field Translation	Last Name	Field	No	None	Extracts the last name from the PeopleSoft Name field on the Personal Data Table.
000012	After Field Translation	New Hire	Field	Yes	PIPSPAD P	Sets the new hire action to a lowercase <i>N</i> . This is set when there are no history records for the employee.
000013	Before Field Translation	Old PI ID	Field	No	None	Uses the employee's previous PI_EMPLID.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000014	Before Field Translation	Before Field Translation	Field	No	None	Maps the previous export value for this field into the current record.
000015	Before Field Translation	Pct or Amt	Field	No	None	Derives a type code from data in two related numeric fields. The first is the amount; the second is the percent. Both fields must be on the same table and row. The return values reflect non-zero entries in the fields. Examples include Federal Tax Data, Additional Amount, and Additional Percent.
000016	Export File Creation	Bypass Rec	Record	No	None	Skips the entire record on the output file.
000016	Import Processing	Bypass Rec	Record	Yes	PIPPA DP	Validates and bypasses the record during the import process.
000017	Before Field Translation	Phone No	Field	No	None	Extracts the 7-digit phone number from the freeform Phone field.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000018	Record Processing	Pygrp chg	Record	No	None	Recognizes that the PeopleSoft pay group for this employee has changed. When using this process, the PeopleSoft pay group must be mapped to a field within the record. If the translated value for the PeopleSoft pay group changes, the record containing this process ID is formatted.
000019	After Field Translation	Rehire Cd	Field	Yes	PIPSPAD P	If the employee's status code was Terminated the last time this employee's data was exported, but and the current status code is Active, sets the Rehire code.
000020	Before Field Translation	RmSlsh/Dsh	Field	No	None	Returns the data value from the PeopleSoft database minus any embedded slashes or dashes. Use to return the U.S. ZIP code value without the separating dash, to return a phone number without dashes.
000021	Before Field Translation	State 2 Cd	Field	Yes	PIPSPAD P	Uses the Resident State Code if resident state and work state are different. Uses the translate entries when needed.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000022	Before Field Translation	Std Hours	Field	No	None	Calculates standard hours per pay period from standard weekly hours and pay frequency of the pay group.
000023	Record Processing	Stop DirDp	Record	No	None	Recognizes that the Direct Deposit code no longer applies for this employee. The record containing this process ID is formatted.
000024	Record Processing	Stop AdPay	Record	No	None	Recognizes that Additional Payment no longer applies for this employee. The record containing this process ID is formatted.
000025	Before Field Translation	Stop Code	Field	No	None	Returns a Yes indicator (a returned value of "Y") when one of the following events occurs: Stop Deduction, Stop Direct Deposit, Stop Additional Pay, PI Employee ID change, Company change or Pay Group change.
000026	Record Processing	Stop Ded	Record	No	None	Recognizes that the deduction code no longer applies for this employee. The record containing this process ID is formatted.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000027	Record Processing	Stop Goals	Record	No	None	Recognizes that deduction goals no longer apply for this employee. The record containing this process ID is formatted.
000028	Before Field Translation	Stop Date	Field	No	None	Returns a stop date when any of the following events occur: Stop Deduction, Stop Direct Deposit, Stop Additional Pay, PI Employee ID change, Company change and Pay Group change. The date supplied is the pay begin date minus one day. If the event does not occur, spaces are supplied for the stop data.
000029	Record Processing	Stop Save	Record	No	None	Recognizes that the savings plan deduction no longer applies for this employee. The record containing this process ID is formatted.
000030	Before Field Translation	ST Recip	Field	Yes	PIPSPAD P	Creates values to apply to the translate table. If State 2 exists, then Field 1 is the resident state and Field 2 is the work state.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000031	Record Processing	Transfer	Record	Yes	PIPSPAD P	Detects when the transfer transaction should be formatted.
000031	Export File Creation	Transfer	Record	Yes	PIXPAD P	Recognizes when the PI_EMPID for an employee has changed. The transfer transaction is generated to include the appropriate change indicators for the fields that have changed. The transfer transaction is not stored in PI_PARTIC_ROW.
000032	Before Field Translation	MD Local %	Field	No	None	Calculates the Maryland locality percentage. Translate values apply only when State 1 is Maryland.
000033	After Field Translation	SUI/SDI	Field	Yes	PIPSPAD P	Generates an error message and does not export the employee's data to ADP if a change is detected in this field and the employee has not been assigned a new PI_EMPLID. Use to validate a change to the SUI/SDI state tax code.
000034	Before Field Translation	> 3 DirDep	Field	Yes	PIPSPAD P	Edits the employee data for more than three direct deposit accounts.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000035	After Field Translation	New PI ID	Field	No	None	Uses the current or 'new' PI-EMPLID when the old PI_EMPLID is not the same as the current PI_EMPLID assigned to the PeopleSoft employee ID.
000036	Import Processing	DPA09	Field	Yes	PIPMPA DP	Saves pay date 1 from the Direct Pay header record for access by process 000040.
000037	Import Processing	DPA10	Field	Yes	PIPMPA DP	Saves the pay period end date 1 from the Direct Pay header record for access by process 000040.
000038	Import Processing	DPA11	Field	Yes	PIPMPA DP	Saves the pay date 2 from the Direct Pay header record for access by process 000040.
000039	Import Processing	DPA12	Field	Yes	PIPMPA DP	Saves pay period end date 2 from the Direct Pay header record for access by process 000040.
000040	Import Processing	DPB11	Field	Yes	PIPMPA DP	Selects pay dates 1 or 2 from the Direct Pay header record. PI_CHECK key fields are based upon the value of this field.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000041	Import Processing	PCX 3E8	Field	Yes	PIPMPA DP	Updates PI-BALANCE_YEAR, PI_BALANCE_PERIOD and PI_BALANCE_QUARTER based upon the as of date.
000042	Import Processing	PCX 3E9	Field	Yes	PIPMPA DP	Updates all of the current employee's balance entries before they are inserted to the database.
000043	After Field Translation	Goal Amts	Field	Yes	PIPSPAD P	Paired with special process 000044. Does not send the goal limit amount if it is zero on setup. Formats the reset of a goal limit amount to zero when needed.
000044	After Field Translation	Goal Code	Field	Yes	PIPSPAD P	Pairs the Goal Limit codes with the Goal Limit Amount.
000045	Before Field Translation	Middle Int	Field	No	None	Retrieves the person's middle initial from the Name field. Names are entered last name, first name, and middle name. This routine takes the first character following the space after the first name.
000046	Before Field Translation	Middle Nme	Field	No	None	Retrieves the person's middle name from the Name field. .

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000047	Export File Creation	Skip Field	Field	Yes	PIXPAD P	Causes the export process to skip the field on the output file when the Export Full option is used and the field is blank.
000048	Export File Creation	Bypass Fld	Field	No	None	Skips the field the output transaction file.
000049	Record Processing	Eff Status	Record	No	None	Checks the effective status field. If it is not active, the data is be formatted for export.
000050	Record Processing	CSV	Record	Yes	PIPSPRC S	Marks records with a stop deduction as having a stop on the PI Partic Export.
000200	Before Field Translation	GVT Remark	Field	No	None	(USF only) Creates an array of remarks codes from the SF50 remarks for inclusion in PACT Record.
000201	Before Field Translation	Tang Amt	Field	No	None	(USF only) If Tangible Benefits > 0 sets to "Y" else blank.
000202	Before Field Translation	Intang Amt	Field	No	None	(USF only) If Intangible Benefits > 0 sets to "Y" else blank.
000203	Export File Creation	Geo Code	Field	No	None	(USF only) Process GVT_GEOLOC_CD Code.
000204	Before Field Translation	Hire Date	Field	No	None	(USF only) Hire Date evaluation.

Process ID	Process Phase	Short Description	Type	User Defined Process	User Exit Program	Description
000205	Before Field Translation	Posn Title	Field	No	None	(USF only) Position Title Code/Description.

Writing Your Own Special Process Routines

You can write your own COBOL special process routines for Payroll Interface. The system isolates your special process routines from core Payroll Interface programs and calls them by retrieving the name specified in the User Exit Program field on the Interface Process Table. So you don't need to modify the core Payroll Interface programs to code your own routines.

Shell programs for the three User Exit invocation points are provided within Payroll Interface. You can use these programs as templates for your own special process routines:

PIPMPOTH	For routines performed during the Import phase.
PIPSPOTH	For routines performed during the Data Preparation/Compare phase.
PIXPOTH	For routines performed during the Export File Creation phase.

To define your own special process routine:

1. Make a copy of the shell program associated with the phase where your special process routine will be performed.

Do not modify the shell programs. These programs are set up with the all the necessary Working Storage and Linkage Section data elements already defined and should be preserved as modules for future development.
2. Change all references to the shell program name to the name of your new program. Follow the PeopleSoft naming convention makes it easier to identify the timing of your own routines. You should change the last three characters of the program name to the PI system ID for which the routine is written. For example, the PI system ID of *ADP* has three routines: *PIMPADP*, *PIPSADP* and *PIXPADP*.
3. Select a PI process ID for your new routine. Review copy member *PICPRCSW.CBL* and choose an unassigned number between 80000 and 899999. These numbers will not be used by PeopleSoft development. Add an 88 level description for your new routine in the copy member. Code your program logic and compile your program.
4. Define your new routine to Payroll Interface by adding your PI process ID to the Interface Process Table.

Note. For AS400 and Oracle/VMS platforms, you must specify the calls to your user exit programs in copy member *PICUEXIT.CBL*. Edit this copy member to add your new program in the appropriate place.

Defining Interface Files

This section describes how to:

- Define file layout.
- Define export records within a file.
- Define export fields within a file.
- Use company filtering.
- Remove redundant effective-dated rows.

Pages Used to Define Layout and Contents of Export Files

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Interface Definition File	PI_FILE1_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface Definition Table, Interface Definition File	Define layout information for import and export files.
Interface Definition Record	PI_FILE2_PNL	Compensate Employees, Administer Payroll Interface, Setup Interface Definition Table, Interface Definition Record	Define the records exported to a file.
Interface Definition Field	PI_FILE3_PNL	Compensate Employees, Administer Payroll Interface, Setup Interface Definition Table, Interface Definition Fields	Define the fields exported to a file.

Defining File Layout

Access the Interface Definition File page.

The screenshot shows the 'File ID Definition' tab in the 'Interface Definition Record' window. The 'File ID' is 'PHY'. The 'Effective Date' is '01/01/1980' and the 'Status' is 'Active'. The 'Description' is 'Physical File Layout' and the 'Short Desc' is 'Physical F'. The 'System ID' is 'PHY' with a search icon and the text 'Physical'. The 'Process Type' is 'Export'. The 'File Type' is 'Physical' with a dropdown arrow. There are checkboxes for 'Convert Case (only A thru Z)' and 'Include Header'. The 'PI Record Length' is '111' and the 'Max Fields Per Output Rec' is '30'. The 'Data Delimiter' is an empty checkbox and the 'External Field ID Indicator' is 'N'.

&Interface Definition File page

System ID	Select the ID for the third-party payroll system. System IDs are defined in the Interface System Table.
Include Header	Defaults to either on or off according to the setting you chose for the system ID on the Payroll Interface System Table.
PI Record Length	For comma-separated, tab-delimited, and other delimited file types, PI Record Length must be zero.
Max Fields Per Output Rec (maximum fields per output record)	This value is determined by the definition of logical records in your external payroll system.
External Field ID Indicator	Commonly used for logical records. When this check box is selected, the data records contain the external field ID as defined on the Interface Field1 page for all of the fields defined in the interface definition record.

See Also

Identifying Payroll Systems

Defining Export Records Within a File

Access the Interface Definition Record page.

The screenshot displays the 'Interface Definition Record' page with the 'Interface Definition Fields' tab selected. The 'File ID' is 'PHY'. The 'Record Definition' section contains the following fields:

- Rec Seq#:** 9
- Record ID:** HEAD
- *Record Type:** Header
- Description:** Header for Personal Data
- PS Record:** JOB
- Base Rec:** (empty)
- *Occur Ind:** Single Rec to Single Defn Rec
- InstanceID:** (empty)
- Process ID:** (empty)
- Record Terminated Value:** ~
- Record Terminated Length:** 1
- Description:** (empty text area)

Interface Definition Record page

The **Rec Seq#** (record sequence number) indicates the sequence of each record within the file.

Note. The system assigns sequence numbers as you add or delete records. If your external system requires a specific record sequence, make sure the sequence reflects that.

Record ID

Each record definition should have a unique ID. Record definitions are used for organizing data for the export process and for defining the export file. So you are likely to have more record definitions on this table than are described by your payroll system documentation.

If your payroll system has its own record IDs, you might want to use those.

Record Types

Select from the following:

- **Header:** Written out first to identify the beginning of a file. Multiple headers are allowed.
- **Trailer:** Written out last to identify the end of a file.
- **Data:** Imported or exported data. A data record must have a primary PS record.
- **Process:** Record definitions used by a COBOL process and associated with specific process events, such as stop deductions. Process records must also identify the **Base Rec** field (base record).
- **Not Procd:** Used for import files only. This indicates a payroll system record within the import file that is not processed by Payroll Interface.

If you select any type other than **Process**, then the row builds a record type within the file.

If you have multiple data-type records, the first data record should have the Primary PS Record set to Job.

Note for CSV files. Each data-type record needs to be assigned to a separate, individual interface definition file. If you have multiple records (and interface definitions), assign each of them to the appropriate PI Config ID.

PS Record

The PeopleSoft table selected from (for export) or inserted into (for import) as the primary process for this interface record.

Note. In the comparison step of the export process, the PS record determines what data is available for fields attached to this record.

Base Rec (base record)

Available for process record types. .

The data value used in the **Base Rec** field is a record sequence number from another row on this table. The base record ties the indicated process to another sequence number row. For example, if the row labeled with sequence number 80 concerns deduction data and the row labeled 140 defines the process ID used to stop the deduction, then 80 would be the base record for record sequence number 140.

Instance ID

Defined on the Interface Instance Table Page.

Record Terminated Value and Record Terminated Length

Required only if your external payroll system needs a specific value to identify the end of the record.

Not required for physical or set-length records.

Ind defines the correspondence between rows in the PS record and records in the interface export file. The following occurrence indicators are provided:

Occurrence Indicator	Description
Single to Single	Data is pulled from a single PeopleSoft record (or row) to a single payroll system record (or row) of information. Example using personal data: (Name, Address, City, Country) "Doe,Jane","854 Mill Rd","Anywhere","USA"
Multiple to Single	Data is pulled from a PeopleSoft record that may have multiple records (or rows) of information to a single payroll system record (or row) of information. Example: Direct Deposit may have more than one row of employee data that the system needs to read in order to see whether the data changed. You would want to pull all rows of data from PeopleSoft and write them to one row on the payroll system data file. Sample data: (SSN, Trans/ABA, Account #, Account Type, Amount) "354567980","123456789","85987-00","C",500.00,"123456789",85987-001,"S",200.00,"123456789","85987-002","S",50.00
Multiple to Multiple	Data is pulled from a PeopleSoft record that may have multiple records (or rows) of information to multiple definition payroll system records (or rows) of information. The Occurrence Key field is required to distinguish each occurrence Example: Ded Calc and Additional Pay may have more than one row of employee data that the system needs to read to see if data changed. You would pull all rows of data and write them to multiple rows on the payroll system data file. Illustration: (SSN, Ded Code, Ded Amount) "354567980","401K",200.00 "354567980","HEALTH",150.00 "354567980","UWAY",50.00 "354567980","VISION",25.00 OR (SSN, Pay Code, Pay Amount) "354567980","CAR",200.00 "354567980","DIEM",250.00 "354567980","FLEX",60.00

The process ID identifies any special COBOL process required to generate the record. A process ID can also be used to identify a unique event such as *Stop Deduction*. A process ID is always associated with a Payroll Interface record.

As delivered, PeopleSoft Payroll Interface has process IDs defined for the following special events. These events set an indicator that can be used later by another special process indicator:

<i>Process ID</i>	<i>Description</i>	<i>Record Type</i>	<i>Special Event</i>
00001	0N1 Change	Data	Used for logical file types. Assigned to data records for DED_CALC and savings.
000023	Stop DirDP	Process	Stops direct deposit.
000024	Stop AdPay	Process	Stops additional payment. Assigned the stop record.
000026	Stop Ded	Process	Stop deduction. Assigned the stop record.
000027	Stop Goals	Process	Stop deduction goal. Assigned the stop record.
000029	Stop Save	Process	Stop savings plan deduction. Assigned the stop record.
000050	Savings, Additional Pay	Data	Assigned to the data records for non-logical file formats (such as CSV) for additional pay and savings plan before and after tax. These record IDs must be named: ‘SAVE’ for before-tax savings ‘SPAT’ for after-tax savings ‘APAY’ for additional pay

Note. For each data record on the Interface Definition Table, the record key must contain the field defined as the employee field ID on the Interface System Table.

See Also

Defining Instance IDs

Defining Export Fields Within a File

Access the Interface Definition Fields page.

The screenshot shows the 'Interface Definition Fields' window. At the top, it displays 'File ID: PHY', 'Physical File Layout', and 'Effective Date: 01/01/1980'. Below this, the 'Definition' section shows 'Rec Seq#: 9', 'Record ID: HEAD', and 'Header for Personal Data'. The 'PS Record: JOB' is also listed. The main table, titled 'Fields', contains the following data:

Field Seq#	ReDef	Field Id	Descr	Start Pos.	Field Len	Field1 Nm	Conv. Case	Rever. Sig	*Key Field	Group ID
10	☐	COMPNY	Company	1	6		☐	☐	Record	
20	☐	RUNID	Run Id	7	6		☐	☐	Record	

Interface Definition Fields page

Field Seq# (field sequence number) and **Field ID**

Fields are identified by IDs (defined on the Interface System Table) and sorted by sequence number.

Redef. (redefine)

If the field's position in a record is also used by a subsequent field for a different purpose, use this check box to select the secondary field for later use. The secondary field must immediately follow the first definition with this position in the record.

Start Pos. (starting position).

Calculated from the Interface Field Table.

Field Len (field length) and

Field1 Nm (field1 name)

For physical files, the starting position and field length can be used to validate that the length of the fields has been set in the correct layout.

Conv. Case (conversion case)

Overrides the case default for a field. Used for ASCII files only.

Rever Sig (reverse sign)

Select if the field is signed numeric type and the payroll system requires that the sign be reversed.

Key Field

Select from the following values:

- ***None***: Indicates a data-only field.
- ***Record***: Defines a field as a primary record key. The system formats only one record per employee.
- ***Occurrence***: Defines a key field with multiple occurrences per record key, allowing multiple records to be formatted per record key.
- ***Non Key***: Indicates that the field is not a key field.
- ***Effdt***: A special type of Occurrence key that allows you to specify a particular field as the effective date on the record. In addition to Occurrence key functionality, further processing eliminates redundant information. For example, if you are using *Job* as the source for a Department Assignment record, you might pass only the rows that show a change in the data on that record. Use ***Effdt*** instead of ***Occurrence*** to trigger processing that eliminates rows with no changes to Department.
- ***Company***: If a field is marked ***Company*** and the Process Filter value on the Interface System Table 1 page is also Company, the system activates a filtering mechanism. Only rows with a Company value matching the processing company (the company tied to the run ID) are formatted and passed to the interface.

Note. To make a field a record key, every key value in every row above the field must also be defined as a key. The system delivers a COBOL error message if you order the key field in a manner such as ***Non Key***, ***Record***, and ***Non Key***.

Group ID

All fields in the record with same group ID are exported or imported whenever any of them are exported or imported.

You might group fields because of data relationships or because of positional considerations. Group IDs are defined on the Interface Group Table.

See Also

Defining Payroll System Data Fields

Using Company Filtering

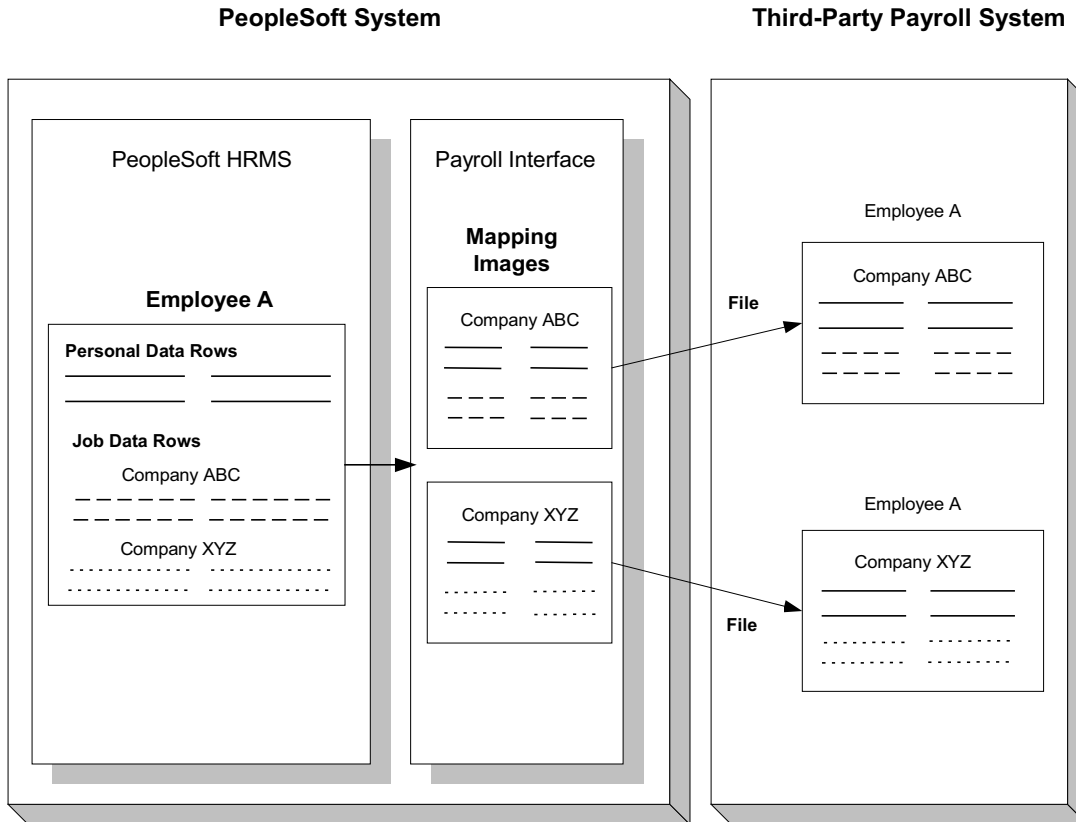
Grouping Fields for Import or Export.

Using Company Filtering

You can restrict Payroll Interface processing to a single company. With company filtering, the Company value assigned to a particular row of data must be the same as the company you are processing in order for the row to be formatted and passed to the interface. If company filtering isn't used, *all* rows created by Payroll Interface for each company/pay group combination are available for export.

For example, in PeopleSoft, you indicate that an employee has transferred from one company to another by adding a new JOB row with the Transfer action. In some third-party payroll systems, however, the company is part of the employee key; therefore, when an employee transfers to another company, Payroll Interface creates a new employee dossier (pool of data). For the transferred employee, you issue a Termination on the old company and a Hire on the new company.

After a transfer occurs, the system creates two images within Payroll Interface, one for each company. With company filtering, a change in employee data may apply to both images (the case for personal data rows, which would not have Company as a key field). In other cases, it may apply to one image (such as JOB row data, which you would generally want to filter by company). You can track retroactive changes even if the changes pertain to a company the employee has already left. If you had not used company filtering, the third-party payroll system would store one set of transactions, without creating separate dossiers and without redundant data (like personal data rows).



Company Filtering

Following is sample data for someone employed in multiple companies over a period of five years. Assume that only one pay group exists per company.

Company	Effdt	Comprate
CCB	01-01-1999	500
CCB	01-01-1998	450
PST	01-01- 1997	425
PST	01-01-1996	400
CCB	01-01- 1995	325

If you change data in the 1995 row, you must send the data to company CCB. If you change the 1997 row, you send the data to company PST.

To implement company filtering:

1. Select the Company Process Filter at the system-level (on the Interface System Table 1 page).

2. For records that will be filtered by company, specify on the export transaction (Interface Definition Fields page) the fields to be used for filtering by assigning them a Key field value of Company.
3. For the Company fields, use either a constant value equal to the processing company (used for personal data) or use the company from JOB (or a view based on JOB).

Note. The system compares the field mapped as Company to the processing company only after translation.

Removing Redundant Effective-Dated Rows

When you use the Effdt key to identify a field on your export record as an effective date, the rows are put through an extra process to eliminate redundant records from PI_PARTIC_EXPT and to remove excess information from the target system.

The following table shows of the kinds of processing that are dependent on treating target effective dates differently from other Occurrence keys. In this example, the system only exports rows with a changed effective date.

Information on JOB:

<i>Effective Date</i>	<i>Effective Sequence</i>	<i>Comprate</i>	<i>Department ID</i>
1999-01-15	0	100	00100
1998-12-12	0	100	00200
1998-12-10	0	85	00200
1997-06-10	0	85	00300
1997-05-31	0	75	00400

If you identified the **Effective Date** field as an Occurrence key, you end up with five rows for export. To eliminate the redundant information, mark the Effective Date field as Effdt. You end up with the following data on your export:

Data on Export

<i>Effective Date</i>	<i>Comprate</i>
1998-12-10	100
1997-06-10	85
1997-05-31	75

Warning! This processing is dependent on the Collate Order you specify on the source table you use. You must indicate an Ascending collate order for the Effective Date field; otherwise, you will eliminate all but the last row.

Specifying External Files to Import or Export

This section describes how to:

- Assign handles to external files.
- Group external files for pay groups.

Pages Used to Specify External Files for Pay Groups

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Interface File Handle Table	PI_FLHANDLE_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface File Handle Table	Assign a handle to each external file that will be imported from or exported to a payroll system. Handles connect an operating system to the Payroll Interface process.
Interface Configuration Table	PI_CONFIG_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface Configuration Table	Specify the external files used for each processing group.

Assigning Handles to External Files

Access the Interface File Handle table page.

Interface File Handle Table			
Definition		View All	First 1-5 of 7 Last
File Handle:	C1	File Name: C:\TEMP\MASTER.CSV Description: Sample CSV Master File	+ -
File Handle:	C2	File Name: C:\TEMP\DEDUCTION.CSV Description: Sample CSV Deduction File	+ -
File Handle:	C3	File Name: C:\TEMP\BEFORE-TAX-SAVINGS.CSV Description: Sample Before Tax Savings File	+ -
File Handle:	C4	File Name: C:\TEMP\ADDITIONAL-PAY.CSV Description: Sample Addl Pay File	+ -
File Handle:	C9	File Name: C:\TEMP\PDXYZ.DET Description: Check Detail	+ -

Interface File Handle Table page

File Handle

Assign any combination of two-digit alphanumeric characters, regardless of the external file's format.

Each file handle number should be assigned a unique process type (export or import).

File Name

Enter the exact path and file name that corresponds to the file handle's location. Be sure to use the appropriate syntax for your operating system (Windows-based, Unix-based, and so on)

Grouping External Files for Pay Groups

Access the Interface Configuration Table page.

Interface Configuration Table			
Config ID: PHY			
Definition		View All	First 1 of 1 Last
*Effective Date:	01/01/1980	*Status: Active	+ -
Description:	Physical File Format		
*System ID:	PHY Physical File Format		
File IDs		View All	First 1 of 1 Last
*File ID	Descr	File Handle	File Name
1	PHY Physical File Layout	P1	C:\TEMP\PHYSICAL.TXT

Interface Configuration Table page

System ID

Specify the payroll system for this processing group.

Interface File ID and File Handle

Identify the files that you will import from or export to the selected payroll system and specify each file's handle as defined on the Interface File Handle Table.

Note. The values you define here are used on the PeopleSoft Pay Group Table, where you will use Payroll Interface **configuration IDs** to identify the payroll system and the interface files that apply to pay groups.

Grouping Fields for Import or Export

You can specify that certain fields must be imported or exported together by the Payroll Interface process. For example, you might set up your system to associate related fields by using two codes: a Deduction Code field and an Amount field. Assigning a group ID signals that if the amount changes, the system should export both fields.

Page Used to Group Fields for Import or Export

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Interface Group Table	PI_GROUP_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface Group Table	Define group IDs that represent multiple fields to be imported or exported together.

Defining Group IDs

Access the Interface Group Table.

Interface Group Table		
System ID:	PHY	Physical File Format
Group ID:	DED	
Process Type:	Export	
Description:	Deduction Code and Amount	
Short Description:	Deds	
Peoplesoft Record Name:		
Peoplesoft Field1 Name:		
PS Key Value:		

Interface Group Table page

For export processing, a group ID identifies multiple fields that must be exported together when data changes in any field in the group.

For import processing, a group ID identifies multiple fields that correspond to one row in the PI Check or PI Balance Tables. The PI Check and PI Balance Tables are populated when you import data via Payroll Interface from your third party payroll service.

Note. The import group ID can associate an additional field and value for the PeopleSoft table where the import data is inserted. This allows translation of a record position in the import file to a key value in the PeopleSoft table.

Creating Payroll Employee IDs

For every payroll system ID, you must determine how to uniquely identify your employees. Use the Payroll Interface Employee table to create a unique payroll employee ID, export or import this value, and map it to the HRMS tables.

Page Used to Create Payroll Employee IDs

Page Name	Object Name	Navigation	Usage
Interface Employee Table	PI_EMPLID_PNL	Compensate Employees, Administer Payroll Interface, Setup, Interface Employee Table	Use when payroll system employee IDs are independent of PeopleSoft employee IDs.

Defining Payroll Interface Employee IDs

Access the Interface Employee Table page.

Interface Employee Table

Lewis, Douglas ID: KU0001 Empl Rcd#: 0

Payroll Interface Employee ID View All First 1 of 1 Last

*Effective Date: 08/23/2000

*System ID:

PI Emplid:

Interface Employee Table page

The precise value of the **PI Emplid** (Payroll Interface employee ID) field is driven by the payroll system's requirements.

Three mapping options are delivered with Payroll Interface; choose between them on Interface System Table 1. You only need to enter Payroll Interface employee IDs for the Using Interface Employee Table option. :

With this option, the Interface Employee Table must be manually loaded prior to running an export process. Payroll Interface looks up the payroll employee ID as defined in the Interface Employee Table by the appropriate PI system ID, employee ID and employee record number. The PI system ID is defined by the PI config ID assigned to the employee's pay group. On the Interface Configuration Table, the interface file ID corresponds to only one PI system ID.

Note. If you use this method, you must set up a record in the Interface Employee Table for each employee. The Interface Employee Table must be updated for any employee change, such as a new hire. The other options do not require this.

Note. For each data record on the Interface Definition Table, record keys must contain the employee field ID on the Interface System Table.

Note. The system issues an error message if you select Using Interface Employee Table but do not set up Payroll Interface employee IDs for each employee record number.

Exporting Multiple Job Data

If you define unique payroll interface employee IDs by using a combination of PeopleSoft employee ID and record (job) number, you create separate employees in the third-party payroll system for each job.

If you use multiple jobs in PeopleSoft, but only want to export a single job through Payroll Interface, you might instead identify a particular job record number for all employees, then create an instance ID attached to the record mapped to job, to include only that specific job record number.

Note. You must ensure that your third-party payroll system does not receive duplicate data. This can be accomplished by including the employee record number in the mapping.

Note. For a field defined as the Employee ID field, you do not need to enter a PS record or field. It is system-maintained per the Convert field on the Interface System Table.

See Also

Creating Payroll Employee IDs

Exporting Multiple Jobs Data

Cloning an Import/Export Setup

It can be much easier to copy (clone) and modify a Payroll Interface export or import setup than define an entirely new setup.

You can also clone the sample setup data delivered with Payroll Interface.

Page Used to Clone an Import/Export Setup

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
PI Cloning Utility	PI_RUNCTL_SID_PNL	Compensate Employees, Administer Payroll Interface, Process, PI Cloning Utility	Create an exact copy of the records (tables) being cloned to add, modify, or delete from that set of new records and create a modified system ID/file definition for an additional export or import process.

Using the Payroll Interface Cloning Utility

Access the PI Cloning Utility page.

PI Cloning Utility page

You can clone the system ID for:

- PS Tables: PI_PS_RECORD, PI_PSREC_FLD, PI_PS_REC_LANG
- Field Table: PI_FIELD_TBL, PI_FIELD_LANG, PI_FIELD_XLAT
- Group Table: PI_GROUP_TBL, PI_GROUP_LANG
- Instance Table: PI_INSTANCE_TBL, PI_INSTANC_LANG

You must enter the **Clone from Sys ID** (clone from system ID) and the **Clone to Sys ID** (clone to system ID) for the process to work properly. Enter the new (or clone to) system ID in the System ID Table.

Enter from and to file IDs to clone the following tables:

- PI_DEFN_FILE
- PI_DEFN_F_LANG
- PI_DEFN_RECORD
- PI_DEFN_R_LANG
- PI_DEFN_FIELD

You might need to manually change the system ID field within the file definition record.

Beware of process IDs in the interface definition record if you clone. Some processes may be specific to certain file types. For example, if you are cloning from a logical file type to a CSV file type, then you would not want to retain PROCESS ID = 000001 in the Deduction record definition.

Long description fields in the PS Tables and in the Interface Definition Record page become blank on the cloned records.

Note. The clone process is an Application Engine program called PI_CLONE.

Managing Special Export Situations

This section describes how to:

- Export data to a table.
- Export multiple jobs data.

Exporting to a Table

You must consider several issues when exporting your data to a table.

File Handles

You don't need to worry about file handles. You only have to enter one to save the page.

Sequence Numbering Logic

The Export to a Table option uses the Seq.# field on the PI_PARTIC_EXTBL table the same way you'd use a group ID (to pair fields together). So where two or more fields are grouped, whenever one of them changes, all are exported. Whenever the group ID is the same, the Seq# field will not increment.

For the sequence numbering logic to work properly, you *must* put each grouped field next to the others. For example, group ID *DED* can be used to pair the Deduction Code and Deduction Amount fields. Every field on the record that uses the DED group ID adjoins each other. There are no fields in-between without the group ID.

Stop Transactions

To recognize a stop transaction in Payroll Interface, the delivered record-level process IDs must be used. PeopleSoft code moves the pay period end date (of the pay calendar entry being used with the run control) to the DATE_VAL field in the PI_PARTIC_EXTBL table when a stop process is identified. Along with the date, you'll see the corresponding field ID and CHAR_VAL (for example, for a deduction code).

Exporting Multiple Jobs Data

Multiple jobs data is exported according to the following criteria:

- An export record is created for each job that is set up with a Payroll Interface company/pay group.
- All records that use the employee record number in the key send the appropriate data for that record number.
- All records that do not contain the employee record number in the key—personal data, for example—send the same information to both export records.
- All of an employee's jobs are exported for a Payroll Interface configuration, whether the jobs are from the same or different pay groups or the same or different companies.
- When a concurrent job is added or terminated, it is not treated any differently than the way a single job is added or terminated.

The deduction calculation process adheres to the following criteria:

- The deduction calculation process within Payroll Interface only references data for the primary job. This avoids the problem of overcharging for benefit deductions for multijob employees. Benefit deduction data for a multijob employee, with both jobs being paid via Payroll Interface, is sent to only one export row.
- If a multijob employee is paid for one job via Payroll Interface and the another job using another payroll system, benefit deductions are only exported for the primary benefit job.
- An exception is if the employee has concurrent jobs with different benefit programs set up on the Job rows. Each benefit program is considered to have one primary job, and the deduction calculation program sends out multiple export rows based on the benefit enrollment.
- General deductions are only linked to one of the concurrent jobs. The keys to the General Deduction table are employee ID and company. The employee record number is not part of the key. Because general deductions are not attached to a benefit program, you must follow special procedures for Payroll Interface. The Payroll Data panel must reflect which job is considered the primary job for each employee. The page currently defaults to the zero employee record number, but this can be modified at the employee data level.

Payroll System IDs

You can add another key besides the PeopleSoft employee ID, the national ID, and the payroll interface employee ID. You can use a view, the multiple national ID field on the personal data pages, or the Payroll Interface existing translation logic. The approach you choose depends on the third-party payroll requirements.

If you need a single check, create a view to combine the values into one amount for each deduction code. Payroll for North America calculates deductions based on the assumption that all deductions are subtracted from one check or all checks. Payroll Interface treats each

employee ID/employee record number as a separate row of information. Each job is treated as a separate check. This gives you tremendous flexibility when mapping your information to the third-party provider.

See Also

“Maintaining Employee Payroll Data,” Specifying Optional Employee Processing

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working with Multiple Jobs”

PeopleSoft Payroll for North America PeopleBook, “Preparing Your Payroll Process,” Issuing a Single Pay Check

(USF) Configuring for Export to the NFC

Federal agencies primarily use the National Finance Center (NFC) as the third-party payroll system. PeopleSoft Payroll Interface for U.S. Federal Government is delivered with a sample template configuration (NFC system ID) to export agency HRMS position and job data to the NFC.

Important! If you export data to the NFC, you *must* use the NFC system ID, as the Payroll Interface processing logic functions differently for federal users. However, do not assume that the sample NFC configuration meets all your needs for data export. Always test the configuration and modify it if necessary.

The NFC interface has six extra tables. They include:

GVT_PI_AWD_VW	SF50/52 award information for the NFC's 110 record.
GVT_PI_DATA_VW	A view of all personal, employment, and job data used in the processing of SF50/52 forms for the NFC's PACT 063 Data record.
GVT_PI_EDUC_VW	Education information for the NFC's PACT 063 Data record.
GVT_PI_RMKS_VW	SF50/52 remarks information for the NFC's Remark (RMK) record.
GVT_PI_POIP_VW	The NFC's PMSO Individual Position record (2056).
GVT_PI_POMR_VW	The NFC's PMSO Position Master record (2055).

When exporting data to the NFC, Payroll Interface exports two files rather than one. One file contains employee data, and the other contains position/job code data. The sample template configuration includes appropriate header information in the two export files per the NFC's

requirements. When you export a full set of records, the NFC export only sends the last effective-dated row for both employee data and position/job code data.

The NFC sample template does not include a configuration for importing data, although you can create your own.

Note. In addition to referring to the NFC system ID, Payroll Interface also uses the Industry and Industry Sector codes set up in your Human Resources system to identify federal users.

Note. Since the NFC system ID template is configured to export of employee and position/job data, full position management should be implemented in PeopleSoft Human Resources.

CHAPTER 7

Preparing for Data Import

This section provides an overview of data import and describes how to:

- Analyze payroll data.
- Configure your import.
- Create a new import file definition.

Understanding Data Import

The import process is typically configured after the export process is set up and working properly.

Note. Payroll Interface Import works only for ASCII-format files.

To import data:

1. Analyze your third-party payroll system's import file structure and map it to Payroll Interface.

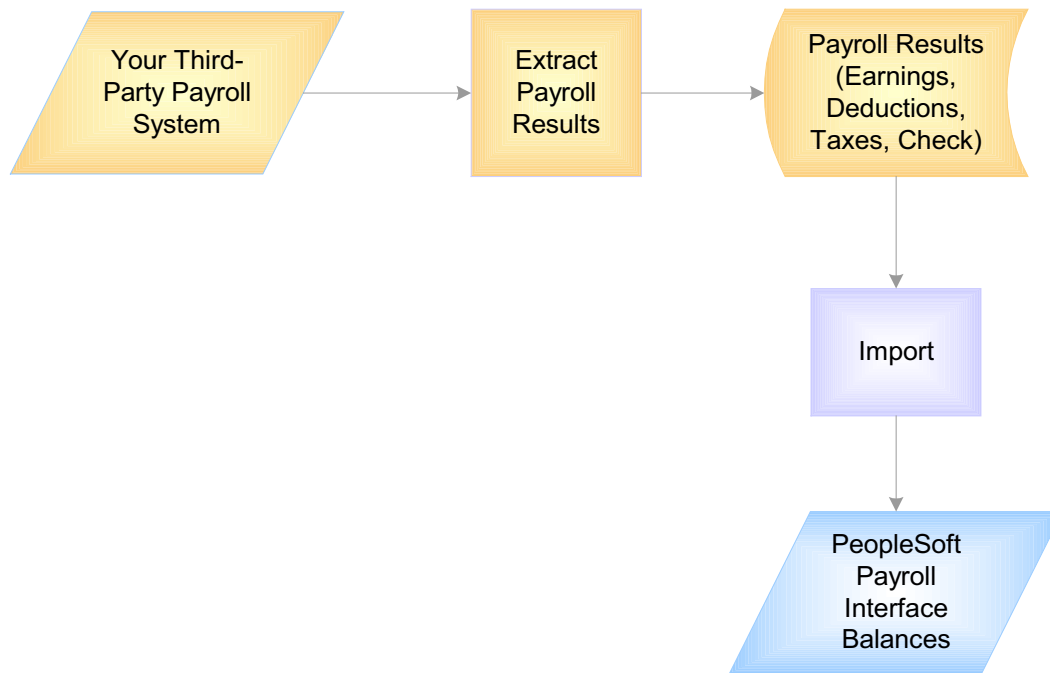
As with the export setup, your import file definition format must match the format of the sample file obtained from your third-party payroll system.

2. Obtain an import (ASCII) file of your payroll data from your third-party payroll system.
3. Store the import file into the location you specified on the File Handle Table.
4. Import the file into Payroll Interface using the Payroll Interface Run Control process. Your tables are now populated with earnings, deduction and tax detail and balances.

Data imported into the Payroll Interface tables resides in the third-party payroll system's format. Payroll Interface does not translate the third-party values into PeopleSoft values.

5. Using online inquiry pages, reports, ePay Internet applications, or reports that you create, review employee check summary and balance details.

Note. Because there is no reverse translation during the import process, the values you see for the summary and balance data are from your third-party payroll system. If you require reverse translation in reports, you could join the fields with the Payroll Interface Field (PI_FIELD_TBL and PI_FIELD_XLAT) and translate those values.



Third-Party Payroll to PeopleSoft HRMS Import Process

See Also

“Introducing PeopleSoft Payroll Interface,” Mapping Your Data

Analyzing Payroll Data

Obtain a sample import file from your third-party payroll vendor, in the exact format that you will import.

When examining the third-party file, ask these questions:

- What does the data represent?
- Do you need separate files for different kinds of data?
- Is the data defined by position (physical), field identifiers (logical), or is it delimited?

Each file format provided by the third-party payroll system corresponds to one Payroll Interface file definition. Payroll Interface is delivered with two sample definitions:

- BALI, for balance data.
- DETI, for check detail.

When you define the PI configuration ID (Payroll Interface configuration ID), you may attach multiple file definitions.

Note. To import numeric and signed numeric fields, the data value in the import file must not contain any spaces. For example, to import a numeric field with a length of 10, decimal length of 2, display decimal turned on, and a value of 10.22, the value in the data file must equal '0000010.22' and not 'bbbb10.22' (where b represents a blank space).

(USF) Note. The NFC template does not include data import.

Configuring Your Import

Data imported from your third-party payroll service into Payroll Interface populates the following Payroll Interface tables:

- PI_CHECK
- PI_EARN_DETAIL
- PI_DED_DETAIL
- PI_TAX_DETAIL
- PI_EARN_BAL
- PI_DED_BAL
- PI_TAX_BAL

The tables can be viewed using the Payroll Interface Inquiry pages. They do not integrate with any other HRMS applications.

The import tables include many user-defined fields. You do not need to map data to all of these fields, but you do need to map to a few, such as check number and gross wages.

Configuring an Import with the Sample DETI Definition

We'll walk through the process of configuring an import by using the sample DETI file definition. Obtain a sample import data file that matches this definition and examine the Payroll Interface fields and records associated with it.

First, ensure that key values you map to on PI_CHECK are the same values mapped on the three DETAIL child records, plus one more to make it a unique child.

You also need to create a field definition for each data field present in the file, including a filler for unwanted data when the data is defined by its position in the record.

Next, define the import records.

Finally, attach your file definition to the PI configuration ID and define the external file handle to allow the COBOL program to find the input file.

For physical file types, some data fields may be defined according to type (such as OASDI tax) by their position in the import record. In Payroll Interface, this file type is reflected by creating a separate row for each occurrence and is captured during import by attaching a group ID, as shown in the following illustration.

Interface Group Table		
System ID:	CSV	CSV Sample Layout
Group ID:	D03	
Process Type:	Import	
Description:	Soc Security Tax (OASDI)	
Short Description:	OASDI	
Peoplesoft Record Name:	PI_TAX_DETAIL	
Peoplesoft Field1 Name:	PI_TAX_TYPE	
PS Key Value:	OASDI	

Group ID Used for Import

The value OASDI is placed in the field PI_TAX_TYPE on the PI_TAX_DETAIL row as it is built from the other data defined on the row being processed.

Note that the group ID D03 is attached to the field ID DPD03.

The screenshot shows the 'Interface Definition Record' window for the 'DETI Direct Payroll Pay Detail File'. The 'Effective Date' is 01/01/1980. The 'Rec Seq#' is 15, 'Record ID' is DPD, and 'PS Record' is PI_CHECK. Below this is a table of fields:

Field Seq#	ReDef	Field Id	Descr	Start Pos.	Field Len	Field1 Nm	Conv. Case	Rever. Sig	*Key Field	Group ID
10		DPD01	Direct Pay Record Type D ID	1	1				Record	
20		DPD02	Direct Pay Federal Tax	2	12	PI_TAX_CUR			Non Key	D02
30		DPD03	Direct Pay Soc Sec Tax (OASDI)	14	12	PI_TAX_CUR			Non Key	D03
40		DPD04	Direct Pay Medicare Tax	26	12	PI_TAX_CUR			Non Key	D04
50		DPD05	Direct Pay SUI/SDI Tax Code	38	2	PI_STATE			Occurrenc	D05
60		DPD06	Direct Pay SUI/SDI Tax Amount	40	12	PI_TAX_CUR			Non Key	D05

Sample Interface Definition Used for Import

The screenshot shows the 'Interface Field2' window for field ID DPD03. The 'System ID' is CSV, 'Field Id' is DPD03, and 'Effective Date' is 01/01/1980. The 'Description' is 'Direct Pay Soc Sec Tax (OASDI)'. The 'PS Record Name' is PI_TAX_DETAIL and the 'PS Field1 Name' is PI_TAX_CUR. The 'Process ID' and 'Instance ID' are empty. The 'PI Translate Ind' is set to 'No Translate Values'. Below the fields is a 'Translate Values' section with a large empty box.

Sample Field ID Used for Import

Creating a New Import File Definition

This section describes the process you would take to create an import file definition. For this example, a physical, fixed-length data file is used to import pay period data into PS_PI_CHECK, PS_PI_EARN_DETAIL, PS_PI_DED_DETAIL, and PS_PI_TAX_DETAIL.

Basic File Layout

Header and footer records are optional. To use data that's not at the employee-level, place it here. See the sample DETI file's header and footer for examples.

Note. You can map fields that are derived from the PeopleSoft pay calendar or that are derived during the Payroll Interface process. At the field level, select a Type of value and view the Text list.

Record Identifiers

For each physical record to be read, set up an Interface field as a record flag. On the Interface Field 1 page, enter value for the Type field and External Record Code for the Text field. Then each record has a unique flag at the beginning of the input data record.

Sample Values

Default Value	Record Name	Field Name
A	PS_PI_CHECK	CHK01
B	PS_PI_EARN_DETAIL	ERN01
C	PS_PI_DED_DETAIL	DED01
D	PS_PI_TAX_DETAIL	TAX01

Record Key Fields

Examine each PeopleSoft record definition that you want to import into. Examine the sample DETI import layout and ensure that you map the same key fields from the data file into the Payroll Interface tables, as a minimum.

Sample Data File Layout

Each record is physical, with a fixed length, but the records do not have to be the same length. Enter the longest record length on the Interface Definition Table 1 page.

Record A: Contains PI_EMPLID and all other data fields mapped to PI_CHECK. Key record fields are:

1. CHK01
2. Check Number
3. PI_EMPLID (As defined on the Interface System Table as the employee field ID. This must be the same field used as the EMPLID in the import definition.)

Record B, C, D, and subsequent records: These do not need the PI_EMPLID field. The Payroll Interface import processes the same employee for these data records until it reads another record 'A' with another PI_EMPILD.

You can process multiple records repeatedly using the Occurrence Indicator on the Interface Definition Table 1 page, set to Multi Recs to Single Defn Rec. (Look in the sample DETI file, Record ID DPE, Coded Hours, for an example.)

Record B (Earn Detail)

ERN01 (RECORD)

Earn Type (NON KEY)

Earn Code (NON KEY)

Amount (NON KEY)

The data file might look like this:

```
A, Emplid, check nbr, data field, data field, etc.
B , earn type, code, amount
B, earn type, code, amount
B , earn type, code, amount
B, earn type, code, amount
```

Each subsequent record repeats many times as necessary (using Multi Recs to Single Defn Rec).

Record C (Deduction Detail)

DED01 (RECORD)

Ded Code (NON KEY)

Ded Amount (NON KEY)

The data file might look like this:

```
A, Emplid, check nbr, data field, data field, etc.
B , earn type, code, amount
B, earn type, code, amount
B , earn type, code, amount
B, earn type, code, amount
C, code, amount
C, code, amount
C, code, amount
C, code, amount
C, code, amount
C, code, amount
```

Subsequent records are imported similarly.

Note. There are no field translations for the import (see Interface Field 2 page), and there is no validation against any PeopleSoft tables (such as EmplID or earnings codes).

Note. If you used the Interface Employee ID page to define unique payroll interface employees, there is no reverse translation back to the PS employee ID on the import. You must modify the system to use the employee ID.

See Also

“Preparing for Data Export,” Defining Your Payroll System Data Fields

CHAPTER 8

Maintaining Employee Payroll Data

This chapter provides an overview of employee payroll data and discusses how to:

- Create employee tax data automatically.
- Enter employee tax data manually.
- Set up direct deposit.
- Set up additional payments.
- Specify optional employee processing.
- Pay employees using multiple payroll systems.

Understanding Employee Payroll Data

The employee payroll data you maintain for Payroll Interface works in conjunction with the information you enter on the Administer Workforce pages and the benefit deduction data maintained in PeopleSoft Base Benefits.

You might not need to maintain all the data discussed in this chapter, depending on how you structure your payroll and work with your third-party payroll vendor.

As a first step, identify the groups of payroll-type data that you want to maintain in PeopleSoft HRMS. Many Payroll Interface customers enter payroll-type data directly into the payroll system, simplifying HRMS data conversion, data entry into PeopleSoft, and maintenance of Payroll Interface. Examples include W-4 tax information, general and goal deductions, direct deposit, and additional pay.

Creating Employee Tax Data Automatically

If you select Automatic Employee Tax Data on the Installation Table, PeopleSoft automatically sets up the following tax records for the employee: federal, state (multiple, if necessary), and local (multiple, if necessary). Tax distribution data is also set up automatically. This is done whenever an employee:

- Is hired using Administer Workforce or Recruit Workforce in PeopleSoft Human Resources.
- Transfers to another company.
- Has a job change requiring a new or concurrent state, province, or locality.

You can run SQR TAX016, the Default Tax Data Report, to verify automatically created tax data. This report tells you, within a date range you specify, which employees have such default data on their tax records.

See Also

“Appendix A: PeopleSoft Payroll Interface Reports”

Entering Employee Tax Data Manually

This section describes how to:

- Record federal withholding data.
- Record additional federal tax data.
- Record information for non-resident alien employees.
- Set up state tax status.
- Record tax data for specific states.
- Record local tax data.
- Specify a distribution for work location taxes.

To set up tax information correctly, you must understand the data mappings between your PeopleSoft data and your third-party payroll system's data requirements. Remember that you generally want to export some type of code and/or numeric value. Payroll Interface includes a sample view called FED_ST_TAX_VW to export the most common employee tax data. You can create your own views to extract specific tax data if there is no clear one-to-one mapping.

Important! Federal, state, and local taxes are implemented as a set of chained pages. To add a new effective-dated row for state or local tax data, you must insert a row on the first page in the chain, the Federal Tax Data page.

Note. You can also access the pages described in this section from the Maintain Payroll Data window.

Pages Used to Enter Employee Tax Data Manually

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Federal Tax Data	TAX_DATA1	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Data, Federal Tax Data	Record and maintain federal withholding data. Specify employee status for FICA, FUT exemption, earned income credit (W-5), and W-2 reporting. (E&G) Enter information for non-resident alien employees. The information in the Tax Treaty/NR Data Table assigns the employee to a tax treaty table and allows the eligible employee to be subject to a reduced tax treaty rate.
State Tax Data	TAX_DATA3	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Data, State Tax Data	Define an employee's state tax status. Enter data for specific states.
Local Tax Data	TAX_DATA5	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Data, Local Tax Data	Enter data for each locality where an employee works.
Employee Tax Distribution	TAX_DISTRIBUTION	Compensate Employees, Maintain Payroll Interface, Use, Employee Tax Distribution	For salaried or exempt hourly employees only, enter a percentage for each U.S. state/locality in which a salaried or exempt hourly employee consistently works.

Recording Federal Tax Data

Access the Federal Tax Data page.

Federal Tax Data		State Tax Data	Local Tax Data
Smith, Carolyn		ID: B-BARET196	
Company: BN1 Company BN1			
Effective Date		Find View All First 1 of 1 Last	
*Effective Date: 01/01/1990		This data was last updated by Hire Pross on	
☐ Exempt from FUT		☐ Use Total Wage for Multi_State	
Special Tax Withholding Status			
☒ None ☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax			
☐ Maintain gross; FWT will be zero unless specified in 'Additional Withholding' below			
W-4 Processing Status: ☐ None ☐ Notification Sent ☐ New W-4 Received			
Tax Marital Status: ☒ Single ☐ Married		Withholding Allowances: 0	
FWT Additional Amount			
Amount:		Percentage:	
Lock-In Details			
☐ Letter Received		Limit On Allowances: 0	

Federal Tax Data page (1 of 2)

Earned Income Credit ☒ Not applicable ☐ Single, or married no sp filing ☐ Married, both spouses filing	W-5 Processing Status ☐ None ☐ Notification Sent ☐ New W-5 Received
W2-Reporting ☐ Statutory Employee ☐ Deceased ☐ Pension Plan	
☐ Legal Representative ☐ Deferred Compensation	

Federal Tax Data page (2 of 2)

Note. You cannot change data or enter a new row on any of the tax data pages without first going to **Federal Tax Data**.

If the employee works for multiple companies, then each company defines the tax data.

Exempt from FUT

Defaults from the company exempt in the FUT field on the Company Table.

Special Tax Withholding Status

Special Tax Withholding Status

Use the options in the **Special Tax Withholding Status** group box to indicate whether an employee's federal withholding tax status deviates from the norm. The default is ***None***, which means that no special status exists and that federal withholding tax should be calculated based on the employee's gross, marital status, and withholding allowance.

Do Not Maintain Taxable Gross and do not withhold tax indicates that the employee is exempt from FWT.

Maintain taxable gross is not applicable to the Payroll Interface.

The **W-4 Processing Status** defaults to ***None***. You can also update this status. ***Notification Sent*** indicates that the employee has been notified to submit a new Form W-4. ***New W-4 Received*** indicates that a new Form W-4 has been received.

Note. An authorized operator can manually change an employee's W-4 processing status to ***New W-4 Received*** when an employee submits an updated Form W-4. You can either do this on the current record or on a new effective-dated row. Note that the Effective Date of the new row must be earlier than or equal to February 15 of the new tax year. If there are future-dated records, the W-4 Processing Status of those records must also be set to New W-4 Received. You can change future-dated rows in Correction mode only.

If the employee is a non-resident alien, enter data on Federal Tax Data Page 3.

Other Factors Affecting Federal Tax

Tax Marital Status

Indicate the employee's marital status for federal withholding.

Withholding Allowances

Indicate the number of allowances the employee claims for federal withholding tax purposes. This number should match the number on the employee's W-4 form.

Note for Guam (GU), Virgin Islands (VI), and American Samoa (AS): Although employees in these territories are not subject to federal withholding, they are subject to state withholding at the same rate as federal. The system uses the tax marital status and withholding allowances information on the Federal Tax Data page to calculate the state withholding required by each of these territories.

If you have employees in Guam, Virgin Islands, or American Samoa, you need to enter the **Tax Marital Status** and **Withholding Allowances** claimed on their withholding certificates on this page and on the State Tax Data page. You should also select the **Do Not Maintain Taxable Gross** option on the Federal Tax Data page for these employees.

FWT Additional Amount

FWT Additional Amount and Percentage

Use the **FWT Additional Amount** and **Percentage** fields to indicate additional FWT taxes to be deducted. You can specify both an amount and a percentage if appropriate—provided your payroll system accepts this information.

Lock in Details

Letter Received

In the **Lock-In Details** group box you can select the **Letter Received** check box if you have received a Lock-In Letter from the IRS that limits the employee's withholding allowances. When you select **Letter Received**, the screen displays the following message:

“Lock-In Letter Received status will be set to on for this and any higher-dated rows.”

When you acknowledge the message by clicking **OK**, the **Limit On Allowances** field will ungray to enable you to enter the number to which the Lock-In Letter limits the employee's withholding allowances. When you enter the number, the screen displays the following message:

“If needed, the number of allowances will be changed to the lock-in limit for this and any higher-dated rows.”

If you enter a number of **Withholding Allowances** that exceeds the value in **Limit On Allowances**, the system displays the following message:

“Federal Withholding allowance exceeds the IRS limit. Please enter a value less than or equal to (value in Limit On Allowances).”

W-2 Reporting

Legal Representative

Indicates whether the names entered on Personal Data for the employee's W-2 reporting are legal representatives acting on behalf of the employee.

Deferred Compensation Indicates whether the employee made elective deferrals to a 401(k) or 403(b) retirement plan.

(E&G) Recording Information for Non-Resident Alien Employees

All of the data for this page is entered in the Tax Treaty/NR Data table.

Treaty Exp Date Calculated by the system based on the **Date of Entry** and rules established on the Tax Treaty/NR Data Table.

Form 8233 Recd? and Form W8-BEN Recd? Select to determine the employee's eligibility for reduced tax treaty rates. You must select the correct form for the specified income code by the end of the current pay period. Otherwise, the affected earnings will be taxed as W-2 earnings instead of 1042 earnings.

Form 8223 is required for all income codes except 15 (scholarships and fellowships). Form W8-BEN is required for scholarship and fellowship income.

Form W9 Recd? 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. In other words, their earnings are taxed as W-2 earnings instead of 1042 earnings.

W9 In Effect Date Employees who files a Form W9 that takes affect before the end of the current pay period are processed as if they did not have a treaty. In other words, the earnings are taxed as W-2 earnings instead of 1042 earnings.

Set Up State Tax Status

Access the State Tax Data page.

Federal Tax Data		State Tax Data		Local Tax Data	
Jones, Susan			ID: K0G001		
Company:		GBI Global Business Institute			
Effective Date		Find View All First 1 of 1 Last			
Effective Date:		08/24/2001		+ -	
State Information		Find View All First 1 of 1 Last			
*State:				+ -	
☒ Resident		☐ Non-Residency Statement Filed		☐ UI Jurisdiction	
Special Tax Status					
☒ None ☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax ☐ Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below					
*SWT Marital/Tax Status:					
Withholding Allowances:		0			
Additional Amount Adjustment					
Amount:		☒ Increase ☐ Decrease			
Percentage:					

State Tax Date page (1 of 2)

Lock-In Details	
Letter Received ☐	Limit On Allowances:
Addl Allowances:	
% of Federal W/H: (AZ Only)	Annual Exemption Amount: (MS Only)
*SDI Status:	Retirement Plan ☐ Exempt From SUT ☐ (PR Only)
California Wage Plan Code	
*Disability/Unemployment Plan:	

State Tax Data page (2 of 2)

State

You can assign employees to only one resident state.

Resident

If the employee is a resident of a state other than the primary work state, create an additional state entry and select the **Resident** option.

The work state is derived from the employee's Tax Location on the Job Data Table.

Non-Residency Statement Filed	For your information only; not used by the system.
UI Jurisdiction	If an employee has only one state (the resident state), that state will default to the state of jurisdiction. If an employee has two states (one resident, the other nonresident), the nonresident state will default to the state of jurisdiction. If an employee has multiple nonresident states and no state is indicated as the state of jurisdiction, you'll get a message to select UI Jurisdiction on one record.
Non-Resident Alien	Calculates state taxes using the same treaty rule as used for federal tax calculations.
SWT Marital/Tax Status	Enter for each state where the employee pays taxes. Your payroll system should use this information to calculate state withholding tax in each state. SWT marital status options are located on the SWT Marital Status Table, which is maintained by PeopleSoft.
Addl Allowances (additional allowances)	Only used for California. Indicate the number of additional allowances the employee claims for State Withholding Tax purposes.
% of Federal W/H	Only used for Arizona. The percentage of federal withholding that constitutes the state withholding.
SDI Status	Defaults to the value of the SDI Deduction field in the State Tax Table and is derived from the employee's SDI status entered on the Company Table.
Annual Exemption Amount	Only used for Mississippi.
Exempt from SUT	Defaults to the Company Exempt from SUT value entered on the Company Table.
California Wage Plan Code	Used only by employees of the California Public Employees Retirement System (PERS). Leave the option at State/State (State Disability Plan and State Unemployment) unless instructed otherwise by your company's tax advisors.

Specifying Special State Taxes

The Special Tax Status group box and Additional Amount Adjustment group box operate exactly as they do on the Federal Tax Data page. You use the Special Tax Status group box to indicate if an employee's state withholding tax status deviates from the norm, while the Additional Amount Adjustment **Amount** and **Percentage** fields indicate additional SWT to be taken. You can specify an amount, a percentage, or both, as needed.

You can also choose neither of these by selecting **Do Not Maintain Taxable Gross and Do Not Withhold Tax**.

Note. Always remember that Payroll Interface does not maintain any data on taxable gross. This data is maintained exclusively by your third-party payroll system.

Note for Guam (GU), Virgin Islands (VI), and American Samoa (AS): Employees in these territories are subject to state withholding at the same rate as federal. The system uses the Marital Status and Withholding Allowances information on the **Federal Tax Data** page to calculate the state withholding required by each of these territories.

If you have employees in Guam, Virgin Islands, or American Samoa, you need to enter the Marital Status and Withholding Allowances claimed on their withholding certificates on this page and on the **Federal Tax Data** page.

Recording Local Tax Data

Access the Local Tax Data page.

Federal Tax Data State Tax Data Local Tax Data

Jones, Susan ID: K0G001

Company: GBI Global Business Institute

Effective Date 08/24/2001 Find | View All First 1 of 1 Last

States Find | View All First 1 of 1 Last

State:

Locality Find | View All First 1 of 1 Last

*Locality: [] []

☒ Resident Other Work Locality: [] []

Special Tax Status

☒ None

☐ Do not maintain Taxable Gross and do not withhold tax

☐ Maintain Tax Gross, LWT zero in 'Additional Withholding' below

LWT Marital/Tax Status: [] [] Local Withholding Allowances: 0

Additional Withholding Amount: [] Percentage: []

Local Tax Data page

Note. This page has three scroll areas. The outer scroll area corresponds to the effective dates entered on Federal Tax, the middle scroll area corresponds to the States entered on State Tax, and the inner scroll area corresponds to the localities you enter on this page.

Each taxing Locality where an employee lives or works must be identified on this page. Before assigning localities to employees, you must first establish localities on the Company Local Tax Table.

Note. If you are setting up local tax information for an employee who lives or works in more than one state, you must enter the appropriate local tax information for each state. An employee can also have more than one local residence. You will need multiple resident locality entries if two different taxes exist for the same locality.

Resident	Select if the locality is considered a resident locality.
Other Work Locality	When you have more than one work tax for a given locality, use this field to link multiple local work taxes together. This entry links to another local work tax code, which is then entered on another Locality row. <i>Exception for Indiana:</i> When setting up Indiana localities at the employee level, you do not need to set up any localities that have an alpha suffix.
None	Indicates that the employee is exempt from LWT. The taxable base for LWT will not reflect the pay that they receive.
Do Not Maintain Taxable Gross and Do Not Withhold Tax	Indicates that the employee is exempt from LWT. The taxable base for LWT will not reflect the pay that they receive.
Maintain Tax Gross	Overrides the normal tax calculation with an 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 then becomes either the flat amount or a percentage of the local taxable wages.

Note for Indiana Localities. In Indiana, the employee's county of residence is the first determining factor for tax withholding. If the county where an employee resides on January 1 of any year imposes a tax, you must withhold that tax. The employee is liable for the tax for the entire year, even if he or she moves to a non-taxing county. If the county of residence does not impose a tax, but the county in which the principal place of work is located does, withhold at the appropriate non-resident rate.

For employees moving from out of state into a taxing Indiana locality, withholding does not begin until the next January 1, when residence determination is made.

Specifying a Distribution for Work Location Taxes

Access the Employee Tax Distribution page.

Employee Tax Distribution

Lewis,Douglas Employee ID: KU0001 Empl Rcd#: 0

Tax Distribution Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 Country: USA ☐ Insert Pre-filled Tax Location

States/Localities Find | View All First 1 of 1 Last

*State	Locality	Distribution %
NY	P0001 NEW YORK	100.000

Employee Tax Distribution page

Insert Pre-filled Tax Location

Select to automatically populate this record using the tax location ID specified on the employee's Job Data record and the corresponding information on the Tax Location Table.

State

Identifies each state in which the employee works.

Locality

For each state you can also indicate taxing localities, as applicable

Distribution %

Specify the percent of the employee's time or earnings apply to each state/locality. The values in **Distribution %** must total to 100%.

Note. This tax distribution is for work location taxes only. This does not include resident-based taxes. You can distribute taxes for salaried and exempt hourly employees only.

Every employee must have at least one Tax Distribution record. If only one state/locality applies for an employee, the **Distribution %** should be 100 for that single row.

Note. If you are using FED_ST_TAX_VW to export data, be sure to enter the appropriate data on the tax distribution page (FED_ST_TAX_VW joins with this table).

Setting Up General Deductions

General deductions are any non-benefit-related deductions, such as union dues.

Page Used to Set Up General Deductions

Page Name	Object Name	Navigation	Usage
General Deduction Data	GENL_DED_DATA	Compensate Employees, Maintain Payroll Interface, Use, General Deduction Data	Record information about general (non-benefit-related) deductions for employees.

Recording General Deduction Information

Access the General Deduction Data page.

General Deduction Data

Lewis,Douglas
ID: KU0001

Company: GBI Global Business Institute

General Deduction
Find | View All
First 1 of 1 Last

*Deduction Code: KUWAY1 United Way

Deduction Details
Find | View All
First 1 of 1 Last

*Effective Date: 01/01/1999
Take on all Paygroups

*Deduction Calculation Routine: Flat Amount

Deduction End Date:
Deduction Rate or %:

Loan Interest %:
Flat/Addl Amount: \$5.00

Goal Amount: \$100.00
Current Goal Balance: \$25.00

Ded. stopped by Self Serv User

This data was last updated by System on 07/26/2000

General Deduction Data page

Note. Before you can set up employee deductions, you must establish them on the General Deduction Table and the Deduction Table.

Deduction Calculation Routine

Determines how a deduction will be calculated for an employee. If you do not specify otherwise, the deduction will be calculated according to the Deduction Table. These routines are identical to the routines on the General Deduction Table. Choose from the following:

Default to Deduction Table: Uses the calculation routine specified on the Deduction Table. The **Flat/Addl Amount** (flat/additional amount) field and **Deduction Rate or %** fields on this page are not available. The system uses only values entered on the Deduction Table

Flat Amount: Establishes the deduction as a flat amount. Enter the amount in the **Flat/Addl Amount** field, which is treated as an amount per pay period. **Deduction Rate or %** is not available.

Deduction End Date

Specifies when a deduction should no longer be taken.

Deduction stopped by Self Serv User

Selected when an employee has stopped a voluntary deduction through a self-service application.

Note. You should map and export general deductions through the DED_CALC record for each pay period after the deduction calculation process has been run.

Setting Up Direct Deposit

Employees can have pay deposited to multiple accounts; they can also have some earnings directly deposited while the remainder is issued as a check.

Page Used to Set Up Direct Deposit

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Direct Deposit	DIRECT_DEPOSIT	Compensate Employees, Maintain Payroll Interface, Use, Direct Deposit	Record information required to enable the direct deposit of employee pay.

Recording Direct Deposit Information

Access the Direct Deposit page.

Direct Deposit

Lewis, Douglas ID: KU0001

Deposit Information Find | View All First 1 of 1 Last

*Effective Date: 08/23/2000 *Status: ☐ Suppress DDP Advice Print

Distribution Information Find | View All First 1 of 1 Last

Priority:

Bank ID:

Account#:

*Deposit Type:

% Net Pay/\$ Amount:

Prenotification Status: New Prenote Date:

This data was last updated by

Account Type

☐ Checking

☐ Savings

☐ Issue Check

☒ Prenotification Required

Direct Deposit page

Priority

During direct deposit processing, distributions are made to accounts in order of priority. The lower the priority number, the higher the priority. Priority is important when an employee's net pay is not enough to cover all direct deposits.

The priority number is automatically populated via PeopleCode to equal 999 where the **Deposit Type** is Balance.

Bank ID and Account#

Represent the employee's checking or savings account in which the money should be deposited. The system will create a prenote status file for each employee the first time it processes direct deposits. This is done in order to verify that the transit and account numbers are valid.

Prenotification Required

The system creates a prenote status file for each employee the first time it processes direct deposits, to verify that the transit and account numbers are valid. Select this check box if the prenote process is required.

Employees who are set up for direct deposit continue to receive checks until the prenotification period has passed. If the prenote wait period is ten days and you are running a weekly payroll, employees will most likely receive two paychecks before direct deposit starts.

Working with Deposit Amounts

Each deposit may be stated as either a **% of Net Pay** or a **\$ Amount**. For example, suppose an employee wants \$50 deposited to a savings account, a \$100 check for pocket money, and 100% of the remaining net pay deposited to a checking account. To do this, you must set up three rows of distribution information:

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 or Excess

In this case, assign the savings and separate check entries a lower priority number than the checking account direct deposit; otherwise, all of the employee's pay will go directly into checking before the system looks at the other direct deposit guidelines.

You should designate one direct deposit account for the employee to receive any excess funds left over after all direct deposits are processed. To do this, select the Deposit Type = Balance excess check box for the designated account.

To change or discontinue direct deposits, set up the appropriate effective-dated rows using the Direct Deposit page.

Setting Up Additional Payments

This section describes how to:

- Record additional payments.
- Specify a different department to charge for additional pay.
- Change employee tax data for additional pay.

Pages Used to Set Up Additional Payments

Page Name	Object Name	Navigation	Usage
Additional Pay	ADDITIONAL_PAY1	Compensate Employees, Maintain Payroll Interface, Use, Additional Pay	Set up earnings that an employee will be paid regularly in addition to regular pay. Specify a different department to charge for the additional pay. Change employee tax data for additional pay.

Recording Additional Payments

Access the Additional Pay page.

Additional Pay

Jones, Susan Employee EmplID: K0G001 Empl Rcd#: 0

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code:

Effective Date Find | View All First 1 of 1 Last

Effective Date: 07/24/2001

Payment Details Find | View All First 1 of 1 Last

*Addl Seq #: End Date:

Rate Code: Reason: Not Specif

Earnings: Hours: Hourly Rate:

Goal Amount: Goal Balance:

Sep Chk #: ☐ ☐ Disable Direct Deposit ☐ Prorate Additional Pay ☐ OK to Pay

Applies to Pay Periods: ☒ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth

▶ Job Information

▶ Tax Information

Additional Pay page (1 of 3)

▼ Job Information

Compensation Rate/Frequency: \$7,242.000000/ Monthly

Standard Hours: 40.00

Employee Type: Not Appl.

Default Job Data

Position:

Business Unit: GBIBU Global Business Institute BU

DeptID: 10000 Human Resources

Job Code: KU013 Financial Analyst

Account Code:

GL Pay Type:

Shift: N/A

Job Data Override

Position:

Business Unit:

DeptID:

Job Code:

Account Code:

GL Pay Type:

***Addl Shift:** Use Job

Additional Pay page (2 of 3)

Tax Information	
State:	
Tax Periods:	1
Locality:	
*Tax Method:	Annualized
*Tax Frequency:	Pay Grp's
*Deductions Taken:	Deduction
Deduction Subset ID:	

Additional Pay page (3 of 3)

Addl Seq # (additional sequence number).

Should always be set to 1 unless there are multiple additional pay records.

Hours, Hourly Rate, and Earnings

Additional pay can either be hours multiplied by an hourly rate or a fixed amount, but not both.

If an hourly rate is indicated, but the field is left blank, information is automatically populated from the employee's job record.

Goal Amount

Causes your payroll system to stop issuing this additional pay once the amount has been reached.

Applies to Pay Periods

Indicate the pay periods in which this additional pay should be identified in your payroll system by selecting the appropriate boxes.

For example, if an employee were paid twice a month, but received a monthly car allowance, you would select either **First** or **Second**, but not both.

Job Data Override

Use the **Job Data Override** group box to change the department charged for the additional pay.

Tax Information

Modify the **State Worked** or **Locality Worked** fields. These fields are validated against the employee's state and local tax data.

Specifying Optional Employee Processing

This section describes optional processing information, such as check distribution and deduction subset options. These options are often necessary when employees have multiple jobs.

Page Used to Specify Optional Employee Processing

Page Name	Object Name	Navigation	Usage
Payroll Data 2	PAYROLL_DATA2	Compensate Employees, Maintain Payroll Interface, Use, Payroll Data, Payroll Data 2	Enter optional employee payroll processing, such as where a check should be distributed and payroll deduction subset options.

Recording Optional Employee Processing

Access the Payroll Data 2 page.

Payroll Data 1 Payroll Data 2

Andrews, Olivia ID: B-BARET201 Company: BN1

Primary PayGroup: B6J Deduction Calc Record: 0

Paycheck Location Option

☒ Home Department Location

☐ Job Location

☐ Other Location SetID: BNUSA Location CD:

Mail Drop ID:

Paycheck Name:

Deductions Taken

☒ Deduction Table Governs

☐ Deduction Table Subset Governs Deduction Subset ID:

☐ None

Payroll Data 2 page

Primary Pay Group

Appears only if you've activated the multiple jobs feature. Identifies the pay group for which a consolidated paysheet will be created when an employee is paid for jobs in different pay groups during the same pay run. The primary pay group also controls whether deductions or additional pay are taken for the pay period.

You should select, as the primary pay group, the one in which the employee is paid most often.

If you leave this field blank, the system defaults to the pay group associated with the first job the employee was hired for.

Paycheck Location Option

Specifies which location code is used as a sort option for printing paychecks for this pay group. Used only if:

- Paycheck Sequence Option is set to Company Distribution Order on the Pay Group Table 5 page.
- Paycheck Location Option is set to Select on Payroll Data Page on the Pay Group Table 5 page.

Location is entered as a Prt Seq (print sequence) on the Pay Group Table 6 page.

If you choose Other Location, the system uses the designated agent address and transmits the check for office delivery. Select a Location CD to indicate this location as a sort option for printing checks. Use this option only if the Paycheck Location Option is set to Select on Payroll Data Page.

Note. You must create location codes in the Location Table before you can use them.

Paycheck Name

Indicates a name, other than the employee name entered on Personal Data 1, to whom the paycheck should be made out. This field is not formatted, so enter the name exactly as it should appear on the paycheck.

Deductions Taken

When the multiple jobs feature is activated, and an employee has jobs in different pay groups, the system looks at the employee's primary pay group and primary job to determine which set of deductions to apply.

See Also

"Preparing for Data Export," Exporting Multiple Job Data

Paying Employees Using Multiple Payroll Systems

Employees with multiple jobs sometimes need to be paid through more than one payroll system.

Deduction Calculation

To use the deduction calculations for multiple jobs, make sure to follow the rules set by the Benefits Administration PeopleBook.

Benefit Deductions

Follow the same rules as the Benefits Administration PeopleBook.

General Deductions

You must maintain the Payroll Data 2 page if you are using multiple jobs.

See Also

Specifying Optional Employee Processing

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,”
Entering National Labor Agreement Information

CHAPTER 9

Running Deductions

This chapter provides an overview of deduction calculation and export and discusses how to:

- Run the Deduction Calculation (DED CALC) process.
- Run the Confirm Deductions (PSPDCCNF) process.
- Export percentage deductions.

Understanding Deduction Calculation and Export

Payroll Interface has three functions:

- Calculate and confirm employee deductions.
- Export employee data from PeopleSoft to a third-party payroll system.
- Import data from a third-party payroll system back to PeopleSoft.

The following procedure outlines the steps involved in deduction calculation and export.

Note. You can skip the Deduction Calculation process if your third-party payroll system is responsible for calculating all deductions.

To calculate deductions and export data:

1. Set up the PeopleSoft HRMS foundation tables, including all benefits and deduction information.
2. Calculate deductions, unless the third-party payroll system is performing this step. .

View the results and validate that no errors were generated. You can recalculate all or part of the deductions as necessary.
3. Confirm the deduction calculations, unless the third-party payroll system is performing this step.

When you run the process, the system loads the Deduction Calculation Tables and flags the pay calendar as Confirmed. If you need to recalculate a confirmed set of deductions, you can unconfirm the calculations and rerun them.

4. Select PeopleSoft HRMS data, including employee data, tax setup data, and banking information, along with the calculated and confirmed deduction data.

If you are not using the deduction calculation process, the export process will not select deductions and deduction goals. However, employee data, banking, and tax setup data will be selected regardless of whether you are using deduction calculation or not.

5. Compare the export to the previous export data and identify changes via the PI_PARTIC_EXPT table.

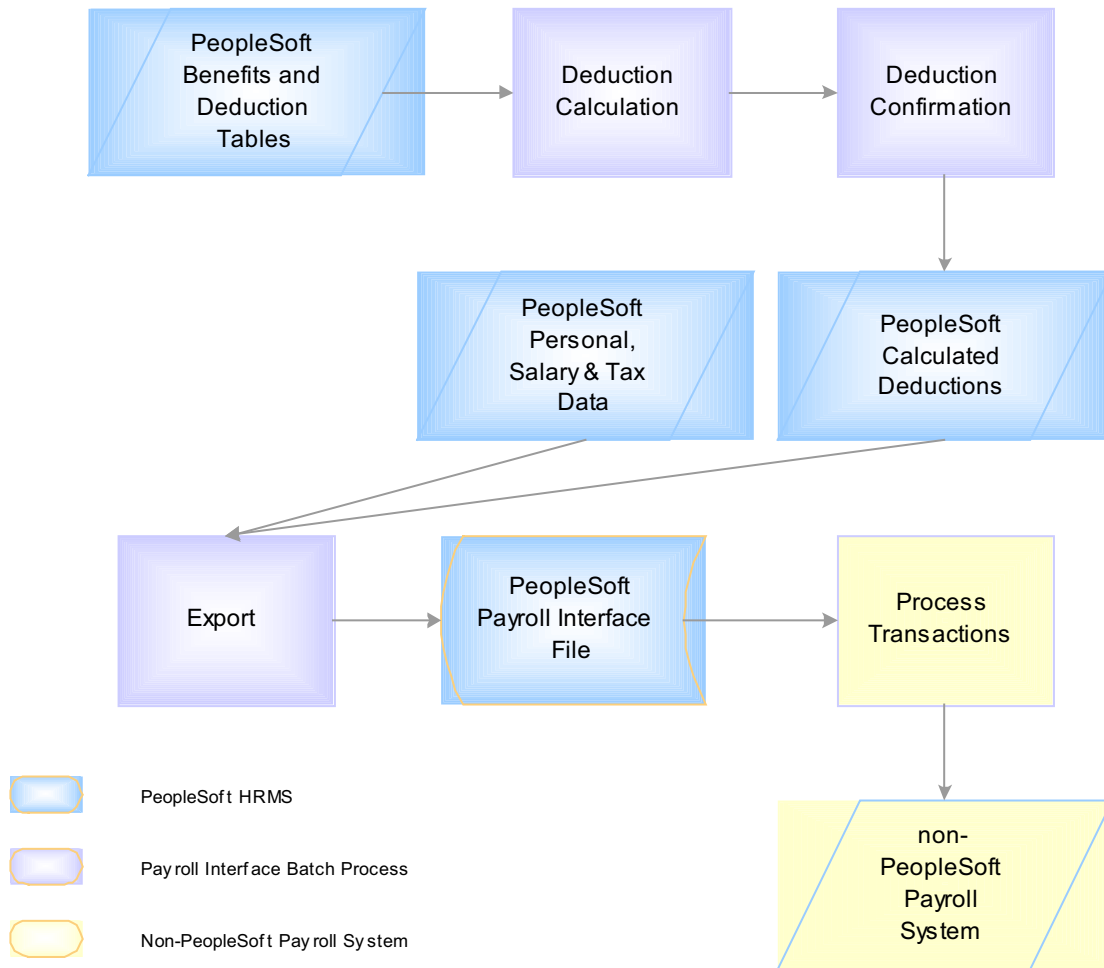
If you are not using the deduction calculation process, the export process will not select this information.

6. Create an export file or table based upon the data mapping you did during Payroll Interface setup.

The export file is stored on your system based upon the file handle you set up.

7. Using the delivered reports and inquiry pages, or by using SQRs that you develop, review the export information to determine its validity.
8. Deliver the validated file to your third-party payroll system.

Your third-party payroll system imports your export file and your payroll is produced.



PeopleSoft HRMS to Third-Party Payroll Export Process

Running the Deduction Calculation Process

This section describes how to:

- Run deduction calculations.
- Review error messages.
- Correct calculation errors.

Pages Used to Run the Deduction Calculation Process

Page Name	Object Name	Navigation	Usage
Deduction Calculation Run Ctl (deduction calculation run control)	RUNCTL_DED_CAL C	Compensate Employees, Administer Payroll Interface, Process, Deduction Calculation Run Ctl	Calculate deductions for employees. Normally, you run this process each pay period.

Running Deduction Calculations

Access the Deduction Calculation Run Ctl page.

Deduction Calculation Run Ctl

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

Pay Run ID:

Select Deductions to Calculate

☒ Only Calculate Where Needed

☐ (Re)Calculate All Checks

Deduction Calculation Run Ctl page

Pay Run ID

Pay run IDs are defined on the Define Payroll Process page.

Select Deductions to Calculate

Use **Only Calculate Where Needed** only when doing a second calculation with updated employee-level data. This option does not pick up any benefit-table-level changes that affect multiple employees.

The system calculates deductions for employees who:

- Were not yet calculated this pay period.
- Were calculated but had errors during the calculation process.
- Had benefit or job changes since the last deduction calculation for the pay period.

Select **(Re)Calculate All Checks** only if you have made table changes that will affect deduction calculation, such as benefit premium adjustments on the Benefits tables.

When the process is completed, view the results on the Calculated Deductions page in the Inquire menu.

See Also

“Exchanging Data Using Payroll Interface,” Reviewing Process Results

PeopleTools PeopleBook: Process Scheduler

Reviewing Error Messages

After each process you should check for error messages. To review messages online, select Process, Deduction Calculation Run Ctl, Inquire, Deduction Messages.

To review messages in hard copy, run the Deductions and Benefits Register report (PAY031). Select Process, Deduction Calculation Run Ctl, Report, Ded/Benefits Register.

Note. To ensure that benefit enrollments are correct for each employee, run the PreSheet Audit Report (PAY034).

See Also

“Appendix A: PeopleSoft Payroll Interface Reports”

Correcting Calculation Errors

You can run Deduction Calculation as many times as necessary to correct errors.

Note. Each time you run the process, the system deletes the run control data. So you’ll need to redefine this data for each process you run.

Running the Confirm Deductions Process

Run the confirmation process to load deductions in the Deduction Calculation Table for export. This section describes how to:

- Run the Confirm Deductions process.
- Select confirmation or unconfirmation.

Page Used to Confirm Deductions

Page Name	Object Name	Navigation	Usage
Deduction Confirm Run Ctl (deduction confirm run control)	RUNCTL_DED_CONF	Compensate Employees, Administer Payroll Interface, Process, Deduction Confirm Run Ctl	Confirm or unconfirm a deduction calculation.

Running the Confirm Deductions Process

Access the Deduction Confirm Run Ctl page.

Deduction Confirm Run Ctl

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) [Run](#)

Pay Run ID:

Deduction Confirm Run Ctl page.

Note. Once the Confirm Deductions process is run, no further changes can be made to deduction data for the pay period unless you run the Deductions Unconfirm process.

Click Run to access the Process Scheduler Request page and select between confirmation or unconfirmation of the deductions.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Using Pay Calendars,” Establishing Pay Run IDs

Selecting Deduction Confirmation or Unconfirmation

Access the Process Scheduler Request page.

Process Scheduler Request

User ID: PS Run Control ID: 1

Server Name: Run Date: 08/23/2000

Recurrence: Run Time: 4:30:36PM

Time Zone: [Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	
☐	Confirm Deductions	PSPDCCNF	COBOL SQL	(None)	NONE	
☐	Deductions Unconfirm	PSPDCUNC	COBOL SQL	(None)	NONE	

[OK](#) [Cancel](#)

Process Scheduler Request page

Select either **Confirm Deductions** or **Deductions Unconfirm** under **Description**, then click **OK** to run the process.

See Also

PeopleTools PeopleBook: Process Scheduler

Exporting Percentage Deductions

The Deduction Calculation (DED CALC) process calculates benefit deductions and general deduction flat-dollar amounts. To export percentages for your third-party payroll to calculate, you must map your general and savings plan deductions directly from their corresponding tables.

To map and export from savings plans, use the following views:

- SAVINGS_PLAN_VW for before-tax savings percentages and flat amounts
- SVP_ATAV_VW for after-tax savings percentages and flat amounts.

You can map percentages and flat amounts directly from these views.

The Deduction Calculation process can calculate a flat-dollar amount for savings plans based upon the percentage entered on the employee Savings Plan Table page.

To calculate deductions for savings plans, select Calculate Pct of Annual Rate on the Rollover of Funds page of the Savings Plan Table component (Define Business Rules, Define Base Benefits, Setup, Savings Plan Table, Rollover of Funds). When Calculate Pct of Annual Rate is selected, the deduction calculation process takes the annual rate from the Job record, multiplies it by the percent on the employee savings plans, and calculates an annualized per-pay-period flat dollar amount based upon the deduction frequency on the Deduction Table and the pay frequency of the pay group/employee.

Note. General deduction percentages must be mapped from the GENL_DEDUCTION table.

CHAPTER 10

Exchanging Data Using Payroll Interface

This chapter provides an overview of Payroll Interface data exchange and discusses how to:

- Convert tab-delimited files for import.
- Exchange data with your payroll system.
- Activate SmartSelect.
- Review process results.

Understanding Payroll Interface Data Exchange

Payroll Interface enables export of data to your third-party payroll system and import of data from the payroll system. The same run-control process is used for both import and export.

Exporting Data to Your Payroll System

The Export process is divided into two steps: compare and export. The *compare* step involves extracting employee data from PeopleSoft, translating and formatting the data, comparing the current values to those previously exported to your payroll system, and identifying and recording the changed values.

The system stores the results of the compare step in the Payroll Interface Export History Table (PI_PARTIC_EXPT).

After the compare step is completed, the *export* step creates the actual sequential output file.

Importing Data From Your Payroll System

The Import process imports check and balance data from your payroll system into standalone PeopleSoft Payroll Interface tables. You can view the tables online or create reports from them. These tables do not integrate into other applications without technical configuration.

See Also

“Preparing for Data Export“

“Preparing for Data Import“

Converting Tab-Delimited Files for Import

Because COBOL automatically changes a tab to a space when reading a file, you must convert tab-delimited files into comma-delimited files before importing them to Payroll Interface.

Page Used to Convert Tab-Delimited Files for Import

Page Name	Object Name	Navigation	Usage
Convert Tab Run Ctl (convert tab run control)	RUNCTL_PICNVT_TAB	Compensate Employees, Administer Payroll Interface, Process, Convert Tab Delimiter Run Ctl	Converts tab-delimited import files.

Converting Tab-Delimited Files

Access the Convert Tab Run Ctl page.

Convert Tab Run Ctl

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

*System ID:

Config ID:

Convert Tab Run Ctl page

- System ID** Select the system ID—defined on the Interface System Table—that identifies your payroll system.
- Config ID** (configuration ID) Select the configuration ID—defined on the Interface Configuration Table—which identifies the interface files to be converted.

See Also

“Preparing for Data Export,” Identifying Your Payroll System

“Preparing for Data Export,” Grouping External Files for Pay Groups

Exchanging Data With Your Payroll System

This section describes how to:

- Import or export data.
- Complete the Select and Compare process.

(USF) Note. If you exchange data with the National Finance Center (NFC), your export configuration should use the NFC system ID to ensure that your output file is properly formatted.

See Also

“Preparing for Data Export”

Pages Used to Exchange Data With Your Payroll System

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payroll Interface Run Ctl (payroll interface run control)	PI_RUNCTL_PNL	Compensate Employees, Administer Payroll Interface, Process, Payroll Interface Run Ctl	Run the import or export process.
Complete Export to Ext File (complete export to external file)	PI_RUNCTL_AE_PNL	Compensate Employees, Administer Payroll Interface, Process, Run Ctl/Export Only Ext File	Complete the Select and Compare Only process begun on the Payroll Interface Run Ctl page.

Importing or Exporting Data

Access the Payroll Interface Run Ctl page.

Payroll Interface Run Ctl page

Payroll Interface Run Number

Each time you run a new process, the system increments this number. The compare step looks at the previous Payroll Interface run number in PI_PARTIC_EXPT for each company or pay group you process.

Chk Point Interval in Minutes (check point interval in minutes)

Specify how often the system should commit during a process run.

Note. To use the Commit After # Employees Processed value specified on the Installation Table instead of a number of minutes, leave **Check Point Interval** either blank or 0.

PI Run Option (payroll interface run option)

Choose from the following:

New: Runs a new Payroll Interface process. The system increments the PI run number.

Reprocess: Reprocesses an existing Payroll Interface run.

Restart: Restarts the most recently run PI run number.

Export Options

(USF) Note. Unlike the generic Payroll Interface product, the NFC export does not compare against the history record.

(USF) Note. The **Select Type** menu does not appear; you see an **Output file(s)** field instead. You can choose to output all files or just the PACT file or PMSO file.

Select Type

Choose from the following options:

- ***All Employees in Group:*** Exports all employees in the pay group.
- ***Manually Select:*** Exports specific employee IDs (indicated in the **Selected Employees** group box).
- ***SmartSelect:*** Selects only those employees in the pay group for whom online changes have been made since the last export for the group. This option provides substantial performance benefits. If the selection process finds that an All Employees In Group has not yet been run for this company/pay group combination, SmartSelect is overridden at the pay group level and changed to All Employees in Group.

SmartSelect only detects changes to employee keyed tables. You might need to run All Employees in Group at times to keep your export synchronized. These cases include:

- Changes to your Payroll Interface configuration.
- A mass update to employee-level tables.
- Changes to a non-employee table used in a view by your Payroll Interface definitions.

Note. You must activate SmartSelect by attaching a simple PeopleCode function to each HRMS record that is used as input to the Export process.

(USF) Note. If you are a U.S. Federal Government user, then the **Select Type** field in the Export Options group box will not appear and an **Output file(s)** field will appear on the page. You can choose to output all files or just the PACT file or PMSO file.

Export Change or Full

Choose to export only the changed values identified in the compare step or a full set of employee records (including blank fields).

Active Employees

Select to include only employees whose status is considered “active” as defined on the Interface System Table 2 page.

To include *all* employees (regardless of their status on the Job record) for year-end processing, don’t select this check box. (Even terminated employees are exported in this case.)

Reprocess

The **Reprocess** group box contains options for rerunning a previously completed export process. Valid values are **Compare** and **Export**.

Select **Compare** to rerun a previously completed export process from the beginning.

Select **Export** to skip the compare step for a previously completed Export process.

When you are doing a **Reprocess**, you will usually want to start by selecting the **Compare** option. This runs the process as if it had never been run. The first step of the **Compare** process is to delete all rows of data from the PS_PI_PARTIC, PS_PI_PARTIC_EXPT, and PS_PI_MESSAGE tables where the PI_RUN_NUMBER is equal to the reprocess PI_RUN_NUMBER. Once the data has been deleted, the system then does the compare and export process.

If you choose the **Export** option, the system starts on the second phase of the Payroll Interface process, bypassing the compare phase. It starts by selecting the changed data for the PI_RUN_NUMBER being reprocessed and writes out the flat file or table.

Note. The **Export** option might be useful in the following situation: Let's say that your payroll service forgets to process the daily file and does not have a copy of the file. By running the export, you can generate an exact copy of the file to give them.

Run Select and Compare Only

If you select this option, the entire compare and export process will run. However, the export data is written to a file that is kept in a temporary table (PI_EXTIO) until a run control is entered in the PI Run Ctl/Export Only Ext File page.

Separating the export process from the actual writing to a file may be useful to you when the export is run at one location while the file was written at another location.

Note for customers using DB2/MVS with Centura connectivity: The DB2/Centura client environment has an active cursor limit of 50 (50 simultaneous statements). If you map more than 34 different PeopleSoft tables or views within a Payroll Interface File Definition for export, you will need to run your Export process on the MVS server rather than on your Windows client.

Import Options

A successful data import is dependent upon a proper import setup.

To import data, select **Import** in the **Run Type** field. The Import process can import check detail and/or balance data from your payroll system into PeopleSoft tables for online viewing and reporting.

The data imported depends on the values of your third party payroll system because there are no reverse translation capabilities in Payroll Interface. For example, if your third party payroll system indicates a pay end date in the format MM/DD/YY, then this value will be imported into PeopleSoft in the same MM/DD/YY format, even though PeopleSoft maintains such data in the format MM/DD/YYYY.

Payroll Interface does not have an import compare process to check whether the imported data is valid in PeopleSoft Human Resources. The Import process even imports data for employees who aren't defined in PeopleSoft.

According to the specifications you defined in your Payroll Interface Tables setup, the Import process loads data from your payroll system into the following:

- Payroll Interface Check Detail Table (PS_PI_CHECK).
- Payroll Interface Deduction Detail (PS_PI_DED_DETAIL).
- Payroll Interface Tax Detail (PS_PI_TAX_DETAIL).
- Payroll Interface Earnings Detail (PS_PI_EARN_DETAIL).
- Payroll Interface Deduction Balances Table (PS_PI_DED_BAL).
- Payroll Interface Tax Balances Table (PS_PI_TAX_BAL).
- Payroll Interface Earnings Balances Table (PS_PI_EARN_BAL).

See Also

“Preparing for Data Import“

Activating SmartSelect

Completing the Select and Compare Only Process

“Preparing for Data Export,” Identifying Active Employees

Reviewing Process Results

“Preparing for Data Export“

PeopleTools PeopleBook: Process Scheduler

Completing the Select and Compare Only Process

Access the Complete Export to Ext File page.

Complete Export to Ext File

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

*Pay Run ID:

Run Type:

*PI Run Option:

*Payroll Interface Run Number:

Complete Export to Ext File page.

To run the export process, you must:

- Specify the **Pay Run ID** for which you want to run the process.
- Choose the **Run Type** to indicate the process you want to run.
- Choose the **PI Run Option**.
- Specify the Payroll Interface Run Number.

When you have selected your options, click the **Process Request** button.

Note. This page can only be used if you have already run the Payroll Interface Run Ctl page with Run Select and Compare Only selected.

Activating SmartSelect

SmartSelect enables you to process only those employees who have had online changes since the last time Payroll Interface was run. Although Payroll Interface provides a PeopleCode function that detects the timing of these online changes and makes the information available to the export process, you should still select **All Employees in Group** on the Payroll Interface Run Ctl page when using SmartSelect. This is because changes may also have been made outside of the online system. For example, you might have performed a batch mass update to your employees; you might have changed your Payroll Interface configuration, you may have updated a reference table, or you may be processing a group of employees for the first time.

To activate SmartSelect, you need to add PeopleCode to a key field on all records that are updated in the online system and contain information necessary for your Payroll Interface definitions. The following steps demonstrate the changes required for one record, the CITIZENSHIP record. Use these steps as a model for activating SmartSelect on all necessary records.

To activate the SmartSelect code for the Citizenship record:

1. In Application Designer, select File, Open. Select an Object Type of Record and the Name CITIZENSHIP.
2. Click Select to open the record.
3. Click the PeopleCode Display Icon. There may or may not be PeopleCode indicated for the EMPLID field in SavePostChange (SPo). In either case, double-click on that cell in the grid to open the PeopleCode editor:
4. For every record that is keyed on EMPLID or EMPLID/EMPL_RCD, add a call to the Update SmartSelect function. Add the following required PeopleCode in the Declarations Area:

```
Declare Function UPDATE_SMARTSELECT PeopleCode PI_PRESELECT.PI_SELECT_TYPE
FieldFormula;
```

5. If EMPL_RCD is in the record, add:

```
UPDATE_SMARTSELECT(EMPLID, EMPL_RCD, 'Y');
```

6. If EMPL_RCD is not in the record, add:

```
UPDATE_SMARTSELECT(EMPLID, 0, 'N');
```

Note. The 'Y'/'N' at the end of the parameter list indicates whether EMPL_RCD exists in the record. If it does not exist, then *all* jobs for a multijob employee will be processed in the next SmartSelect export.

7. Save the PeopleCode and the record.

Note. Always document PeopleCode changes. This makes it easier to migrate the changes and maintain them during upgrades.

Note. SmartSelect will only detect changes to Employee keyed tables. There are several cases where you may need to run a Full Select to keep your export in synch. These cases include, but are not limited to the following: Changes to your Payroll Interface configuration, Mass Update to employee-level tables, and Changes to a non-employee table used in a view by your Payroll Interface definitions.

Reviewing Process Results

This section describes how to review information such as:

- Deduction calculation results.
- Deduction calculation errors.

- General errors.
- Import and export run information.
- Export details.
- Import check data.
- Check tax details.
- Imported earnings balances.
- Imported deduction balances.
- Imported tax balances.

Pages Used to Review Process Results

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Calculated Deductions	DED_CALCULATIONS	Compensate Employees, Administer Payroll Interface, Inquire, Calculated Deductions	Review the results of the deduction calculation process.
Deduction Messages	DED_MESSAGES	Compensate Employees, Administer Payroll Interface, Inquire, Deduction Messages	Review error messages generated during deduction calculation.
Interface Messages	PI_MESSAGES	Compensate Employees, Administer Payroll Interface, Inquire, Interface Messages	Review other error messages generated by Payroll Interface. The Error Key field indicates the Payroll Interface field that has the problem. Refer to PSCPYMSG.CBL (COBOL) for technical troubleshooting.
Interface Run Table	PI_RUNTBL_PNL	Compensate Employees, Administer Payroll Interface, Inquire, Interface Run Table	Review information about import and export runs.

Page Name	Object Name	Navigation	Usage
Interface Export Details	PI_PARTIC_PNL	Compensate Employees, Administer Payroll Interface, Inquire, Interface Export Details	Review export field data and other details.
Pi Check Summ (payroll interface check summary)	PI_CHECK_SUMM	Compensate Employees, Administer Payroll Interface, Inquire, PI Check Summ	Review check data imported from your third-party payroll system. Click the Tax Detail link to view a page with tax details for the check summary you're reviewing.
Check Tax Details	PI_CHECK_SUMM_S1	Click Tax Details on the Pi Check Summ page.	Review tax details for a check summary.
Interface Earning Balance	PI_ERNBAL_PNL	Compensate Employees, Administer Payroll Interface, Inquire, Interface Earning Balance	Review earnings balances imported from your payroll system.
Interface Deduction Balance	PI_DEDBAL_PNL	Compensate Employees, Administer Payroll Interface, Inquire, Interface Deduction Balance	Review deduction balances imported from your payroll system.
Interface Tax Balance	PI_TAXBAL_PNL	Compensate Employees, Administer Payroll Interface, Inquire, Interface Tax Balance	Review tax balances imported from your payroll system.

CHAPTER 11

Appendix A: PeopleSoft Payroll Interface Reports

This appendix provides an overview of PeopleSoft Payroll Interface 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

PeopleSoft Payroll Interface Reports: General Description

This table lists the PeopleSoft Payroll Interface reports, sorted alphanumerically by report ID. The reports listed are all SQR reports. If you need more information about a report, see the report details at the end of this appendix.

PeopleSoft Payroll Interface Reports

<i>Report ID and Report Name</i>	<i>Description</i>	<i>Navigation</i>	<i>Run Control Page</i>
PAY031 Ded/Benefits Register	For each company/pay group, lists the type of deduction for each employee, along with the calculated amount of the deduction. This report can only be run after you've run the Deduction Calculation process.	Compensate Employees, Administer Payroll Interface, Report, Ded/Benefits Register	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
PI001 Export Changes Report	Lists detailed information for employees who will be included in the export file, including both old and new values for fields that changed since the last export file was created.	Compensate Employees, Administer Payroll Interface, Report, Export Changes Report	RUNCTL_PIEXPT
PI701 System Table Listing	Shows each system ID, its description, and effective date, along with other data on the System Interface Table.	Compensate Employees, Administer Payroll Interface, Report, System Table Listing	PRCSRUNCNTL
PI702 PeopleSoft Record Listing	Lists PeopleSoft tables and views you can use in Payroll Interface.	Compensate Employees, Administer Payroll Interface, Report, PS Record Listing	PRCSRUNCNTL
PI703 PeopleSoft Record-Field Listing	Lists each field on the PeopleSoft tables and views you can use in Payroll Interface.	Compensate Employees, Administer Payroll Interface, Report, PS Record-Field Listing	PRCSRUNCNTL
PI704 PI Field Listing	Shows fields defined for the third-party payroll system and how PeopleSoft fields are mapped to them for both import and export processing.	Compensate Employees, Administer Payroll Interface, Report, PI Field Listing	PRCSRUNCNTL
PI705 PI Field-Xlat Listing (payroll interface field-translate listing)	For each defined system ID, lists the third-party payroll system's fields along with the PeopleSoft source fields. Also lists translate values.	Compensate Employees, Administer Payroll Interface, Report, PI Field-Xlat Listing	PRCSRUNCNTL
PI706 PI Instance Listing	Displays each instance of a PeopleSoft record to be exported to the third-party payroll system.	Compensate Employees, Administer Payroll Interface, Report, PI Instance Listing	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PI707 PI Process Listing	Displays descriptions for each defined COBOL process that filters data before creating the export file.	Compensate Employees, Administer Payroll Interface, Report, PI Process Listing	PRCSRUNCNTL
PI708 PI Process Values	Displays values returned from a special COBOL process. These values are used in the field translation process.	Compensate Employees, Administer Payroll Interface, Report, PI Process Values	PRCSRUNCNTL
PI709 PI Definition-File	Lists each file used in Payroll Interface.	Compensate Employees, Administer Payroll Interface, Report, PI Definition-File	PRCSRUNCNTL
PI710 PI Definition-Record	Lists the layout of each record used to format import and export files.	Compensate Employees, Administer Payroll Interface, Report, PI Definition-Record	PRCSRUNCNTL
PI711 PI Definition-Field	Lists the layout and content of each field for every record on each file used in Payroll Interface.	Compensate Employees, Administer Payroll Interface, Report, PI Definition-Field	PRCSRUNCNTL
PI712 PI Config Listing (payroll interface configuration listing)	Displays processing groups, file names, and descriptions needed for the third-party payroll system.	Compensate Employees, Administer Payroll Interface, Report, PI Config Listing	PRCSRUNCNTL
PI713 PI Group Listing	Lists group IDs that represent fields to be processed together in the export file.	Compensate Employees, Administer Payroll Interface, Report, PI Group Listing	PRCSRUNCNTL
PI714 PI Employee Listing	Where they differ, lists each PeopleSoft employee ID along with the third-party payroll system's employee ID.	Compensate Employees, Administer Payroll Interface, Report, PI Employee Listing	PRCSRUNCNTL
PI715 File Handle Listing	Displays each file handle, file name, and description.	Compensate Employees, Administer Payroll Interface, Report, File Handle Listing	PRCSRUNCNTL

Additional Reports

The reports documented in this section can be useful for PeopleSoft Payroll Interface users. These are reports available for the Payroll for North America product. They have not been specifically developed for Payroll Interface and have only been provided to give you added reporting flexibility. If you need further reporting capabilities, you can modify the delivered SQRs or create your own.

Report ID and Report Name	Description	Navigation	Run Control Page
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), Report 2, Presheet Audit Compensate Employees, Manage Payroll Process (USF), Rpt N-Z, Presheet Audit	RUNCTL_PRESHEET
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
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

Report ID and Report Name	Description	Navigation	Run Control Page
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 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
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

Report ID and Report Name	Description	Navigation	Run Control Page
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
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
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
PAY717 Earnings Program Table	Lists information from the Earnings Program Table.	Define Business Rules, Define Payroll Process, Report, Earnings Program	PRCSRUNCNTL
TAX016 Default Tax Data	Lists employees with incorrect default data in their Tax records.	Compensate Employees, Report Payroll Info (US), Report, Default Tax Data, Default Tax Data Report Compensate Employees, Report Payroll Info (USF), Report, Default Tax Data, Default Tax Data Report	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 amount from the Canadian Tax Tables, and province. This report also includes the provincial tax credit amounts from the Canadian Income Tax Data record.	Compensate Employees, Report Payroll Info (CAN), Report, Default Tax Data, Default Tax Data Report	RUNCTL_FRMTHRU_PAY
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, Employee Tax Information Compensate Employees, Manage Payroll Process (USF), Rpt A-M, Employee Tax Information, Employee Tax Information Compensate Employees, Manage Payroll Process (CAN), Reports 1, Employee Tax Information, Employee Tax Information	RUNCTL_TAX019
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, Run Parameters Compensate Employees, Report Payroll Info (USF), Report, W-4 Exemptions, Run Parameters	RUNCTL_ASODATE_PAY

Report ID and Report Name	Description	Navigation	Run Control Page
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, Exemption Report	RUNCTL_TAX100CN
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 and Quebec basic source deductions for employees by generating a new Canadian Income Tax Data (CAN_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, Update Source Deductions	RUNCTL_TAX103CN

Report ID and Report Name	Description	Navigation	Run Control Page
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, W-4 Report Compensate Employees, Report Payroll Info (USF), Report, W-4 IRS Report, W-4 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, W-4 Audit Compensate Employees, Report Payroll Info (USF), Report, W-4 Audit Report, W-4 Audit	RUNCTL_TAX107
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
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

Report ID and Report Name	Description	Navigation	Run Control Page
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
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
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

PeopleSoft Payroll Interface 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.

PAY031 - Deductions and Benefit Register

The Off-Cycle Pay Calendar section is not used for Payroll Interface. Use the On-Cycle option.

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.

PAY701 – Bank Report

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

This report lists valid general deduction codes and their effective dates. It includes:

- Calculation type code for each deduction.
- Flat rate or percentage.
- Special accumulator code.
- Employee pay frequency.
- Additional flat deduction amount.

PAY704 – Deduction/Deduction Frequency

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 Class

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

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

PAY709 – Wage Loss Plan

Source Record

Canadian Wage Loss Plan Table

PAY711 – Pay Group

Source Record

Pay Group Table

PAY712 – Earnings

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

PAY714 – Pay Calendar

Source Record

Pay Calendar Table

PAY717 – Earnings Program

Source Record

Earnings Program Table

PI001 - Export Changes

Records

Select **All** if you want all records to be included in your report. Select **Changed** if you only want records that have changed since the last export to be included in your report.

Fields

Select **All** if you want all fields to be included in your report. Select **Changed** if you only want fields that have changed since the last export to be included in your report.

Source Records

PS_PI_DEFN_FIELD, PS_PI_FIELD_TBL, PS_PI_DEFN_RECORD,
 PS_PI_FIELD_LANG, PS_PI_PARTIC_EXT, PS_PI_PARTIC, PS_PI_RUN_PYGRP,
 PS_PI_SYSTEM_TBL, PS_PERSONAL_DATA, PS_PI_SYSTEM_LANG

PI701 - System Table Listing
Source Records

PS_PI_SYSTEM_TBL, PS_PI_SYSTEM_STAT

PI702 - PeopleSoft Record Listing
Source Records

PS_PI_PS_RECORD, PS_PI_PS_REC_LANG

PI703 - PeopleSoft Record-Field Listing
Source Records

PS_PI_PS_RECORD, PS_PI_PSREC_FLD

PI704 - PI Field Listing
Source Records

PS_PI_FIELD_TBL, PS_PI_SYSTEM_TBL, PS_PI_FIELD_LANG,
 PS_PI_SYSTEM_LANG

PI705 - PI Field-Xlat Listing
Source Records

PS_PI_FIELD_XLAT, PS_PI_SYSTEM_TBL, PS_PI_FIELD_TBL,
 PS_PI_SYSTEM_LANG, PS_PI_FIELD_LANG

PI706 - PI Instance Listing

Source Record

PS_PI_INSTANCE_TBL

PI707 - PI Process Listing

Source Records

PS_PI_PROCESS_TBL , PS_PI_PROC_TB_LANG

PI708 - PI Process Values

Source Records

PS_PI_PROCESS_TBL, PS_PI_PROC_TB_LANG

PI709 - PI Definition-File

Source Records

PS_PI_DEFN_FILE, PS_PI_DEFN_F_LANG

PI710 - PI Definition-Record

Source Records

PS_PI_DEFN_RECORD, PS_PI_DEFN_FILE, PS_PI_DEFN_R_LANG,
PS_PI_DEFN_F_LANG, PS_PI_PROCESS_TBL, PS_PI_PROC_TB_LANG,
PS_PI_PROCESS_TBL

PI711 - PI Definition-Field

Source Records

PS_PI_DEFN_FIELD, PS_PI_DEFN_FILE, PS_PI_DEFN_RECORD,
PS_PI_DEFN_F_LANG, PS_PI_DEFN_R_LANG, PS_PI_GROUP_TBL

PI712 - PI Configuration Listing

Source Records

PS_PI_CONFIG_FILE, PS_PI_CONFIG_TBL, PS_PI_DEFN_FILE,
PS_PI_CONFIG_LANG, PS_PI_DEFN_F_LANG

PI713 - PI Group Listing

Source Records

PS_PI_GROUP_TBL, PS_PI_GROUP_LANG

PI714 - PI Employee Listing

Source Records

PS_PI_EMPLID_TBL, PS_PI_SYSTEM_TBL, PS_PI_SYSTEM_LANG

PI715 - File Handle Listing

Source Records

PS_FILE_HANDLE_TBL

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.

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

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.

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.

TAX100CN – Exemption

Source Record

CAN_TAX_DATA

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

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.

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	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

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.
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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

TAX702 – Federal/State Tax Table

Source Records

STATE_TAX_TABLE, STATE_OTH_TAX_TABLE

TAX703 – Local Tax Table

Source Record

LOCAL_TAX_TABLE

TAX707 – State Tax Rate

Source Record

STATE_TAX_RATE_TABLE

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