PeopleSoft®

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook

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About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

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

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft 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 that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter 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 the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID 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.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, 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.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access 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	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Payroll for North America Preface

This preface discusses:

- PeopleSoft Products.
- PeopleSoft Enterprise HRMS Application Fundamentals.
- PeopleBook structure.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Payroll for North America.

PeopleSoft Enterprise HRMS Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

The *PeopleSoft Payroll for North America PeopleBook* provides you with implementation and processing information for your PeopleSoft Payroll for North America system. Additionally, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook.* Each PeopleSoft product line has its own version of this documentation.

Note. One or more pages in PeopleSoft Enterprise Payroll for North America operate in deferred processing mode. Deferred processing is described in the preface in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook.*

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface"

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

The PeopleBooks structure conveys a task-based hierarchy of information. Each chapter describes a process that is required to set up or use the application. Chapter sections describe each task in the process. Subsections within a section describe a single step in the process task.

Some PeopleBooks may also be divided into parts. PeopleBook parts can group together similar implementation or business process chapters within an application or group together two or more applications that integrate into one overall business solution. When a book is divided into parts, each part is divided into chapters.

The following table provides the order and descriptions of chapters in a PeopleBook

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements used in the PeopleBook, if necessary.
Getting Started With…	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level documentation to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Navigation	(Optional) Some PeopleSoft applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages. **Note.** Not all applications have delivered custom navigation pages.
Understanding…	(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.

Chapters	Description
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. **Note.** There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. **Note.** There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(Optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Delivered Workflow Appendix	(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application. **Note.** Not all applications have delivered workflows.
Reports Appendix	(Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

CHAPTER 1

Getting Started with Payroll for North America

This chapter discusses:

- Payroll for North America overview.
- Payroll for North America business processes.
- Payroll for North America integrations.
- Payroll for North America implementation.

Payroll for North America Overview

Payroll for North America provides the tools to calculate earnings, taxes, and deductions efficiently; maintain balances; and report payroll data while minimizing the burden on IT managers and payroll staff.

With Payroll for North America, you can design the payroll system to meet your organization's specific requirements. Provide the system with some basic information about the types of balances that you want to maintain, how you want to group the workforce, and when you want to pay them. You can define and establish earnings, deductions, taxes, and processes that fit your unique business needs. The payroll system enables you to calculate gross-to-net or net-to-gross pay, leave accruals, and retroactive pay. You can automatically calculate imputed income for group-term life insurance and process unlimited direct deposits.

With this application you can:

- Define various earnings types including regular earnings and additional pays.
- Process compensation with multiple compensation rates.
- Designate shift schedules and shift premium calculation rules.
- Define deduction types for benefit premiums, tax withholdings, garnishments, and other deductions.
- Determine the types of payroll accumulator balances that you want to maintain and use.
- Define employee pay groups, which are groups of employees that share common payroll characteristics, such as working for the same organization or sharing the same pay frequency or pay date.
- Establish pay calendars that reflect the various payroll periods, pay dates, and Fair Labor Standards Act (FLSA) periods throughout the year.
- Designate employee holidays for payroll processing.
- Create pay run IDs to process payrolls more efficiently.
- Establish general rules for processing and paying garnishments.
- Set up direct deposits for the workforce.
- Set up U.S. Savings Bond information.

- Set up Canada Savings Bonds and Canada Payroll Savings (CPS) program information.
- Support contract pay for employees in education-related organizations, such as faculty employees who work a nine-month contract that is paid over 12 months.
- Define control data for creating paysheets and running other batch processes.
- Specify the various companies within your organization and maintain separate payroll data for each—everything from general ledger accounts, to tax information, and unique payroll processing and payment rules.

Payroll for North America Business Processes

Payroll for North America supports the following business processes:

Set Up and Maintain Core Payroll Tables

Core payroll tables are the tables that are required to implement the Payroll for North America application, including organization tables, compensation and earnings tables, deduction tables, pay calendar tables, garnishment tables, vendor tables, general ledger interface, tax tables, retroactive processing, and tip allocation.

Set Up and Maintain Employee Pay Data

Employee pay data includes personal data, job data, benefits data, federal, state/provincial, and local tax information, general and benefit deductions, additional pay, garnishments, savings bonds, and direct deposits.

Process the Payroll

The basic steps of payroll processing are: create paysheets, pay calculation, pay confirmation, and generate checks and direct deposits. You can employ audit reports and data review pages to verify and correct the results of each step before moving on. You can also review and adjust employee balances.

Post to General Ledger

Use the integration with PeopleSoft Enterprise General Ledger and EnterpriseOne General Ledger to transfer the expenses and liabilities incurred from a pay run to the General Ledger application.

Pay Taxes

Use the integration with PeopleSoft Enterprise Payables to transmit tax data to the Payables application for automatic payment to tax authorities.

Pay Third Parties

Use the integration with Payables to transmit employee and employer deductions such as garnishments and benefit deductions to the Payables application for automatic payment to third parties.

Produce Reports

Payroll for North America provides dozens of reports to help you monitor payroll processing and comply with regulatory and tax reporting requirements. You can view reports online or print hard copies. You can also tailor the reports to fit the special needs of your organization.

Optional Features

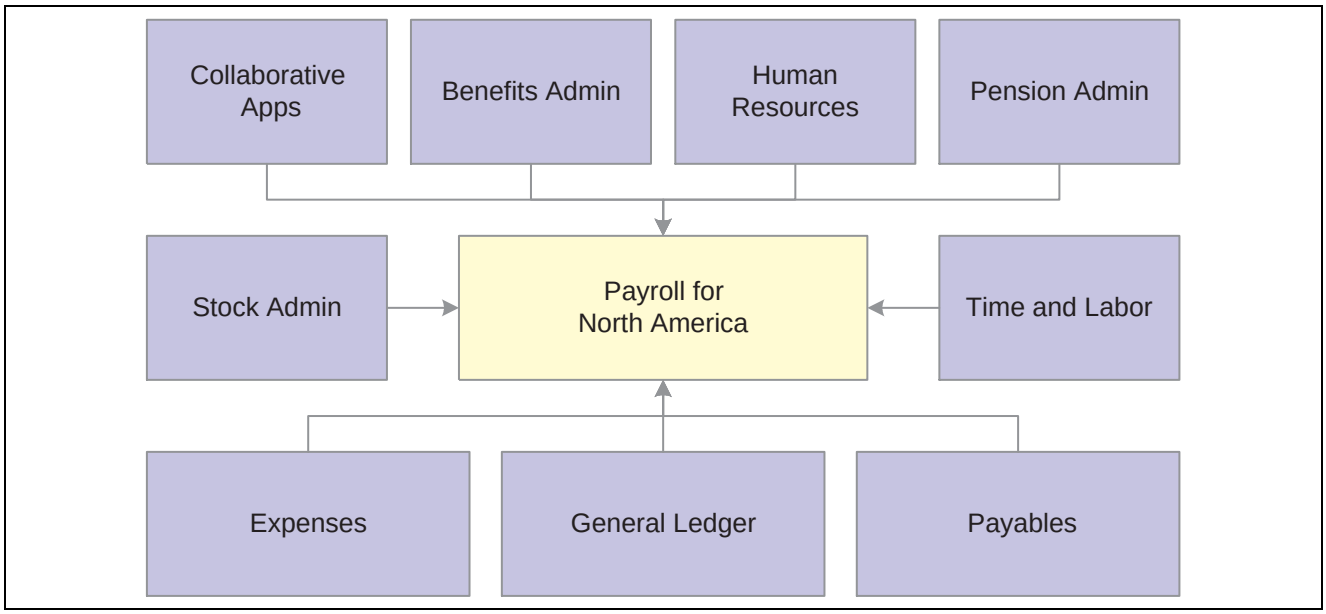
Within the framework of payroll processing already outlined, Payroll for North America supports the following additional business processes:

- Savings bonds (U.S. and Canada).
- Group-term life insurance imputed income (U.S. and Canada).
- (USA) Tip allocation.
- (USA) FLSA and Alternative Overtime processing.
- (CAN) Canada Payroll Savings programs.
- (CAN) Canadian low-interest loans.
- (CAN) Business Payrolls Survey reporting.
- (CAN) Record of Employment reporting.
- (USF) Credit military service to civilian retirement.
- (USF) Pay caps and limits processing.
- (USF) Within grade increase/tenure nonpay hours processing.
- (USF) Agency interface processing.
- (USF) Individual Retirement Record and Register of Separations and Transfers reporting.
- (E&G) Contract pay administration.
- (E&G) Tax treaty processing for nonresident aliens.

We discuss these business processes in the business process chapters in this PeopleBook.

Payroll for North America Integrations

Payroll for North America integrates with these PeopleSoft applications:



Payroll for North America Integrations

We discuss integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third–party application integrations is located on the PeopleSoft Customer Connection website.

With PeopleSoft's product integration technology, the system can:

- Retrieve an employee's social security number (or social insurance number) and address from the PeopleSoft Human Resources application.
- Retrieve the benefit plans for which an employee is eligible from the PeopleSoft Human Resources Base Benefits business process for processing.
- Retrieve funding source information for earnings and fringe costs from the PeopleSoft Human Resources Manage Commitment Accounting business process.
- Transmit employee pay data to PeopleSoft Enterprise ePay for online access by employees.

  Retrieve online employee changes to direct deposit information, voluntary deductions, W-2 reissue requests, and federal W-4 tax information from ePay.
- Load approved employee referral award amounts from the recruiting application to paysheets for processing.
- Load time and labor data, such as payable time, from the PeopleSoft Enterprise Time and Labor application to paysheets for processing.
- Transmit earnings, hours worked, and pension contributions to the PeopleSoft Enterprise Pension Administration application for pension calculations.
- Load refund information and tax data from the PeopleSoft Enterprise Stock Administration application to paysheets for processing.
- Load approved employee advance and expense reimbursement amounts from the PeopleSoft Enterprise Expenses application to paysheets for processing.
- Transmit employee and employer deductions, such as taxes, garnishments, and benefit deductions, to the PeopleSoft Enterprise Payables application for automatic payment to third parties.
- Transmit the expenses and liabilities incurred from a pay run to the General Ledger application.
- Validate payment requests from PeopleSoft Enterprise Sales Incentive Management (SIM).

Transmit a message identifying invalid transactions, load valid transactions to paysheets, and publish a payment notification message to the SIM application after payroll is process and confirmed.

See Also

Chapter 16, "Administering the Interface with PeopleSoft Enterprise Time and Labor," page 349

Chapter 17, "Administering Interfaces with PeopleSoft HRMS and PeopleSoft Enterprise Expenses," page 367

Chapter 22, "Administering the Interface with PeopleSoft Enterprise General Ledger," page 535

Chapter 24, "Administering the Interface with PeopleSoft Payables," page 555

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Commitment Accounting

Payroll for North America Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Payroll for North America also provides component interfaces to help you load data from your existing system into Payroll for North America tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

Component	Component Interface	References
PAY_RUN_TABLE	PAY_RUN_TABLE	See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Pay Calendars," Creating Pay Run IDs.
GENL_DEDUCTION_TBL	GENL_DEDUCTION_TBL	See Chapter 4, "Defining Deductions," Defining General Deductions, page 78.
GDED_COM_TBL	GDED_COM_TABLE	See Chapter 4, "Defining Deductions," Assigning General Deductions to a Company, page 85.
TAX_LOCATION_TBL	TAX_LOCATION_TBL	See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables".
COMP_LOCAL_TAX_TBL	COMP_LOCAL_TAX_TBL	See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables".

Component	Component Interface	References
SPCL_EARNS_TABLE	SPCL_EARNS_TABLE	See Chapter 5, "Setting Up the Payroll Process," Establishing Special Accumulator Codes, page 103.
TERM_ACTN_RSN	TERM_ACTN_REASON	See Chapter 5, "Setting Up the Payroll Process," Defining the Final Check Process, page 104.
TERM_PGM_TBL	TERM_PGM_TABLE	See Chapter 5, "Setting Up the Payroll Process," Defining the Final Check Process, page 104.
FLSA_CALENDAR	FLSA_CALENDAR	See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Pay Calendars," Creating Pay Calendars and FLSA Calendars.
TAX_TYPE_TBL	TAX_TYPE_TABLE	See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," Establishing Tax Types for PeopleSoft Enterprise Accounts Payable Integration.
CO_UI_RPTCD_TBL	CO_UI_RPTCD_TABLE	See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (USA) Establishing UI Report Codes.
TREATY_NR_ALIEN_TA	TREATY_NR_ALIEN_TA	See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," Understanding Tax Treaties.
US_SOC_TBL	US_SOC_TABLE	See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (USA) Establishing Standard Occupational Classifications for Alaska.
CAN_WCB_CU_RATES	CAN_WCB_CU_RATES	See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (CAN) Defining Canadian WCB Assessment Reporting.

Component	Component Interface	References
RETROPAY_PGM_TBL	RETROPAY_PGM_TBL	See Chapter 5, "Setting Up the Payroll Process," Establishing Retro Pay Programs, page 101.
TIPS_ESTAB_TBL	TIPS_ESTAB_TABLE	See Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up the Payroll System for Tip Allocation, page 149.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, with information about where to find the most current version of each.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface"

PeopleSoft Enterprise Setup Manager for HRMS and Campus Solutions 8.9 PeopleBook

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Setting Up Pay Groups

This chapter provides overviews of pay groups and proration rules and discusses how to set up pay groups.

Understanding Pay Groups

This section discusses:

- Purpose and function of pay groups.
- Default pay group for the company.
- Checklist for identifying pay groups.
- How the Pay Group table affects paysheets.

Purpose and Function of Pay Groups

When you implement Payroll for North America, a major decision you have to make is which pay groups to define. A pay group is a logical grouping of employees based on shared characteristics that facilitate payroll processing because of common requirements such as employee type, pay frequency, same country location, and so on. A pay group consolidates a set of employees within a company for payroll processing. When you run the Create Paysheet COBOL SQL process (PSPPYBLD), the system processes one pay group at a time. At this point, the system verifies that the company and pay group assigned on the employee job data match the company and pay group specified for the payroll run.

Other reasons for defining multiple pay groups are:

- If you print checks or advices on more than one print stock, you must create a separate pay group for each print stock that you use.
- If the organization has both U.S. and Canadian employees, you must set up a separate pay group for each.
- If paysheets and checks are printed in different sort sequences, you need a separate pay group for each sequence.

Default Pay Group for the Company

When you first add a pay group, you're prompted for a company ID and pay group ID. The company ID is a key field on the pay group table, implying that all employees in a pay group are also in the same company. For the pay group ID, use any three-character alphanumeric ID that conforms to your payroll standards.

There is no limit to the number of pay groups that you can define for a company. You might need only one, or more likely, several pay groups to accommodate the different payroll schedules that you have.

After you define all the valid pay groups for a company, you must return to the Company Table - Default Settings page, to assign a pay group default. Typically, that default should be the most common pay group for the company. Employees assigned to that company in their Job data are set by default to the pay group established for that company and the employee type established for that pay group.

Checklist for Identifying Pay Groups

As you define pay groups, use this checklist to verify that the employees you're grouping together should be in the same pay group. All employees:

- Belong to the same company.
- Are paid at the same pay frequency.
- Use the same check form or direct deposit advice form.
- Have the same check date.
- Share the same pay period begin and end dates.
- Work in the same country.
- Are paid by the same bank.
- Are assigned the same work schedule for proration.
- Are assigned the same minimum net pay.
- (USA) Are similarly affected by the Fair Labor Standards Act (FLSA) (FLSA either applies or does not apply to all employees).

  If FLSA applies, all FLSA rules (FLSA Calendar ID and FLSA Salaried Hrs Use—for example) must be the same for all employees.
- Are assigned to the same earnings program and the same retro pay program.

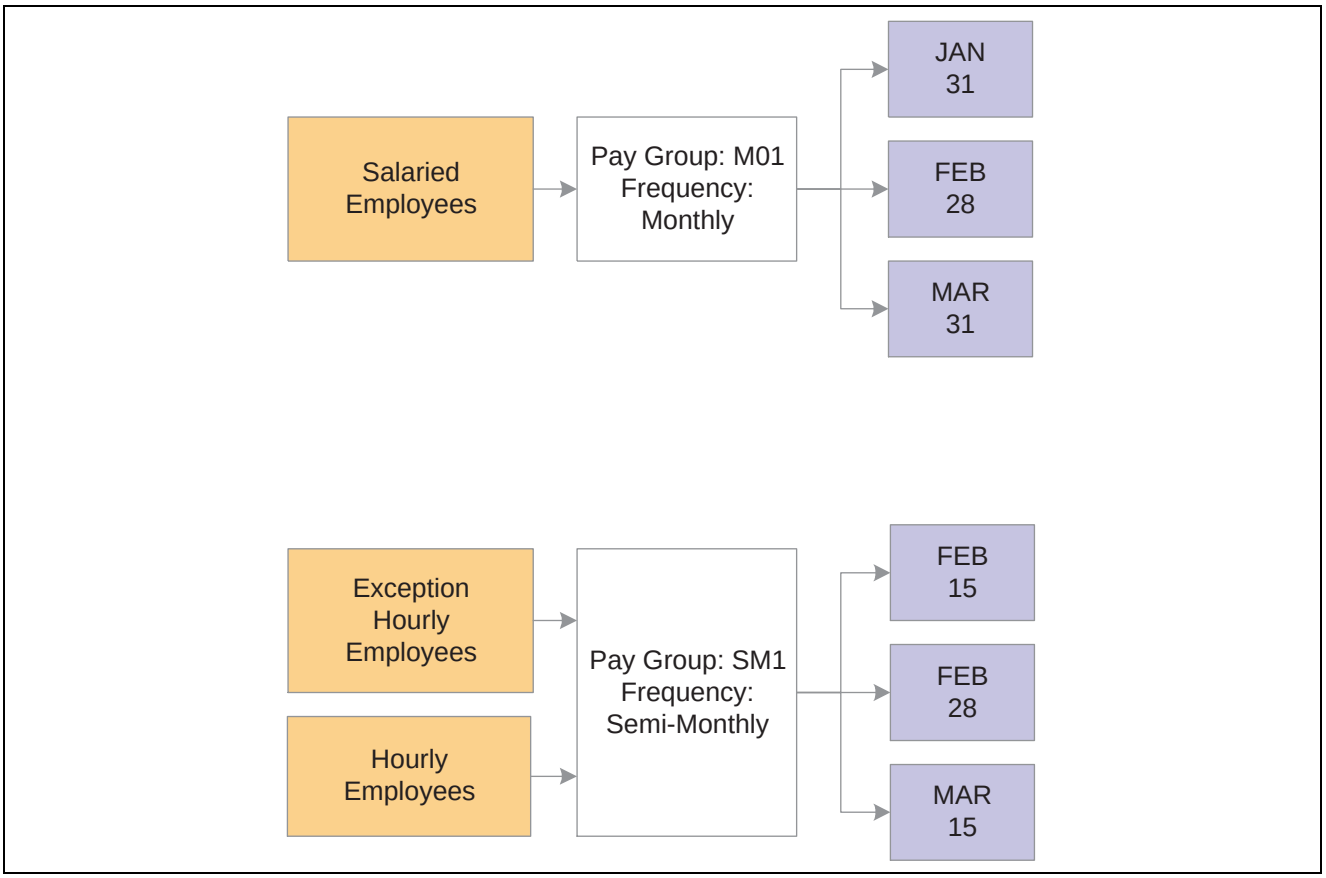
When processing payrolls, group multiple pay groups together only if they can be scheduled and completed concurrently.

Pay Group Setup Example

Here is an example of setting up pay groups for a company:

Pay Group	Description
MO1—Monthly	Employees who are paid monthly and share the same pay period, which ends on the last day of the month, can belong to the same pay group. Salaried employees at CCB are paid monthly.
SM1—Semimonthly	Employees who are paid semimonthly, and share the same pay periods (ending on the 15th and last day of the month) can also belong to the same pay group. Exception hourly and hourly employees at CCB are paid semimonthly.

This diagram shows an example of pay group setup:



Example of pay group setup

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Calendars and FLSA Calendars

How the Pay Group Table Affects Paysheets

When you enter regular hours, overtime hours, or regular earnings on paysheets, the system refers back to the Pay Group table to determine the earnings code for regular hours, overtime hours, and regular earnings. Under other earnings, the system automatically generates entries for any holiday pay using the holiday earnings code specified on the Pay Group table.

See Also

Chapter 18, "Working with Paysheets," page 387

Understanding Proration Rules

This section discusses:

- Proration rules.
- Proration examples with delivered frequencies.

- Proration examples with nondelivered frequencies.

Proration Rules

An employee is considered eligible for partial pay whenever a Job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee in the middle of a pay period.

On the Pay Group Table - Paysheets page, you select a proration rule to be applied to salaried workers and a proration rule to be applied to hourly or exception hourly workers. The rule that you select in each category determines how earnings and hours are prorated during paysheet creation for employees eligible for partial pay.

Whenever the system encounters a Job record causing partial pay, it applies one of these proration rules, depending on the employee type, and creates a separate pay earnings record with the corresponding hours or earnings for each partial period. Each proration method uses the work schedule specified for the pay group on the Pay Group Table - Paysheets page to determine the number of work days in the partial period, and then calculates the associated hours or earnings.

Additional data used to calculate hours and earnings in a prorated pay period include:

- Standard hours defined on the Job Information page in the employee's job data.
- The annualization factor of the work period frequency defined on the Job Information page in the employee's job data.
- The annualization factor of the pay period frequency entered on the Pay Group - Definition page.
- The annualization factor of the daily frequency entered on the Pay Group - Definition page.

Each proration rule uses some, but not all, of these additional factors.

Proration Rule Formulas

This table lists the formulas used to calculate proration:

Proration Rule	Calculation Formula
Salaried – Percent of Annual	Work Days × Annual Pay Rate / Work Days per Year
Salaried – Rate per Work Day	Work Days × Hours Per Day × Hourly Rate
Salaried – Percent of Period	Work Days × Pay Period Compensation Amount / Total Work Days in Pay Period
Hourly – Work Days	Work Days × Hours Per Day × Hourly Rate
Hourly – Percent of Period	Work Days × Hours in Period × Hourly Rate / Total Work Days in Pay Period

This table defines the variables in the proration rule formulas:

Proration Rule Variable	Definition
Work Days	The number of days worked that correspond to the effective-dated action on the employee's job record, such as a mid-period pay rate change. Work days are specified in the Work Schedule field on the Pay Group table.
Work Days per Year	The system calculates work days per year based on the number of work days defined in the work schedule on the Pay Group table. For example: • If the work schedule has five days, the work days per year is 5 × 52 = 260. • If the work schedule has three days, then the work days per year is 3 × 52 = 156.
Hours Per Day	The employee's standard hours in Job data times the annualization factor of the work period in Job data divided by the annualization factor of the daily frequency on the Pay Group table.
Hourly Rate	The employee's hourly compensation rate in Job data.
Total Work Days in Pay Period	Based on the work schedule on the Pay Group table and the pay period begin and end dates.
Hours in Pay Period	The standard hours in Job data times the annualization factor of the work period in Job data divided by the pay period frequency annualization factor.

Important! If an employee is set up with any active job distributions (earnings distribution type is other than none) on the Job Earnings Distribution page, the system automatically calculates the proration—or partial pay—using percent of period, in place of any other proration rule that you might have specified on the Pay Group Table - Paysheets page.

Proration Examples with Delivered Frequencies

The examples in this section illustrate how the system applies salaried and hourly proration rules for mid-period pay rate changes using delivered frequencies.

Example Scenario

This table lists the relevant data in the employees' Job data:

Employee	Employee Type	Compensation Rate	Compensation Frequency	Standard Hours	Work Period
Mark	Salaried	Before: 1000 USD After: 1100 USD	Semimonthly (annualization factor 24)	40	Week (annualization factor 52)
Jan	Hourly	Before: 10.00 USD After 11.00 USD	Hourly (annualization factor 2080)	40	Week (annualization factor 52)

This table lists the relevant data on the Pay Group table:

Pay Frequency	Daily Frequency	Monthly Frequency	Work Schedule
S: Semimonthly (annualization factor 24)	D: Daily (annualization factor 260)	M: Monthly (annualization factor 12)	NYYYYYN

The examples involve one semi-monthly pay period of July 1 through July 15 as represented in this calendar:

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15					

As defined by the work schedule on the Pay Group table, there are 11 workdays in the period July 1–15. On Monday July 8, all employees received a 10 percent pay increase. The respective pay rates are indicated as before and after in the compensation data listed in the activity scenario data. The following examples illustrate how Mark and Jan's pay would be prorated.

Note. The following examples assume that the employee's Earnings Distribution Type on the Job Earnings Distribution page is *None*.

Salaried – Percent of Annual

Work Days x Annual Pay Rate / Work Days per Year

5 Work Days × 24,000 USD / 260 = 461.54 USD

6 Work Days × 26,400 USD / 260 = 609.23 USD

Total Pay = 1,070.77 USD

Salaried – Rate per Work Day

Work Days × Hours Per Day x Hourly Rate

5 Work Days × 8 Hours per Day × 11.538462 USD per hour = 461.54 USD

6 Work Days × 8 Hours per Day × 12.692308 USD per hour = 609.23 USD

Total Pay = 1,070.77 USD

Salaried – Percent of Period

Work Days × Pay Period Compensation Amount / Total Work Days in Pay Period

5 Work Days × 1,000 USD / 11 Total Work Days = 454.55 USD

6 Work Days × 1,100 USD / 11 Total Work Days = 600 USD

Total Pay = 1,054.55 USD

Review of the Salaried Calculation Results

Reviewing the results of the proration rules above on salaried employee Mark, we find results vary from 1,070.77 USD to 1,054.55 USD. The prorated 1,070.77 pay is higher than the new pay rate of 1,100 per pay period, This overstated amount can be attributed to proration rules Percent of Annual and Rate per Day, which use factors Work Days per Year and Hours per Day that may vary per pay period compared to a fixed annual rate.

For example, a semimonthly pay period can have 9 to 12 actual Work Days per period compared to a fixed annualized 10.83 days (260 days a year / 24 periods a year). Using Percent of Annual depending on number of actual days per period (9 to 12 days) compared to annualized 10.83 days, the resulting pay period prorated rate may be under or over stated accordingly. Therefore, for semimonthly pay period, we recommend using the Percent of Period salaried proration rule. This holds true for monthly pay period also.

Note. For salaried employees paid on monthly or semimonthly pay period, it is highly recommended to use the Percent of Period salaried proration rule.

If the annualized factor is the same per pay period, for example weekly or biweekly pay period, then all the proration rules compute the same total earnings. For example, if Mark is paid biweekly, the prorated earnings are computed as illustrated in the following examples:

Salaried - Percent of Annual with Biweekly Pay Period

This example uses the same data presented in the example scenario with the exception of the pay period frequency. (The biweekly pay period covers only 10 work days).

Work Days x Annual Pay Rate / Work Days per Year

5 Work Days × 24,000 USD / 260 = 461.54 USD

5 Work Days × 26,400 USD / 260 = 507.69 USD

Total Pay = 969.23 USD

Salaried - Rate per Work Day with Biweekly Pay Period

This example uses the same data presented in the example scenario with the exception of the pay period frequency. (The biweekly pay period covers only 10 work days).

Work Days × Hours Per Day x Hourly Rate

5 Work Days × 8 Hours per Day × 11.538462 USD per hour = 461.54 USD

5 Work Days × 8 Hours per Day × 12.692308 USD per hour = 507.69 USD

Total Pay = 969.23 USD

Salaried - Percent of Period with Biweekly Pay Period

This example uses the same data presented in the example scenario with the exception of the pay period frequency. (The biweekly pay period covers only 10 work days).

Work Days × Pay Period Compensation Amount / Total Work Days in Pay Period

For a biweekly pay period, the Pay Period Compensation Amount = Annual Rate / 26

5 Work Days × (24,000 USD / 26) /10 Total Work Days = 461.54 USD

5 Work Days × (26,400 USD / 26) /10 Total Work Days = 507.69 USD

Total Pay = 969.23 USD

Hourly – Work Days

Work Days × Hours Per Day × Effective-Dated Hourly Rate

5 Work Days × 8 Hours per Day × 10 USD per hour = 400 USD

6 Work Days × 8 Hours per Day × 11 USD per hour = 528 USD

Total Pay = 928 USD

Hourly – Percent of Period

Work Days × Hours in Period × Effective-Dated Hourly Rate / Total Work Days in Pay Period

5 Work Days × 86.67 Hours / 11 workdays in the period = 39.3954 (which is rounded to 39.4) x 10 USD = 394.00 USD

6 Work Days × 86.67 Hours / 11 workdays in the period = 47.2745 (which is rounded to 47.27) x 11 USD = 519.97 USD

Total Pay = 913.97 USD

Review of the Hourly Calculation Results

Reviewing the results of the previous examples of the Work Days proration rule for hourly employee Jan, we find the total hours of 88 (8 hours x 11 days) does not add up to the total of 86.67 annualized hours for the semi-monthly period that the system calculates at paysheet creation. This can be attributed to Work Days proration rule using Hours per Day that may vary per pay period compared to a fixed annual rate.

For example, a semimonthly pay period can have 9 to 12 actual Work Days, giving 72 to 96 hours per pay period. This variation in actual work hours per period accounts for the difference in hours allocated compared to a fixed annualized 86.67 hours per biweekly period (2080 hours a year / 24 periods a year). Therefore, for semi-monthly, we recommend using the Percent of Period hourly proration rule. This holds true for a monthly pay period also.

Note. For Hourly and Exception Hourly employees paid on Monthly or Semi-monthly pay period, it is highly recommended to use Percent of Period Hourly Proration Rule.

If the annualized factor is the same per pay period, for example, a weekly or biweekly pay period, then all the proration rules compute the same total hours. For example, if Jan is paid biweekly, the prorated earnings are computed as illustrated in the following examples:

Hourly - Work Days with Biweekly Pay Period

This example uses the same data presented in the example scenario with the exception of the pay period frequency. (The biweekly pay period covers only 10 work days).

Work Days × Hours Per Day × Hourly Rate

5 Work Days × 8 Hours per Day × 10 USD per hour = 400.00 USD

5 Work Days × 8 Hours per Day × 11 USD per hour = 440.00 USD

Total Pay = 840.00 USD

Hourly - Percent of Period with Biweekly Pay Period

This example uses the same data presented in the example scenario with the exception of the pay period frequency. (The biweekly pay period covers only 10 work days).

Work Days × Hours in Period × Hourly Rate/Total Work Days in Pay Period

Hours in Period is 80 (2080 hours a year / 26 periods a year)

5 Work Days × 80 Hours × 10 USD / 10 Work Days in Pay Period = 400.00 USD

5 Work Days × 80 Hours × 11 USD / 10 Work Days in Pay Period = 440.00 USD

Total Pay = 840.00 USD

See Also

Chapter 2, “Setting Up Pay Groups,” Proration Rules, page 12

Proration Examples with Nondelivered Frequency

The previous examples employed PeopleSoft-delivered frequencies, which are based on a standard 40-hour, 5-day workweek. The examples in this section illustrate how the system applies salaried and hourly proration rules for mid-period pay rate changes when the daily frequency is defined for a 40-hour, 3-day workweek.

In the example of a 40-hour, 3-day week, the annual number of workdays is 3 × 52 = 156. On the Frequency table, a nonstandard daily frequency must be defined with the annualization factor of 156. This frequency must be assigned on the Pay Group table.

The Hours per Day is derived by taking the employee’s standard hours in Job data times the annualization factor of the work period in Job data divided by the annualization factor of the daily frequency on the Pay Group table. In the example of a 40 hour, 3-day week, the Hours per Day calculation is 40 × 52 / 156 = 13.333.

Example Scenario

This table lists the relevant data in the employees’ Job data:

Employee	Employee Type	Compensation Rate	Compensation Frequency	Standard Hours	Work Period
Marie	Salaried	Before: 1000 USD After: 1100 USD	Semimonthly (annualization factor 24)	40	Week (annualization factor 52)
John	Hourly	Before: 10.00 USD After 11.00 USD	Hourly (annualization factor 2080)	40	Week (annualization factor 52)

This table lists the relevant data on the Pay Group table:

Pay Frequency	Daily Frequency	Monthly Frequency	Work Schedule
S: Semimonthly (annualization factor 24)	D156: (annualization factor 156)	M: Monthly (annualization factor 12)	NNNNYYY

The examples involve one semi-monthly pay period of July 1 through July 15 as represented in this calendar:

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15					

As defined by the work schedule on the Pay Group table, there are 11 workdays in the period July 1–15. On Monday July 8, all employees received a 10 percent pay increase. The respective pay rates are indicated as before and after in the compensation data listed in the activity scenario data. The following examples illustrate how Marie and John's pay would be prorated.

Note. The following examples assume that the employee's Earnings Distribution Type on the Job Earnings Distribution page is *None.*

Note. The following examples use the formulas and variable definitions provided earlier in the chapter.

See Chapter 2, "Setting Up Pay Groups," Proration Rules, page 12.

Salaried – Percent of Annual

Work Days x Annual Pay Rate / Work Days per Year

3 Work Days × 24,000 USD / 156 = 461.54 USD

3 Work Days × 26,400 USD / 156 = 507.69 USD

Total Pay = 969.23 USD

Salaried – Rate per Work Day

Work Days × Hours Per Day x Hourly Rate

3 Work Days × 13.333 Hours per Day × 11.538462 USD per hour = 461.53 USD

3 Work Days × 13.333 Hours per Day × 12.692308 USD per hour = 507.68 USD

Total Pay = 969.21 USD

Salaried – Percent of Period

Work Days × Pay Period Compensation Amount / Total Work Days in Pay Period

3 Work Days × 1,000 USD / 6 Total Work Days = 500.00 USD

3 Work Days × 1,100 USD / 6 Total Work Days = 550.00 USD

Total Pay = 1,050.00 USD

Hourly – Work Days

Work Days × Hours Per Day × Effective-Dated Hourly Rate

3 Work Days × 13.3333 Hours per Day = 39.99 (rounded to 40) × 10 USD per hour = 400 USD

3 Work Days × 13.3333 Hours per Day = 39.99 (rounded to 40) × 11 USD per hour = 440 USD

Total Pay = 880 USD

Hourly – Percent of Period

Work Days × Hours in Period × Effective-Dated Hourly Rate / Total Work Days in Pay Period

3 Work Days × 86.67 Hours / 6 workdays in the period = 43.335 (rounded to 43.34) x 10 USD = 433.40 USD

3 Work Days × 86.67 Hours / 6 workdays in the period = 43.335 (rounded to 43.34) x 11 USD = 476.74 USD

Total Pay = 910.14 USD

See Also

Chapter 2, “Setting Up Pay Groups,” Proration Rules, page 12

Defining Pay Groups

This section discusses how to:

- Define a pay group.
- Establish default employee types.
- Define payroll calculation parameters.
- Specify proration rules and other paysheet options.
- Specify paycheck sort order and other options.
- Define print sequence options.

- Define additional U.S. and Canadian report parameters.
- Establish tips processing.
- Select time and labor elements for the pay group.

Pages Used to Define Pay Groups

Page Name	Object Name	Navigation	Usage
Pay Group Table - Definition	PAYGROUP_TABLE1	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table, Definition	Define a pay group and its basic characteristics.
Pay Group Table - Process Control	PAYGROUP_TABLE2	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table, Process Control	Set process controls and establish default employee types.
Pay Group Table - Calc Parameters (Pay Group table - calculation parameters)	PAYGROUP_TABLE3	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table, Calc Parameters	Further define payroll processing parameters for pay groups.
Education and Government Additional Earnings Codes	PAYGROUP_TBL3_HP_SEC	Click the Addl Educ/Govt Earnings Codes button on the Pay Group Table - Calc Parameters page.	Access additional earnings codes for education and government.
FLSA Period Subpanel (Fair Labor Standards Act period subpanel)	FLSA_PERIOD_SBPNL	Click the FLSA Period Definition button on the Pay Group Table - Calc Parameters page.	(USA) Specify the FLSA period that applies to this pay group and other FLSA calculation parameters. **Note.** You must select the FLSA Required check box to activate this button.
Pay Group Table - Paysheets	PAYGROUP_TABLE4	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table Click the Pages 4–6 link. Select the Paysheets page.	Specify the proration rules and paysheet options for each pay group that you establish.
Pay Group Table - Check Distribution	PAYGROUP_TABLE5	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table Click the Pages 4–6 link. Select the Check Distribution page.	Specify the order in which you want paychecks to be sorted and to select address and delivery options.

Page Name	Object Name	Navigation	Usage
Pay Group Table - Check Sequencing	PAYGROUP_TABLE6	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table Click the Pages 4–6 link. Select the Check Sequencing page.	Define print sequence options.
Pay Group Table - Report Parameters	PAYGROUP_TABLE7	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table Click the Pages 7–9 link. Select the Report Parameters page.	Define other report parameters for pay groups.
Pay Group Table - Bank/Tip Info	PAYGROUP_TABLE8	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table Click the Pages 7–9 link. Select the Bank/Tip Info page.	Specify the bank from which employees are to be paid. Establish tips processing for tipped employees within the pay group.
Pay Group Table - Time and Labor	PAYGROUP_TABLE8	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table Click the Pages 7–9 link. Select the Time and Labor page.	Define which time and labor elements are loaded into paysheets for the pay group.
Pay Group Report	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Pay Group, Pay Group Report	Generate PAY711 that lists pay groups, effective dates, and processing characteristics from the Pay Group table.

Defining a Pay Group

Access the Pay Group Table - Definition page.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up Jobs,” Setting Up and Describing Pay Groups.

Establishing Default Employee Types

Access the Pay Group Table - Process Control page.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up Jobs,” Setting Up Process Controls for Pay Groups.

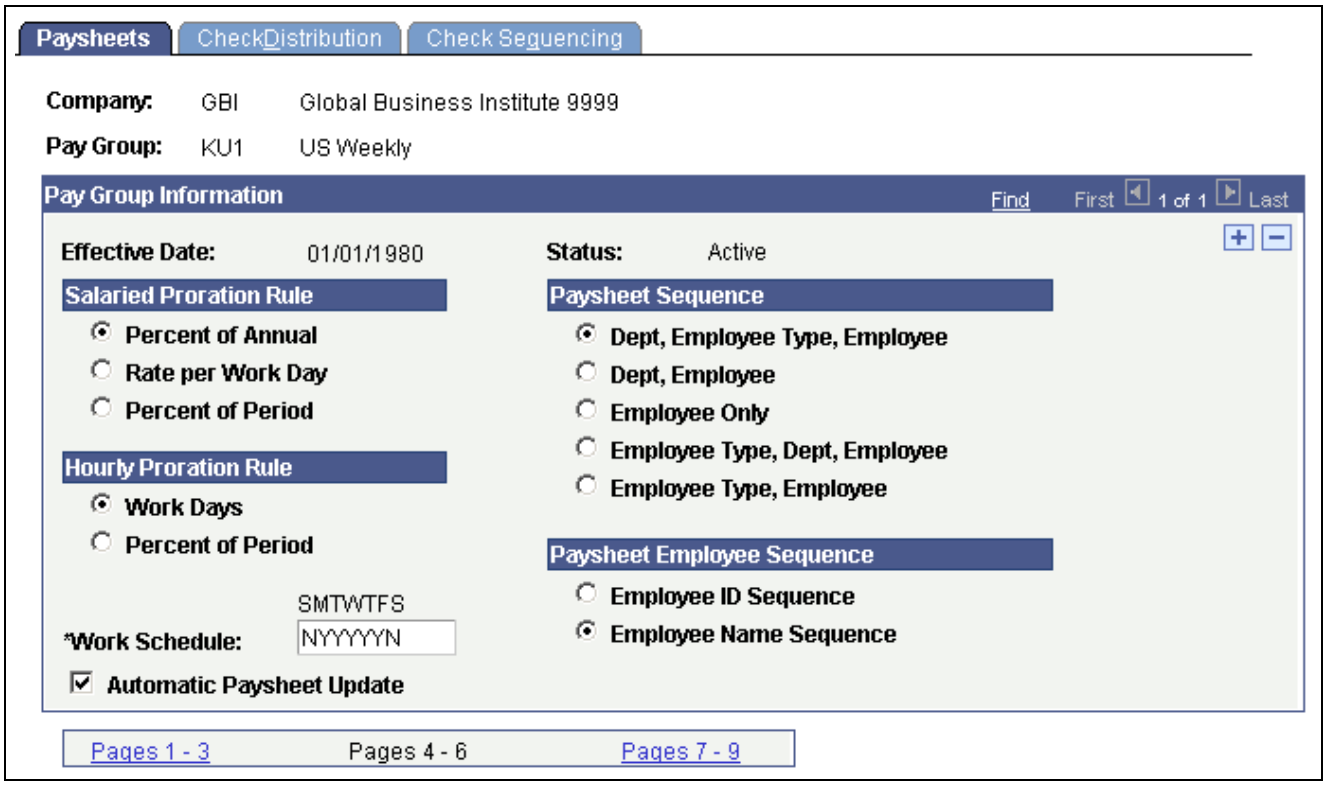
Defining Payroll Calculation Parameters

Access the Pay Group Table - Calc Parameters page.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Jobs," Setting Up Payroll Calculation Parameters for Pay Groups.

Specifying Proration Rules and Other Paysheet Options

Access the Pay Group Table - Paysheets page.



Pay Group Table - Paysheets page

Note. If you defined an earnings distribution type for the employee on the Job Earnings Distribution page, the system uses the percent of period calculation method regardless of which salaried or hourly proration rule you select on this page.

Salaried Proration Rule

This group box enables you to define how earnings and hours are prorated during paysheet creation for salaried employees eligible for partial pay.

Note. For exception (salaried) hourly employees (those employees who receive a specified amount for the period) use the hourly proration rules.

See Chapter 2, "Setting Up Pay Groups," Proration Rules, page 12.

Hourly Proration Rule

This group box enables you to define how earnings and hours are prorated during paysheet creation for hourly and exception hourly employees eligible for partial pay.

See Chapter 2, "Setting Up Pay Groups," Proration Rules, page 12.

Paysheet Sequence

Use this group box to instruct the system how to sort online and printed paysheets. Depending on the option that you select, the paysheet process forces a page break any time it finds a new sequencing code.

Dept, Employee Type, Employee (department, employee type, employee) — Select this option to insert page breaks after each different employee type and department.

Dept, Employee (department, employee) — Select this option to insert page breaks after each different department.

Employee Only — Select this option to insert page breaks based on the number of paylines it can accommodate.

Employee Type, Dept, Employee (employee type, department, employee) — Select this option to insert page breaks after each different department and employee type.

Employee Type, Employee — Select this option to insert page breaks after each different employee type.

Paysheet Employee Sequence

Use this group box to instruct the system to sort paysheets by employee ID or by employee name sequence. You have 10 sorting options. The online and hardcopy reports vary, depending on how you choose to sequence them.

Additional Page Elements

Work Schedule — Define the work schedule that the system uses when prorating partial pay. Enter a *Y* (yes) or an *N* (no) under the initial of each day to specify the days that are included in the normal work schedule for this pay group. The field is seven characters long, one character for each day of the week, starting with Sunday. The system uses these indicators to determine the number of work days per year and the number of work days per week.

If the normal work schedule for the pay group is Monday through Friday, enter *NYYYYYN*.

Automatic Paysheet Update — Select this check box to compare paysheet records to Job data. If the system finds discrepancies between the two records, it automatically updates the paysheet from the Job record information before calculating pay, if you have the Automatic Paysheet Update option selected.

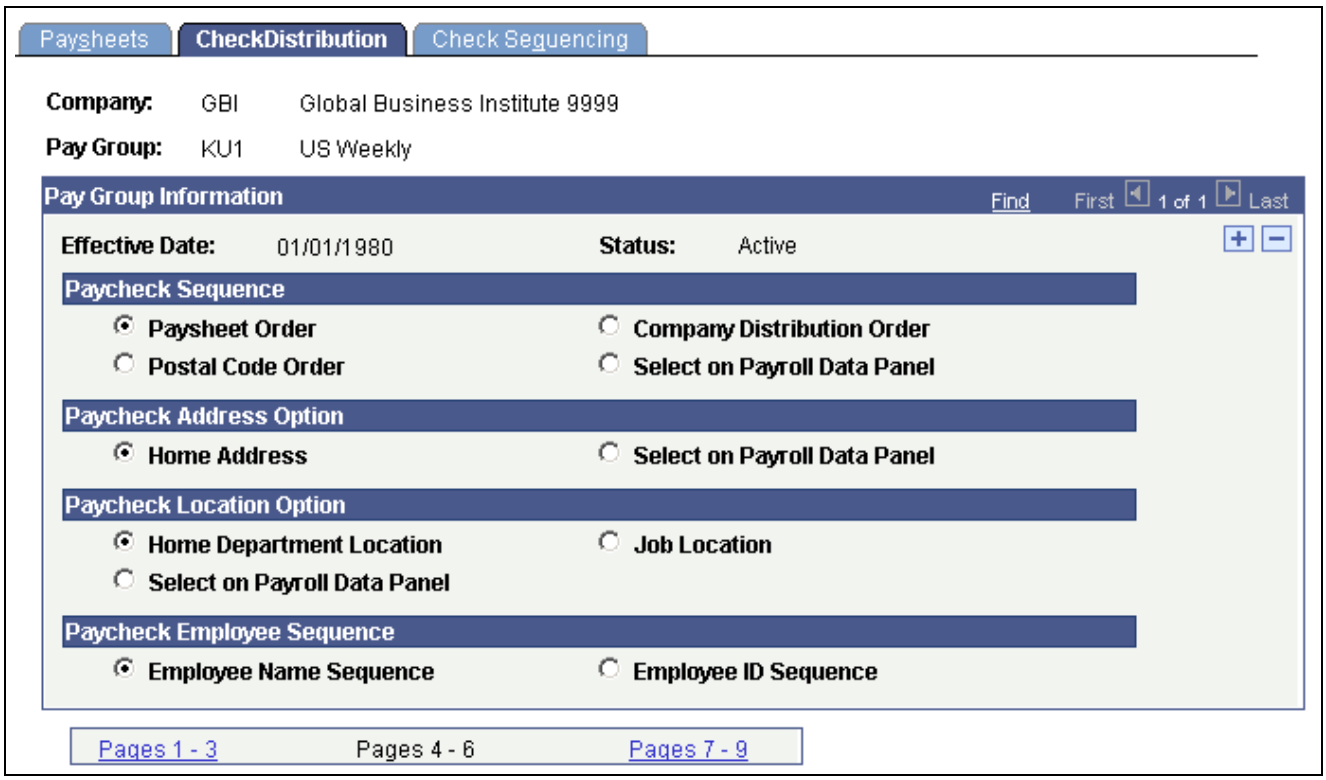
For example, assume that you run paysheets on July 10. You then receive the late paperwork on Jan's salary change, which should have gone into effect on July 1. If you selected the Automatic Paysheet Update check box, during pay calculation the system accesses the new salary information from the Job data and updates Jan's payline to reflect the new pay rate.

See Also

Chapter 2, "Setting Up Pay Groups," Proration Rules, page 12

Specifying Paycheck Sort Order and Other Options

Access the Pay Group Table - Check Distribution page.



Pay Group Table - Check Distribution page

Paycheck Sequence

Use this group box to select a sort order for the checks. The system prints checks according to the various sequencing options in the Pay Group table in off-cycle and on-cycle modes. Check sequencing occurs during the Pay Confirmation COBOL SQL process (PSPCNFRM). Because the system confirms one off-cycle paysheet page at a time, it sorts off-cycle checks within each paysheet page. For example, if you confirm off-cycle paysheet pages 1−5 in a single confirmation run, and each page contains ten checks, each page is sorted individually: You end up with five individually sorted groups of ten checks each, not one group of fifty checks sorted as a whole.

Paysheet Order Select this option to sort checks in the same order as paysheets. This is the system default, and is the most efficient and fastest sort order.

Postal Code Order Select this option to sort checks by postal code. Use the postal code from the Paycheck Address option. Note that this sort option applies to U.S. zip codes as well as Canadian and other international postal codes.

Company Distribution Order Select this option to sort checks according to the print check sequence, which you define on the Pay Group Table - Check Sequencing page.

Select on Payroll Data Panel Select this option to sort checks by company distribution or postal code sequence based on the paycheck delivery option that you select on the Payroll Data 1 page and the Payroll Data 2 page.

Paycheck Address Option

Use this group box to select which address you want to appear on the employee payroll checks. When you print paychecks for employees, the system always prints an address on the check, no matter which paycheck sequence option you select.

Home Address Select this option to print the employee's home address, as entered on the Personal Data pages under the Workforce Administration menu.

Select on Payroll Data Panel Select this option to print the address according to the paycheck location option selected on the Payroll Data 1 page. This option enables you to override the default address at the employee level.

Paycheck Location Option

Use this group box to specify the location to use to sort checks when you use location as a sort option for company distribution.

Home Department Location Select this option to sort checks by home department location.

Select on Payroll Data Panel Select this option to sort checks using the Payroll Data 1 and Payroll Data 2 pages. Enter the appropriate location at the employee level.

Job Location Select this option to sort checks by job location.

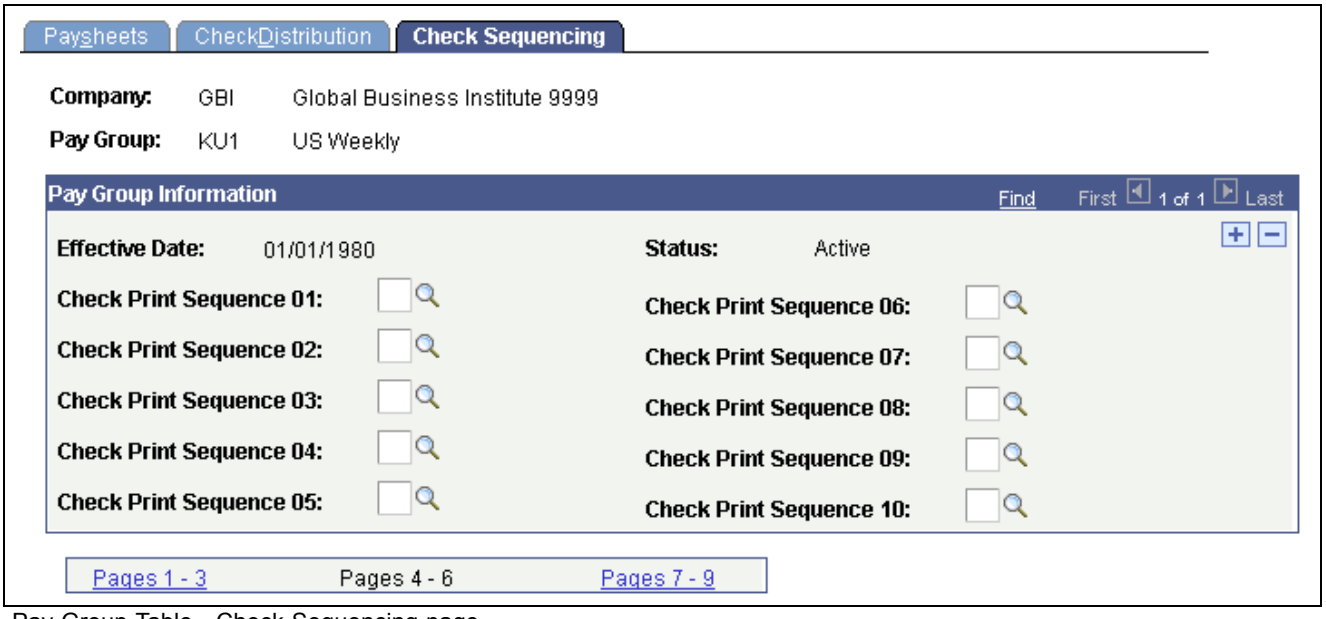
Paycheck Employee Sequence

Employee Name Sequence Select this option to sort checks by employee name.

Employee ID Sequence Select this option to sort checks by employee ID.

Defining Print Sequence Options

Access the Pay Group Table - Check Sequencing page.



Pay Group Table - Check Sequencing page

Pay Group Information

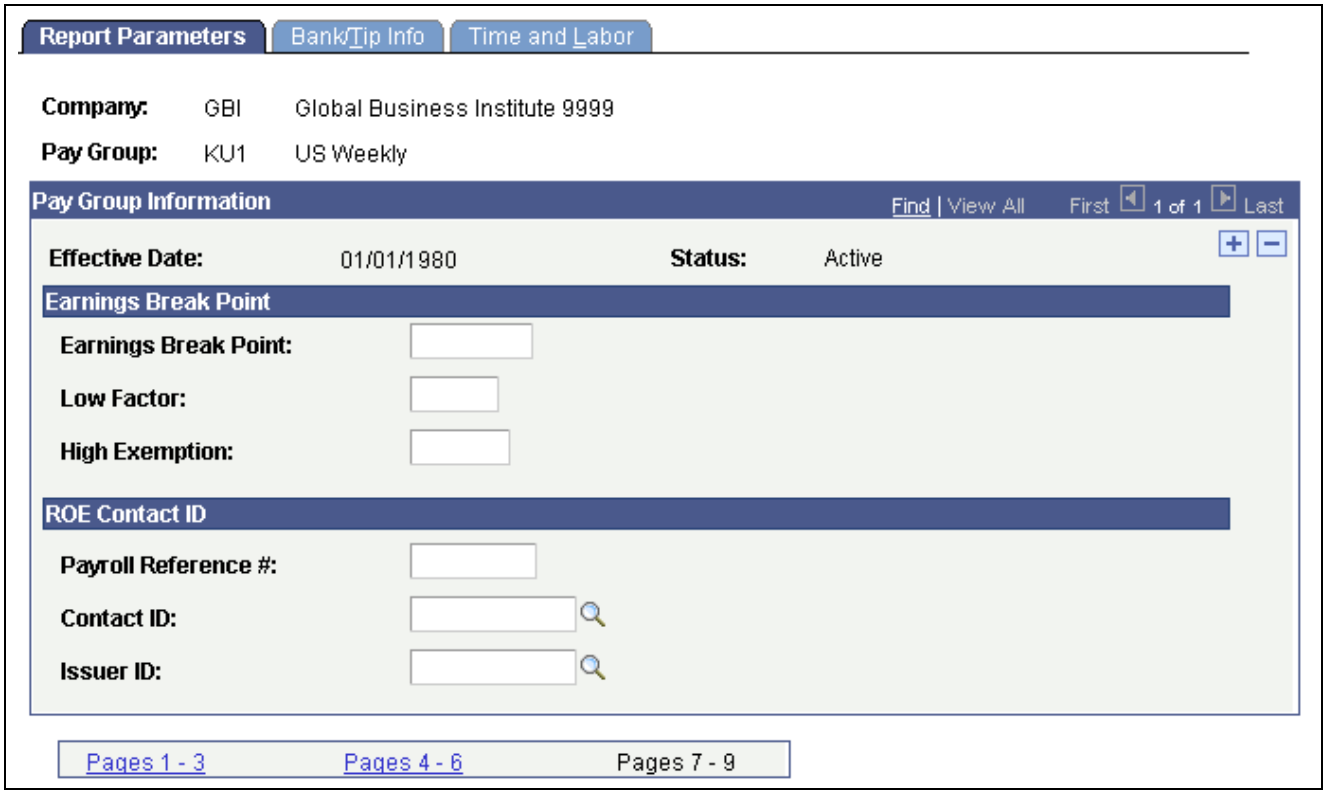
Use this group box to define print sequence options. For example, to sort checks by location, shift within location, and employee ID/name (based on whether you select Employee ID Sequence or Employee Name Sequence in the Paycheck Employee Sequence group box on the Pay Group Table - Check Distribution page) within shift, you enter three sort criteria on this page:

Prt Seq 01	*L*	Location
Prt Seq 02	*S*	Shift
Prt Seq 03	*E*	Employee

Check Print Sequence 01 − 10 If you selected the company distribution order option as the paycheck sequence on the Pay Group Table - Check Distribution page, you must select a check print sequence here: *Department ID (D), Employee ID or Name (E), FLSA Status (F), Location (L), Mail Drop (M), Shift (S), Employee Type (T),* and *Supervisor ID (U).*

Defining Additional U.S. and Canadian Report Parameters

Access the Pay Group Table - Report Parameters page.



Pay Group Table - Report Parameters page

(E&G) Earnings Break Point

Use this group box only if the pay group includes employees who belong to the California Public Employees' Retirement System (PERS). If you have no California-based public employees participating in PERS, leave these fields blank.

If you participate in PERS, the information on these fields is used during benefit calculation, if you've set up the PERS plan in the Retirement Plan page to be coordinated with the Federal Insurance Contributions Act (FICA). The Old Age Survivor and Disability Insurance (OASDI) Modification Data fields correspond to the fields on the OASDI Modification Chart.

Suppose 400 USD is the break point for calculating employee earnings reported monthly. According to the OASDI Modification Chart, if earnings are:

- Less than 400 USD, earnings are recalculated as:

  Earnings × 2/3 × Rate.

- Greater than 400 USD, earnings are recalculated using the OASDI formula:

  (Earnings - 133.33 USD) × Rate.

To set up this data for a pay group with a monthly pay frequency, enter *400* in the Earnings Break Point field, *0.6667* in the Low Factor field, and *133.33* in the High Exemption field.

Earnings Break Point Enter a dollar amount at which earnings below the break point are treated differently from earnings above the break point.

Low Factor Enter a value to represent the factor that is used in the calculation to modify earnings that fall below the break point.

High Exemption Enter a value to represent the factor that is used to modify earnings that exceed the break point.

(CAN) ROE Contact ID

If you run Canadian payrolls and produce Record of Employment (ROE) forms, you must enter the appropriate reference and contact information in this group box.

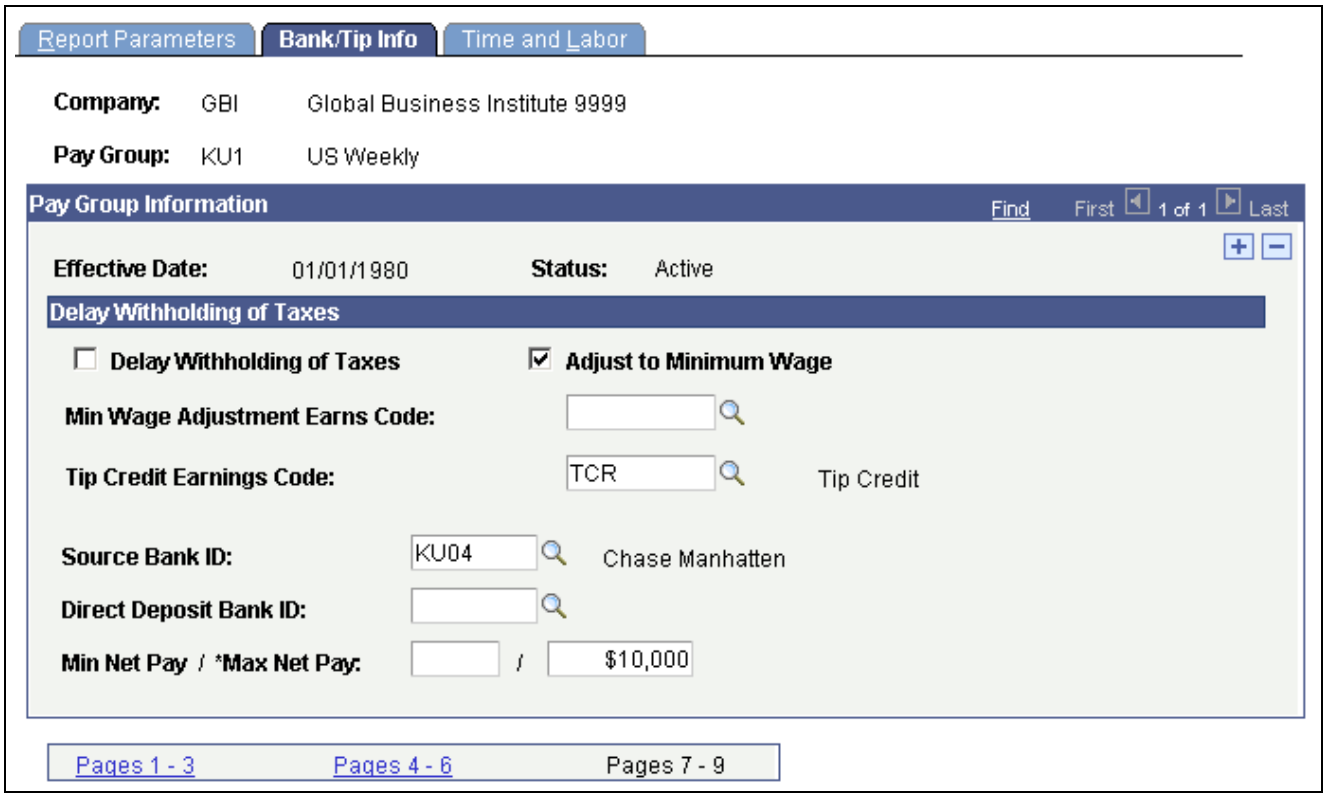
Payroll Reference # (payroll reference number) Enter a reference number to help you locate employees. This is an internal payroll reference number.

Contact ID Select a value representing the employee ID of the person who should respond to any internal questions regarding ROE's.

Issuer ID Select a value representing the employee ID of the person who issued the ROE.

Establishing Tips Processing

Access the Pay Group Table - Bank/Tip Info page.



Pay Group Table - Bank/Tip Info page

(USA) Delay Withholding of Taxes

Delay Withholding of Taxes Select this check box if you do not want to withhold taxes until tipped employees have reported tips equaling the month-to-date tips withholding threshold established on the Federal/State Tax Table - Special Tax Amounts page.

Adjust to Minimum Wage (adjustment to minimum wage) This check box is selected by default, so that the system adjusts tips for the pay group to minimum wage. If you have an agreement with the Internal Revenue Service, you can clear this check box. If this check box is selected, you must select a minimum wage adjustment earnings code in the Min Wage Adjustment Earns Code field.

Min Wage Adjustment Earns Code (minimum wage adjustment earnings code) Select the earnings code to be used for adjusting a tipped employee's earnings up to minimum wage when reported tips plus earnings do not equal the required minimum wage. The default values come from the Company table but you can override the Company table values here.

Tip Credit Earnings Code Select the earnings code to be used for tips credit. The default values come from the Company table but you can override the Company table values here.

Note. Tips processing covers tip allocation, tip credit, and tip establishment mainly in the hospitality industry, but it can be used for any tipped employee population.

Additional Page Elements

Source Bank ID — Select a source bank ID to indicate the bank from which employees in this pay group are to be paid. The source bank contains the transit number, bank account number, check and advice form, and other information necessary to create checks and direct deposit entries for employees. Use the Source Bank ID field for direct deposit entries only if the Direct Deposit Bank ID field is blank.

Direct Deposit Bank ID — The direct deposit bank ID is a source bank ID that you use when the transit number and bank account are different for direct deposit items.

Min Net Pay / Max Net Pay (minimum net pay / maximum net pay) — Enter the minimum/maximum dollar amount (net) that any given check may be issued for within the selected pay group.

Selecting Time and Labor Elements for the Pay Group

See Chapter 16, "Administering the Interface with PeopleSoft Enterprise Time and Labor," Setting Up the Interface with Time and Labor, page 353.

CHAPTER 3

Defining Earnings Codes and Earnings Programs

This chapter provides overviews of earnings tables, and tax specification and discusses how to:

- Establish earnings codes.
- Establish earnings programs.

Understanding Earnings Tables

This section lists prerequisites and common elements and discusses earnings tables.

Prerequisites

Before you begin setting up earnings:

1. Read through the sections that tell you how to set up the Company table, Earnings table, Special Accumulator table, Shift table, and Pay Group table.
2. Map out how you want to define and segregate earnings, special accumulators, and shifts within the system.

Note. When you define earnings codes, you must define several basic earnings codes on the Pay Group Table - Calc Parameters (Pay Group table - Calculation Parameters) page.

See Also

Chapter 1, "Getting Started with Payroll for North America," page 1

Common Elements Used in This Chapter

Override Limit Amount Enter a value by which to limit the amount to pay if the regular payout amount exceeds the amount specified for an earnings code.

Frequency Specify how to express the compensation rate: *Hourly, Daily, Monthly, Annually,* and so on.

Maintain frequencies on the Frequency Table page.

Earnings Tables

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

The Earnings table is the basis for calculating and taxing earnings, although some of the information in the table depends on special accumulator codes and shift information. In the Earnings table, you define how to tax, calculate, and adjust each type of earnings (such as regular, overtime, and sick). You also define how earnings types affect other balances, such as leave accruals. Use the Special Accumulator table to accumulate earnings to use later in deduction calculations, such as a savings deduction based on a percentage of regular and overtime pay only. The Shift table works in conjunction with the Earnings table to calculate shift premiums.

Understanding Tax Specification

It is important to understand how taxes work when specifying special tax options and tax methods for earnings codes.

This section discusses:

- (USA) U.S. tax specification.
- (CAN) Canadian tax specification.

(USA) U.S. Tax Specification

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

Earnings Code	Federal Withholding Tax (FWT)	Federal Unemployment Tax (FUT)	Federal Insurance Contributions Act (FICA)
Regular	Tax	Tax	Tax
Overtime	Tax	Tax	Tax
Injury Pay	Tax	No Tax	Tax
Expense Reimbursement	No Tax	No Tax	No Tax
Disability Payment	Tax	No Tax	No Tax

Select the Subject to FWT (subject to federal withholding tax), Subject to FUT (subject to federal unemployment tax), and Subject to FICA (subject to Federal Insurance Contributions Act) check boxes (on the Earnings Table - Taxes page) for all earnings to add to the taxable gross for the specific tax. These settings enable the system to determine exactly how much of an employee's pay is subject to federal taxes.

(CAN) Canadian Tax Specification

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

Earnings Code	Canadian Income Taxes (CIT)	True T4	Canada Pension Plan (CPP)	Employment Insurance (EI) Earn	EI Hrs
Regular	Tax	Yes	Tax	Tax	Yes
Overtime	Tax	Yes	Tax	Tax	Yes
Shift Premium	Tax	Yes	Tax	Tax	No
Expense Reimbursement	No Tax	No	No Tax	No Tax	No
Retiring Allowance	Tax	No	No Tax	No Tax	No

Earnings Code	Quebec Income Taxes (QIT)	True RL	Quebec Pension Plan (QPP)	Payroll Tax	T4A	RL-2
Regular	Tax	Yes	Tax	Tax	No Tax	No Tax
Overtime	Tax	Yes	Tax	Tax	No Tax	No Tax
Shift Premium	Tax	Yes	Tax	Tax	No Tax	No Tax
Expense Reimbursement	No Tax	No	No Tax	No Tax	No Tax	No Tax
Retiring Allowance	Tax	No	No Tax	Tax	Tax	Tax

Select the tax option check boxes (on the Earnings Table - Taxes page) for earnings types to tax or accumulate. These settings enable the system to determine how much of an employee's pay is subject to different tax types:

Earnings Code	Amount	CIT	True T4	CPP	EI Earn	EI Hrs
Regular	1000	1000	1000	1000	1000	40
Overtime	200	200	200	200	200	10
Shift Premium	100	100	100	100	100	
Injury Pay	200	200	200	200		
Expense Reimbursement	1000					
Retiring Allowance	500					
Total	3000	1500	1500	1500	1300	50

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

See Also

Chapter 4, “Defining Deductions,” page 55

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up Payroll Tax Tables,” (USA) Updating the Taxable Gross Definition Table

Chapter 10, “Maintaining Payroll Data,” page 193

Appendix E, “(CAN) Canadian Tax Method Calculations,” page 843

Establishing Earnings Codes

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

- Define parameters and rules for calculating earnings.
- (USA) Setting up the Earnings table for FLSA calculations.
- Enter special options and tax methods for earnings codes.
- (USF) Specify additional earnings.
- Specify calculation rules.
- Define how earnings codes affect leave accruals and special accumulators.
- (USF) Specify pay limit processing.

Understanding Earnings Codes

Determine the different types of earnings that your organization requires, and decide which three-character earnings code to assign to each one (such as REG, VAC, and HOL).

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

- Regular earnings that are normally associated with a regular salary or regular hours worked.

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

- Earnings that use a slightly different method of calculation.

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

- Earnings to handle accrual accounting.

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

- Nonhour-related earnings, such as bonuses, commissions, or automobile allowances.
- Differentiation between earnings that should or should not be taxed, such as automobile allowances or expense advances.
- Earnings for accumulation hours and dollars in other special accumulator balances.

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

- Earnings resulting from late paperwork or collective bargaining to calculate through the Retroactive Pay Calculations COBOL SQL process (PSPRPEXT).
- Earnings codes for paying retro pay earnings.

Using a Worksheet to Map Earnings Codes

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

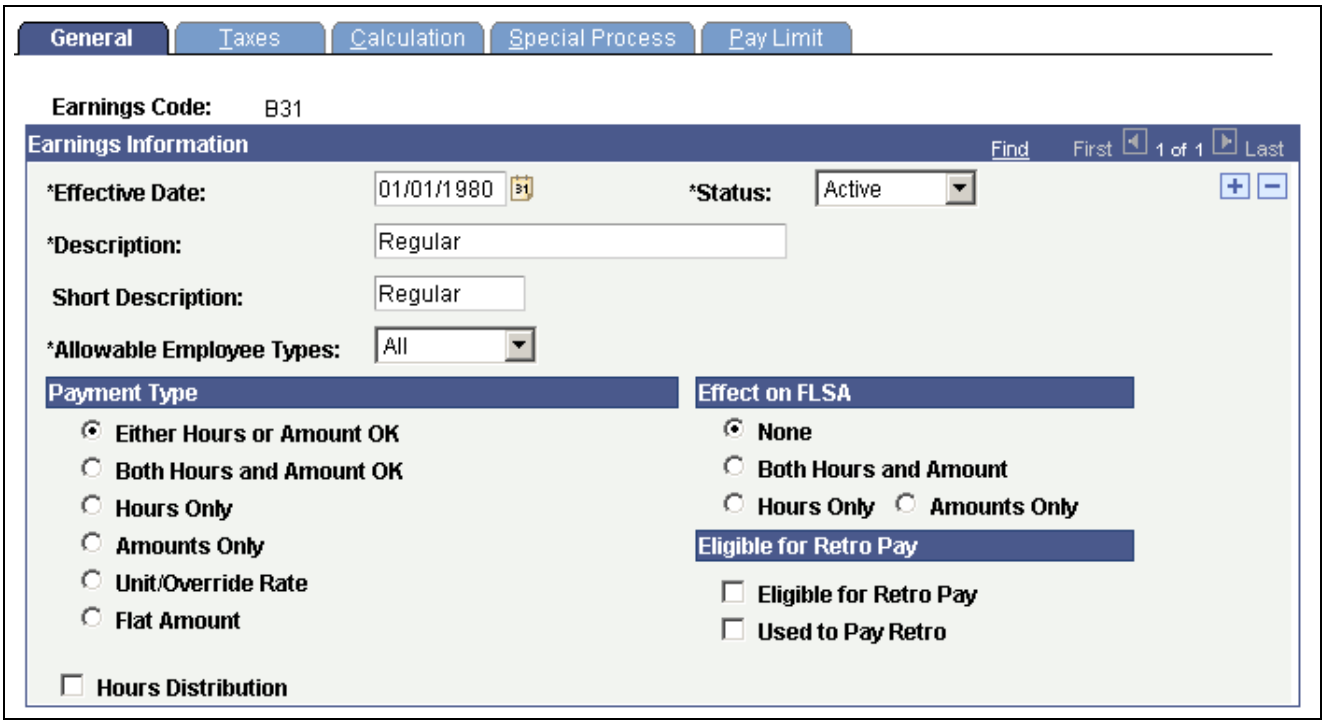
Earnings Type	Earnings Code	Earnings Profile	Tax Method	Other Considerations
Regular	REG	Add to gross pay	Annualized	Adds to leave accruals Savings plan accumulators
Vacation	VAC	Add to gross pay shift differential	Annualized	Subtracts from leave accruals
Sick	SCK	Add to gross pay shift differential	Annualized	Subtracts from leave accruals
Holiday	HOL	Add to gross pay shift differential	Annualized	Statutory
Bonus	BON	Add to gross pay	(USA) Supplemental (or Special Supplemental in California) (CAN) Bonus	

Pages Used to Establish Earnings Codes

Page Name	Object Name	Navigation	Usage
Earnings Table - General	EARNINGS_TABLE1	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Table, General	Define parameters and rules for calculating earnings. Also specify the effects on Fair Labor Standards Act (FLSA) regular rate calculations, and define retro pay processing options.
Earnings Table - Taxes	EARNINGS_TABLE2	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Table, Taxes	Enter special options and tax methods for earnings codes.
Additional Earnings	GVT_EARNINGS_SEC	Click the Federal button on the Earnings Table - Taxes page.	(USF) Specify additional earnings code settings.
Earnings Table - Calculation	EARNINGS_TABLE3	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Table, Calculation	Track general ledger entries by earnings code and specify whether an earnings code is based on other earnings. Also define special earnings calculation formats that control how the pay calculation handles the earnings code and what results the earnings code produces.
Earnings Table - Special Process	EARNINGS_TABLE4	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Table, Special Process	Define how earnings codes affect leave accruals and special accumulators.
Pay Limit	GVT_EARNINGS_TBL5	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Table, Pay Limit	(USF) Select the corresponding earning process type to include the earnings code in pay limit calculations.
Earnings Report	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Earnings, Earnings Report	Generate PAY712, which is a report that lists earnings types and their payroll characteristics.

Defining Parameters and Rules for Calculating Earnings

Access the Earnings Table - General page.



Earnings Table - General page

Short Description Enter a meaningful name that your employees recognize. The Check Print (PAY003) and Cheque Print (PAY003CN) reports print this name on payslips.

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

Payment Type

Use this group box to specify the types of payment information that you can enter on an employee's paysheet for this earnings code.

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

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

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

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

(USA) Effect on FLSA

Specify the effect on the FLSA rate calculation.

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

See Appendix D, "(USA) FLSA and Alternative Overtime Calculations," page 817.

Note. Effect on FLSA is also used when setting up earnings codes for tip allocation and for the calculation of Oregon's Workman's compensation.

See Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up for FLSA Calculation, page 161.

See Chapter 10, "Maintaining Payroll Data," page 193.

Eligible for Retro Pay

Eligible For Retro Pay Enables you to define the earnings code for retro pay calculation on the Retro Pay Program - Program Table page.

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

See Chapter 5, "Setting Up the Payroll Process," Establishing Retro Pay Programs, page 101.

Additional Page Elements

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

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

Note. For earnings codes with a payment type of amounts only or flat amount, clear the Hours Distribution check box. These payment types do not calculate or display hours.

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

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

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

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

(USA) Setting Up the Earnings Table for FLSA Calculations

Use the Earnings Table - General page and the Earnings Table - Calculation page to specify the earnings codes in the company that are affected by FLSA regulations, and to assign the earnings codes to FLSA categories. Only these two pages in the Earnings Table component (EARNINGS_TABLE) effect FLSA payment.

The following steps are required, but not necessarily in this order.

- Complete the Earnings Table - General page.
- Complete the Earnings Table - Calculation page.

Completing the Earnings Table - General Page

Use the Effect on FLSA (effect on Fair Labor Standards Act) group box to specify whether the hours and/or amount affect FLSA regular rate calculations. For regular pay, the calculation includes both hours and amount. For shift pay only, the calculation includes amount only, because the hours are already recorded in the regular pay.

Completing the Earnings Table - Calculation Page

Assign each earnings code to a FLSA category (regular, overtime, or excluded). If the FLSA category is overtime, the Regular Pay Included? check box becomes available for entry.

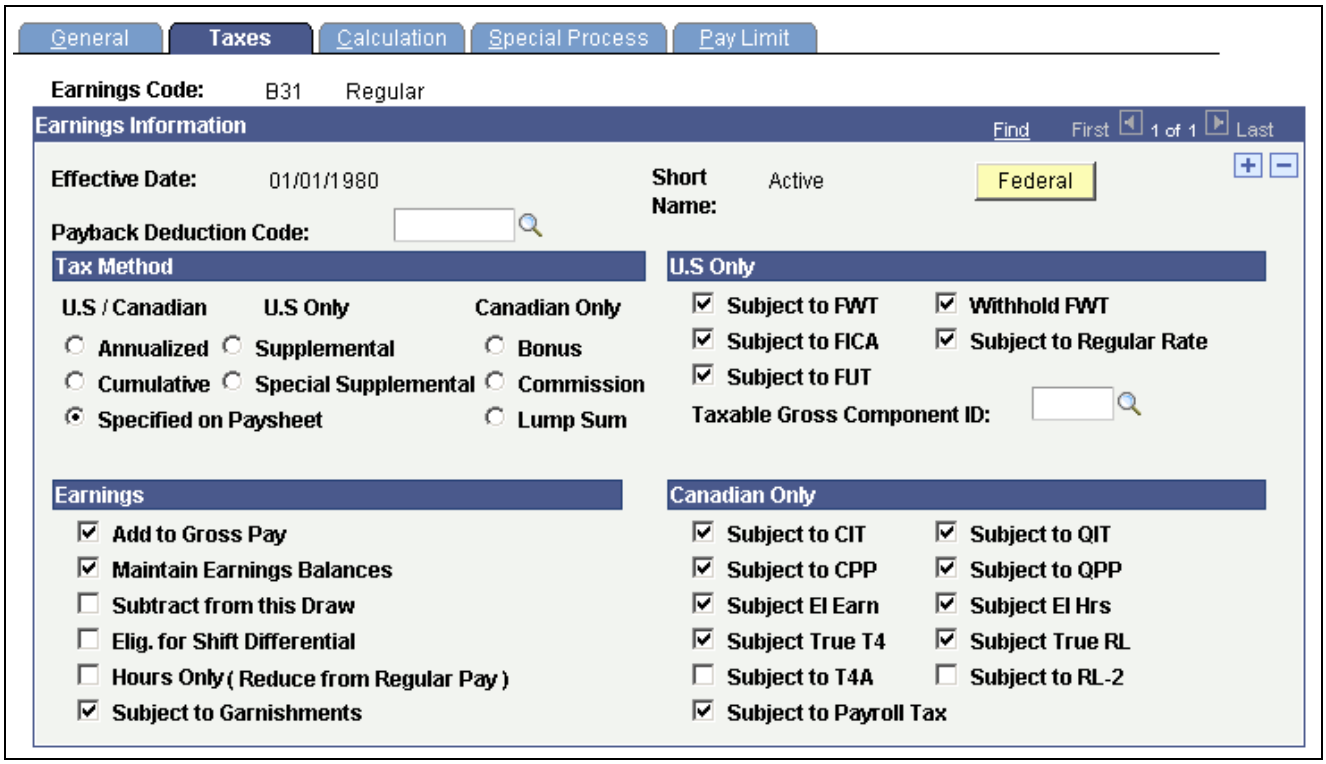
Select the Regular Pay Included? check box if the multiplication factor for the overtime earnings is greater than 1.0. This depends on the company's business rules. Some companies include all straight time pay with the overtime calculation, while other companies separate straight time pay from the premium portion of overtime.

See Also

Chapter 1, "Getting Started with Payroll for North America," page 1

Entering Special Options and Tax Methods for Earnings Codes

Access the Earnings Table - Taxes page.



Earnings Table - Taxes page

Earnings Information

(USF) Federal Click this button to access the Additional Earnings page.

Payback Deduction Code Use this field when setting up a payback earnings code to use for payback situations such as pay advance or negative adjustment. In this field, enter the payback deduction code that corresponds with the payback earnings code. If you enter a deduction code in this field, the system will automatically create an arrears balance assigned to that deduction code for the earnings amount that you enter with the corresponding payback earnings code on the paysheet.

See Chapter 18, "Working with Paysheets," Setting Up and Processing Payback Deductions, page 438.

Tax Method

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

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

Before completing this group box, review the overview information about tax methods.

See Appendix E, "(CAN) Canadian Tax Method Calculations," Understanding Canadian Tax Methods, page 843.

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

Cumulative (USA) Select this option to add together the YTD earnings and the earnings for this pay period, annualize the result, and calculate the annualized tax. The system de-annualizes the tax by dividing it by the number of tax periods on the paysheet. If the result is greater than the YTD withholding, the difference becomes the withholding for the pay period. Use this option for employees whose wages vary significantly from pay period to pay period, such as salespeople on commission.

Specified on Paysheet Select this option to have the system use the default method on the paysheets, annualized. To override this default, specify a tax method for each individual pay earnings. If you select a tax method other than Specified on Paysheet, you cannot override the tax method on paysheets.

(USA) Supplemental Select this option for earnings codes that identify supplemental wages. Do not use it for bonus and stock option payments if you have employees in California.

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

(USA) Special Supplemental Select this option for bonus and stock option payments if you have employees in California. These payments in California are subject to a higher supplemental withholding rate than other types of supplemental wage payments such as commissions and overtime pay.

If you have employees in California and other states, use the Special Supplemental option. When you use this option to pay bonuses to an employee not in California, the system automatically calculates the tax using the supplemental method. This enables you to set up one bonus earnings code for all U.S. employees.

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

(CAN) Commission Select this option to use amounts from the Commission group box (Income, Expenses, and RPP/RRSP Limit [Registered Pension Plan/Registered Retirement Savings Plan limit] fields) on the Canadian Income Tax Data page and the Quebec Income Tax Data page. If these amounts are not entered, the system calculates tax using the annualized tax method, resulting in a higher amount of tax withheld. The commission tax method calculates the taxes on commissions differently, depending upon whether you are calculating CIT or QIT.

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

(CAN) Lump Sum Select this option to determine the withholding for the period using the corresponding taxable gross rates from the Federal CIT Lump-Sum Rates

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

(USA) U.S. Only

Before completing this group box, review the overview information about U.S. Taxes.

See Chapter 3, "Defining Earnings Codes and Earnings Programs," (USA) U.S. Tax Specification, page 32.

Subject to FWT (subject to federal withholding tax), **Subject to FICA** (subject to Federal Insurance Contributions Act), and **Subject to FUT** (subject to federal unemployment tax)

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

Note. A Taxable Gross Definition Table entry is always required when you want to stop state or local income tax withholding on a particular earnings, regardless of whether or not the state or locality follows the federal rule for including the amount in taxable income, and regardless of whether or not you have selected this check box for the earnings.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (USA) Updating the Taxable Gross Definition Table.

Withhold FWT (withhold federal withholding tax)

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

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

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

Taxable Gross Component ID

Payroll for North America normally sets the taxable gross used for calculating state and local income tax withholding to the same value as the taxable gross for federal withholding. It also sets the taxable gross for state unemployment and disability to the same value as the taxable gross for federal unemployment. However, some states and localities don't follow federal rules for the taxability of all types of wages.

Select a value to override the federal rules for taxability: *125, 401K, GTL* (group-term life), or *TIP*.

The taxable gross component ID code defines a taxable gross base—different from federal—to use when calculating state and local taxes. This code points to information in the Taxable Gross Definition table, which:

- Indicates which federal taxable gross level (such as FWT, FUT, or FICA) is used as a base for state and local taxable gross.

- Specifies how to add to, or subtract from, the state and local base when it differs from the federal definition.

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

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

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

(E&G) Income Code (for 1042-S)

Specify a nonresident alien income code for 1042-S processing:

12: Royalties

15: Scholarship/Fellowship

16: Independent Personal Services

17: Dependent Personal Services

18: Teaching

19: Studying and Training

50: Other Income

Earnings

Add to Gross Pay

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

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

Maintain Earnings Balances

Select this check box to automatically maintain YTD, quarter-to-date, and month-to-date earnings balances. Select this check box for all earnings codes.

Subtract from this Draw

This check box is for your information only.

Elig. for Shift Differential (eligible for shift differential)

Select this check box if the earnings code is for shift pay. If an employee is assigned to a shift, the system checks each earnings code that is eligible for shift differential and performs the calculation based on the routines selected in the Shift table and on the shift to which the employee is assigned. You can also specify shift differentials at the employee level.

Hours Only (Reduce from Reg Pay) (hours only [reduce from regular pay])

Select this check box to have hours or earnings entered for the earnings code reduce the employee's regular pay by an equivalent number of hours entered on the paysheets. Use this check box for earnings codes such as holiday, sick leave, and vacation leave. Hours posted to the earnings code reduce regular hours for hourly employees (or regular earnings for salaried employees) by the number of hours entered during the payroll calculation run.

How you use this check box depends on how you report time. You typically use positive time entry for hourly employees, so in effect their hours are already reduced.

For example, you might enter 32 hours of regular pay and eight hours of vacation pay on an hourly employee's paysheet. For exception hourly and salaried employees, you typically enter only exception pay, but not regular pay. If a salaried employee takes eight hours off in a given week, you only enter eight hours of vacation time on paysheets. For different employee types, you can establish some earnings codes that use this feature and others that don't.

Subject to Garnishments Select this check box to include the earnings code in garnishment processing.

(CAN) Canadian Only

Before completing this group box, review the overview information about Canadian taxes.

See Chapter 3, "Defining Earnings Codes and Earnings Programs," (CAN) Canadian Tax Specification, page 32.

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

Subject to CIT (subject to Canadian income tax), **Subject to QIT** (subject to Quebec income tax), **Subject to CPP** (subject to Canada Pension Plan (CPP)), and **Subject to QPP** (subject to Quebec Pension Plan)

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

Subject EI Earn (subject to Employment Insurance earnings) and **Subject EI Hrs** (subject to Employment Insurance hours)

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

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

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

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

Subject True T4 Select this check box if the earnings represent the accumulation of total federal employment income for Canada.

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

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

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

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

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

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

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

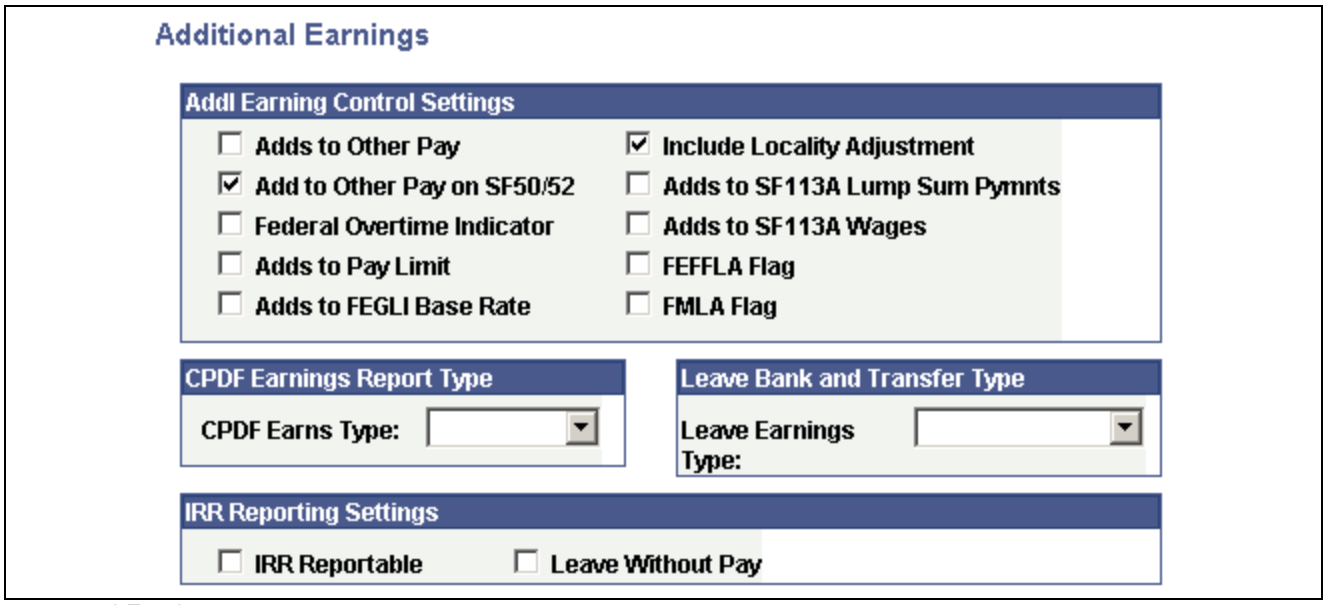
See Also

Appendix E, "(CAN) Canadian Tax Method Calculations," Understanding Canadian Tax Methods, page 843

Chapter 3, "Defining Earnings Codes and Earnings Programs," (CAN) Canadian Tax Specification, page 32

(USF) Specifying Additional Earnings

Access the Additional Earnings page.



Additional Earnings page

Addl Earning Control Settings

Adds to Other Pay — Select if the earnings adds to other pay in the employees Job - Compensation Data - Other Earnings page.

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

Adds to FEGLI Base Rate (adds to Federal Employee Group Life Insurance base rate) — Select if earnings add to FEGLI base rate calculation.

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

Federal Overtime Indicator — Select if the earnings code is used to pay federal overtime.

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

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

CPDF Earnings Report Type

CPDF Earns Type (Central Personnel Data File earnings type) — If additional earnings for this earnings code are reportable to the CPDF, select the CPDF earnings code: *Not Rpted* (not reported), *Retn Allow* (retention allowance), *Staff Diff* (staffing differential), or *Suprv Diff* (supervisory differential).

Leave Bank and Transfer Type

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

Donate to Bank: For donor activity in Leave Bank Transfer programs.

Donate to Emergency: For donor activity in Emergency Leave Transfer programs.

Donate to Recipient: For donor activity in Voluntary Leave Transfer programs.

Receive from Bank: For recipient activity in Leave Bank or Emergency Leave Transfer programs.

Receive from Donor: For recipient activity in Voluntary Leave Transfer programs.

IRR Reporting Settings

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

Leave Without Pay — Select this check box if additional earnings for this earnings code are considered leave without pay on the IRR. These earnings are reported on the Leave Audit SF1150 report (FGSF1150).

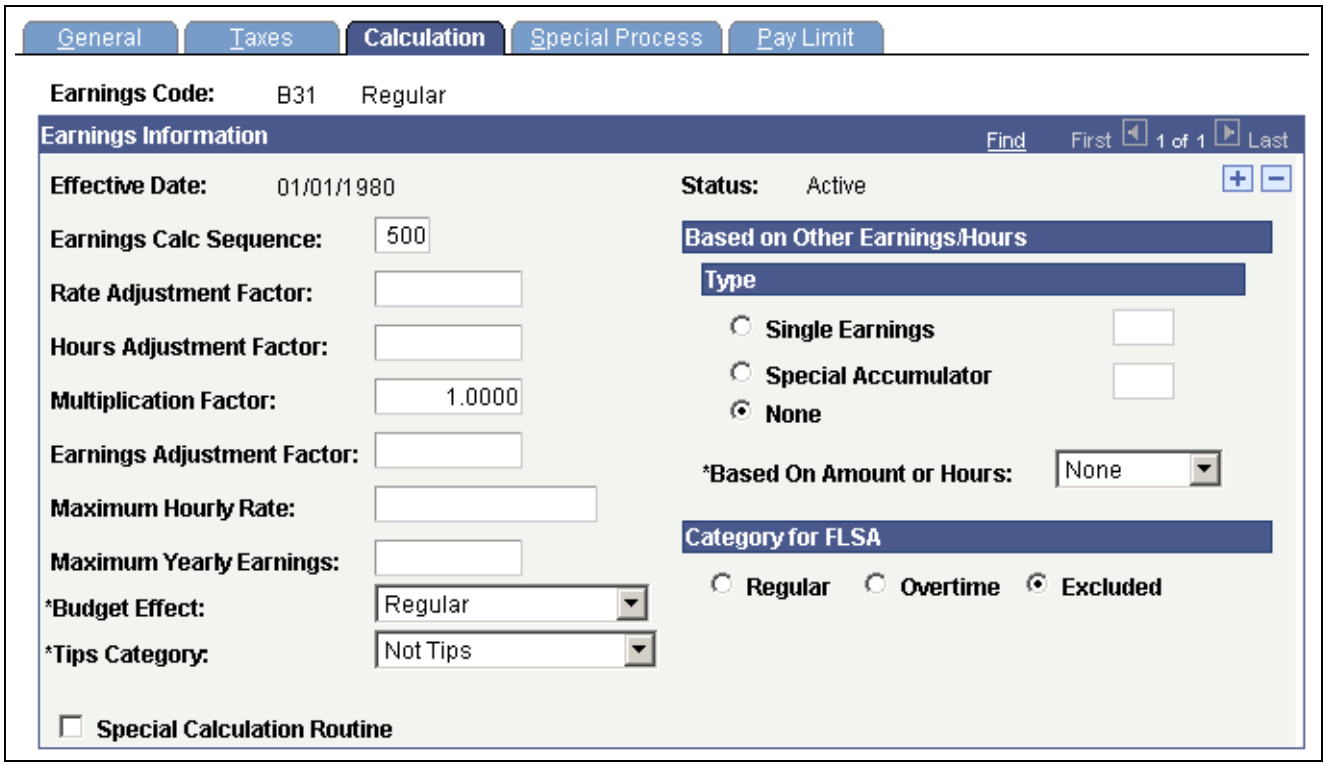
See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "(USF) Managing Leave," Leave Transfer Management

Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Administering Pay Caps and Limits, page 309

Specifying Calculation Rules

Access the Earnings Table - Calculation page.



Earnings Table - Calculation page

Expense Accounts - Non Commitment Accounting

Enter an account number to track PeopleSoft General Ledger entries by earnings code. This field does not apply to education and government users.

Earnings Calc Sequence (earnings calculation sequence)

Enter a number to indicate the order in which to process earnings during payroll calculation. Lower sequence numbers result in a higher processing priority for the earnings code.

Sequence is important only if one earnings calculation is dependent on another. For example, regular earnings must have a lower sequence number than any earnings codes that reduce regular earnings (that is, earnings designated to have hours only reduced from regular pay).

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

For example:

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

(USF) When a pay limit is reached and there is more than one earnings code included in the limit, the earnings code with the highest earnings calculation sequence is depleted before the next earnings code is reduced.

For example, if regular pay sequence is *001* and premium pay sequence is *500,* the premium pay is depleted before regular pay is reduced.

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

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

Multiplication Factor For hourly earnings, enter the number by which you multiply earnings, such as *1.5* for overtime, or *2.0* for double time. To calculate alternative overtime, the system uses the multiplication factor specified for the overtime earnings code on the Earnings table instead of the fixed *0.5* used in federal FLSA calculation.

Note. The use of negative multiplication factors in Alternative Overtime calculation will not work. Any multiplication factors other than the values needed to comply with Alternative Overtime regulations will result in incorrect calculations. A warning will be generated during batch processing in Payroll Error Messages if earnings codes are set up with negative multiplication factors.

See Appendix D, "(USA) FLSA and Alternative Overtime Calculations," Working with Multiplication Factors in FLSA Calculations, page 817.

Earnings Adjustment Factor Enter a flat amount that does not affect pay rate or hours. Use this field for earnings codes for which the dollar amount always remains the same for all employees, such as a 100 CAD holiday bonus. When you define this type of earnings, set the multiplication factor to zero.

Maximum Hourly Rate This field is for your information only.

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

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

Budget Effect This field is for your information only.

(USA) Tips Category Specify how tips affect taxable gross:

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

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

Other Sys Calc'd Tips (other system calculated tips): Select this value if the earnings code represents amounts used to bring employee earnings up to minimum wage when the cash wage plus tips is less than minimum wage.

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

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

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

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

Based on Other Earnings/Hours

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

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

Based on Amount or Hours Specify how to calculate earnings:

None: The default.

Amount: The system calculates the earnings by applying the multiplication factor to the current period amount for the earnings code or special accumulator code specified. For example, to calculate the earnings code that you're setting up as 4 percent of a specified earnings code, enter a multiplication factor of *.04*.

Hours: The system calculates the earnings by multiplying the current period hours for the specified earnings code or special accumulator code by the hourly rate on the paysheet entry. Then it applies the multiplication factor.

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

(USA) Category for FLSA

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

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

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

See Also

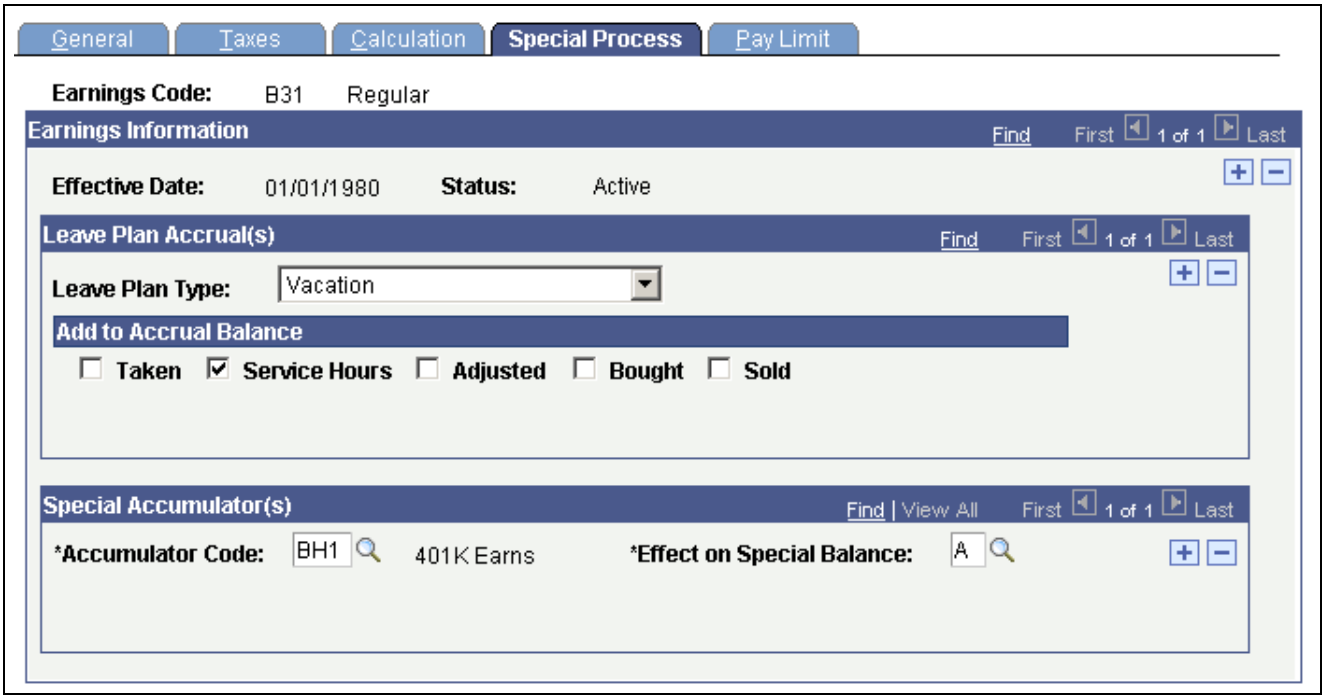
Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up the Payroll System for Tip Allocation, page 149

Chapter 13, "(USA) Administering Additional U.S. Payroll Functionality," Allocating Tips, page 283

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up for FLSA Calculation, page 161

Defining How Earnings Codes Affect Leave Accruals and Special Accumulators

Access the Earnings Table - Special Process page.



Earnings Table - Special Process page

Leave Plan Accrual(s)

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

Add to Accrual Balance

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

Service Hours Select this check box if the leave plan accrues based on the number of hours an employee has worked (service hours). The system adds the hours that are

associated with the earnings code to an employee's service hours that are maintained on the leave plan accrual balances. However, if the employee is not enrolled in that leave plan, the system does not update the service hours fields in leave accruals.

For example, suppose a company's employee leave plan offers 0.02 hours of vacation time for every hour of regular time and overtime that employees work. In this case, select the Service Hours check box for regular and overtime earnings codes to show that they add to the accrual balance for the employee leave plan. If Jan has 30 hours of regular and 10 hours of overtime earnings, the system adds 40 service hours to her leave plan. It also updates the leave accruals unprocessed data for her leave plan, and accrues 0.8 hours of vacation time when the leave accrual program is run.

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

Adjusted

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

For example, Jessica Morris, came to CCB from her former company with an intercompany transfer agreement. As part of the agreement, CCB let her carry over 25 hours of vacation time from her old company. To do this, the payroll clerk added 25 hours of accrual adjustment time to Jessica's paysheet. The system—looking at the Earnings table already set up for this type of situation (with Adjusted selected for the VAC leave plan type)—did the rest.

Bought and **Sold**

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

For example, Theresa bought 20 hours of vacation time. The payroll clerk added the hours using an earnings code defined with the VAC leave plan type and the Bought check box selected. He used a deduction to take the money that Theresa used to buy the vacation time.

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

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

Special Accumulator(s)

Accumulator Code

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

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

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

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits

(USF) Specifying Pay Limit Processing

Access the Pay Limit page.

Earning Process Type To include the earnings code in pay limit calculations, select the applicable process types:

Overtime: Overtime rate is subject to an overtime rate limit.

Pay Limit (pay limit - premium pay): Earnings are subject to a pay period limit.

Tot Annual (pay limit - total annual): Total annual earnings are subject to an annual pay limit.

See Also

Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Understanding Pay Caps and Limits, page 309

Establishing Earnings Programs

This section provides an overview of earnings programs and discusses how to define earnings programs.

Understanding Earnings Programs

After you define earnings codes in the Earnings table, you must establish earnings programs in the Earnings Program table. An earnings program is a set of earnings codes that are valid for one or more pay groups. A single company can have any number of earnings programs. An individual employee can belong to only one program, and the earnings codes constituting that program are the only valid earnings codes for that employee.

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

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

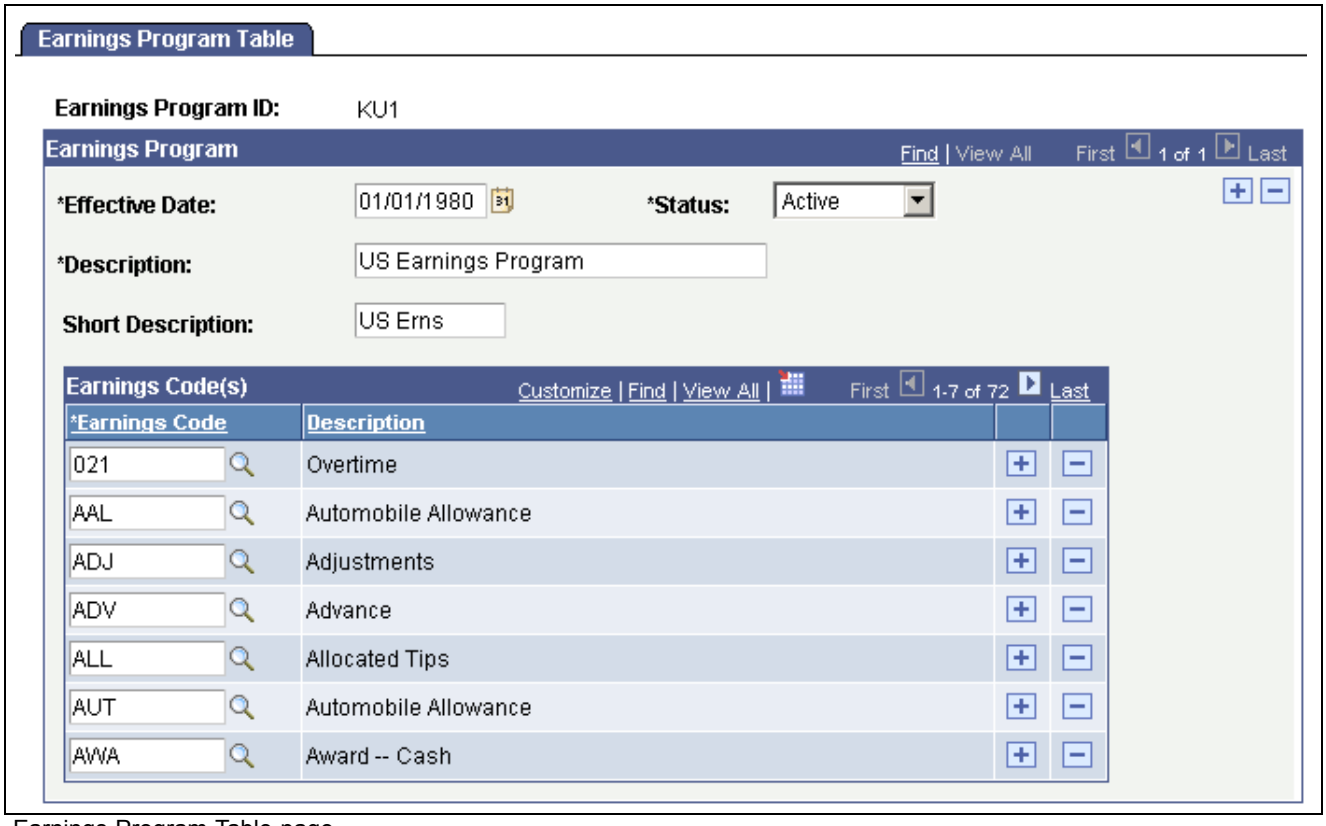
The earnings program that you enter on the Company - Default Settings page becomes the default earnings program for the pay groups that you define in the Pay Group Table component (PAYGROUP_TABLE). To override this default, specify a different earnings program for a pay group on the Pay Group Table -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

Pages Used to Establish Earnings Programs

Page Name	Object Name	Navigation	Usage
Earnings Program Table	EARNS_PROGRAM_TBL	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Program Table, Earnings Program Table	Define earnings programs for pay groups and the employees belonging to those groups.
Earnings Program Report	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Earnings Program, Earnings Program Report	Run PAY717, which generates a report that lists information from the Earnings Program table.

Defining Earnings Programs

Access the Earnings Program Table page.



Earnings Program Table page

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

CHAPTER 4

Defining Deductions

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

- Create deduction subsets.
- Set up deductions.
- Define general deductions.
- Define benefit deductions.
- Assign general deductions to a company.

See Also

Chapter 6, "Setting Up Garnishments," page 121

Chapter 7, "(CAN) Setting Up Additional Canadian Payroll Functionality," page 137

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," page 149

Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," page 169

Understanding Deductions

This section lists prerequisites and discusses:

- The four steps to defining deductions.
- General deductions and benefits deductions.

Prerequisites

Before you begin defining deductions:

- Define special accumulator codes on the Special Accumulator table.
- Read through the sections that describe how to set up deductions tables.
- Map out how you want the deductions, general deductions, and benefits to be defined and segregated within the system before you actually set them up.
- As with earnings, you may want to develop a deduction worksheet on which you can put information to set up deductions in the related tables.

See Also

Chapter 5, "Setting Up the Payroll Process," Establishing Special Accumulator Codes, page 103

The Four Steps to Defining Deductions

To define how you want the system to process a deduction, follow these four general steps:

1. Use the Deduction Table component (DEDUCTION_TABLE) to select a plan type, enter a deduction code, and specify the deduction processing rules, including the priority of the deduction, how the deduction affects taxes, related general ledger account codes, and other special payroll process indicators, such as how arrears should be handled.
2. Use the General Deduction Table component (GENL_DEDUCTION_TBL) to define the rules for the actual calculation of general deductions such as parking or union dues.
3. Use the Company General Deductions component (GDED_COM_TBL) to build a general deduction plan using the general deductions you have set up.
4. Use the Benefit Program Table component (BEN_PROG_DEFN) to define the rules for the actual calculation of benefit deductions such as health plans and dental plans.

General Deductions and Benefit Deductions

In Payroll for North America, there are two types of deductions: general (non-benefit) deductions and benefit deductions. The system uses different deduction rules depending on the type of deduction that you're setting up.

Deduction Table Component	Defines the deduction processing rules for both general deductions and benefit deductions.
General Deduction Table Component	Defines the deduction calculation rules for general deductions, such as parking fees and union dues.
Benefit Program Table Component	Defines the deduction calculation rules for benefit deductions, such as health plans and dental plans.

Whether you are setting up a general deduction or a benefit deduction, you must set up corresponding entries on the Deduction Table component. For example:

- If you're setting up a 50.00 USD general deduction for parking, indicate the dollar amount and any special calculation routines and parameters using the General Deduction Table component. Then use the Deduction Table component to indicate that this is an after-tax deduction.
- Similarly, if you're setting up a benefit deduction for a monthly life insurance premium, use the Benefit Program Table component to enter the plan and the associated rates, rules, and routines that determine the cost of the deduction. Then use the Deduction Table component to indicate that this, too, is an after-tax deduction.

Note. General deductions are set up using Payroll for North America. Benefit deductions are set up using Payroll for North American and the Manage Base Benefits business process in PeopleSoft Enterprise Human Resources.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits

Creating Deduction Subsets

This section provides an overview of deduction subsets and lists the page used to create deduction subsets.

Understanding Deduction Subsets

A deduction subset is a group of deductions that you select from the standard set of deductions that you define for your company. Use deduction subsets to process only a subset of the deductions that have been set up on an employee's record. For example, when running a bonus payroll, you may want to have 401(k) and garnishments deducted from the bonus checks but not medical, dental, savings bonds, and so on. A deduction subset is set up with only 401(k) and garnishments deductions. The subset is added to the pay calendar, which sends it to the paysheets. When the payroll is run, any deductions that are not in the subset are not taken from any of the checks. This enables overriding the deductions on a group of employee's without having to look up each individual employee and entering a one-time override on the paysheet.

You can define as many deduction subsets as needed. As you establish deductions on the Deduction table, you can include each one in as many of the deduction subsets as needed. You can also set up a deduction subset ID with which you associate no deductions at all. You could use this no-deductions subset on pay runs for which you want to ensure that no deductions are taken.

Note. Create the deduction subset before defining the deductions so that the subset is available for use when creating the deduction codes. If you were to create the subsets after defining the deductions, you would have to go back into the Deduction table in Correction mode to add the deduction subset to the appropriate deductions. Correction mode access is rarely given to users.

Page Used to Create Deduction Subsets

Page Name	Object Name	Navigation	Usage
Deduction Subset Table	DED_SUBSET	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Subset Table, Deduction Subset Table	Define subsets of deductions.

Setting Up Deductions

This section provides overviews of the Deduction table, deduction classifications, U.S. tax considerations, and Canadian deductions, and discusses how to:

- Specify the deduction priority.
- (USF) Specify federal distribution destinations.
- Specify deduction and tax classifications.
- Specify U.S. and Canadian tax effect considerations.
- Establish parameters for partial deductions and arrears.
- Specify the deduction frequency schedule.

Understanding the Deduction Table

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

Deductions on the Deduction Table component are grouped by plan type. The plan type that you select is critical in the deduction process, because it indicates to the system from which component — General Deduction Table or Benefit Program Table—to retrieve the deduction calculation rules. The plan type code for general deductions is always *00*. If you want to create your own plan types, use *Z0* through *ZZ*.

When you assign new codes, you must assign a code in the correct range and identical to the one defined in the General Deduction Table component or Benefit Program Table component, otherwise the deduction is not calculated.

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

Understanding Deduction Classifications

Deduction classifications have a significant effect on how the system calculates tax amounts during payroll processing. Some deductions may have more than one classification. For example, retirement plan deductions, such as 401(k) benefit deductions, can have both before- and after-tax classifications as well as a nontaxable classification for any employer contributions. And certain benefits, such as life insurance, may have a before- or after-tax classification for the employee contribution in addition to a nontaxable or taxable classification for the employer contribution.

For example, suppose your company has a life insurance plan that provides coverage in an amount equal to three times your base salary of 40,000 USD a year. You pay for the after-tax deduction portion of the plan, while your company pays for the nontaxable benefit portion. And because of Internal Revenue Service rules governing employer-paid insurance for coverage over 50,000 USD, there is also a taxable benefit classification for the plan.

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

(USA) U.S. Deduction Classifications

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

To define a deduction with multiple classifications, click the Add button in the Tax Classifications scroll area of the Tax Class page to insert another class. Remember that the order in which deductions are calculated is determined by the priority within classification.

If, after taking a before-tax deduction and calculating taxes, the system is unable to take an after-tax deduction with a higher priority number than the before-tax deduction, it returns to the beginning. It then recalculates taxes without taking the before-tax deduction and uses the remaining amount to take the after-tax deduction.

As long as an employee has enough remaining pay for the system to take all deductions, deduction priority, while still part of the calculation, is not particularly important. Priority becomes important when the employee doesn't have enough pay to satisfy all deductions. When this occurs, the system starts with the deductions that have the highest priority (those with the lowest deduction priority numbers) and takes the deductions until it reaches the minimum net pay requirements defined in the Pay Group table. Define deduction priority order on the Deduction Table - Setup page.

(CAN) The Logic Behind Canadian Sales Tax Calculations

When a particular deduction is identified as subject to a sales tax, the sales tax is calculated according to the rates that are specified for each province on the Canadian Tax Table - Tax Rates, Credit and Other page for goods and services tax (GST) and Canadian Tax Table - Provincial Rates page for other sales taxes. For this reason, any deductions that do not have the same sales tax application for all provinces must be set up as separate deduction codes. For example, the same deduction might be represented by two deduction codes:

- One subject to provincial sales taxes.
- One not subject to provincial sales taxes.

For GST and harmonized sales tax (HST) sales tax processing, the system determines which tax type to apply based on the employee's tax location, providing that the deduction has been set up with both the GST and HST sales tax types specified.

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

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

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

See Also

Chapter 19, "Calculating Pay," Understanding the Pay Calculation Business Process, page 455

(USA) Understanding U.S. Tax Considerations

Payroll for North America sets the taxable gross used for calculation of state and local income tax withholding to the taxable gross for federal withholding. Similarly, the system assumes the taxable gross for state unemployment and disability to be the same as the taxable gross for federal unemployment. However, some states and localities do not follow federal rules for the taxability of all types of benefits. Therefore you must have a means of overriding the taxability rules that you specify in the Deduction table.

PeopleSoft maintains state and local taxable grosses that have been adjusted for 401(k), section 125, Thrift Savings Plan (TSP), group-term life plans, and tips. You can add your own entries to the Taxable Gross Definition table for other types of deductions that need to be adjusted.

(CAN) Understanding Canadian Deductions

The following are examples of benefit deduction setups and the expected resulting calculations for Ontario and Quebec. To set up these benefit deductions and enter information (such as deduction classification, which sales tax types the deduction is subject to, and effect on taxable grosses), use the Deduction Table - Tax Class and Deduction Table - Tax Effect pages.

Example 1: Ontario—Insurance Other Than Life Insurance (Plan Type 10 and 30)

Define on the Deduction table:

Deduction Classification	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	
Nontaxable Benefit	None	ER pays	None	

Example: Total Premium = 100 CAD per month:

- Employer pays 60 CAD
- Employee pays 40 CAD

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	40 CAD	
Nontaxable Benefit	None	60 CAD	

Class	Premium
EE pays	40 CAD
ER pays	60 CAD

Example 2: Ontario—Life Insurance (Plan Type 20)

PPT = 2% Ontario Provincial Premium Tax

PSTI = 8% Ontario Provincial Sales Tax

PSTI = 9% Quebec Provincial Sales Tax

Province of residence = QC (Quebec)

Province of Employment (Tax Location) = ON

Define on the Deduction table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PSTI
Taxable Benefit	None	ER pays	Adds to EE taxable grosses	Subject to PPT, PSTI
After-Tax	PPT	EE pays	None	
After-Tax	PSTI	EE pays	None	Calculated on the total of prem + PPT

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
Taxable Benefit	PPT	ER pays	Adds to EE taxable grosses	
Taxable Benefit	PSTI	ER pays	Adds to EE taxable grosses	Calculated on the total of prem + PPT

Example: coverage priced at 1 CAD per 1000 CAD:

- Employer pays 0.60 CAD per 1000 CAD
- Employee pays 0.40 CAD per 1000 CAD

For 100,000 CAD coverage: Total Premium = 100 CAD:

- Employer pays 60 CAD
- Employee pays 40 CAD

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	40 CAD	100,000 × 0.40 / 1,000
Taxable Benefit	None	60 CAD	100,000 × 0.60 / 1,000
After-Tax	PPT	0.80 CAD	40 CAD × 2 %
After-Tax	PSTI	3.67 CAD	40.80 CAD × 9 %
Taxable Benefit	PPT	1.20 CAD	60 CAD × 2 %
Taxable Benefit	PSTI	4.90 CAD	61.20 CAD × 8 %

	Premium		PPT		PSTI		Total
EE pays	40 CAD	+	0.80 CAD	+	3.67 CAD	=	44.47 CAD
Adds to EE taxable gross	60 CAD	+	1.20 CAD	+	4.90 CAD	=	66.10 CAD
ER pays	60 CAD	+	1.20 CAD	+	4.90 CAD	=	66.10 CAD

Example 3: Quebec—Health Insurance (Plan Type 10)

PPT = 2.35% Quebec Provincial Premium Tax

PST = 7.5% Quebec Provincial Sales Tax

Define on the Deduction table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PST
QC Taxable Benefit		ER pays	Adds to EE QC taxable grosses	Subject to PPT, PST
After-Tax	PPT	EE pays	None	
After-Tax	PST	EE pays	None	
QC Taxable Benefit	PPT	ER pays	Adds to EE QC taxable grosses	
QC Taxable Benefit	PST	ER pays	Adds to EE QC taxable grosses	

Example: Total Premium = 100 CAD per month:

- Employer pays 60 CAD
- Employee pays 40 CAD

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax Benefit	None	40 CAD	
QC Taxable Benefit	None	60 CAD	
After-Tax	PPT	0.94 CAD	40 CAD × 2.35 %
After-Tax	PST	3 CAD	40 CAD × 7.5 %
QC Taxable Benefit	PPT	1.41 CAD	60 CAD × 2.35 %
QC Taxable Benefit	PST	4.50 CAD	60 CAD × 7.5 %

Deduction Class	Premium		PPT		PST		Total
EE pays	40 CAD CAD		0.94 CAD	+	3 CAD	=	43.94 CAD
Adds to EE Fed taxable gross		+		+		=	0 CAD
Adds to EE Quebec taxable gross	60 CAD	+	1.41 CAD	+	4.50 CAD	=	65.91 CAD
ER pays	60 CAD	+	1.41 CAD	+	4.50 CAD	=	65.91 CAD

Example 4: Quebec—Life Insurance (Plan Type 20)

PPT = 2.35 % Quebec Provincial Premium Tax

PSTI = 9 % Quebec Provincial Sales Tax on Insurance

Province of residence = QC

Province of employment (Tax Location) = QC

Define on the Deduction table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PSTI
Taxable Benefit	None	ER pays	Adds to EE Fed taxable grosses	Subject to PPT, PSTI
After-Tax	PPT	EE pays	None	
After-Tax	PSTI	EE pays	None	Calculated on the total of prem + PPT
Taxable Benefit	PPT	ER pays	Adds to EE Fed taxable grosses	
Taxable Benefit	PSTI	ER pays	Adds to EE Fed taxable grosses	Calculated on the total of prem + PPT

Example: Coverage priced at 1 CAD per 1000 CAD:

- Employer pays 0.60 CAD per 1000 CAD
- Employee pays 0.40 CAD per 1000 CAD

For 100,000 CAD coverage: Total Premium = 100 CAD:

- Employer pays 60 CAD
- Employee pays 40 CAD

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	40 CAD	100,000 × 0.40 / 1,000
Taxable Benefit		60 CAD	100,000 × 0.60 / 1,000
After-Tax	PPT	0.94 CAD	40 CAD × 2.35 %
After-Tax	PSTI	3.68 CAD	40.94 CAD × 9 %
Taxable Benefit	PPT	1.41 CAD	60 CAD × 2.35 %
Taxable Benefit	PSTI	5.53 CAD	61.41 CAD × 9 %

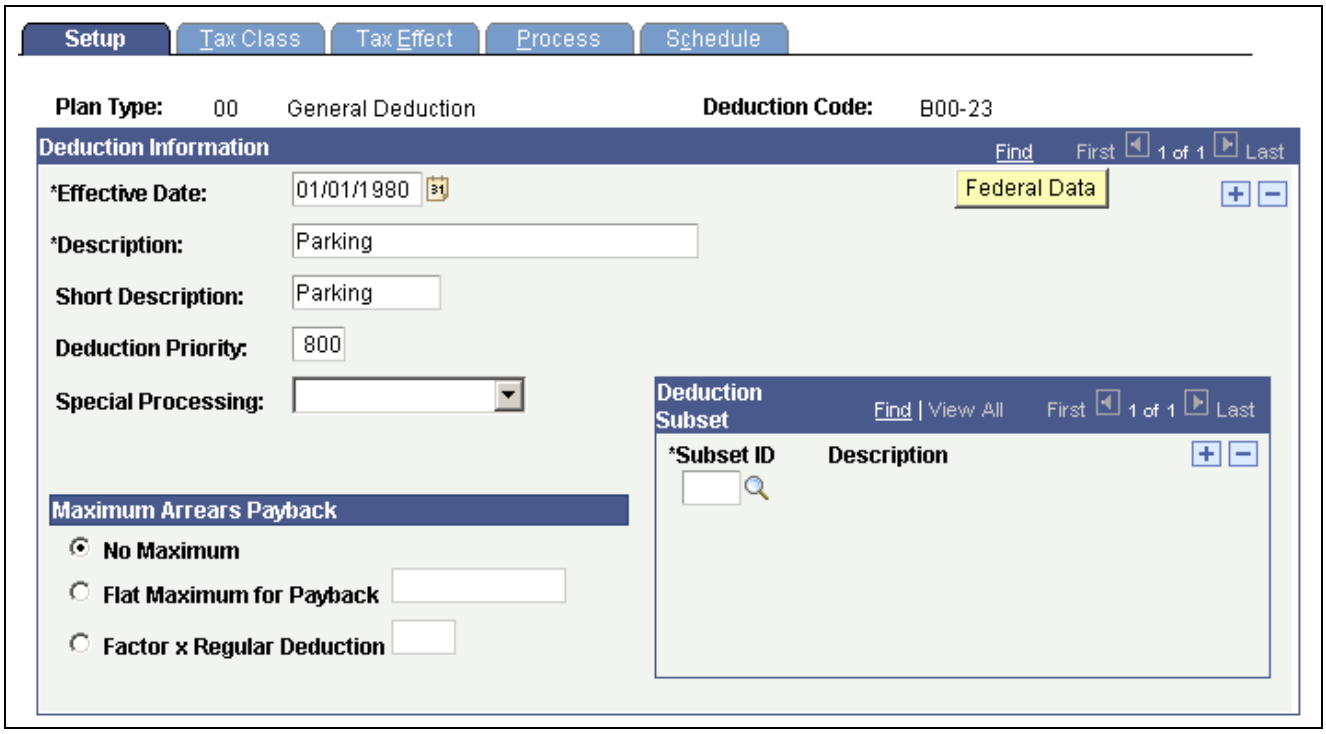
Deduction Class	Premium		PPT		PSTI		Total
EE pays	40 CAD	+	0.94 CAD	+	3.68 CAD	=	44.62 CAD
Adds to EE Fed taxable gross	60 CAD	+	1.41 CAD	+	5.53 CAD	=	66.94 CAD
Adds to EE Quebec taxable gross		+		+		=	0 CAD
ER pays	60 CAD	+	1.41 CAD	+	5.53 CAD	=	66.94 CAD

Pages Used to Set Up Deductions

Page Name	Object Name	Navigation	Usage
Deduction Table - Setup	DEDUCTION_TABLE1	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Setup	Specify the deduction priority, subset ID, and other parameters for arrears payments and garnishments.
Federal Distribution Destinations	GVT_DEDUCT1_SEC	Click the Federal Data button on the Deduction Table - Setup page.	(USF) Further define the deduction and the interface in which it will be included.
Deduction Table - Tax Class	DEDUCTION_TABLE2	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Tax Class	Specify a deduction classification for deduction codes. You can also define how the deduction code affects special accumulators. (CAN) Specify sales taxes applicable to deduction codes.
Deduction Table - Tax Effect	DEDUCTION_TABLE3	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Tax Effect	Specify U.S. and Canadian tax considerations for the deduction that you are defining.
Deduction Table - Process	DEDUCTION_TABLE4	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Process	Establish parameters for partial deductions and arrears.
Deduction Table - Schedule	DEDUCTION_TABLE5	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Schedule	Specify which pay periods the deduction should be taken for the pay frequencies that you want to override.
Deduction/Frequency Report	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Deduction Table Reports, Deduction/Frequency, Deduction/Frequency Report	Generate the PAY704 report, which lists information from the Deduction/Deduction Frequency table, which contains deduction priority, tax effect, and frequency of both benefit and nonbenefit deductions.
Deduction Class Report	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Deduction Table Reports, Deduction Class, Deduction Class Report	Generate the PAY705 report, which lists deduction classification codes from the Deduction table.

Specifying the Deduction Priority

Access the Deduction Table - Setup page.



Deduction Table - Setup page

Deduction Information

(USF) Federal Data Click to access the Federal Distribution Destinations page.

Short Description Enter a short description of the deduction. The short description that you enter here appears on the paycheck stubs by the Check Print report (PAY003) for the U.S. or by the Cheque Print report (PAY003CN) for Canada.

Deduction Priority Enter a deduction priority number for the deduction code. The order in which the system takes deductions during pay calculation is based on the deduction priority number and the deduction classification. You define deduction classifications on the Deduction Table - Tax Class page. The lower the deduction priority number, the higher the priority of that deduction. For example, a deduction with a priority number of 20 is taken before a deduction with a priority number of 40.

PeopleSoft recommends that you give each deduction a unique deduction priority number, particularly with before-tax deductions. A possible exception is instances where you may want to establish a set of related deductions with equal deduction priorities. For example, if your company offers a flexible benefits program that requires each employee to choose only one of several health plans, you may want to assign the same deduction priority to all the available health plans.

Deductions can be included in special accumulators. If you assign a deduction to a special accumulator and that special accumulator is then used to calculate another deduction, the deduction priority of the first deduction must be less than the deduction priority of the deduction using the special accumulator.

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

Bond: Select if the deduction is for purchasing U.S. Savings Bonds or Canada Payroll Savings plans. The U.S. Bond Specification and Activity Log tables reference this field before activating any special bond processing.

Garnishment: Select if the deduction is for garnishments. This option initiates garnishment processing during payroll calculation.

Union Dues: Select if the deduction is for union dues. When you select this option, the system automatically displays the Union Code field.

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

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

Maximum Arrears Payback

Use this group box to specify how the system processes the payback of arrears balances. Note that any arrears processing method that you define here can be overridden either at the employee level on the Paysheet One-Time Deductions page, or on the General Ded Code Override (general deduction code override) page for general deductions.

No Maximum Select this option if you do not want a maximum amount specified for arrears payback. If you select this field, the system deducts as much money as possible from the employee's paycheck to pay back the arrears balance.

Flat Maximum for Payback Select this option if you want the maximum arrears payback to be a flat rate. For example, if an employee has an arrears balance of 500 CAD and a flat maximum amount for payback specified at 100 CAD, only 100 CAD is deducted on each paycheck for the arrears balance until the total 500 CAD has been withheld. Note that this amount is in addition to any regular deductions.

Factor x Regular Deduction Select this option if you want to have a percentage of a regular deduction withheld for the payback of the arrears balance. This is in addition to the withholding of the regular deduction. For example, an employee has a medical deduction of 100 CAD with an arrears balance of 500 CAD. You may want to have the system deduct the normal 100 CAD medical deduction and specify that 50 percent of that amount to apply to the arrears balance. This makes a total deduction of 150 CAD. To do this, you select this field, and enter *.5* as the factor.

Note. For benefit deductions, the maximum arrears payback method that you select applies to all employees with this deduction who are in arrears. To change the arrears processing method for an individual employee, you'll use Benefit Arrears/Frequency Ovrd (benefit arrears/frequency override) page.

Deduction Subset

If you want to include the deduction in any of the deduction subsets that you've defined on the Deduction Subset Table page, select an applicable deduction subset ID. You can include a deduction in any number of deduction subsets.

Subset ID Select an applicable deduction subset ID.

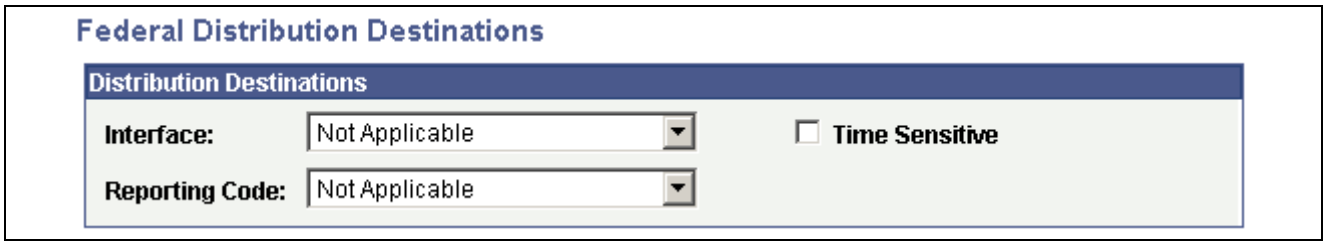
See Also

Chapter 19, “Calculating Pay,” Understanding the Pay Calculation Business Process, page 455

Chapter 6, “Setting Up Garnishments,” Establishing a Garnishment Deduction, page 121

(USF) Specifying Federal Distribution Destinations

Access the Federal Distribution Destinations page.



Federal Distribution Destinations page

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

To define a deduction as a military deposit deduction select *OPM/RITS Interface.*

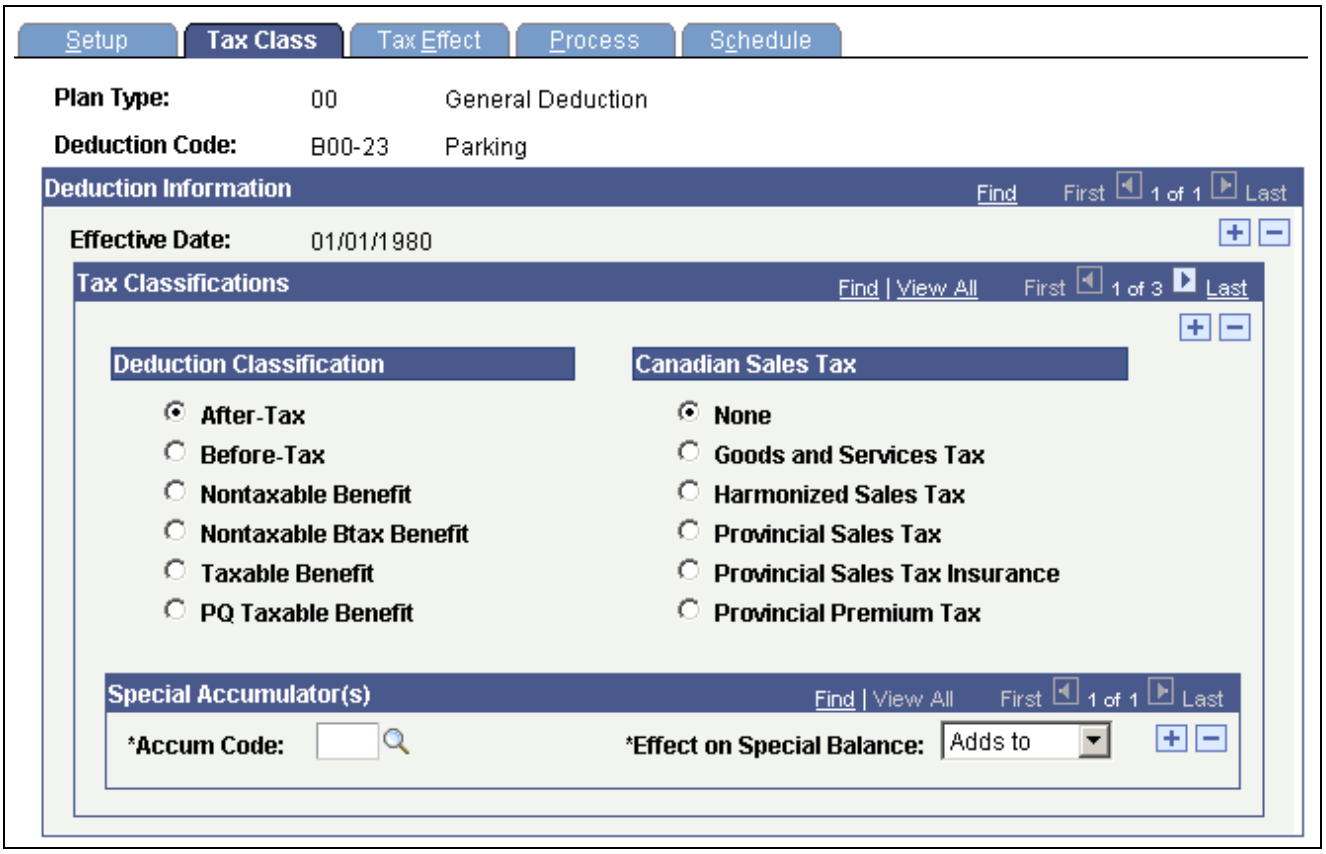
Reporting Code Select the reporting code to define the type of deduction.

To define a deduction as a military deposit deduction select *Military Deposit Deduction.*

Time Sensitive Select if you want the deduction to be eligible for distribution through electronic certification system off-cycle processing.

Specifying Deduction and Tax Classifications

Access the Deduction Table - Tax Class page.



Deduction Table - Tax Class page

Tax Classifications

Use this group box to assign a deduction classification—and if applicable—Canadian sales taxes to each deduction code. The order in which the system takes deductions during pay calculation is based on the deduction classification and the deduction priority number. Define the deduction priority on the Deduction Table - Setup page. After a deduction code is assigned a classification, (before-tax, after-tax, taxable benefit, and so on) the system uses that classification to decide which deduction takes precedence over the other when a specific deduction has multiple classifications—a 401(k) with both a before-tax and after-tax classification for example.

Deduction Classification

Use this group box to select an appropriate classification for the deduction.

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

Before-Tax Select to reduce net pay and taxable gross. One example is an employee contribution to a retirement program, such as a 401(k) plan.

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

Nontaxable Btax Benefit (nontaxable before-tax benefit) Select to represent an employer contribution for a before-tax deduction (not subject to federal tax) to an employee benefit plan. Currently only used for the before-tax matching contribution to savings plans.

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

Taxable Benefit Select to represent an employer contribution (subject to federal tax, U.S. only) on behalf of an employee, such as life insurance. This contribution increases taxable gross (for tax purposes), but does not increase total gross (for pay purposes). An example of a taxable benefit is the imputed income on employer paid group-term life insurance in excess of fifty thousand dollars.

(CAN) QC Taxable Benefit (Quebec taxable benefit) Select to represent employer paid items that specifically affect Quebec income tax, such as contributions to employee dental and extended health plan benefits. The contribution increases Quebec provincial gross (for tax purposes), but does not increase total gross (for pay purposes).

Unlike the taxable benefit deduction classification (which automatically increases Canadian income taxes [CIT] taxable gross) QC taxable benefit deductions must be defined to add to Quebec income taxes (QIT) taxable gross on the Deduction Table - Tax Effect page.

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

(CAN) Canadian Sales Tax

Use this group box to specify a sales tax type for each deduction classification that you define. The system then applies the appropriate sales tax percentage against the deduction classification amount calculated and adjusts the taxable gross amounts accordingly.

Note. PeopleSoft maintains the rates for GST, HST, PST, and PSTI on the Canadian Tax tables. The PPT rates are defined and maintained by you on the Canadian Company Tax table.

Note. If a deduction is subject to sales tax, you must insert rows to associate each sales tax type that is required for each applicable deduction classification.

None Because you must assign each deduction classification a sales tax type, this is the system default value.

Goods and Service Tax Select if the deduction code is subject to GST.

Harmonized Sales Tax Select if the deduction code is subject to HST.

Provincial Sales Tax Select if the deduction code is subject to PST.

Provincial Sales Tax Insurance Select if the deduction code is subject to PSTI.

Provincial Premium Tax Select if the deduction code is subject to PPT.

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

Special Accumulator(s)

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

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

Accum Code (accumulator code) Select a special accumulator code. Before you enter the code on this page, you must set up the special accumulator code on the Special Accumulator table.

Effect on Special Balance Select a value that specifies whether the deduction code adds to or subtracts from the special accumulator balance.

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

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

See Also

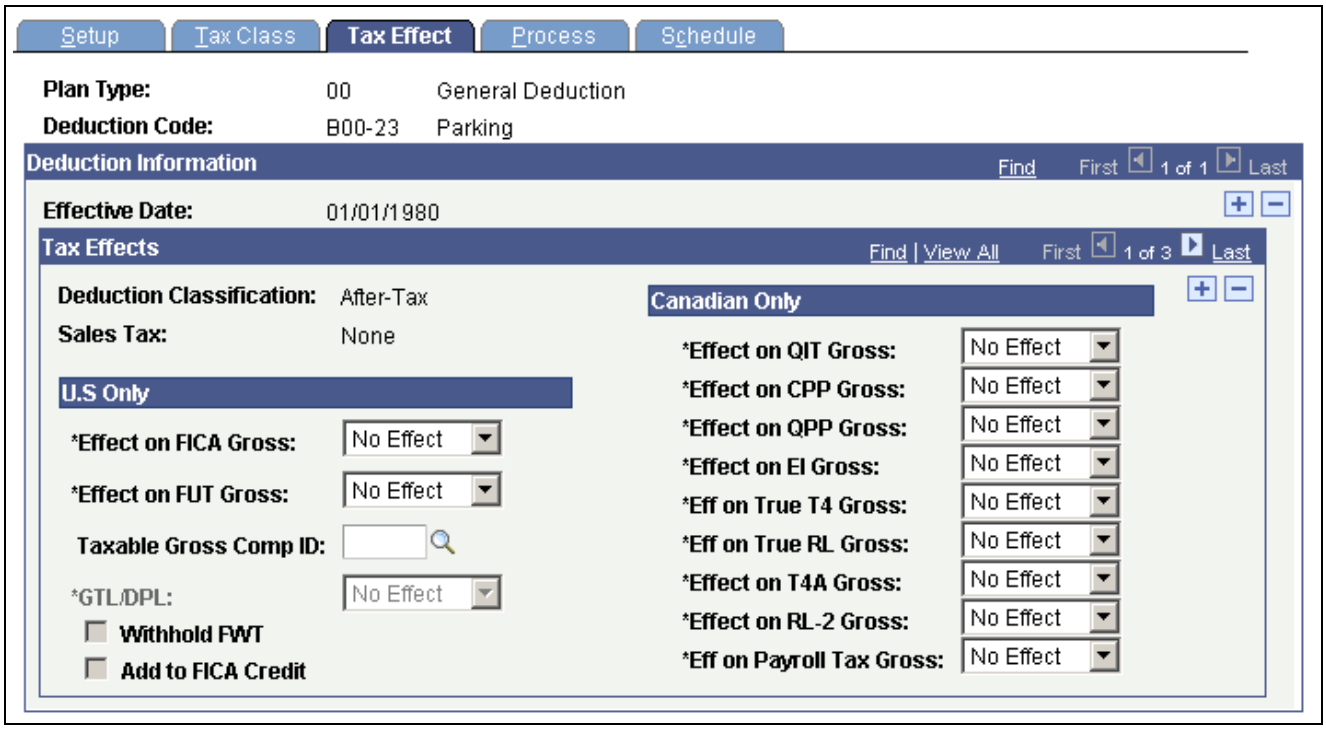
Chapter 19, “Calculating Pay,” Understanding the Pay Calculation Business Process, page 455

Chapter 4, “Defining Deductions,” (USA) Understanding U.S. Tax Considerations, page 59

Chapter 4, “Defining Deductions,” (CAN) Understanding Canadian Deductions, page 59

Specifying U.S. and Canadian Tax Effect Considerations

Access the Deduction Table - Tax Effect page.



Deduction Table - Tax Effect page

Tax Effects

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

(CAN) Sales Tax The Canadian sales tax that is specified on the Deduction Table - Tax Class page appears here.

(USA) U.S. Only

Use this group box to indicate whether the deduction adds to, subtracts from, or has no effect on Federal Insurance Contributions Act (FICA) gross and federal unemployment tax (FUT) gross. These fields should be used only on the taxable benefit or before-tax portion of the deduction.

Effect on FICA Gross (effect on Federal Insurance Contributions Act gross) Select how the deduction should affect the taxable gross for FICA: *Adds To, No Effect,* and *Subtracts.*

Effect on FUT Gross (effect on federal unemployment tax gross) Select how the deduction should affect the taxable gross for FUT: *Adds To, No Effect,* and *Subtracts.*

Taxable Gross Comp ID (taxable gross component ID) A code that the system uses to define a taxable gross base different from federal when calculating state and local taxes. This code points to information in the Taxable Gross Definition table, which serves two purposes: 1) Indicates which federal taxable gross level (such as federal withholding tax [FWT], FICA, and FUT) is used as a base for state and local taxable gross. 2) Indicates how to adjust (add to or subtract from) the state and local base when it differs from the federal definition. This field is unavailable for entry unless you selected the Taxable Benefit option on the Deduction Table - Tax Class page.

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

Note. You cannot enter a taxable gross component ID on the Deduction table if you have not yet defined it on the Taxable Gross Definition table.

125: Select this value if want a Section 125 cafeteria plan as the taxable gross component ID.

401(k): Select this value if you want 401(k) as the taxable gross component ID.

GTL (group-term life): Select this value if you want group-term life as the taxable gross component ID.

TIP: Select this value if you want reported tips for an employee as the taxable gross component ID.

For example, Pennsylvania does not consider 401(k) contributions as a reduction in state taxable wages. So the 401(k) deduction would be considered taxable for state withholding tax, but not federal withholding tax. To set this up, you first create a taxable gross component ID, such as *401K,* on the Taxable Gross Definition table for Pennsylvania. You then enter *401K* in the Taxable Gross Comp ID field on this page when defining the 401(k) deduction.

GTL/DPL (group-term life/dependent life)

Select:

Add to GTL (add to group-term life): Select this value if you set up a regular or supplemental employee life plan that qualifies as a group-term plan.

Add to DPL (add to dependent life): Select this value if you set up a dependent life plan that qualifies as a group-term plan.

No Effect: This value is for other types of plans that do not qualify as group-term life plans.

This field is unavailable for entry unless you selected the Taxable Benefit option on the Deduction Table - Tax Class page. If the deduction classification is anything other than taxable benefit this field is unavailable for entry.

Withhold FWT (withhold federal withholding tax)

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

If you want state income tax to be withheld for this earnings type, do not select this check box.

Note. A Taxable Gross Definition table entry is always required when you want to stop state or local income tax withholding on a particular taxable benefit deduction, regardless of whether or not the state or locality follows the federal rule for including the amount in taxable income, and regardless of whether or not you have selected this check box for the deduction.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (USA) Updating the Taxable Gross Definition Table.

(E&G) Add to FICA Credit (add to Federal Insurance Contributions Act credit) This field appears on the page only for education and government users. It is available for entry only if the plan type is Pension Plan. Massachusetts education and government users select this check box if the corresponding deductions are being classified as part of FICA credit. By default, this check box is not selected.

(CAN) Canadian Only

In this group box (with the exception of CIT gross), you specify how the deduction should affect the taxable gross amounts for each of these accumulators. You can specify whether a deduction adds to, has no effect on, or subtracts from the taxable gross amounts.

Important! This setup is a requirement for Canadian processing. It is imperative that you define deductions that affect T4A and RL-2 withholdings before they are processed. To ensure that all amounts are allocated to the proper accumulators for year-end processing, complete this setup prior to running the first payroll of the new tax year. Be aware that the corresponding deduction codes must be defined to the appropriate tax form definitions through the Tax Form Definitions table prior to running the year-end process.

Effect on QIT Gross (effect on Quebec income taxes gross) Select *Adds To* if the deduction affects Quebec taxable gross. If the deduction is not subject to QIT, select *No Effect.* If the deduction is eligible for reducing Quebec taxable gross, select *Subtracts.*

Effect on CPP Gross (effect on Canada Pension Plan gross) Select *Adds To* when deductions are subject to CPP contributions. If the deduction does not impact CPP contributions, select *No Effect.* If the deduction is eligible to reduce CPP contributions, select *Subtracts.*

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

Effect on QPP Gross (effect on Quebec Pension Plan gross) Select *Adds To* when deductions are subject to QPP contributions. If the deduction does not impact QPP contributions, select *No Effect.* If the deduction is eligible to reduce QPP contributions, select *Subtracts.*

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

Effect on EI Gross (effect on Employment Insurance gross) Select *Adds To* when deductions are subject to EI premiums. If the deduction does not impact EI premiums, select *No Effect.* If the deduction is eligible to reduce EI premiums, select *Subtracts.*

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

Eff on True T4 Gross (effect on true T4 gross) Taxable benefits should be defined as *Adds To.* Before-tax deductions should be defined as having *No Effect.* This field affects accumulated total employment income amounts, which are used for reporting, purposes. The Health Insurance Premium report (TAX102CN) is an example.

Eff on True RL Gross (effect on true RL gross) — Affects accumulated total employment income amounts that are used for reporting purposes. The Health Insurance Premium report (TAX102CN) is an example. Define taxable benefits as *Adds To.* Define before-tax deductions as having *No Effect.* Values are *Adds To, No Effect,* and *Subtracts.*

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

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

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

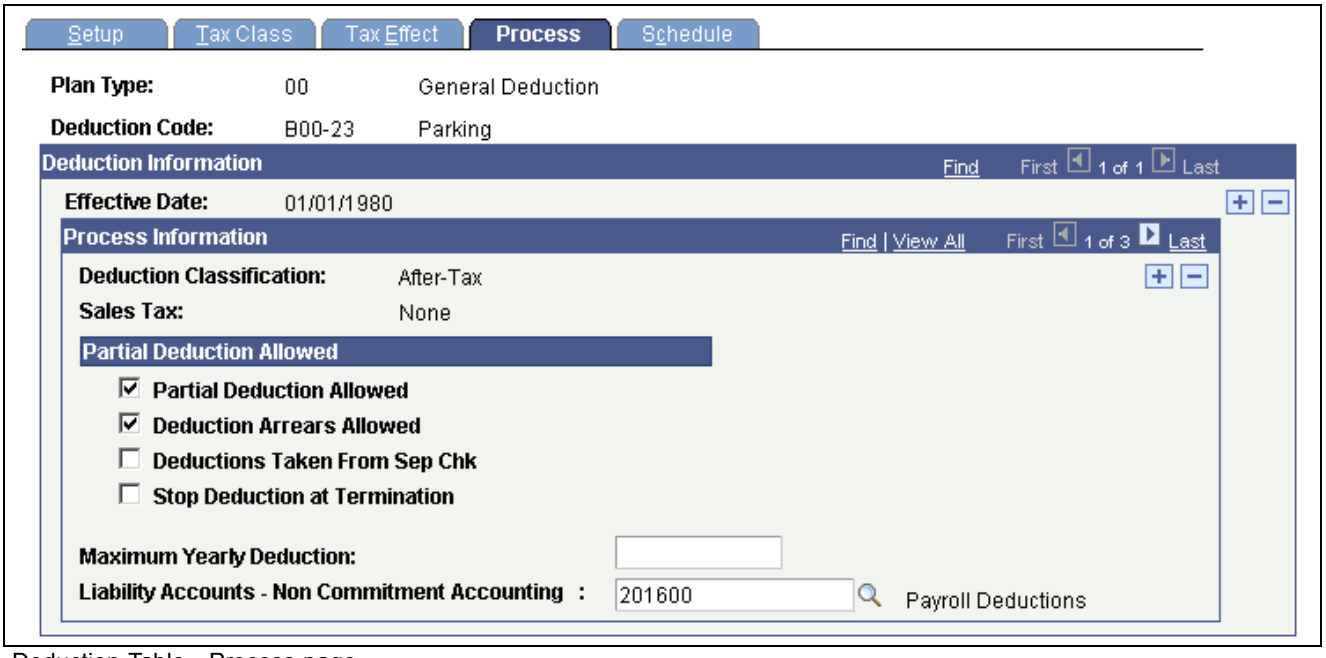
See Also

Chapter 4, "Defining Deductions," (USA) Understanding U.S. Tax Considerations, page 59

Chapter 4, "Defining Deductions," (CAN) Understanding Canadian Deductions, page 59

Establishing Parameters for Partial Deductions and Arrears

Access the Deduction Table - Process page.



Deduction Table - Process page

Partial Deduction Allowed

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

Partial Deduction Allowed — Select this check box if you want a partial deduction to be taken during deduction processing when there is insufficient pay to take the entire amount.

Deduction Arrears Allowed Select this check box to have the system transfer any uncollected amount for a deduction into an arrears balance. During subsequent payroll runs the system attempts to recover the balance in arrears from an employee's paycheck—up to the maximum controlled by the arrears payback amount on this table.

If you set up an arrears payback deduction (such as a company loan or a vacation advance) on the Earnings Table - Taxes page, this check box must be selected.

Important! If an employee is not paid during a regularly scheduled payroll and there are deductions scheduled to be withheld, those deductions are put into arrears if the Deduction Arrears Allowed check box is selected.

Important! Do not select the Deduction Arrears Allowed check box for garnishments. Late or unpaid garnishments cannot be held in arrears—these are managed by the court system and are prohibited from being placed in arrears by garnishment regulations. If you select this check box for garnishments, unexpected or incorrect pay results may occur for both U.S. and Canadian customers.

Deductions Taken From Sep Chk (deductions taken from separate check) Select to take the deduction from any additional check that an employee might get in a single pay period. You may want to select this check box for deductions for savings plan contributions.

Stop Deduction at Termination Select to indicate not to take the deduction from the paycheck of a terminated employee. If an employee's termination date is equal or prior to the pay period end date, the deduction will not be taken. For example, most health insurance plans are prepaid—premiums deducted for this month are used to provide coverage for next month. If employees no longer have health benefits after they are terminated, the deduction shouldn't be taken.

Maximum Yearly Deduction Enter an amount for any deductions that have a yearly limit. For example, there is a limit on the amount of before-tax portion 401(k) contributions an employee can make. For that deduction classification, enter the maximum contribution here, so the system will automatically stop after the deduction limit has been reached.

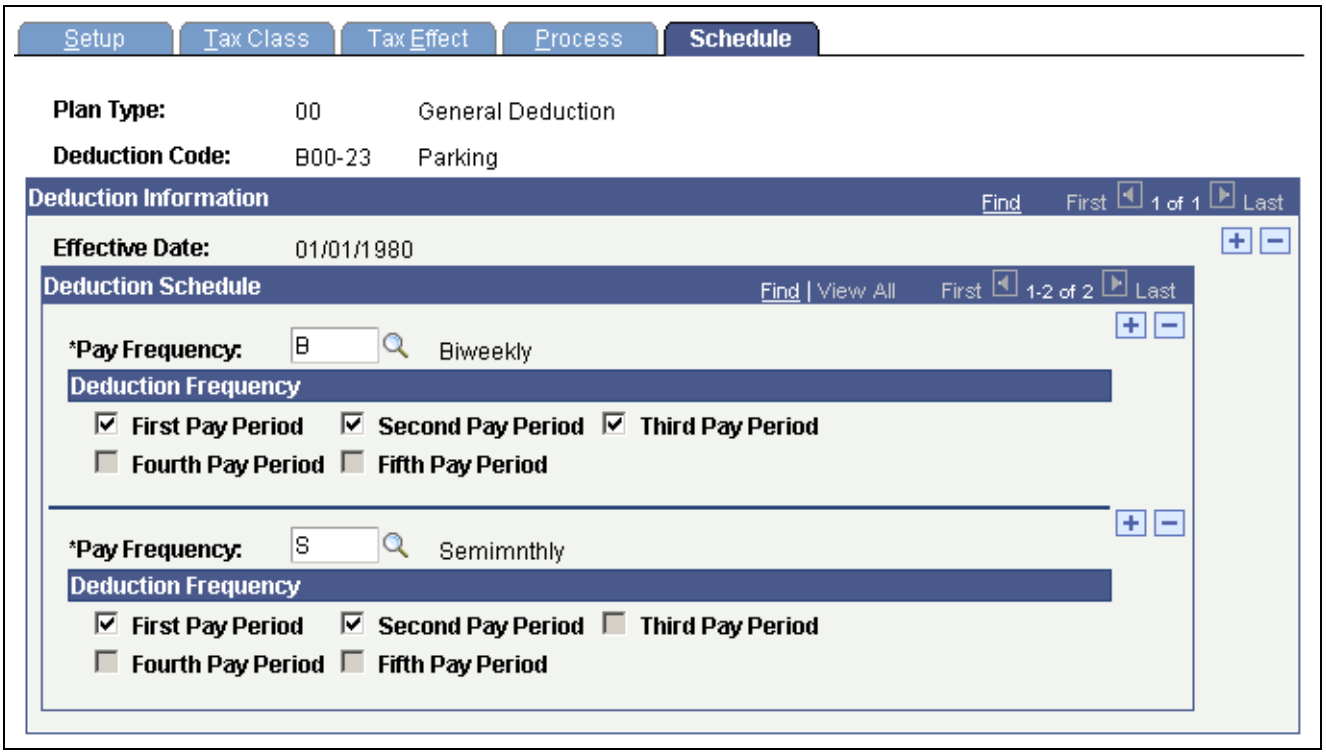
The value that you enter here remains valid for one calendar year. It resets to zero at the start of the new year.

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

Note. (E&G) The Expense Accounts - Non Commitment Accounting and Liability Accounts - Non Commitment Accounting fields are not applicable to education and government users.

Specifying the Deduction Frequency Schedule

Access the Deduction Table - Schedule page.



Deduction Table - Schedule page

By default, each deduction comes out every pay period regardless of pay frequency. If you want a deduction to be taken out on a schedule other than every pay period, you must complete the Deduction Table - Schedule page.

Deduction Schedule

Pay Frequency Specify the pay frequency that you want to override for those deductions that are not deducted every pay period. Values prompt from the Frequency table: *Annual, Biweekly, Daily, Monthly, Quarterly, Semimonthly,* and *Weekly.* If you select a *Weekly* frequency, you can select the Fifth Pay Period option only if you have also selected the first, second, third, and fourth periods. Likewise, for a *Biweekly* frequency you can only select the Third Pay Period option if you have also selected the first and second. Because a deduction with a monthly frequency is always taken once a month, there is no override for that pay frequency on this page. Suppose that you have a semimonthly payroll, but health deductions should only come out of the last paycheck of the month. In this case, you would select a pay frequency of *Semimonthly* and take a deduction in the second pay period.

Deduction Frequency

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

First Pay Period through **Fifth Pay Period** Select the appropriate period check boxes that you want the deduction to be taken in.

Note. If you want the deduction code to be taken each pay period, do not alter this page when you initially create the deduction code. The default for this page is every pay period for every pay frequency.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Frequencies"

Chapter 3, "Defining Earnings Codes and Earnings Programs," Entering Special Options and Tax Methods for Earnings Codes, page 39

Chapter 18, "Working with Paysheets," Setting Up and Processing Payback Deductions, page 438

Defining General Deductions

This section provides an overview of general deductions and discusses how to:

- Define how general deductions are calculated.
- (USF) Define the distribution routing and summary levels.
- (USF) Enter general deduction distribution information.
- (USF) Enter general deduction distribution remittance frequency information.

Understanding General Deductions

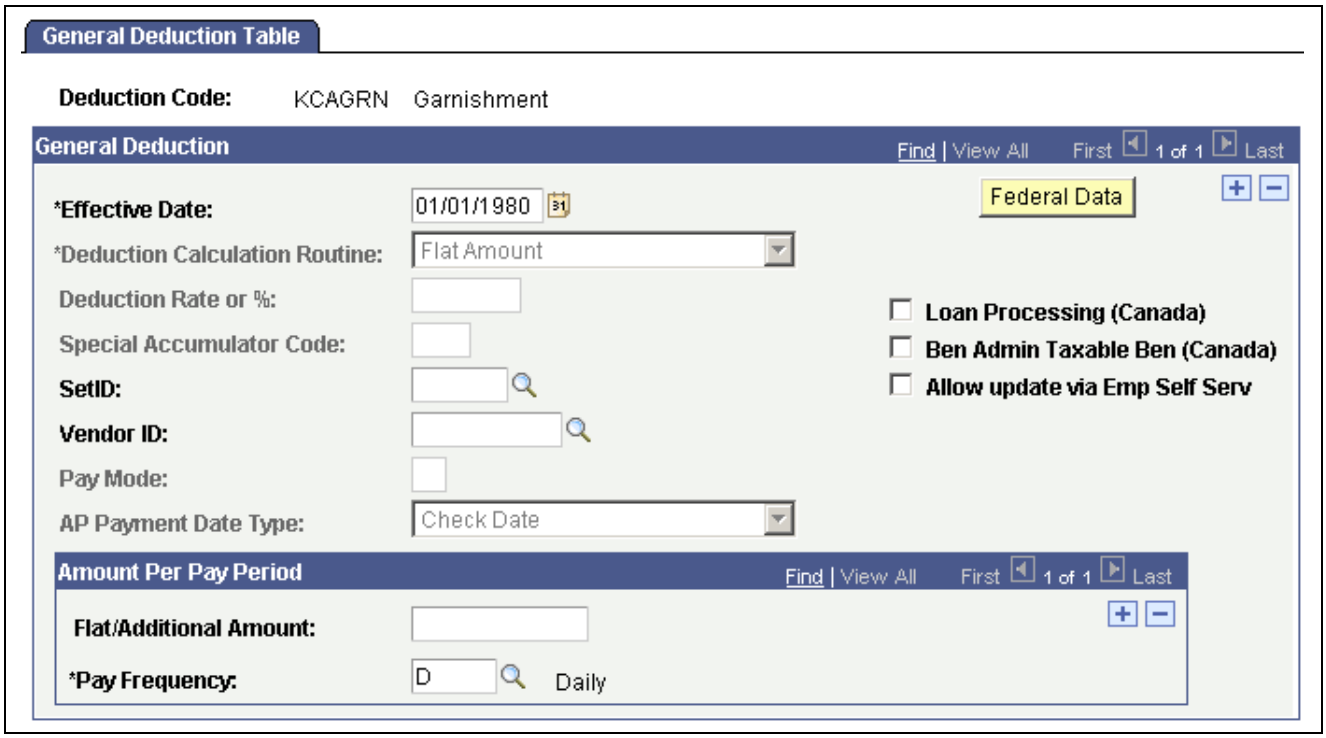
In PeopleSoft HRMS, a general deduction is any deduction that isn't a benefit deduction. Charitable deductions, union dues, parking, garnishments, bonds, and so on all fit into this category. Use the General Deduction table to define how these nonbenefit deductions are calculated.

Pages Used to Define General Deductions

Page Name	Object Name	Navigation	Usage
General Deduction Table	GENL_DEDUCTION_TBL	Set Up HRMS, Product Related, Payroll for North America, Deductions, General Deduction Table, General Deduction Table	Define how nonbenefit deductions are calculated.
Federal General Deduction Routing Information	GVT_GENL_DED_SEC	Click the Federal Data button on the General Deduction Table page.	(USF) Define the distribution routing level and summary level.
General Deduction Distribution	GVT_DED_DIST_TBL	Set Up HRMS, Product Related, Payroll for North America, Deductions, General Deduction Dist USF, General Deduction Distribution	(USF) Define general deduction distribution information.
Deduction Contact Information	GVT_DED_CONT_SEC	Click the Contact Information button on the General Deduction Distribution page.	(USF) Enter contact information for the general deduction distribution.
Deduction Distribution Information	GVT_DED_DIST_SEC	Click the Distribution Information button on the General Deduction Distribution page.	(USF) Enter distribution information for the general deduction distribution.
Deduction Remittance Information	GVT_DED_REMIT_FREQ	Click the Remittance Information button on the General Deduction Distribution page.	(USF) Enter remittance frequency information for the general deduction distribution.
General Ded/Frequency Report (general deduction / frequency report)	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Deduction Table Reports, General Deduction/Frequency, General Ded/Frequency Report	Generate the PAY703 report, which lists information from the General Deduction/Deduction Frequency table, which contains payroll deductions that do not fit into a category that is covered by a benefit table, such as United Way, union dues, or parking fees.

Defining How General Deductions are Calculated

Access the General Deduction Table page.



General Deduction Table page

Note. For general deductions, you do not have to specify a plan type because it is always *00*. However, there must be a matching entry on the Deduction table with a plan type of *00* using the same deduction code that you enter on this table.

General Deduction

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

Deduction Calculation Routine For each general deduction, indicate a specific deduction calculation routine for the system to use to determine the amount of the deduction. You can override any of these calculation routines at the employee level. Remember that regardless of which deduction calculation routine you select, the default deduction rate or percent and the calculation routine that you enter here can be overridden at the employee level. Values are:

Flat Amount: Select this value to calculate the deduction as a flat amount and enter the amount in the Flat/Additional Amount field. However, if the amount varies from employee to employee, such as with charitable contributions, leave the Flat/Additional Amount field blank and enter the amount on the employee's General Deduction Data page.

Percent of Federal Gross: Select this value to calculate the deduction as a percent of the employee's federal taxable gross. Enter the percent in the Deduction Rate or % (deduction rate or percent) field.

Percent of Total Gross: Select this value to calculate the deduction as a percent of the employee's total gross. Enter the percent in the Deduction Rate or % field.

Percent of Net Pay: Select this value to calculate the deduction as a percent of the employee's net pay. Enter the percent in the Deduction Rate or %

field. Net pay is determined at the time that the deduction is calculated. You establish the priority of the calculation on the Deduction table.

Percent of Special Accumulator: Select this value to calculate the deduction as a percent of the employee's special accumulators, such as 401(k) or TSP. Enter the percent in the Deduction Rate or % field; then select the appropriate special accumulator code.

Rate x Total Hours: Select this value to calculate the deduction as a rate multiplied by total hours worked in a period. Enter the rate in the Deduction Rate or % field. This rate is multiplied by all the hours specified on employee paysheets during a pay period.

Rate x Hours Worked: Select this value to calculate the deduction as rate multiplied by hours worked. Enter the rate in the Deduction Rate or % field. The system adds all employee earnings types that have the FLSA Hours Worked (Fair Labor Standards Act hours worked) check box selected in the Earnings table, and multiplies the total by the rate stated here.

Rate x Special Hours: Select this value to calculate the deduction as a rate multiplied by special hours. Enter the rate in the Deduction Rate or % field, and select the special accumulator code to be used to accumulate the special hours. Select a special accumulator code in the Special Accumulator Code field.

Special Deduction Calculation: Select this value to indicate that you've created a calculation for this deduction. Be sure to consult with your PeopleSoft Account Manager before making changes to the program.

Percent of Special Earnings: Select this value to calculate the deduction as a percentage of the employee's special accumulators, such as 401(k). Enter the percentage in the Deduction Rate or % field, then enter the appropriate special accumulator code.

Deduction Rate or % (deduction rate or percent)
Enter the deduction rate or percentage of the nonbenefit deduction.

Special Accumulator Code
If you select either *Percent of Special Accumulator* or *Rate x Special Hours* as the deduction calculation routine, select the code of the special accumulator that you want associated with this deduction.

SetID
Enter the setID for the vendor. (The Vendor table is keyed by setID so when a vendor is entered, a setID must also be entered). This field applies only if you are using PeopleSoft Enterprise Payables to pay deductions withheld from employee paychecks to vendors—such as a garnishment collector or tax collection authority.

Vendor ID
Enter the ID of the vendor to whom monies for this deduction should be paid. The interface between Payroll for North America and PeopleSoft Enterprise Accounts Payable uses this vendor ID to extract data and create accounts payable (AP) vouchers. This field applies only if you are using Accounts Payable to pay deducted amounts to third parties. The prompt table lists only those vendors that are associated with the setID that you entered in the previous field.

Pay Mode
Enter the pay mode to use when creating AP vouchers. This field becomes available when you select a setID and vendor ID. It indicates when to pay the deducted amount to the vendor. When you run the extract program, the

system reads the value that you entered in this field to determine whether to create a voucher for Accounts Payable. Values are:

Pay as Deducted: Select this option if you want Accounts Payable to pay the vendor each time Payroll for North America calculates this deduction.

Pay when Collection Completed: Select this option if you want Accounts Payable to pay the vendor only when the goal amount or deduction end date has been reached. (This pay mode is valid for general deductions and garnishments).

Pay when Bond Price Met: If the deduction is for a bond purchase, select this option if you want Accounts Payable to pay the vendor only when the bond purchase price has been reached.

Pay at Specified Date: Select this option if you want to pay the vendor on a particular date. Specify the date in the AP Payment Date Type (accounts payable payment date type) field.

AP Payment Date Type (accounts payable payment date type)

Indicate which type of date should be used to create the AP voucher. This field becomes available when you select the *Pay at Specified Date* value in the Pay Mode field. Values are:

Check Date: Select this value if the date is a check date.

Pay Period End Date: Select this value if the date is a pay period end date.

Separate AP Payment (separate accounts payable payment)

Select this option if a separate AP payment applies.

(CAN) Loan Processing (Canada)

Select this check box if you are establishing a deduction for Canadian low-interest loan paybacks. This activates the unique calculation routines that are used for low-interest loans.

Important! *Do not* select this check box for deduction codes that are for home purchase or home relocation loans. The PeopleSoft system does not calculate the taxable benefit for these types of loans.

(CAN) Ben Admin Taxable Ben (Canada) (benefits administration taxable benefits [Canada])

Select this check box if you are a Canadian organization using PeopleSoft Enterprise Benefits Administration and want to identify the taxable benefit deduction codes specified on the Credit Allocation Hierarchy table.

Allow update via Emp Self Serv (allow update via employee self-service)

Select this check box to include the deduction in any employee self-service transaction.

Amount Per Pay Period

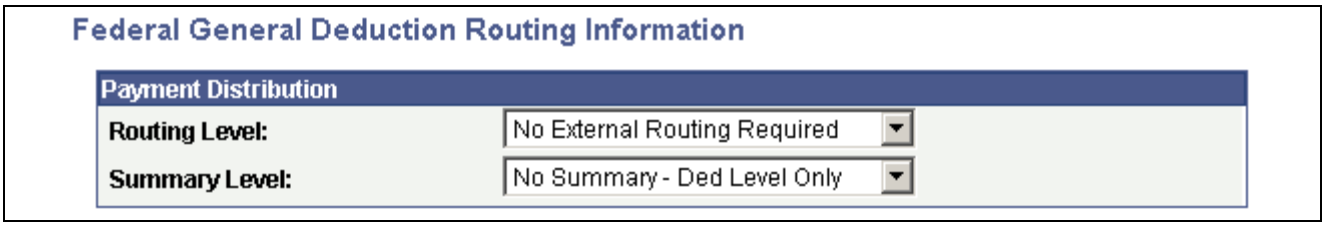
Use this group box for deductions that are a flat amount for the month, regardless of the pay frequency. Set up each pay frequency with it's own entry. For example, a parking deduction for the month is 100 USD for all employees. Rather than setting up individual deductions for each pay frequency, you can set up one deduction with a flat amount of 100 USD. You can then enter a line for pay frequency weekly with an amount of 25 USD, pay frequency biweekly with an amount of 50 USD, pay frequency semimonthly with an amount of 50 USD and pay frequency monthly with an amount of 100 USD.

Flat/Additional Amount If you select a deduction calculation routine that uses a deduction rate or percent, you can also enter an additional or flat amount per pay period to be deducted. However, you must indicate the amount here only if it's the same for all employees within a pay frequency. If it varies from employee to employee, enter the amounts for each employee on the General Deduction Data page.

Pay Frequency If you have a deduction that varies by pay frequency, you must indicate the dollar amount to be taken each pay period for each pay frequency. Values prompt from the Frequency table.

(USF) Defining the Distribution Routing and Summary Levels

Access the Federal General Deduction Routing Information page.



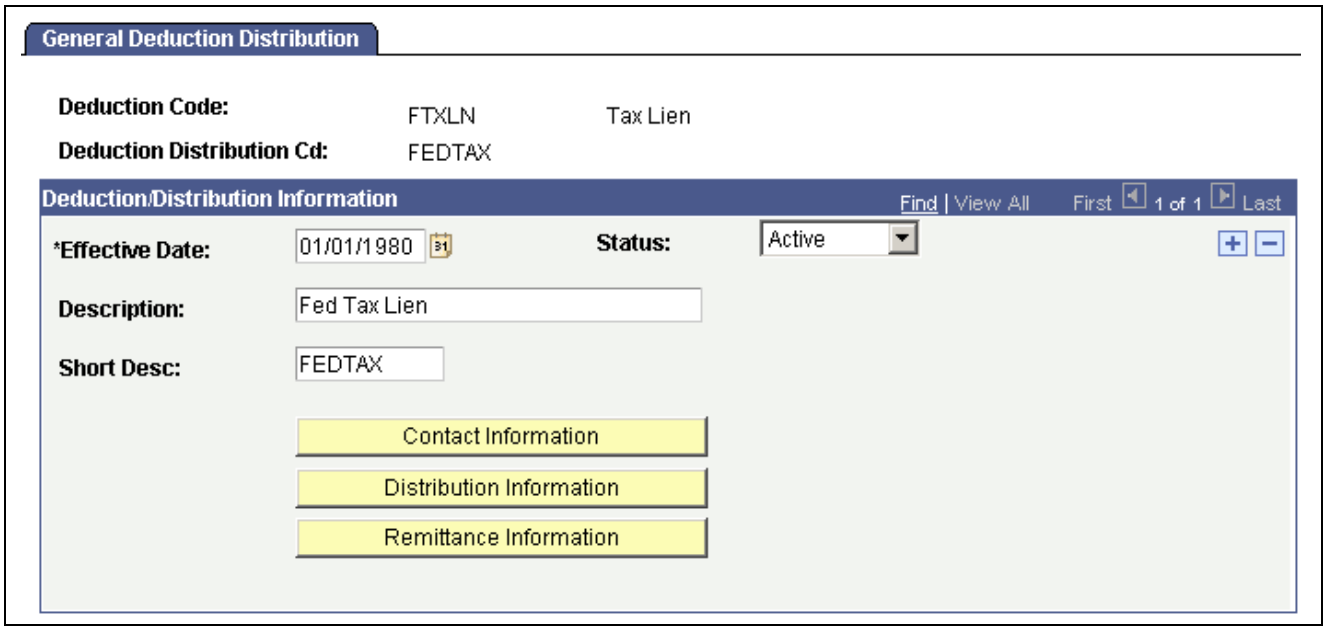
Federal General Deduction Routing Information page

Routing Level Select a routing level to group the deductions. They can be grouped according to distribution code such as Federal Employee Retirement System Retirement or the groupings can be defined at the employee level with Routing Number and Account Number. If the deduction is not routed, leave the routing level at the default value *No External Routing Required.*

Summary Level Select a summary level to further define whether the deduction data is to be summarized or detailed. The data can be summarized by distribution code or defined at the employee level. If the deduction is not summarized, use *No Summary - Ded Level Only* (no summary - deduction level only).

(USF) Entering General Deduction Distribution Information

Access the General Deduction Distribution page.



General Deduction Distribution page

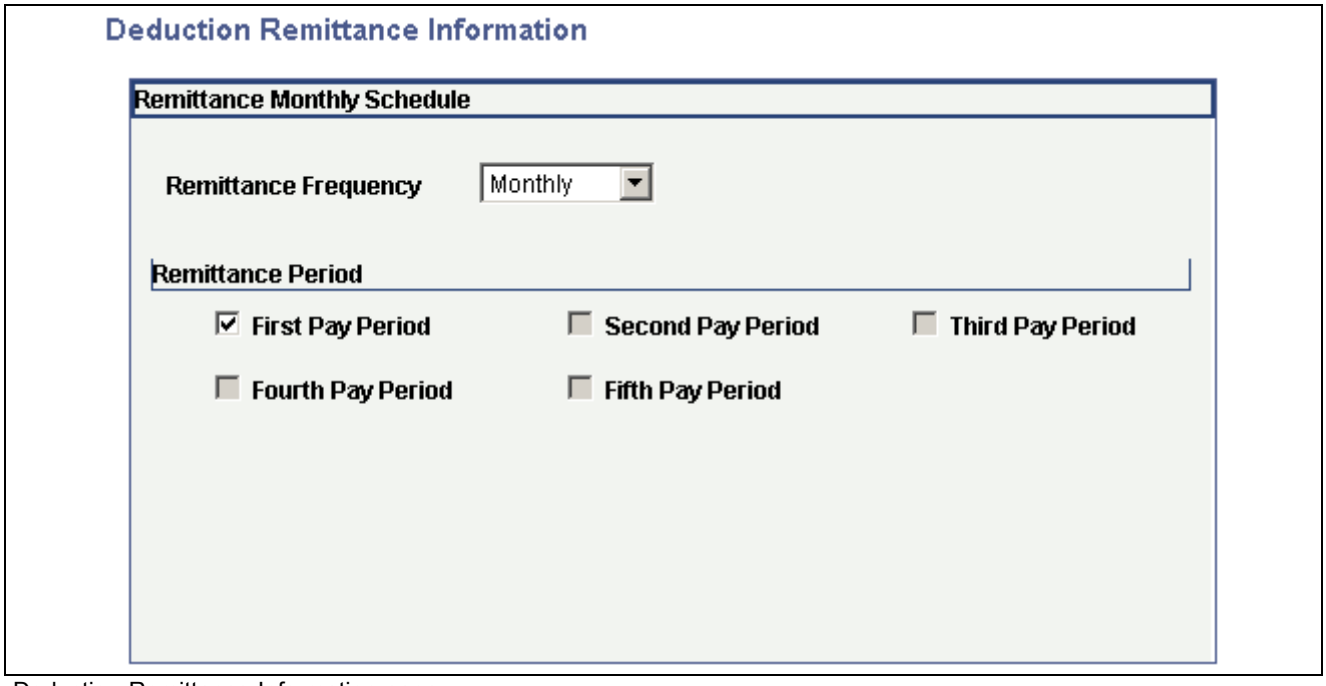
Contact Information Click to access the Deduction Contact Information page.

Distribution Information Click to access the Deduction Distribution Information page.

Remittance Information Click to access the Deduction Remittance Information page.

(USF) Entering General Deduction Distribution Remittance Frequency Information

Access the Deduction Remittance Information page.



Deduction Remittance Information page

Select the remittance frequency and then select the pay period in which distribution should be paid.

Defining Benefit Deductions

Benefit deductions are set up on separate deduction pages.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits, "Building Base Benefit Programs"

Assigning General Deductions to a Company

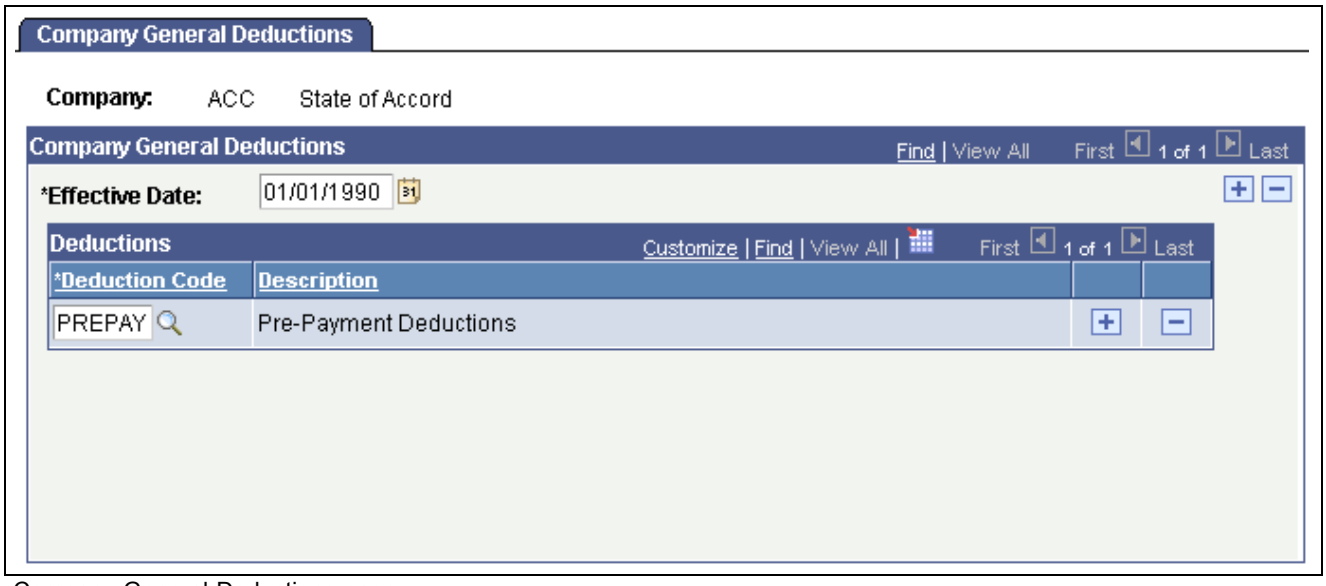
This section discusses how to assign general deductions to a company.

Page Used to Assign General Deductions to a Company

Page Name	Object Name	Navigation	Usage
Company General Deductions	GDED_COM_TBL	Set Up HRMS, Product Related, Payroll for North America, Deductions, Company General Deductions, Company General Deductions	Assign general deductions to each company. Use the basic general deductions that you have already set up to build a general deduction plan for which employees in the company will be eligible.

Assigning General Deductions to Each Company

Access the Company General Deductions page.



Company General Deductions page

Deductions

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

CHAPTER 5

Setting Up the Payroll Process

This chapter provides overviews of human resources (HR) information used in the payroll process, tables that support the payroll process, pay calendar date fields, and discusses how to:

- Set up forms for printing checks and advices.
- Edit account codes.
- Set up holiday schedules.
- Establish shifts.
- Set up rapid entry paysheet templates.
- Establish retroactive (retro) pay programs.
- Establish special accumulator codes.
- Define the Final Check process.
- Review and modify payroll messages.
- Handle employees with multiple jobs in the same organization.

Note. Many other setup steps are covered in other chapters of this PeopleBook and the *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

See Also

Chapter 1, "Getting Started with Payroll for North America," page 1

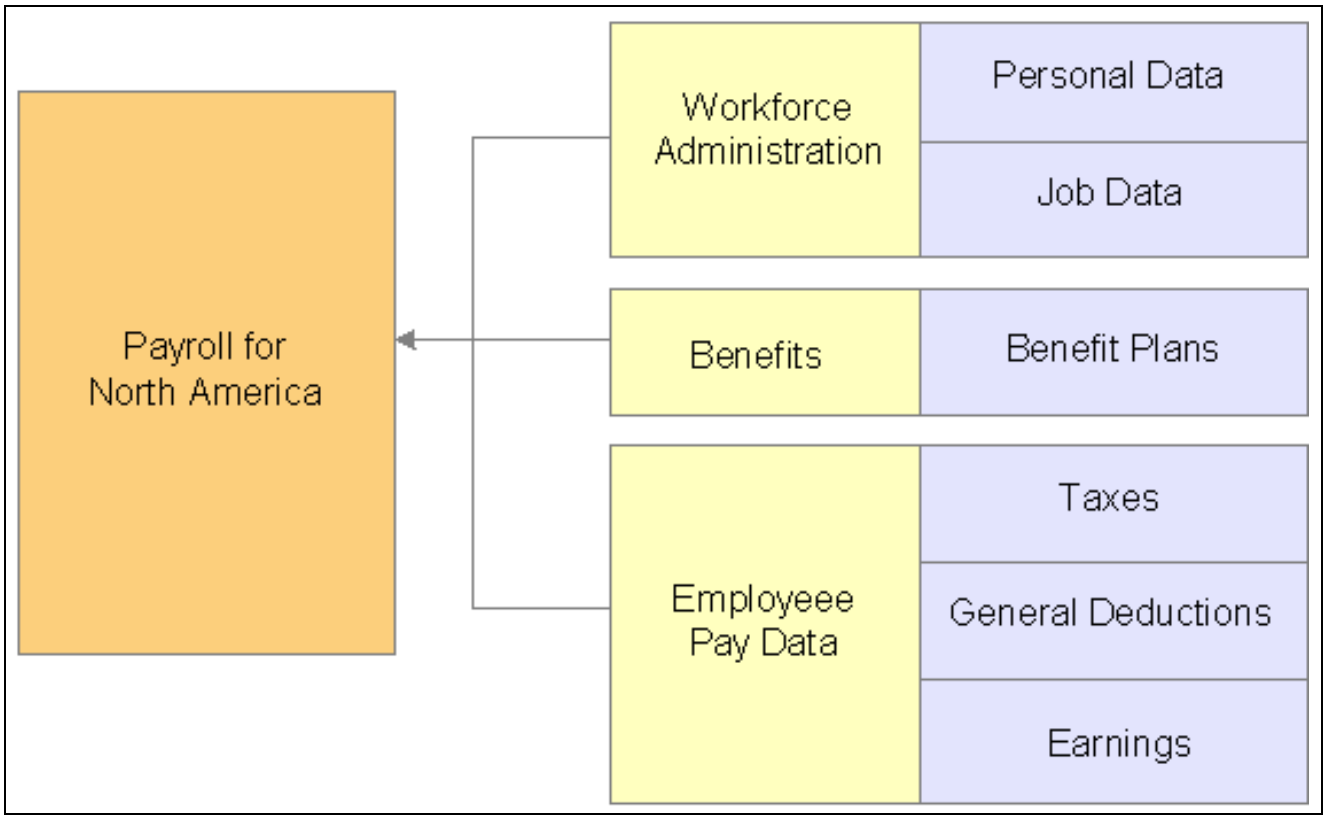
Understanding HR Information Used in the Payroll Process

Much of the employee information required to process a payroll resides in tables common to all PeopleSoft Human Resources Management (PeopleSoft HRMS) applications. Employee workforce and benefits information (such as name, address, social security number or social insurance number, rate of pay, department, medical and savings plans, and so on) works in conjunction with payroll data that you provide.

Relationship Between PeopleSoft Human Resources and Payroll for North America Pages

Depending on how your company is organized, you might be responsible for entering all payroll-related information. In many companies, the human resources department enters general company and benefit data, but only the payroll department is authorized to enter data specific to payroll.

This diagram illustrates the flow of employee data from the PeopleSoft HRMS system for payroll processing:



Setting up employees

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits, "Setting Up Benefit Plans"

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Increasing the Workforce"

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "(USF) Hiring Employees"

Understanding Tables That Support the Payroll Process

Many tables supply information for the primary payroll process tables. For example:

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

See Also

Chapter 1, "Getting Started with Payroll for North America," page 1

Understanding Pay Calendar Date Fields

This section discusses:

- Interactions with general deductions.
- Interactions with additional pay.
- Interactions with benefit deductions.
- Interactions with job data.
- Interactions with the Deduction table.

Note. The examples in this section use a pay period that starts on February 15, 2002, ends on February 28, 2002, and has a check date of March 1, 2002.

Note. Because Payroll for North America balance records have effective dates, you do not have to clear balance accumulators before you begin processing payrolls for a new calendar month, quarter, or year.

Interactions with General Deductions

To process a general deduction for an employee, the system uses two dates from the General Deduction Data page:

- Effective date.
- (optional) Deduction end date.

If the effective date of the deduction is before, or on, the pay period end date, the system takes the deduction.

If you specify a deduction end date, the system takes the deduction only if the deduction end date is after, or on, the pay period end date.

The following tables display examples of how the system uses dates in processing general deductions:

Deduction Effective Date	Deduction Taken?	Reason
February 15, 2002	Yes	Effective date is before, or on, the pay period end date.
February 16, 2002	Yes	Effective date is before, or on, the pay period end date.
February 28, 2002	Yes	Effective date is before, or on, the pay period end date.
March 1, 2002	No	Effective date is not before, or on, the pay period end date.

Deduction End Date	Deduction Taken?	Reason
February 15, 2002	No	Deduction end date is not after, or on, the pay period end date.
February 16, 2002	No	Deduction end date is not after, or on, the pay period end date.
February 28, 2002	Yes	Deduction end date is after, or on, the pay period end date.
March 1, 2002	Yes	Deduction end date is after, or on, the pay period end date.

See Also

Chapter 10, “Maintaining Payroll Data,” Setting Up Employee General Deductions, page 231

Interactions with Additional Pay

To process additional pay for an employee, the system uses two dates from the Additional Pay page:

- Effective date.
- (optional) Earnings end date.

If the effective date of the additional pay is before, or on, the pay period end date, the system pays the additional pay.

If you specify an earnings end date, the system pays the additional pay only if the end date is after the pay period begin date.

The following tables display examples of how the system uses dates in processing additional pay:

Additional Pay Effective Date	Additional Pay Paid?	Reason
February 15, 2002	Yes	Effective date is before, or on, the pay period end date.
February 16, 2002	Yes	Effective date is before, or on, the pay period end date.
February 28, 2002	Yes	Effective date is before, or on, the pay period end date.
March 1, 2002	No	Effective date is not before, or on, the pay period end date.

Earnings End Date	Additional Pay Paid?	Reason
February 14, 2002	No	Earnings end date is not after the pay period begin date.
February 15, 2002	No	Earnings end date is not after the pay period begin date.
February 16, 2002	Yes	Earnings end date is after the pay period begin date.
March 1, 2002	Yes	Earnings end date is after the pay period begin date.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits

Interactions with Benefit Deductions

The following table displays examples of how the system uses dates in processing benefit deductions:

Deduction Begin Date (Effective Date)	Benefit Deduction Taken?	Reason
February 15, 2002	Yes	Deduction begin date is before, or on, the pay period end date.
February 16, 2002	Yes	Deduction begin date is before, or on, the pay period end date.
February 28, 2002	Yes	Deduction begin date is before, or on, the pay period end date.
March 1, 2002	No	Deduction begin date is not before, or on, the pay period end date.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits

Interactions with Job Data

The effective date on the Job Data - Work Location page, together with the action that you select, determines whether the system processes an employee during a payroll run.

The effective date on an employee's Job record represents the first day that a change takes place. For example, if an employee has a Job record with an action of termination and an effective date of January 15, 2002, then January 15, 2002 represents the first day that the employee is no longer working. Therefore, the system does not pay the employee for that day.

Note. (USF) PeopleSoft HRMS for U.S. federal government accommodates statutory and regulatory requirements. Personnel actions that begin new stages of employment (hire, promotion, reassignment, transfer, disciplinary action, and pay rate changes) are effective at the beginning of the business day. Personnel actions such as removal and termination are effective at the end of the business day.

The following tables display examples of how the system uses the effective dates from the job data:

Hire Effective Date	Employee Active on Paysheets?	Resulting Paysheet Proration	Reason
February 15, 2002	Yes	Full pay.	Hire effective date is before, or on, the pay period begin date.
February 16, 2002	Yes	Prorated February 16−February 28.	Hire effective date is after the pay period begin date.
February 28, 2002	Yes	Prorated February 28 only.	Hire effective date is after the pay period begin date.
March 1, 2002	No	Not on paysheet.	Hire effective date is not before, or on, the pay period end date.

Termination Effective Date	Employee Active on Paysheets	Resulting Paysheet Proration	Reason
February 15, 2002	No	Not on paysheet.	Termination effective date is before, or on, the pay period begin date.
February 16, 2002	Yes	Prorated February 15 only	Termination effective date is after the pay period begin date.
February 28, 2002	Yes	Prorated February 15–February 27.	Termination effective date is after the pay period begin date.
March 1, 2002	Yes	Full pay.	Termination effective date is after the pay period end date.

Interactions with the Deduction Table

Depending on the employee status on the Job Data - Work Location page (for example, if the employee has been terminated), there is another field that determines whether the system takes benefit and general deductions: the Stop Deduction at Termination field on the Deduction Table - Process page.

If the Stop Deduction at Termination check box is selected, an employee must have an active employee status during the entire pay period for the system to take the deduction.

The following table displays whether the system would take the deduction for employees who were terminated on different days of a pay period:

Termination Effective Date	Deduction Taken?	Reason
February 15, 2002	No	Employee is not on the paysheet. If paid, the deduction is still not taken.
February 16, 2002	No	Employee is not active for the entire period.
February 28, 2002	No	Employee is not active for the entire period.
March 1, 2002	Yes	Employee is active for the entire period.

See Also

Chapter 4, “Defining Deductions,” page 55

Setting Up Forms for Printing Checks and Advices

This section provides an overview of the Form table and discusses how to set up forms for printing checks and advice.

Understanding the Form Table

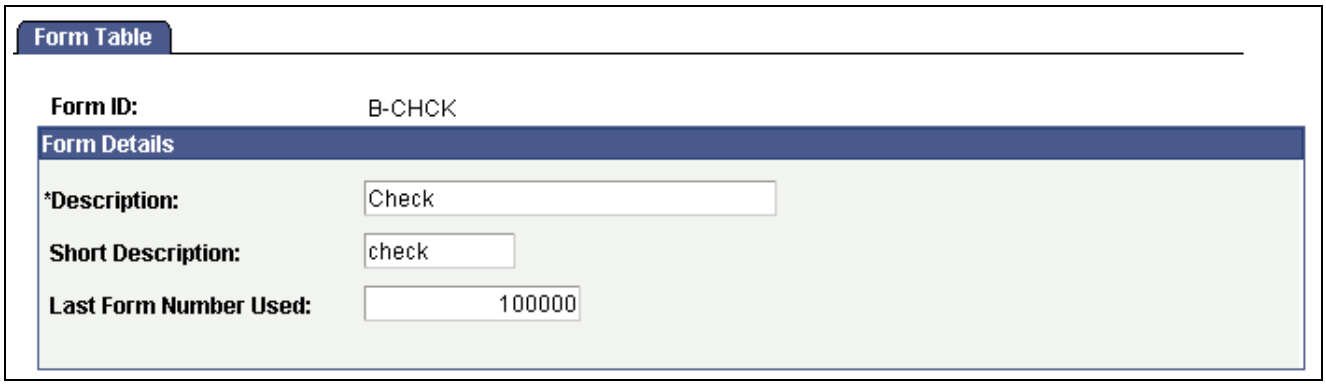
You must establish a form ID for every check or advice form that you plan to use. To run Payroll for North America, you must have at least one entry in the Form table to specify check or advice forms for a pay group. Use form IDs to enable the system to print checks or advices for employees—enter the form IDs on the Source Bank table and the source bank ID on the Pay Group table.

Page Used to Set Up Print Forms

Page Name	Object Name	Navigation	Usage
Form Table	PAY_FORM_TABLE	• Set Up HRMS, Common Definitions, Banking, Form Table, Form Table • Set Up HRMS, Product Related, Base Benefits, FSA, Check Form Table, Form Table	Identify the type of forms that you use to print checks and advice, and track form numbers.

Setting Up Forms for Printing Checks and Advice

Access the Form Table page.



Form Table page

Last Form Number Used The Pay Confirmation COBOL SQL process (PSPCNFRM) and Check Reprint COBOL SQL process (PSPRPRNT) use this number. Each time you run the Pay Confirmation process, the system automatically updates this field with the appropriate check or advice number, reflecting the last number used in the payroll process. You can change this number manually if you have a discrepancy in form numbers (for example, if someone spills coffee on the forms you were planning to use for the next pay run). However, normally you do not change this number.

If you use the Check Reprint process, the paychecks that you use on form alignment are saved as dead paychecks.

See Also

Chapter 21, "Working with Checks and Direct Deposit," Reprinting Checks, page 528

Setting Up Holiday Schedules

This section provides an overview of holiday schedules and lists the page used to set them up.

Understanding Holiday Schedules

Because holidays might vary for different segments of the employee population (depending on location, work schedules, or other factors), you can define as many holiday schedules as you need. For example, if you pay some employees based on an eight-hour day and others on a 7.5-hour day, you must define a separate holiday schedule for each. The same applies if some employees recognize a holiday on the actual day itself and others on a different date. To add holiday schedules, complete the Holiday Schedule page for each schedule:

- The system automatically establishes an employee's holiday earnings based on the scheduled holidays in the Holiday Schedule table.

  Do not include floating holidays on this list.

- If a defined holiday occurs within the pay period during the Create Paysheet COBOL SQL process (PSPPYBLD), the system automatically creates a holiday earnings code on the paysheet for the number of hours that are indicated in the Holiday Schedule table.

- If you selected the Hours Only (Reduce from Reg Pay) (hours only [reduce from regular pay]) option on the Earnings Table - Taxes page, the system reduces the number of regular hours by the number of holiday hours during the Pay Calculation COBOL SQL process (PSPPYRUN).

- Specify the holiday earnings code in the Pay Group table.

  The system also uses the default holiday schedule from the Pay Group table during the Calendar Build COBOL SQL process (PSPCLBLD) to ensure that check issue dates do not fall on weekends or holidays.

Note. After you define all of your holiday schedules, you can specify a default holiday schedule for the location on the Location Profile page or for the pay group on the Pay Group Table - Calc Parameters page. You can override this default on any employee's Job Data record.

Page Used to Set Up Holiday Schedules

Page Name	Object Name	Navigation	Usage
Holiday Schedule	HOLIDAY_SCHED_TBL	Set Up HRMS, Common Definitions, Holiday Schedule, Holiday Schedule	Designate holidays for payroll processing. See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Setting Up Holiday Schedules.

Establishing Shifts

This section provides an overview of shifts and discusses how to define a shift.

Understanding Shifts

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

1. Employees' Job records and paylines to see if you have assigned each of them to a shift.

2. The Shift table to determine how you've defined each shift and if there are any associated shift differentials that affect earnings.
3. The Earnings table to see whether the earnings are eligible for shift differential.

You define shifts in two places:

- In the Shift table, which the system checks during batch processes.

  If you don't have shifts, you must still define at least one shift, such as N/A, in the Shift table.
- In a series of values in the Translate table, which you use when performing online edits on pages, such as paysheets.

  PeopleSoft delivers the following basic shift values in the Translate table:

  - First
  - Second
  - Third
  - N/A (for no shift)

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

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

Calculating Shift Differentials

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

1. Determines the shift premium using this formula:

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

   - Shift rate is the shift differential rate.
   - Shift factor is the shift differential factor.
   - Pay rate is the hourly rate in the Pay Earnings record.
2. Adjusts the total earnings eligible for shift differential using this calculation:

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

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

For example, suppose the company CCB has three shifts and shift differentials as follows:

First Shift	0.50 USD per hour for eligible earnings
Second Shift	10 percent
Third Shift	1 USD per hour plus 15 percent

When Andrew joined CCB as an hourly employee, he earned 10 USD an hour and worked 40 hours of eligible shift earnings. His pay would obviously varied, depending on which shift he worked.

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

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

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

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

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

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

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

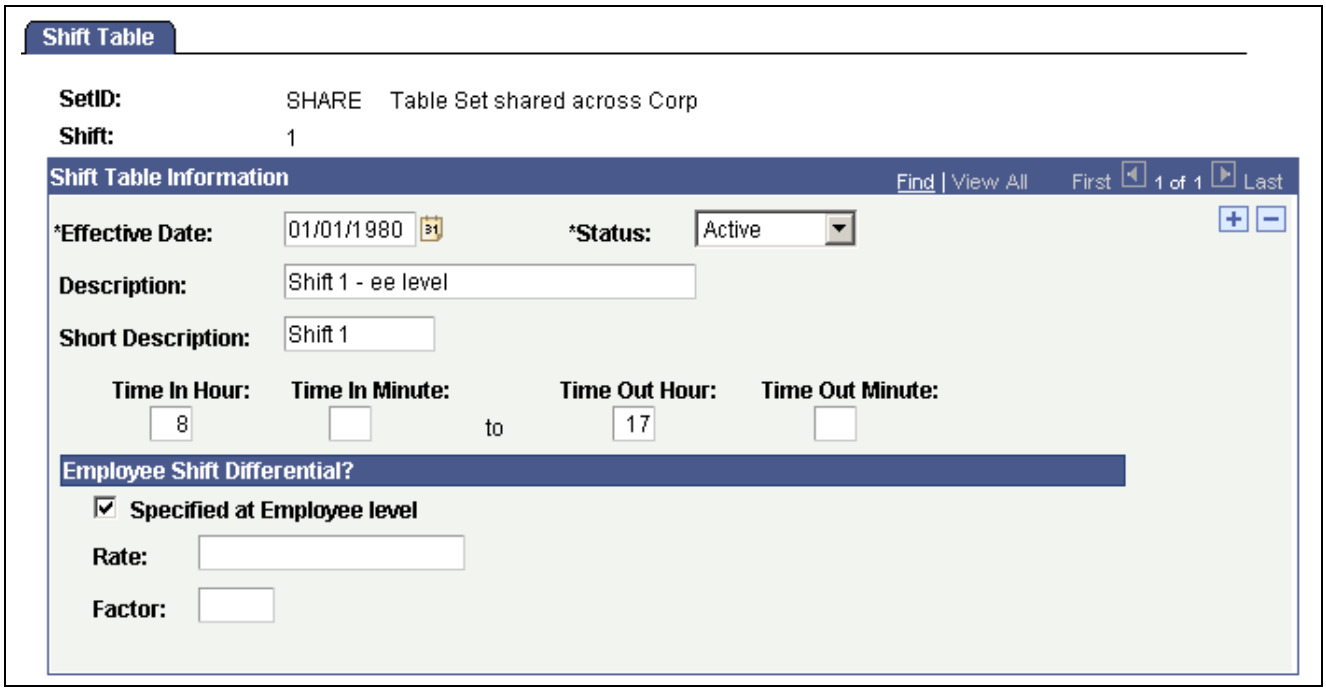
20 USD per hour × 40 hours = 800 USD

Pages Used to Establish and Report on Shifts

Page Name	Object Name	Navigation	Usage
Shift Table	SHIFT_TABLE	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Shift Table, Shift Table	Define a shift. **Note.** If you don't have shifts, you must still define at least one shift, such as N/A, in the Shift table.
Shift Report	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Shift, Shift Report	Run PAY708, which generate a report that lists information from the Shift table.

Defining a Shift

Access the Shift Table page.



Shift Table page

Shift Table Information

Time In Hour, Time In Minute, Time Out Hour, and **Time Out Minute**

The time format uses a 24-hour clock. To define a second shift from 4 p.m. to 11:59 p.m., enter *16, 00, 23,* and *59.* These fields are for your information only.

Employee Shift Differential?

Specified at Employee level, Rate, and **Factor**

Select this check box if shift premiums vary from employee to employee. This option enables you to define the shift premium rate or factor for any employee assigned to the shift at the employee level. If you clear the check box, enter a rate or factor for the shift differential in the appropriate field.

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

Setting Up Rapid Entry Paysheet Templates

This section provides an overview of rapid entry paysheet templates and discusses how to define rapid entry paysheet templates.

See Also

Chapter 18, “Working with Paysheets,” Entering Hours or Amounts Using Rapid Entry Paysheets, page 403

Understanding Rapid Entry Paysheet Templates

Payroll for North America enables you to create rapid entry paysheet templates that are used as a basis for rapid entry paysheets. You can create three types of templates:

- Hours.

  Use this template type to set up a template for earnings codes based on hours with no associated dollar amounts.

- Amounts.

  Use this template type to set up a template for earnings codes based on amounts with no associated hours.

- Hours or Amounts.

  Use this template type to set up a template for both earnings codes that accept hours and earnings codes that accept amounts.

You can create as many templates as required for each template type. In each template you specify the preset earnings codes that appear on rapid entry paysheets that are based on the template. For Hours and Amounts type templates, you can also select an additional (not preset on the template) earnings code on the rapid entry paysheet.

Fields Available by Template Type

The fields that are available on the Rapid Entry Template page vary according to the template type that you enter when you access the page. The template type determines the type of earnings code that can be specified in the template. This table describes the available fields for each template type:

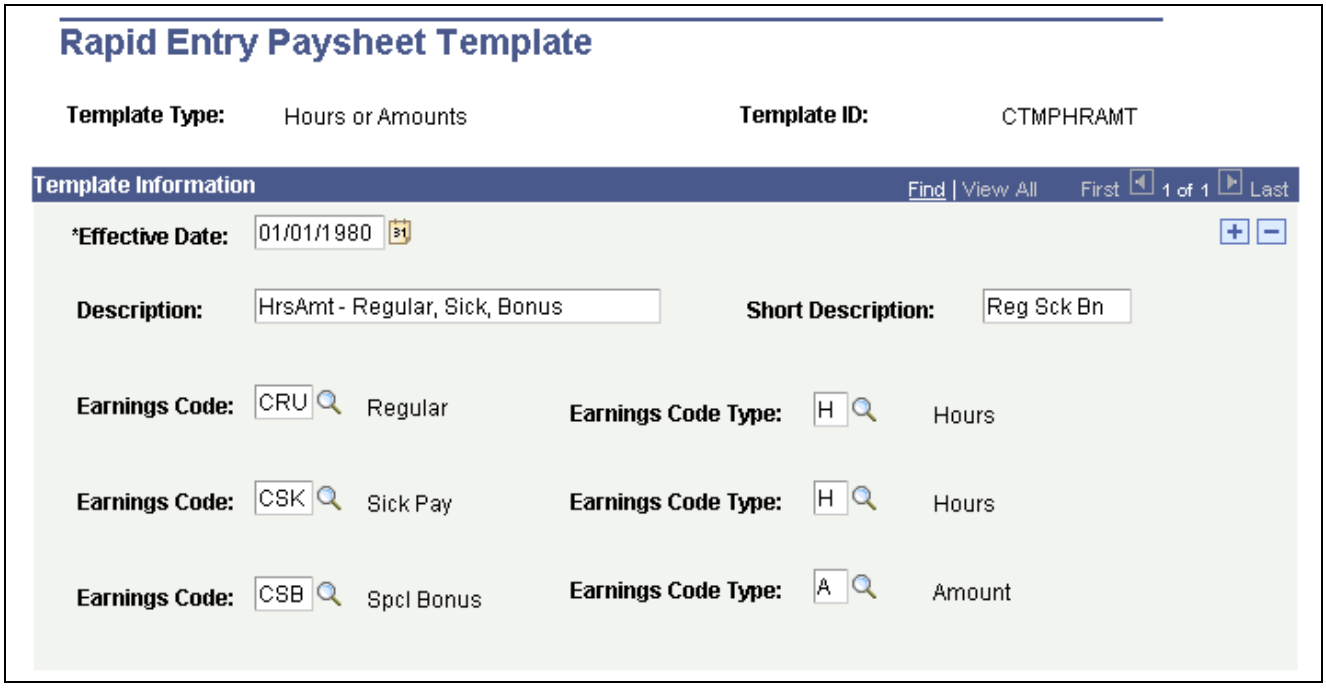
Template Type	Fields on Template
Hours	Three fields for specifying earnings codes. When the template type is Hours, only the earnings codes on the Earnings table with a payment type of Either Hours or Amount OK, Both Hours and Amount OK, Hours Only, or Unit/Override Rate are available for selection.
Amounts	Two fields for specifying earnings codes. When the template type is Amounts, only earnings codes on the Earnings table with a payment type of Either Hours or Amount OK, Both Hours and Amount OK, or Amounts Only are available for selection.
Hours or Amounts	Three fields for specifying earnings codes and three fields for the corresponding earnings code types. When the template type is Hours or Amounts, you can select earnings codes that accept hours and earnings codes that accept amounts. **Note.** You cannot add an additional earnings code to a rapid entry paysheet that is based on an Hours or Amounts type template.

Page Used to Set Up Rapid Entry Paysheet Templates

Page Name	Object Name	Navigation	Usage
Rapid Entry Paysheet Template	PYRE_TEMPLATE	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Rapid Entry Paysheet Template, Rapid Entry Paysheet Template	Define the type of earnings and earnings codes to be used in the Rapid Entry Paysheet component (PYRE_DATA_ENTRY). You can define templates based on hours, amounts, or a combination of hours and amounts.

Defining Rapid Entry Paysheet Templates

Access the Rapid Entry Paysheet Template page.



Rapid Entry Paysheet Template page

Note. You cannot change the template type after the template is created.

Earnings Code Select the earnings codes that you want to preset for the template. Available earnings codes are determined by the template type.

Earnings Code Type This field is only available if the template type is *Hours or Amounts.*

Select an earnings code type for each earnings code that identifies whether hours or an amount will be entered on the rapid entry paysheet for the earnings.

Establishing Retro Pay Programs

This section provides an overview of retro pay programs and discusses how to define retro pay programs.

Understanding Retro Pay Programs

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

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

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

See Also

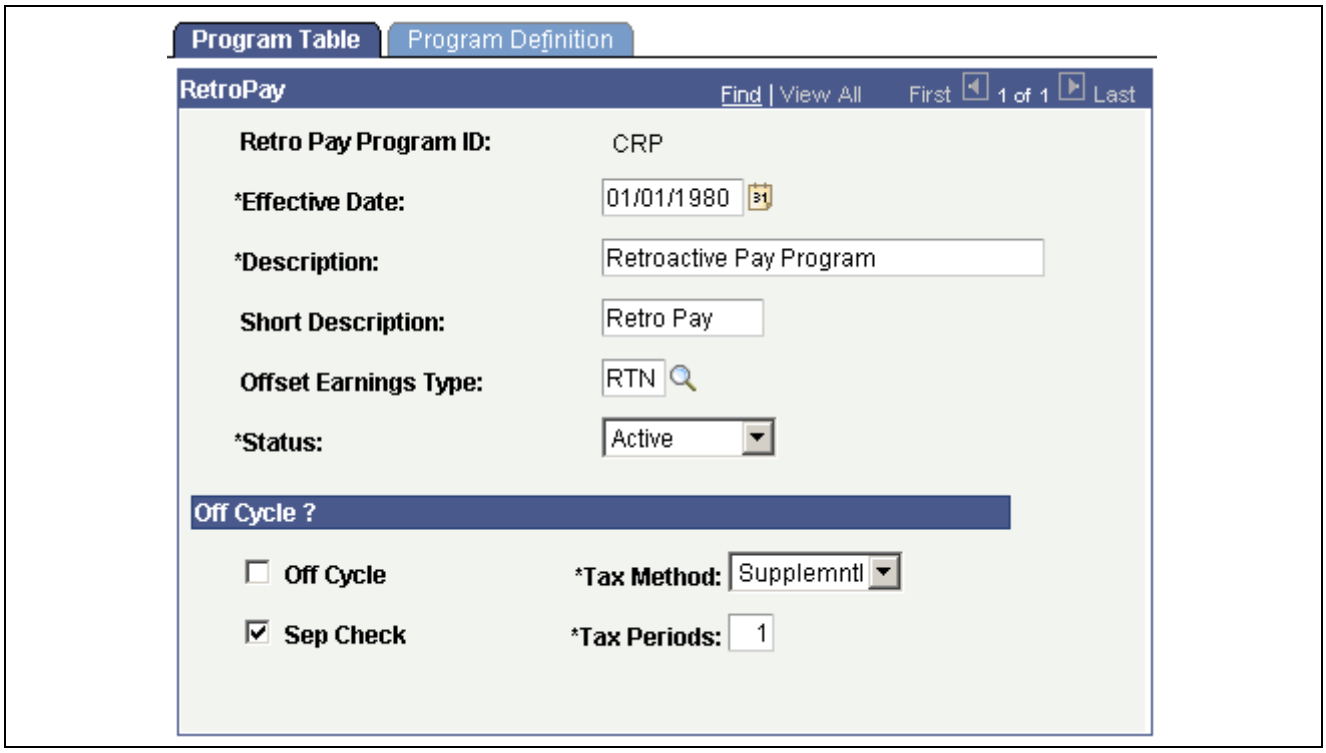
Chapter 27, "Processing Retro Pay," page 605

Pages Used to Establish Retro Pay Programs

Page Name	Object Name	Navigation	Usage
Program Table	RETROPAY_PGM_TBL	Set Up HRMS, Product Related, Payroll for North America, Retroactive Payroll, Retroactive Pay Program, Program Table	Describe a retro pay program and specify paysheet processing options.
Program Definition	RETROPAY_PGM_DEF	Set Up HRMS, Product Related, Payroll for North America, Retroactive Payroll, Retroactive Pay Program, Program Definition	Establish the earnings codes for which the retro pay program calculates retro pay and those used for paying retro pay earnings. **Note.** Valid earnings codes for these fields are only those that you specified as eligible for retro pay on the Earnings Table - General page.

Defining Retro Pay Programs

Access the Program Table page.



Program Table page

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

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

Off Cycle?

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

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

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

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

Establishing Special Accumulator Codes

This section provides an overview of special accumulators and lists the pages used to establish special accumulator codes.

Understanding Special Accumulators

The Savings Plan table and the General Deduction table use special accumulator codes in calculation routines.

Here's how to set up special accumulator codes:

- Define special accumulator codes on the Special Accumulator Table page.
- Use the Earnings Table - Special Process page to assign earnings codes to add to or subtract from the accumulator balances.
- Use the Deduction Table - Tax Class page to assign deduction codes to add to or subtract from accumulator balances.

Special Accumulator Example

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

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

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

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

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

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

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

Pages Used to Establish Special Accumulator Codes

Page Name	Object Name	Navigation	Usage
Special Accumulator Table	SPCL_EARNS_TABLE	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Special Accumulator Table, Special Accumulator Table	Define accumulators for deduction calculation.
Review Special Accumulators - Earnings	SPCL_ACCUM_EARNS	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Review Special Accumulators, Earnings	Display the earnings codes that you specified in the Earnings table as having an effect on this special accumulator. This page is display-only.
Special Accumulator Report	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Special Accumulator, Special Accumulator Report	Run PAY713, which lists information from the Special Accumulator table. It contains codes that isolate earnings for deductions that are stated as a percent of gross such as 401(k).

Defining the Final Check Process

This section provides an overview of the Final Check process and discusses how to:

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

See Also

Chapter 18, “Working with Paysheets,” Creating Final Check Paysheets, page 442

Chapter 21, “Working with Checks and Direct Deposit,” Processing a Final Check Request, page 509

Understanding the Final Check Process

Employee terminations occur for various reasons: some are initiated by the employee, others by the employer. When employment is terminated, regardless of the reason, the law requires employers to give employees their final wages. Some states require that the employee receives final wages before leaving the premises.

The Final Check process enables you to:

- Define a set of termination rules as a final check program that identifies the earnings, deductions, and leave plans to process when creating a final check.
- Automate the application of these rules to provide a clean, quick way of creating final checks.
- Create a final check for a terminated employee whether or not the termination has been processed through PeopleSoft Human Resources.

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

  Note. Because this process is workflow-enabled, the system automatically generates a worklist item to notify the personnel administrator that a final check request has been created for an employee who is not yet terminated on the Job page.

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

  The pay group's final check program becomes the default for final check requests of terminated employees in that pay group. However, you can override the default final check program for any employee on the Final Check Request page.
- Define a set of rules in each program for processing deductions or refunds on an employee's final check.

  For example, you might refund or override a general or benefit deduction on a final check.

  The system adds deductions and refunds to an employee's paysheet as one-time deductions. This enables a payroll administrator to further override any values on collections or refunds by deduction class, if there are any additional rules that are outside the scope of final checks.

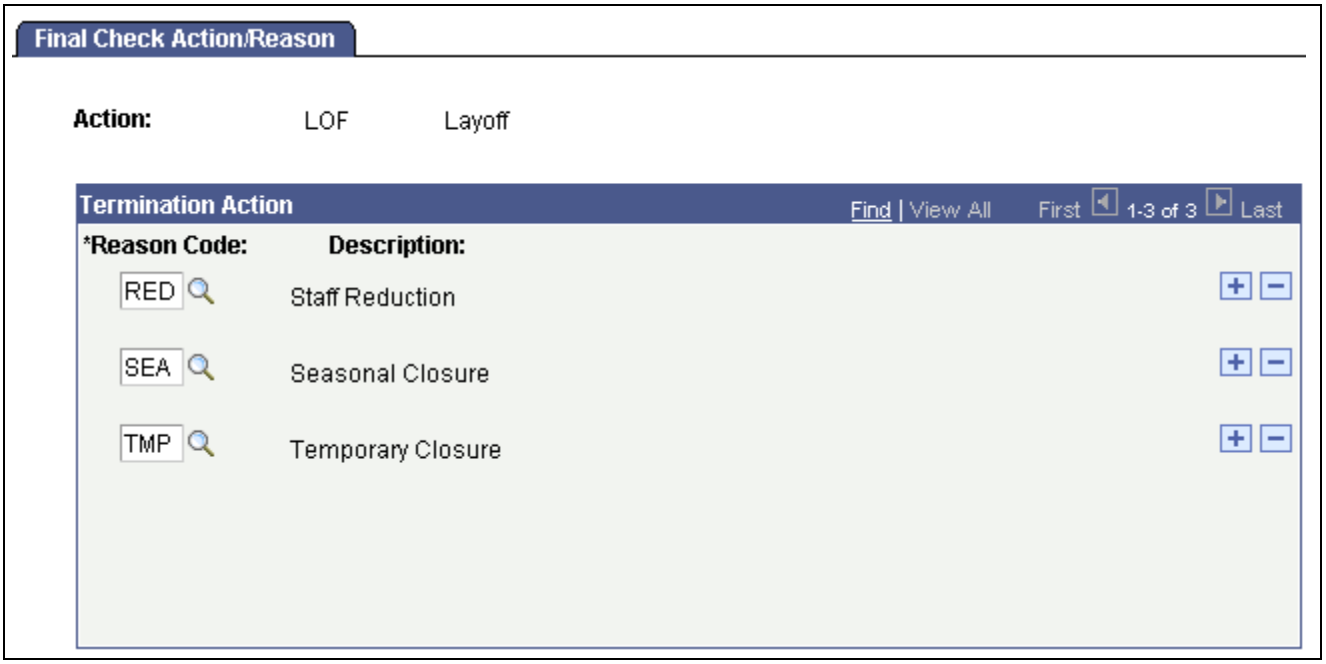
Pages Used to Define the Final Check Process

Page Name	Object Name	Navigation	Usage
Final Check Action/Reason	TERM_ACTN_RSN	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Final Check Action/Reason, Final Check Action/Reason	Define the action and action reason code combinations that automatically trigger a final check request when an employee termination Job record enters the system.
Final Check Program Table - Program Definition	TERM_PGM_TBL	• Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Final Check Program Table, Program Definition • Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Final Check Program Table USF, Program Definition	Establish a final check program ID description.

Page Name	Object Name	Navigation	Usage
Final Check Program Table - Earnings Definition, Final Check Program Table - Earnings Def	TERM_PGM_DEFERN	• Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Final Check Program Table, Earnings Definition • Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Final Check Program Table USF, Earnings Def	Define earnings for the final check program.
Final Check Program Table - Leave Accrual Definition, Final Check Program Table - Leave Accrual Def	TERM_PGM_DEFLVE	• Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Final Check Program Table, Leave Accrual Definition • Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Final Check Program Table USF, Leave Accrual Def	Define rules that apply to paying leave accruals to employees for whom you decide to pay earned or prorated accruals.
Final Check Program Table - Deduction Definition, Final Check Program Table - Deduction Def	TERM_PGM_DEFDED	• Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Final Check Program Table, Deduction Definition • Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Final Check Program Table USF, Deduction Def	Define which deductions to include in a final check and which limits and special rules to use when calculating the deduction.
Final Check Program Report	RUNCTL_PAY751	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Final Check Program, Final Check Program Report	Generate the PAY751 report. The report lists information from the Final Check Program table, which contains final check processing rule definitions for earnings, leave accruals, and deductions.
Final Check Program Clone	RUNCTL_FCXCLONE	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Clone Final Check Program, Final Check Program Clone	Run the Final Check Pgm Clone Utility (final check program clone utility) SQR Report process (FCXCLONE).

Defining Final Check Action and Action Reason Code Combinations

Access the Final Check Action/Reason page.



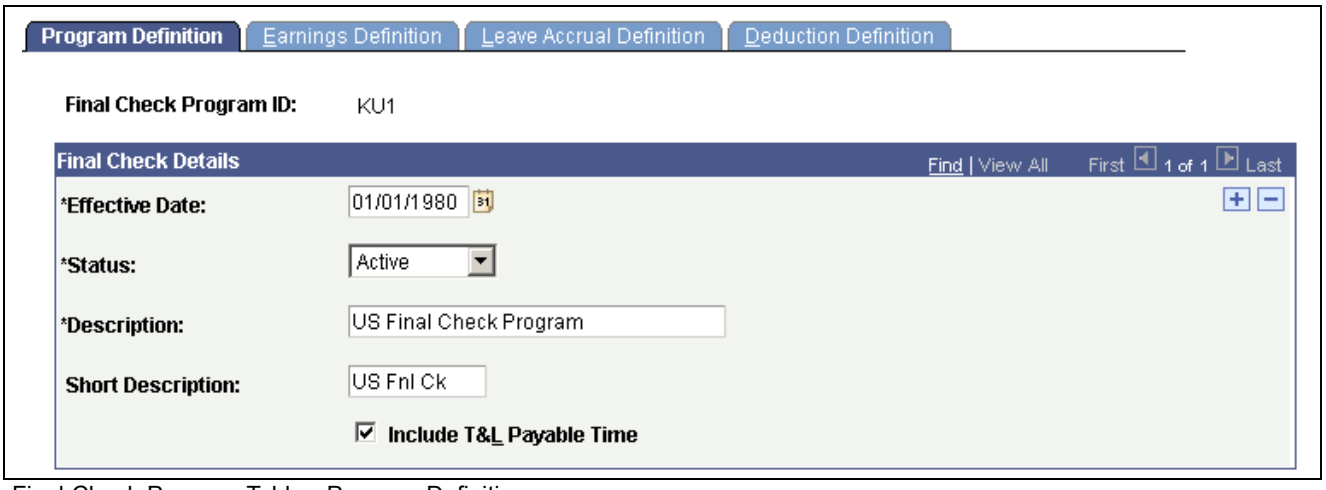
Final Check Action/Reason page

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

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

Establishing a Final Check Program

Access the Final Check Program Table - Program Definition page.

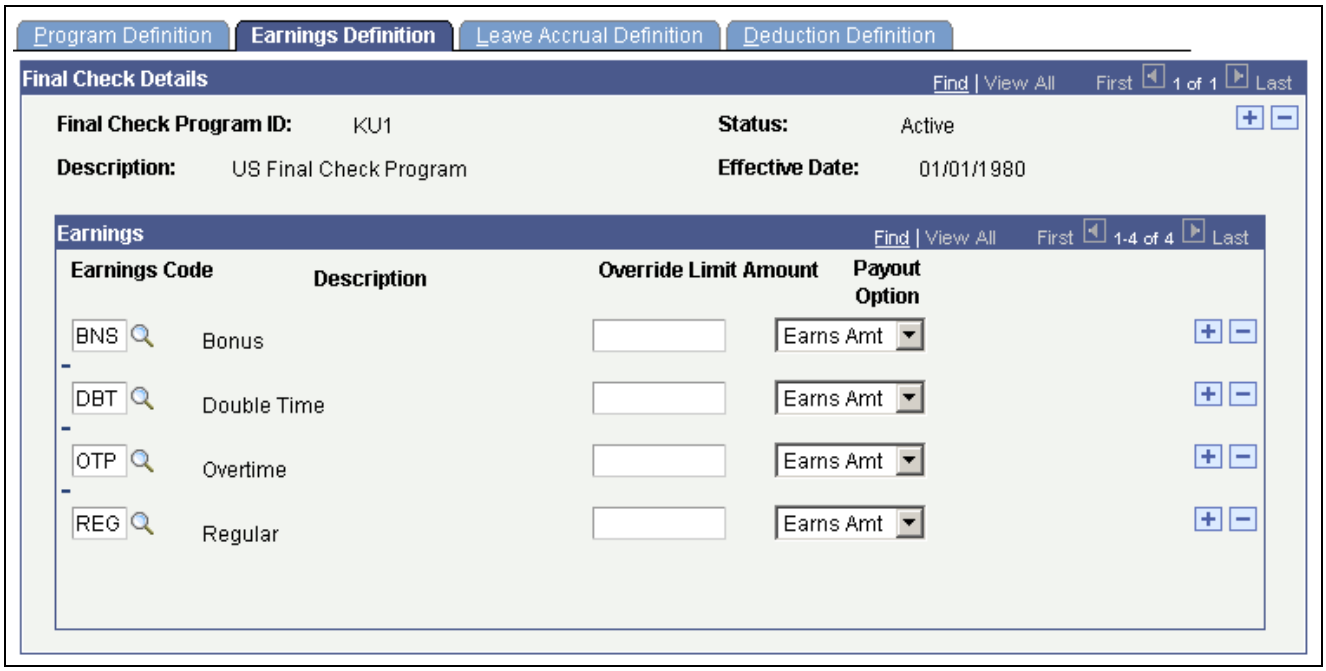


Final Check Program Table - Program Definition page

Include T&L Payable Time (include time and labor payable time) Select this check box if you have an interface with PeopleSoft Time and Labor. If you select this check box, the system uses the time from PeopleSoft Time and Labor to create the paysheet for the final check and marks the time and labor paysheet as processed by final check.

Defining Final Check Earnings

Access the Final Check Program Table - Earnings Definition page.



Final Check Program Table - Earnings Definition page

Payout Option Select:

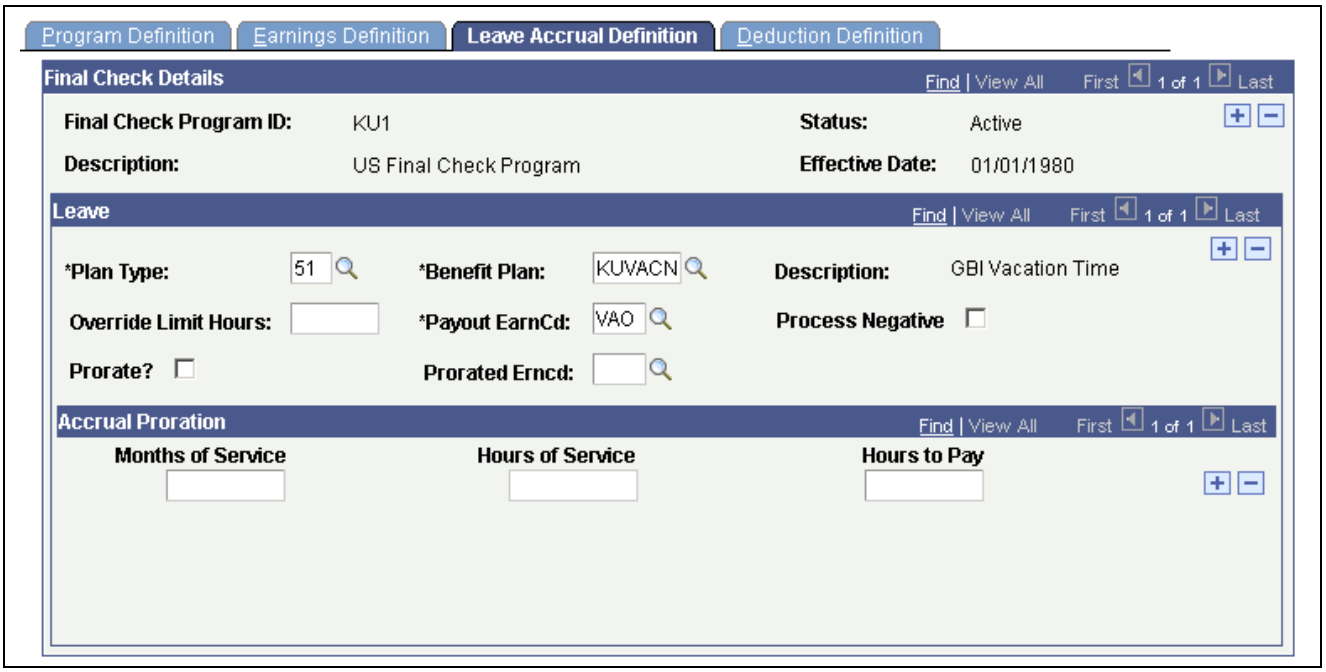
Earns Amt (earnings amount): Select this value if the Final Check process uses the regular earnings amount to pay the earnings for the earnings code.

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

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

Defining Final Check Leave Accrual Rules

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



Final Check Program Table - Leave Accrual Definition page

Leave

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

Payout EarnCd (payout earnings code) Select a payout earnings code to use for paying the accruals that are earned and awarded for the benefit plan. You can pay only the earned and awarded accruals, only the prorated portion, or both. Define the earnings code that you use for paying the earned and awarded accruals in the Earnings table as earnings that do not reduce regular pay but do add to hours taken. This ensures the integrity of the Accrual Balance records when you pay employee leave accruals upon termination.

Process Negative Select this check box to pay negative accruals.

Prorated ErnCd (prorated earnings code) Select a prorated earnings code to use for paying the prorated portion of accruals for the benefit plan. You can pay either:

- The entitled and awarded accruals only.
- Both the entitled and awarded accruals along with the prorated but not yet awarded leave.

Define the earnings code that you use for paying prorated accruals as earnings that do not reduce regular pay, but do add to hours taken and hours adjusted. This ensures the integrity of the Accrual Balance records when you pay employee leave accruals upon termination.

Accrual Proration

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

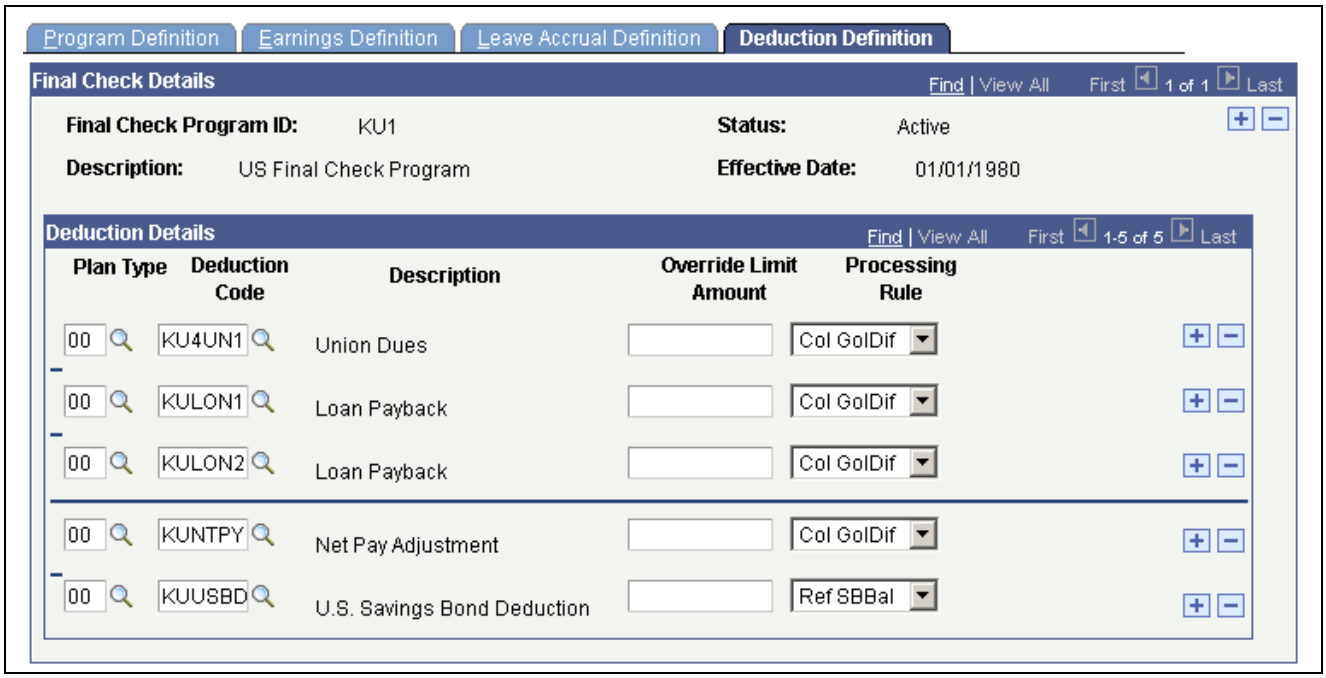
Months of Service To prorate accruals by months of service, enter the monthly increments. For example, less than or equal to *1* month of service, *2* months of service, and

so on. The system computes the months of service based on the employee's termination date and the last date on which you ran the Run Leave Accruals COBOL SQL process (FGPACCRL).

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

Defining Final Check Deductions

Access the Final Check Program Table - Deduction Definition page.



Final Check Program Table - Deduction Definition page

Deduction Code Select the deduction code that identifies the deduction in the Deduction table.

Processing Rule Select a processing rule for each deduction code:

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

Col PerDed (collect pay period deduction): Select this value to collect general deductions and benefit deductions. You collect the amount of the scheduled pay period deduction.

Ref ESPP (refund employee stock purchase plan balance): This value is reserved for future use.

Ref GolBal (refund goal balance): Select this option to refund general deductions only. You refund the amount of the general deduction data goal balance.

Ref LstDed (refund last deduction): Select this value to refund general deductions and benefit deductions. You refund the amount of the pay

deduction data current deduction, which represents the amount deducted at the last time the deduction was taken.

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

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

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

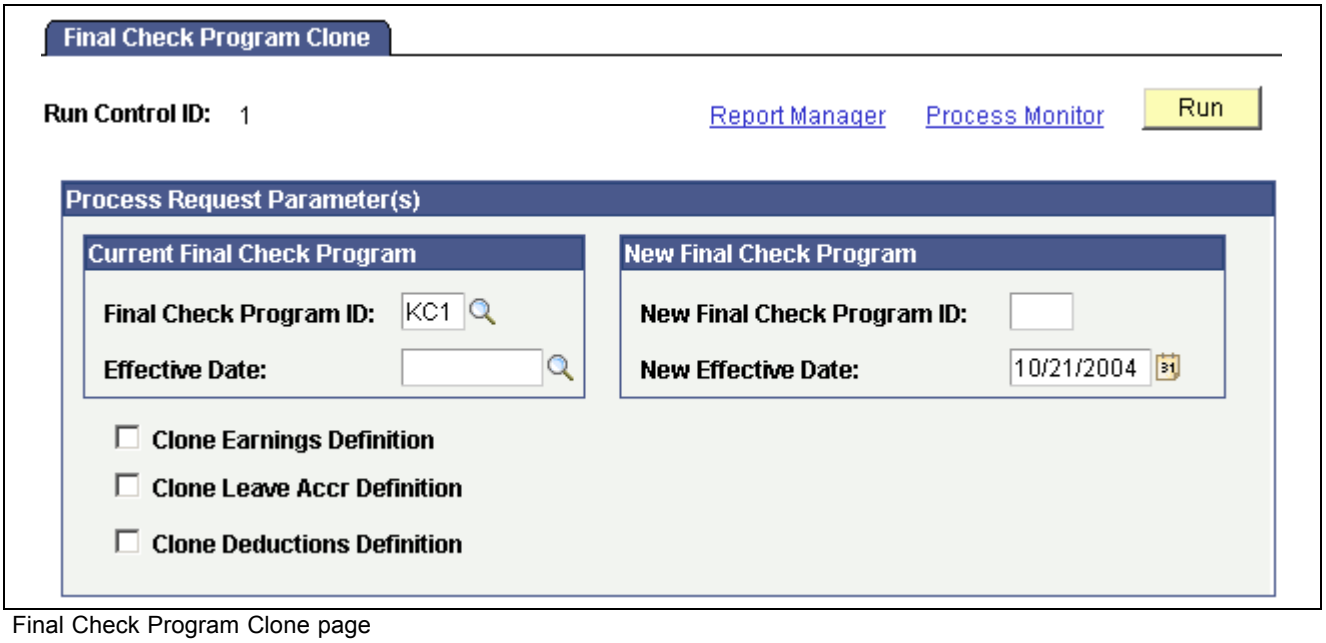
Ref SBBal (refund savings bond balance): Select this value to refund U.S. Savings Bond deductions. The amount that you refund depends on the status of each bond. You refund the bond log data accumulated amount when the bond log status is Not Ready to Disburse (N) or Funds Disbursed (D). You refund the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

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

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

Cloning a Final Check Program

Access the Final Check Program Clone page.



Final Check Program Clone page

Identify the final check program that you're cloning, specify a final check program ID and the effective date for the new program, and indicate which program elements to copy to the new final check program.

Click Run to run this request. PeopleSoft Process Scheduler runs the Check Pgm Clone Utility process at user-defined intervals.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Reviewing and Modifying Payroll Messages

This section provides an overview of payroll messages and discusses how to add and modify payroll messages.

Understanding Payroll Messages

The Pay Message table identifies all the error messages that can occur during the batch payroll processes. Each error message has a message ID number and a complete description. PeopleSoft maintains this table.

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

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

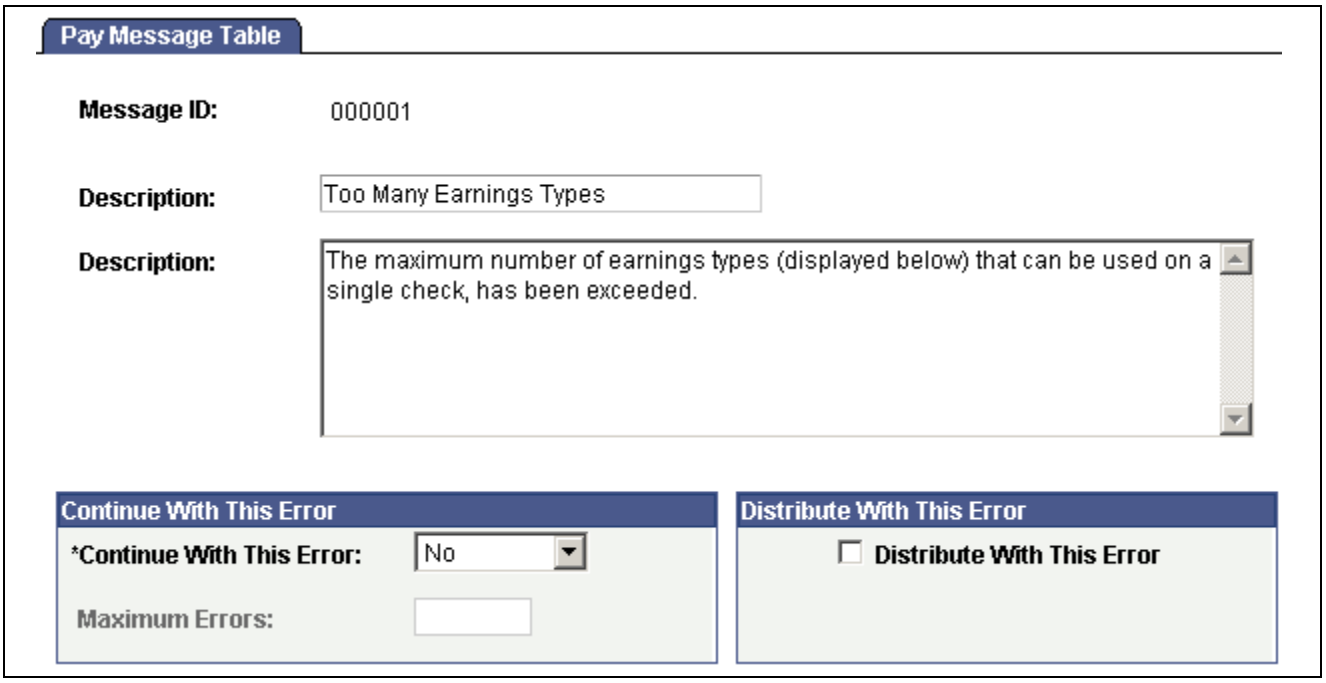
You can also specify how to proceed when the system encounters each error.

Page Used to Review and Modify Payroll Messages

Page Name	Object Name	Navigation	Usage
Pay Message Table	PAY_MESSAGE_TABLE	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Message Table, Pay Message Table	Add new error messages, modify message descriptions, and specify nonfatal system messages to bypass during pay calculation.

Adding and Modifying Payroll Messages

Access the Pay Message Table page.



Pay Message Table page

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

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

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

System: This value appears for errors for which you cannot select a Continue With This Error value. The entire Continue With This Error group box becomes unavailable for entry.

Maximum Errors Enter a numerical value to limit the number of times the system bypasses the error message.

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

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

Handling Employees with Multiple Jobs in the Same Organization

This section provides an overview of multiple job considerations and discusses how to:

- Issue a single check.
- Set up direct deposit for paychecks.

- Take general deductions.
- Set up deduction subsets.
- Set up union dues deductions.
- Set up multiple benefits programs.
- Set limits for general deductions and benefits deductions.

Note. The content of this section is only part of what you must know about multiple jobs. Other relevant information appears in the *PeopleSoft Application Fundamentals PeopleBook.*

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

Understanding Multiple Job Considerations

In many medical, academic, and industrial settings, employees hold more than one job in the same organization. A professor might double as a dean or a doctor as a professor of medicine. Following are some of the considerations to keep in mind when employees hold more than one job in the same organization.

(USA) FLSA Overtime Requirements for Multiple Jobs

The Fair Labor Standards Act (FLSA) of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week. When an employee has multiple nonexempt jobs in the same organization, Payroll for North America applies the overtime rule to the total hours for all jobs with the same FLSA period.

For example, suppose an employee has two nonexempt jobs:

- Data entry clerk for 22.5 hours.
- Receptionist for 20 hours.

The system adds together the hours and pays overtime for 2.5 hours at the FLSA rate.

(USA) FICA Status Indicator

An employee who holds multiple jobs might be exempt from the Federal Insurance Contributions Act (FICA) in one job, while eligible for FICA in another job. Designate the FICA status of each job on the Job Data - Payroll page in the Job Data component (JOB_DATA).

Tax Calculations

If an employee has multiple jobs with different pay frequencies (weekly, biweekly, and monthly), Payroll for North America calculates the taxes for each job separately, based on the pay frequency. This ensures that you tax an employee's earnings according to the appropriate tax bracket.

Off-Cycle Pay Run

When processing an off-cycle payroll using the right-hand side of the run control page (Off-Cycle group box), do not include multiple-job employees in the same calculation as the single-job employees. You must process the two separately.

Issuing a Single Check

Payroll for North America can issue a single check that covers all of an employee's FLSA calculations, taxes, benefits, and general deductions for multiple jobs in the same organization.

To issue a single check:

1. Select the Single Chk for Multiple Jobs (single check for multiple jobs) option on the Company - Default Settings page.
2. Designate a primary pay group for the employee on the Payroll Data 2 page.

   The primary pay group identifies which pay group the system uses when creating consolidated paysheets. It also determines whether the system should take general deductions for a pay period.

   PeopleSoft recommends that you select the pay group in which the payee is paid most often. If you do not select a primary pay group, the system uses the pay group that is associated with the first job into which you hired the employee.

When you run the Create Paysheet process, the system combines the paysheets for all jobs into the paysheet for the primary pay group. When you view the individual paysheets online, they appear as OK to Pay, signifying that they are paid through the consolidated paysheet. The system combines paysheets only when they have the same period end date, check date, FLSA period definition, FLSA calendar ID, FLSA salaried hours used (if subject to FLSA rules), and payroll cycle (on-cycle or off-cycle). The pay frequencies of the paysheets do not have to be the same.

A simple rule of thumb is that all calculations need to be completed on all outstanding paysheets prior to the confirm. If an employee has outstanding paysheets in pay group X and Y, all of his paysheets need to be calculated before any of those pay groups can be confirmed. The single check will be created under the employee's primary pay group.

To change paysheets after running the Create Paysheet process:

1. Enter changes on the individual paysheets (you can't see the collective paysheet).
2. Run the Create Paysheet process again.

Setting Up Direct Deposit for Paychecks

Regardless of how many jobs an employee has, create only one set of direct deposit instructions on the Direct Deposit page.

Taking General Deductions

How you take general deductions is influenced by whether you select the Single Chk for Multiple Jobs option on the Company - Default Settings page.

When the Single Check Feature is Enabled

The following describes processing when you select the Single Chk for Multiple Jobs option:

- The system takes general deductions based on earnings from the total earnings that it calculates for all jobs paid in the same check.
- The system always takes general deductions that are scheduled for the current period when paying the job in the primary pay group.

To have the system take a deduction every time it issues a check for the employee—even when not paying the employee's job in the primary pay group—select the Take on All Paygroups option on the General Deduction Data page. For example, suppose an employee has a weekly job and a biweekly job. The pay group for the weekly job is the primary pay group, because it is the one that the system pays most frequently. Normally, when the system pays the biweekly job, it also pays the weekly job, so it issues a single check. If the system processes the biweekly job at a different time than the weekly job, it takes the deduction only if the Take on all Paygroups check box is selected.

- The system automatically takes general deductions in the appropriate pay periods when an employee receives a single check for jobs that the system pays at different frequencies and deductions have different frequencies.

  For example, suppose an employee receives a single check, which includes compensation for a semimonthly pay period and a monthly pay period. The system takes a United Way deduction only in the first pay period of each month. When the system issues a check for the second pay period (the check that covers both the second semimonthly period and the monthly period), the system does not take the United Way deduction.

- To override a deduction for an employee who has jobs in different pay groups (that is, to override the deduction schedule or change the amount), enter the override instructions for the primary pay group on the General Ded Code Override (general deduction code override) page.

  The system ignores override instructions for the employee's other pay groups. To identify an employee's primary pay group, check the Payroll Data 2 page.

When the Single Check Feature is Not Enabled

If the Take on All Paygroups option is not selected on the General Deduction Data page, the system uses the Priority Number field on the Pay Group Table - Definition page to determine whether to take a general deduction. It takes the deduction only when processing the job in the pay group with the lowest priority number.

Setting Up Deduction Subsets

For employees who receive additional pay:

1. Select a deduction subset on the Additional Pay page.
2. Request that the system issue a separate check using the Sep Chk # (separate check number) field on the Additional Pay page.

   The deduction subset overrides other deduction instructions elsewhere in the system.

If you do not request a separate check, the system ignores the deduction subset and follows the deduction instructions from the calendar, the employee's Job record, or payroll data.

If an employee has multiple Additional Pay records with the same separate check indicator, select the same deduction subset for each record. If you select different subsets, the system applies the deduction subset that is associated with the last Additional Pay record that it processes.

Use deduction subsets to process only a selected set of deductions for a pay run. For example, for a bonus run, you might deduct only one or two of the deductions that you process during the regular monthly pay run.

Select a deduction subset on any of the following pages:

- Pay Calendar Table
- Payroll Data 2
- Additional Pay

When you select subsets on more than one page, the system uses a hierarchy to determine which deductions to process. If you pay an employee for multiple jobs, the system also considers the employee's primary pay group and primary job when making this determination.

See the following scenarios and examples of the processing rules that apply. If you do not use the single check option, the term primary pay group used in the scenarios refers to the pay group for the job that the system is processing.

Scenario 1: Deduction Subset on Calendars

The system processes:

- General deductions in the subset attached to the calendar for the primary pay group.
- Benefit deductions in the subset attached to the calendar associated with the primary job.

Scenario 2: Deduction Subset on Calendars and the Benefit Ded Proc Override Page

The system processes:

- General deductions included in the subset attached to the calendar for the primary pay group.
- Benefit deductions included in the subset selected on the Benefit Ded Proc Override (benefit deduction processing override) page.

Scenario 3: Deduction Subset on Calendars and the Payroll Data 2 Page

The system processes:

- General deductions in the subset on the Payroll Data 2 page.
- Benefit deductions in the subset specified on calendar for the primary job.

Scenario 4: Deduction Subset on Calendars and Benefit Ded Proc Override Page and Payroll Data 2 Page

The system processes:

- General deductions in the subset on the Payroll Data 2 page.
- Benefit deductions in the subset on the employee's Benefit Ded Proc Override page.

The system ignores the subsets on the calendars because employee-level instructions take precedence.

Example

This table displays the five deduction subsets for the example. All of these deductions have been assigned to the employee on the General Deduction Data page and Benefits Program Participation page.

Note the following:

- (B) indicates a benefit deduction.
- (G) indicates a general deduction.

The following table indicates where the deduction subset is selected:

Additional Pay	Calendar for Primary Pay Group	Job (Benefits Ded Proc Override page)	Calendar (not primary pay group)	Payroll Data
None	401K (B) GARN (G)	FSA-H (B) Bond (G)	FSA-D (B) MISC (G)	401K (B) Garn (G) Bond (G) Charity (G)

This table displays the deductions taken in the following scenarios:

- Scenario 1: Subset defined on calendars.
- Scenario 2: Subset defined on calendars *and* Job data.
- Scenario 3: Subset defined on calendars *and* Payroll Data 2.
- Scenario 4: Subset defined on calendars *and* Job Data *and* Payroll Data 2.

Scenario and Deductions Processed	401(k)	FSA-H	FSA-D	Garn	Bond	Charity
Scenario 1						
Primary job in primary pay group	X			X		
Primary job *not* in primary pay group			X	X		
Scenario 2						
Primary job in primary pay group		X		X		
Primary job *not* in primary pay group		X		X		
Scenario 3						

Scenario and Deductions Processed	401(k)	FSA-H	FSA-D	Garn	Bond	Charity
Primary job in primary pay group	X			X	X	X
Primary job *not* in primary pay group			X	X	X	X
Scenario 4						
Primary job in primary pay group		X		X	X	X
Primary job *not* in primary pay group		X		X	X	X

Setting Up Union Dues Deductions

Set up union dues as general deductions. The system takes these deductions only when paying a job that is affiliated with the union code. Therefore, if an employee is a member of a union, but one job does not qualify for union membership, the system does not take dues for that job.

If the system calculates union dues as a percentage of earnings, PeopleSoft recommends that you:

1. Assign a unique earnings code to each job that is associated with the union.
2. Create a special accumulator to track the total earnings for jobs with that earnings code.

Consequently, when calculating the union dues, the system considers only the earnings from jobs enrolled in the corresponding union.

Setting Up Multiple Benefits Programs

If an employee has multiple jobs that are covered by different benefits programs, and you select the Single Chk for Multiple Jobs option on the Company - Default Settings page, the system breaks down all benefits deductions by benefit record number during processing and stores the balances by benefit record number. For example, if an employee has two jobs that are covered by two separate benefits programs, and both programs include a 401(k) deduction or a Registered Pension Plan deduction for Canada, the system calculates two deductions and displays both on the paychecks.

Setting Limits for General Deductions and Benefits Deductions

Employees can have different deduction limits for different jobs. When an employee has multiple jobs with multiple benefit programs (Ben_Rcd#s), and each program has the same deduction, the system adjusts each current goal balance (from the Benefits Program Table page) by the appropriate amount. Because you assign a general deduction at the company level, you can have only a single limit per company for those deductions.

For example, suppose an employee's two jobs are covered by different benefit programs, each with an individual retirement account deduction. The deductions are as follows:

Empl_Rcd#	Ben_Rcd#	Contribution Amount (% of gross)	Goal Balance
0	0	5%	1000 USD
1	1	2%	500 USD

The system issues a check that includes:

- 500 USD gross pay for Empl_Rcd#0, Ben_Rcd#0.
- 1000 USD gross pay for Empl_Rcd#1, Ben_Rcd#1.

The total deduction amount is (500 USD × 5%) + (1000 USD × 2%) = 45 USD. The current goal balance for Ben_Rcd#0 increases by 25 USD and the current goal balance for Ben_Rcd#1 increases by 20 USD.

CHAPTER 6

Setting Up Garnishments

This chapter discusses how to:

- Establish a garnishment deduction.
- (USA) Maintain garnishment proration rules.
- Define disposable earnings for garnishments.
- (USA) Define U.S. garnishment rules.
- (CAN) Define Canadian garnishment rules.

See Also

Chapter 11, "Administering Garnishments," page 257

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Vendors"

Establishing a Garnishment Deduction

This section discusses how to:

- Set up the Deduction table for garnishment deductions.
- Set up the General Deduction table for garnishment deductions.

Setting Up the Deduction Table for Garnishments Deductions

To define deduction information for garnishments:

1. Specify a garnishment deduction priority on the Deduction Table - Setup page.
    a. Enter a number that is large enough to enable the system to deduct taxes and required deductions before it attempts to deduct garnishments in the Deduction Priority field.
    b. Select *Garnishment* in the Special Processing field.

       This deduction code becomes the default garnishment deduction code.

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

       Note. (CAN) For Canada, there is no default garnishment deduction code because you can define multiple before-tax and after-tax deduction codes to process garnishments. In addition, proration rules don't apply for Canada.
2. Assign a garnishment deduction classification on the Deduction Table - Tax Class page.
    a. For the U.S., select *After-Tax* as the deduction classification. For Canada, select *Before-Tax* or *After-Tax*.

For example, a Canadian child support garnishment might be a before-tax garnishment.

b. Select *None* as the Canadian sales tax.

3. Specify how the garnishment affects taxable grosses on the Deduction Table - Tax Effect page.
   - For U.S. companies, garnishments have no effect on taxable grosses.
   - For Canadian companies: after-tax garnishments have no effect on taxable grosses; before-tax garnishments do affect taxable grosses.
4. Specify how the system deducts the garnishment from pay on the Deduction Table - Process page.
   a. Select the Partial Deduction Allowed check box for U.S. only.

      Don't select for Canada or U.S. federal government. Partial deductions apply only to jurisdictions that permit prorated payments.

   b. Select the Deductions Taken From Sep Chk (deductions taken from separate check) check box for U.S., Canada, and U.S. federal government.

   c. Don't select the Deduction Arrears Allowed or Stop Deduction at Termination check boxes.

      (For Canadian processing, this would be the recommended setup).

   d. The Maximum Yearly Deduction field should be left blank.

      Define the garnishment limit on the Garnishment Specification Data page when setting up an employee's garnishment.

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

See Also

Chapter 4, "Defining Deductions," page 55

Chapter 6, "Setting Up Garnishments," (USA) Maintaining Garnishment Proration Rules, page 122

Setting Up the General Deduction Table for Garnishment Deductions

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

See Also

Chapter 4, "Defining Deductions," Defining General Deductions, page 78

(USA) Maintaining Garnishment Proration Rules

This section provides an overview of garnishment proration rules and discusses how to:

- Apply garnishment proration rules.
- Maintain state garnishment proration rules.

Note. (CAN) In Canada proration rules do not apply; courts and authorized agencies issue garnishment orders and determine proration requirements.

Understanding Garnishment Proration Rules

Because garnishments cannot go into arrears, some states require that employers prorate an employee's garnishments when there is insufficient monies available to cover all garnishments of the same type (for example, if an employee has two child support garnishments and not enough money to cover both of them).

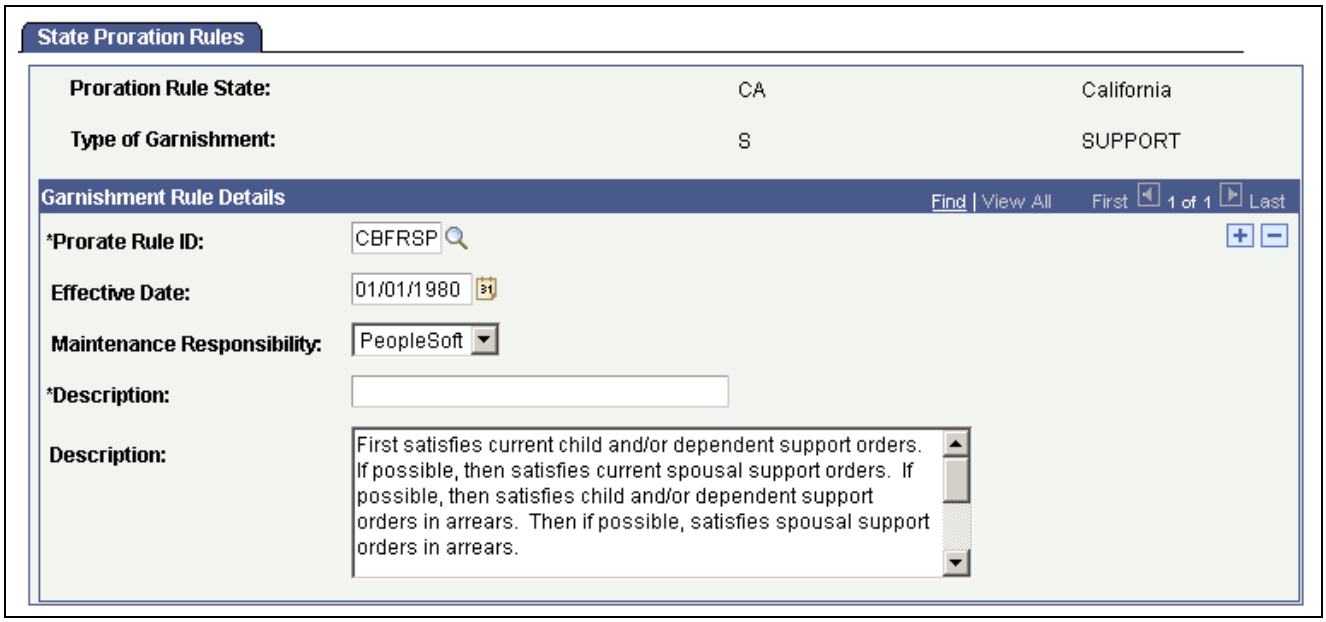
The system uses the proration rule of the state from the Garnish Law Source field on the Garnishment Spec Data 6 page. If multiple garnishments of the same type are received from different states, enter the state where the employee works for all of the garnishments.

Pages Used to Maintain Garnishment Proration Rules

Page Name	Object Name	Navigation	Usage
State Proration Rules	GARN_PRORATE_RL	Set Up HRMS, Product Related, Payroll for North America, Garnishments, State Proration Rules, State Proration Rules	Apply state rules to employee garnishments.
Proration Rules Definition	GARN_PRORATE_DF	Set Up HRMS, Product Related, Payroll for North America, Garnishments, Proration Rules Definition, Proration Rules Definition	Maintain rules used by states that permit proration of garnishments.
Garn Proration Rules Report (garnishment proration rules report)	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Garnishment Table Reports, Garnishment Proration Rules, Garn Proration Rules Report	Generate PAY720 that lists proration rules from the Garnishment table.

Applying Garnishment Proration Rules

Access the State Proration Rules page.



State Proration Rules page

Prorate Rule ID Identifies the proration rule from the Garnishment Proration Definition table.

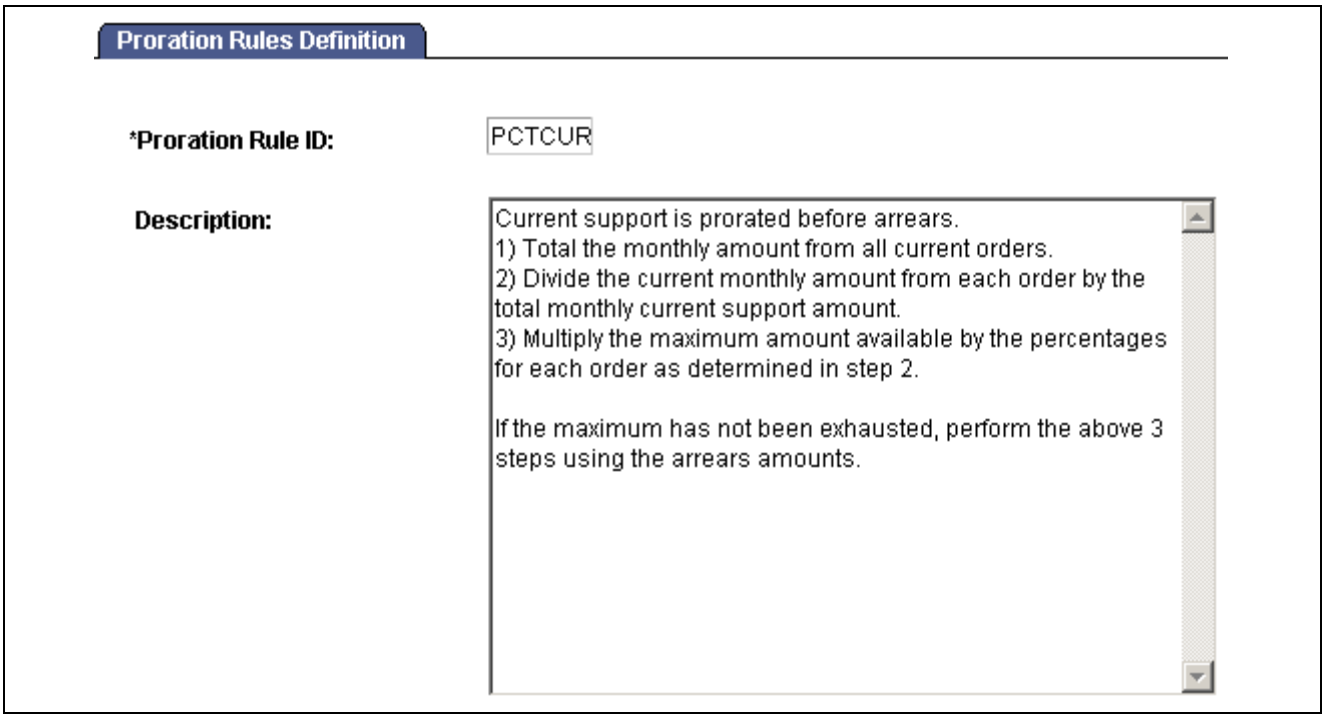
Description Displays the text of the rule the payroll system follows when applying the proration rule. PeopleSoft maintains this information in the Garnishment Proration Definition table.

See Also

Chapter 11, "Administering Garnishments," Entering the Garnishment Proration Amount and Pay Mode, page 269

Maintaining State Garnishment Proration Rules

Access the Proration Rules Definition page.



Proration Rules Definition page

PeopleSoft maintains the Garnishment Proration Definition table with a proration rule ID and text for each rule used by states that permit proration of garnishments. If you make any changes or additions to this table, you become responsible for maintaining these records.

Defining Disposable Earnings for Garnishments

This section provides an overview of disposable earnings for garnishments and discusses how to:

- (USA) Review and update U.S. disposable earnings definitions.
- (CAN) Review and update Canadian disposable earnings definitions.

Understanding Disposable Earnings for Garnishments

Disposable earnings are the earnings subject to garnishment. What constitutes disposable earnings varies according to the governing jurisdiction (that is, federal, state, provincial, or local authority). For example, a disposable earnings definition might specify the calculation of an employee's gross earnings minus all federal and state taxes and health insurance premiums.

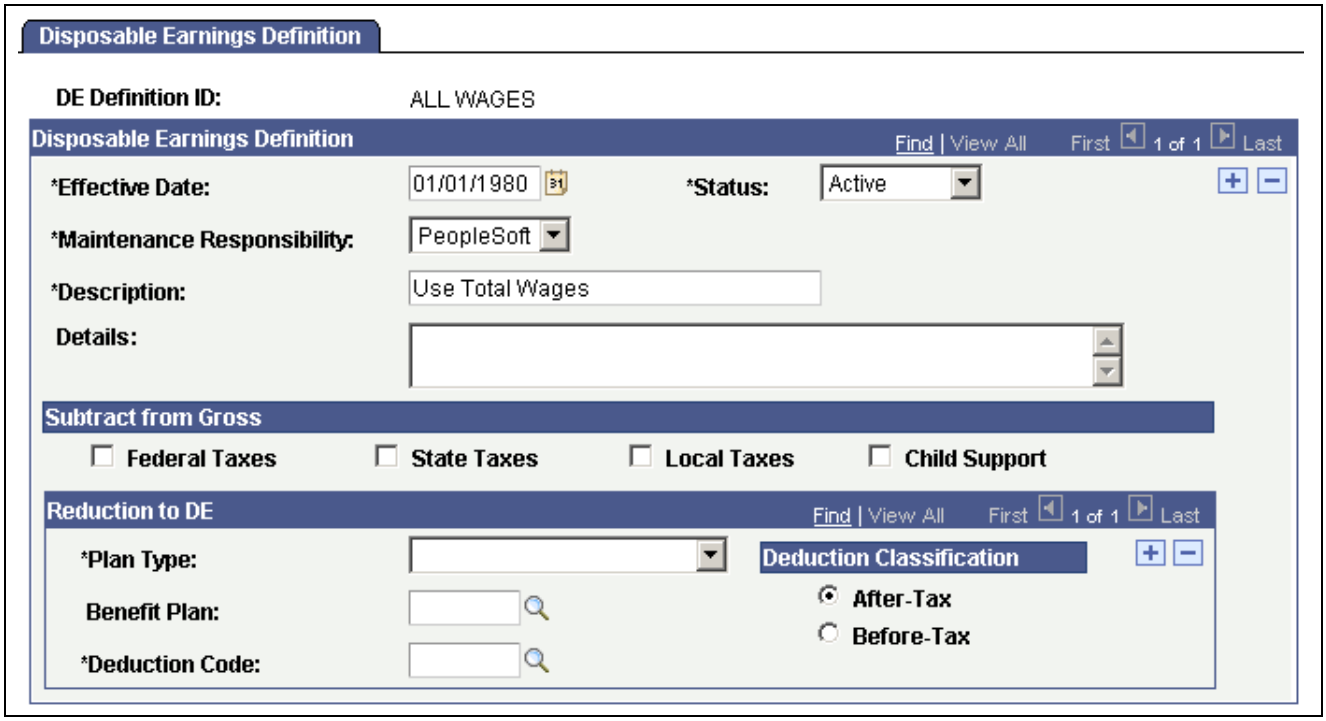
PeopleSoft maintains and delivers the standard federal and state disposable earnings definitions with Payroll for North America.

Pages Used to Define Disposable Earnings for Garnishments

Page Name	Object Name	Navigation	Usage
Disposable Earnings Definition	GARNISH_DE_DEFN	Set Up HRMS, Product Related, Payroll for North America, Garnishments, Disposable Earnings Defn, Disposable Earnings Definition	(USA) Review and update disposable earnings definitions.
Disposable Earnings Definition (Canada)	GARNISH_DE_DEFN_CN	Set Up HRMS, Product Related, Payroll for North America, Garnishments, Disposable Earnings Defn CAN, Disposable Earnings Definition	Review and update Canadian disposable earnings definitions.
Disposable Earnings Defn Rpt (disposable earnings definition report)	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Garnishment Table Reports, Disposable Earnings Definition, Disposable Earnings Defn Rpt	Generate PAY716 that lists information from the Disposable Earnings Definition table, where you define disposable earnings that are subject to garnishment and garnishment exemption parameters.

(USA) Reviewing and Updating U.S. Disposable Earnings Definitions

Access the Disposable Earnings Definition page.



Disposable Earnings Definition page

Note. Courts frequently issue garnishment orders defining disposable earnings definitions that are different from standard federal and state definitions. In such a case, use this page to establish a record of the court's individual definition. You are responsible for maintaining these records.

DE Definition ID (disposable earnings definition ID)
This ID links the garnishment disposable earnings definition to the applicable Garnishment Rules table.

Subtract from Gross
Specify what to subtract from the gross, such as an employee's *Federal Taxes, State Taxes, Local Taxes,* or *Child Support* payments.

Reduction to DE

Use this group box to enter deductions to apply when calculating disposable earnings. Some court orders require that you subtract deductions from the employee's gross pay to arrive at disposable earnings.

Deduction Classification
Specify *After-Tax* or *Before-Tax.*

For example, if an employee paying child support has health insurance that covers his estranged wife and child, a judge might order you to subtract the health deduction from his disposable earnings.

Important! For U.S. federal tax levies, the Internal Revenue Service defines disposable earnings as gross earnings minus voluntary and involuntary deductions in existence when the employer receives the garnishment order. Therefore, you can apply only involuntary increases in those existing deductions to the disposable earnings calculation for garnishments of this type. PeopleSoft provides FEDTAXLEVY as the DE definition ID for federal tax levies and for state tax levies for which the same rules apply. For the DE definition ID FEDTAXLEVY, use the Reduction to DE (reduction to disposable earnings) group box to identify only those deductions that you cannot apply to the disposable earnings calculation.

Important! The PeopleSoft-maintained garnishment disposable earnings definitions are complete as delivered except for deductions to include or exclude when determining the disposable earnings subject to garnishment. During the implementation process, enter the deductions pertaining to specific disposable earnings definitions.

(CAN) Reviewing and Updating Canadian Disposable Earnings Definitions

Access the Disposable Earnings Definition (Canada) page.

Note. Most of these fields have the same function as the U.S. version of the Garnishment DE Definition page, except the following.

DE Definition ID
PeopleSoft maintains two Canadian federal disposable earnings definitions:

FEDERALCAN: Includes taxable benefits and subtracts statutory deductions (that is, income tax, Canada and/or Quebec Pension Plan [CPP/QPP], and Employment Insurance [EI]).

FEDCANEXBN: Excludes taxable benefits and subtracts statutory deductions (that is, income tax, CPP/QPP, and EI) .

These definitions are part of Payroll for North America.

Adjustment to Gross

Courts and other authorized jurisdictions might issue garnishment orders establishing disposable earnings that are different from standard definitions. In such a case, use the Garnishment DE Defn (Canada) page to establish a record of the court's individual definition. The maintenance of these records is your responsibility.

Statutory Deductions and **Child Support** — These check boxes are for your information only.

Reduction to DE

Some court orders specify deductions, such as union dues, that you can use to reduce disposable earnings. If so, use this group box to enter the deductions to use when calculating disposable earnings.

Important! The PeopleSoft-maintained garnishment disposable earnings definitions are complete as delivered except for deductions to include or exclude when determining the disposable earnings subject to garnishment. During the implementation process, enter the deductions to reduce the disposable earnings definitions.

(USA) Defining U.S. Garnishment Rules

This section lists common elements and discusses how to maintain exemption calculation methods and data.

Note. Payroll for North America provides most of the garnishment rules that U.S. federal and state governments use. Federal software also provides information for U.S. localities and Canadian provinces.

Common Elements Used in This Section

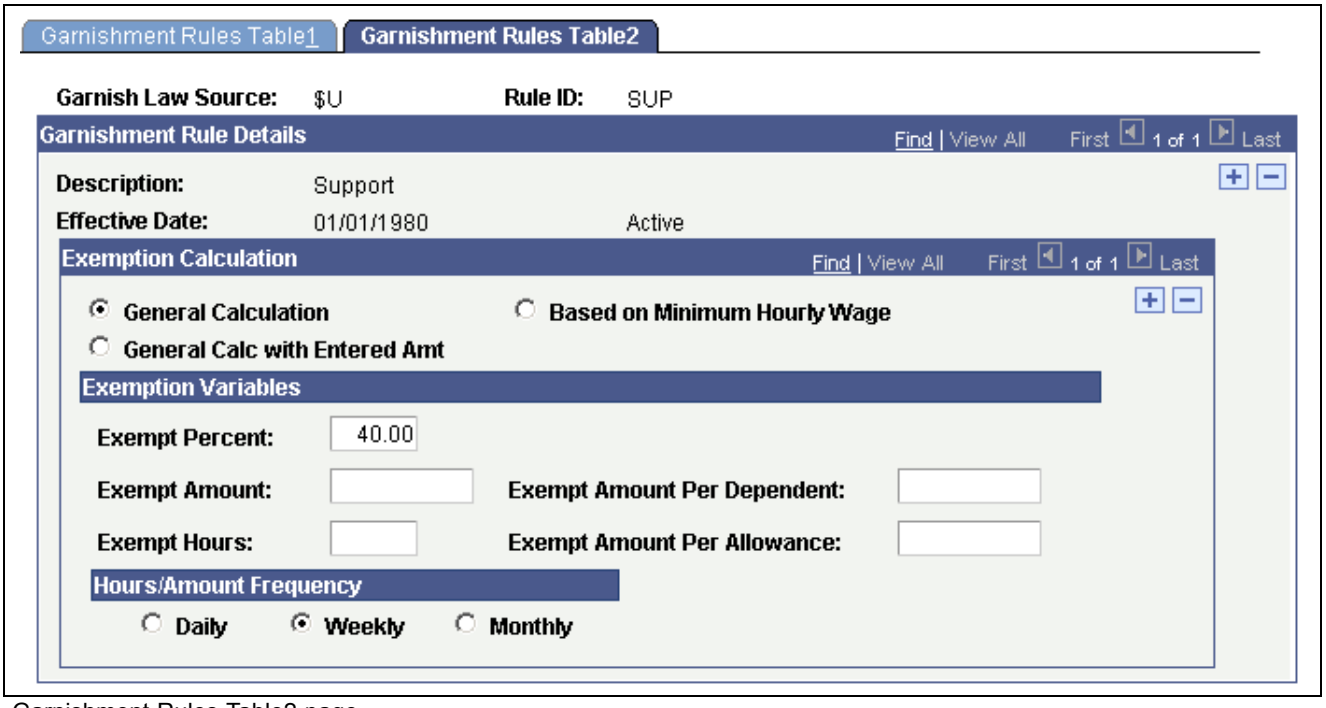
Garnish Law Source and **Rule ID** — Displays the jurisdictional entity (garnish law source) and unique rule ID that identify each garnishment rule. This information links the Garnishment Rules Table1 page to the garnishment specification data for an individual employee.

Pages Used to Define U.S. Garnishment Rules

Page Name	Object Name	Navigation	Usage
Garnishment Rules Table1	GARNISH_RULE_TBL1	Set Up HRMS, Product Related, Payroll for North America, Garnishments, Rules Table, Garnishment Rules Table1	View the basic definition for a garnishment rule.
Garnishment Rules Table2	GARNISH_RULE_TBL2	Set Up HRMS, Product Related, Payroll for North America, Garnishments, Rules Table, Garnishment Rules Table2	Maintain exemption calculation methods and data.
Garnishment Rules Report	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Garnishment Table Reports, Garnishment Rules, Garnishment Rules Report	Generate the PAY715 report, which prints the Garnishment Rule table by listing the rules for each state.

Maintaining Exemption Calculation Methods and Data

Access the Garnishment Rules Table2 page.



Garnishment Rules Table2 page

Exemption Calculation

If multiple calculation methods exist, the system uses each one and selects the method most favorable to the individual employee—that is, the method with the largest exemption amount, which results in deducting the least possible amount from the employee's paycheck per pay period.

General Calculation	If you select this option, the system calculates the exemption as follows, based on the exemption variables: exempt percent + exempt amount + (exempt amount per dependent × number of dependents) + (exempt amount per allowance × number of allowances) The number of dependents comes from the Dep/Exempt Count (dependent or exemption count) field on the Garnishment Spec Data 6 page. The number of allowances comes from the Allowance Count field on the same page.
General Calc with Entered Amt (general calculation with entered amount)	If you select this option, the calculation is the same as the general calculation except that the system uses the exempt amount from the Garnishment Spec Data 6 page instead of the exempt amount from the Garnishment Rules Table2 page.
Based on Minimum Hourly Wage	If you select this option, enter the minimum hourly wage in the Exempt Amount field. The system calculates as follows: (exempt amount × exempt hours) + (exempt amount per dependent × number of dependents)

Note. You can review the PeopleSoft-maintained information on the Garnishment Rules Table1 and Garnishment Rules Table2 pages in the Define Payroll Process component. However, if you have recommended changes, please contact the PeopleSoft Global Support Center, or follow the guidelines for updating PeopleSoft-maintained tables in the *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Payroll Tax Tables"

(CAN) Defining Canadian Garnishment Rules

This section provides an overview of Canadian garnishment formulas, lists common elements, and discusses how to:

- Specify adjustments to disposable earnings.
- Select exemption amounts.
- Define calculation formulas.

Note. Payroll for North America provides garnishment rules for the majority of federal and provincial garnishment requirements.

Understanding Canadian Garnishment Formulas

You define calculation formulas on the Garnishment Rules Table - Calculation Formula page. To better understand how garnishment rules work, consider this example, using the BC garnish law source and GEN/DEP rule ID.

Use the following steps:

1. Calculate the disposable earnings (DE for rule):

   earnings subject to garnishment − statutory deductions = disposable earnings

2. Calculate the total disposable earnings (DE for rule):

   result of step one − selected deductions = total disposable earnings

3. Calculate the amount of exemptions:

   result of step two × exempt percent = exemption

   Because the condition is Min/Max Check, the system compares the calculation results to the minimum and maximum exemptions amounts on the Exemption Variables page. If the amount is less then the minimum, the system uses the minimum. If the amount is greater than the maximum, the system uses the maximum.

4. Calculate the amount available for garnishment:

   result of step two − result of step three = amount available for garnishment.

   - The step two result is the total disposable earnings.
   - The step three result is the total amount exempt from the garnishment.

Common Elements Used in This Section

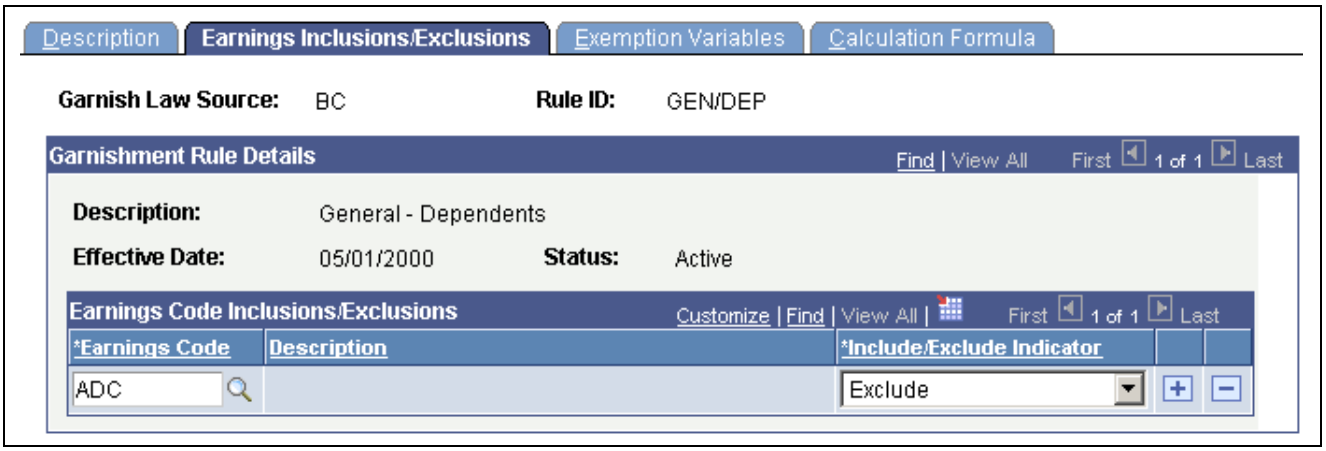
Garnish Law Source and **Rule ID** — Displays the province code/abbreviation or jurisdictional entity (garnish law source) and the unique rule ID that identify a garnishment rule. You can use any rule if it applies to a garnishment situation, regardless of the original province designation. The *ZZ* value identifies federally related orders. This information links the Garnishment Rules Table1 page to the garnishment specification data for an individual employee.

Pages Used to Define Canadian Garnishment Rules

Page Name	Object Name	Navigation	Usage
Rules Table CAN - Description	GARN_RULE_TBL1_CN	Set Up HRMS, Product Related, Payroll for North America, Garnishments, Rules Table CAN, Description	Define basic information for a garnishment rule.
Earnings Inclusions/Exclusions	GARN_RULE_TBL2_CN	Set Up HRMS, Product Related, Payroll for North America, Garnishments, Rules Table CAN, Earnings Inclusions/Exclusions	Specify adjustments to disposable earnings, override selections in the Earnings table, and specify whether to include or exclude earnings codes in the garnishment process.
Exemption Variables	GARN_RULE_TBL4_CN	Set Up HRMS, Product Related, Payroll for North America, Garnishments, Rules Table CAN, Exemption Variables	Specify exemption variables and amounts for specific frequencies (that is, daily, weekly, or monthly).
Calculation Formula	GARN_RULE_TBL3_CN	Set Up HRMS, Product Related, Payroll for North America, Garnishments, Rules Table CAN, Calculation Formula	Define the formulas that calculate a garnishment. Create formulas that consist of multiple steps for calculating disposable earnings for rules, exemptions, the amount available for garnishment, and (in some provinces) the garnishment amount.
Garnishment Rules Report (Canada)	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Garnishment Table Reports, Garnishment Rules CAN, Garnishment Rules Report	Generate the PAY715CN report, which prints the Garnishment Rule table by listing the rules for each province and territory.

Specifying Adjustments to Disposable Earnings

Access the Earnings Inclusions/Exclusions page.



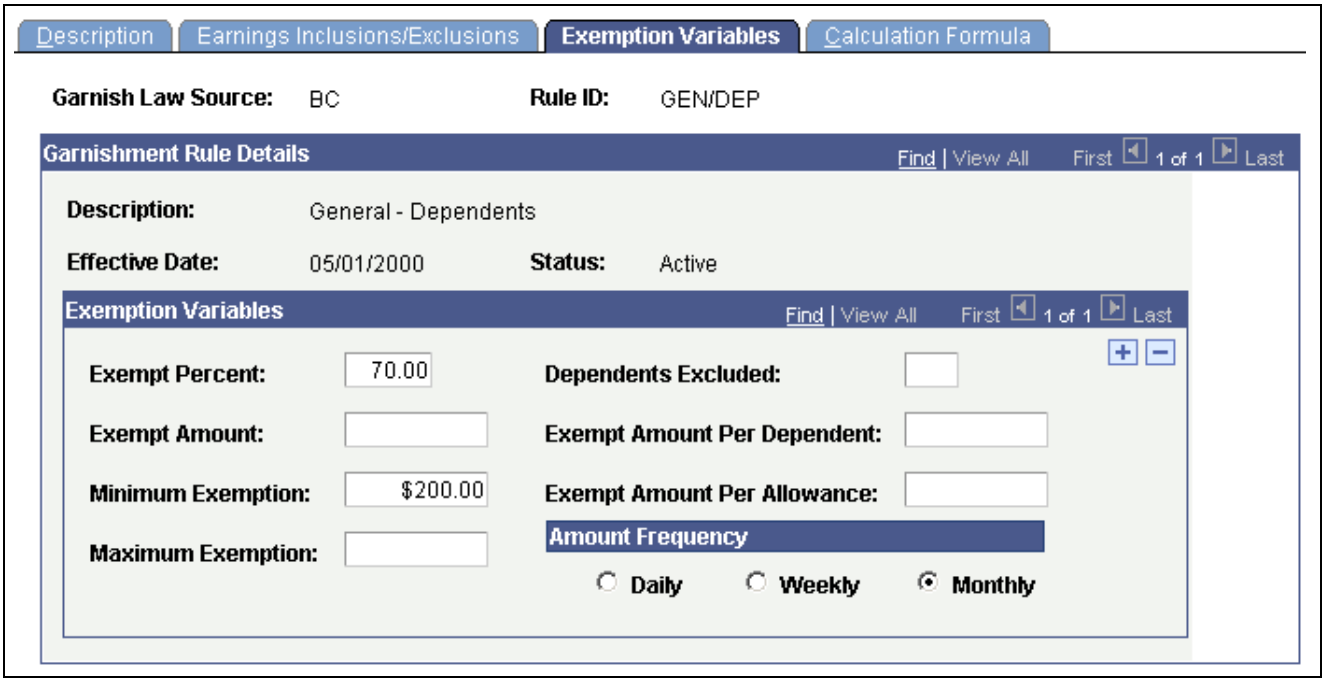
Earnings Inclusions/Exclusions page

Earnings Code Inclusions/Exclusions

Earnings Code This field enables you to override selections in the Earnings table. If no earnings codes apply, leave this field blank.

Selecting Exemption Amounts

Access the Exemption Variables page.



Exemption Variables page

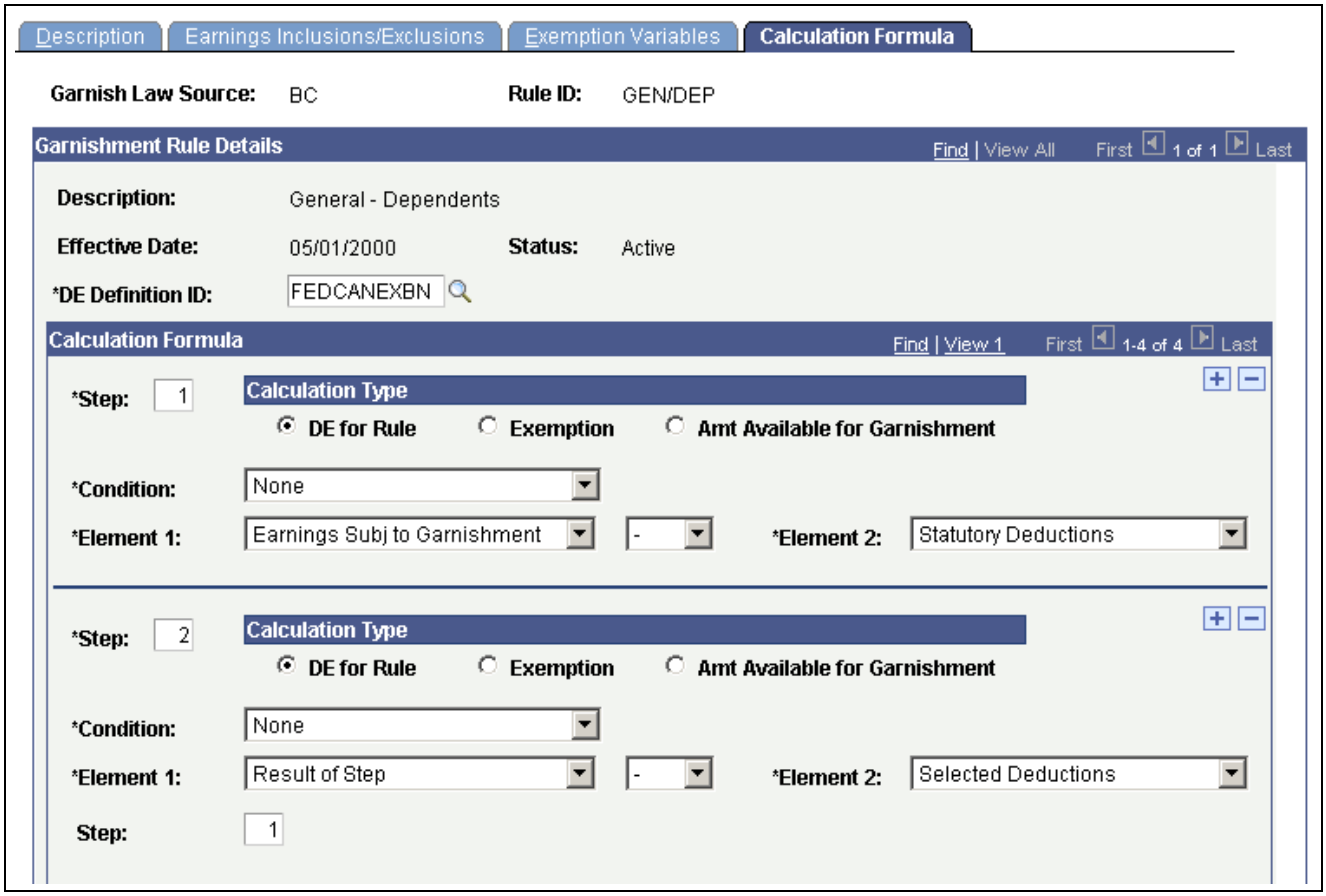
Exemption Variables

Dependents Excluded Specify the number of dependents to exclude before applying the exempt amount per dependent. For example, for an exemption of 30 CAD per dependent when an employee has more than two dependents, enter *2* in this field, and enter *30* in the Exempt Amount Per Dependent field.

Note. If your selections here do not match the previously defined pay frequency, the system automatically performs a conversion for you.

Defining Calculation Formulas

Access the Calculation Formula page.



Calculation Formula page

Calculation Formula

Use this group box to create step-by-step formulas for calculating garnishments or the amount available for garnishment.

Step Displays the actual step or sequence number in the calculation formula.

DE for Rule (disposable earnings for rule), **Exemption,** or **Amt Available for Garnishment** (amount available for garnishment) Select the option that identifies what the formula is calculating.

Condition Specify how to handle the end result of each step, when necessary.

Note. It is important that you select the correct DE definition ID. For Canadian garnishment processing, there are only two supported IDs (FEDERALCAN and FEDCANEXBN).

See Also

Chapter 11, “Administering Garnishments,” Entering the Garnishment Proration Amount and Pay Mode, page 269

CHAPTER 7

(CAN) Setting Up Additional Canadian Payroll Functionality

This chapter discusses how to:

- Set up Canada Savings Bonds.
- Set up Canada Payroll Savings (CPS) plans.
- Set up Canadian low-interest loans.
- Set up group-term life insurance in Canada.

Setting Up Canada Savings Bonds

This section provides an overview of Canada Savings Bonds setup and discusses how to define deductions for Canada Savings Bonds.

Note. There is a difference between the Canada Savings Bond (CSB) functionality versus the Canada Payroll Savings (CPS) functionality. The documentation for the Canada Savings Bond functionality describes the setups for the original Canada Savings Bond program while the documentation for the Canada Payroll Savings plan describes the setups for the new Canada Savings Bond program.

See Also

Chapter 7, "(CAN) Setting Up Additional Canadian Payroll Functionality," Setting Up Canada Savings Bonds, page 137

Understanding Canada Savings Bonds Setup

Canadian customers can establish savings bonds purchase programs through employee payroll deductions.

For each Canada Savings Bond purchase year, use the following pages to establish the new bond series and define the deduction information:

1. CSB Deductions (Canada Savings Bonds deductions) page.
2. CSB Denominations (Canada Savings Bonds denominations) page.

Purchase Years

A new series of Canada Savings Bonds (one series number per year) goes on sale every October. For example, series 57 is for the year 2002; series 58 is for the year 2003, and so on. A bond purchase year is normally defined as starting on November 1 and ending on October 31. November 1 is usually the last day of purchase for a series. Within a bond purchase year you can set up various plans with different start dates; the year must always end on October 31. For example:

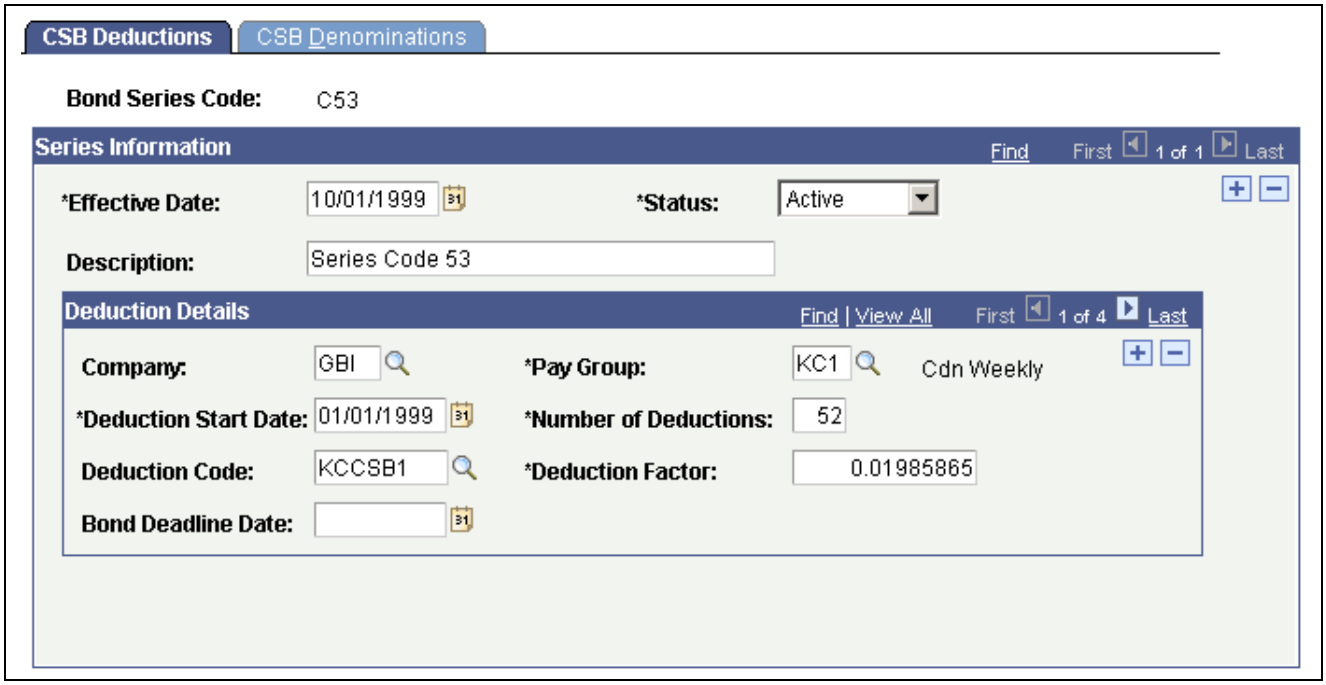
- Plan A starts on November 1 and ends on October 31.
- Plan B starts on January 1 and ends on October 31.

Pages Used to Set Up Canada Savings Bonds

Page Name	Object Name	Navigation	Usage
CSB Deductions (Canada Savings Bonds deductions)	CSB_SERIES_TBL1	Set Up HRMS, Product Related, Payroll for North America, Deductions, Canada Savings Bond Table, CSB Deductions	Define bond deduction criteria for Canada Savings Bonds.
CSB Denominations (Canada Savings Bonds denominations)	CSB_SERIES_TBL2	Set Up HRMS, Product Related, Payroll for North America, Deductions, Canada Savings Bond Table, CSB Denominations	Enter Canada Savings Bond purchase denominations.

Defining Deductions for Canada Savings Bonds

Access the CSB Deductions page.



CSB Deductions page

Deduction Details

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

Deduction Start Date This can differ from the effective date.

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

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

Setting Up Canada Payroll Savings Programs

This section discusses how to:

- Define a Canada Payroll Savings (CPS) organization.
- Specify CPS campaign information.
- Set up CPS deduction codes.

See Also

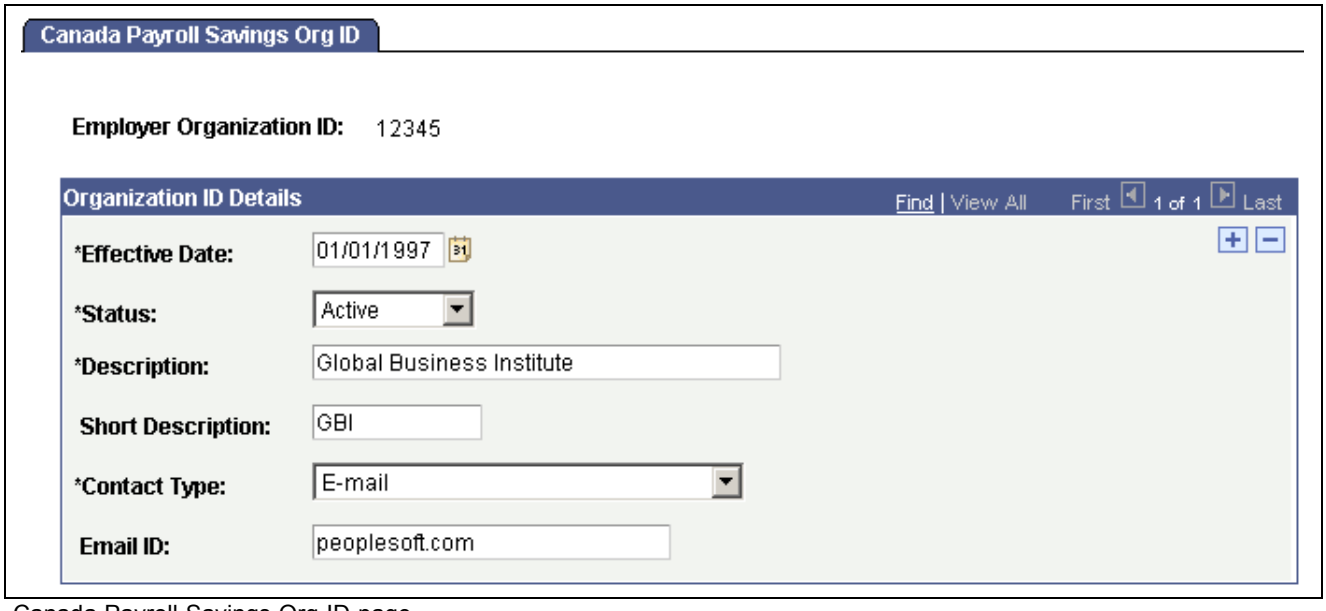
Chapter 12, "(CAN) Administering Additional Canadian Payroll Functionality," Administering Canada Payroll Savings Programs, page 278

Pages Used to Set Up Canada Payroll Savings Programs

Page Name	Object Name	Navigation	Usage
Canada Payroll Savings Org ID (Canada Payroll Savings organization ID)	CPS_ORG_ID_PNL	Set Up HRMS, Product Related, Payroll for North America, Deductions, Canada Payroll Savings Org ID, Canada Payroll Savings Org ID	Specify details about a participating organization.
Canada Payroll Savings Table	CPS_CAMPAIGN_DATA	Set Up HRMS, Product Related, Payroll for North America, Deductions, Canada Payroll Savings Table, Canada Payroll Savings Table	Enter information specific to each campaign. Specify the parameters required to create the electronic data report file for transmission to the Bank of Canada.
Deduction Table - Setup	DEDUCTION_TABLE1	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Setup	Set up CPS deduction codes.
General Deduction Table	GENL_DEDUCTION_TBL	Set Up HRMS, Product Related, Payroll for North America, Deductions, General Deduction Table, General Deduction Table	Setup the corresponding General Deduction table entry for each CPS deduction code.

Defining a Canada Payroll Savings Organization

Access the Canada Payroll Savings Org ID page.



Canada Payroll Savings Org ID page

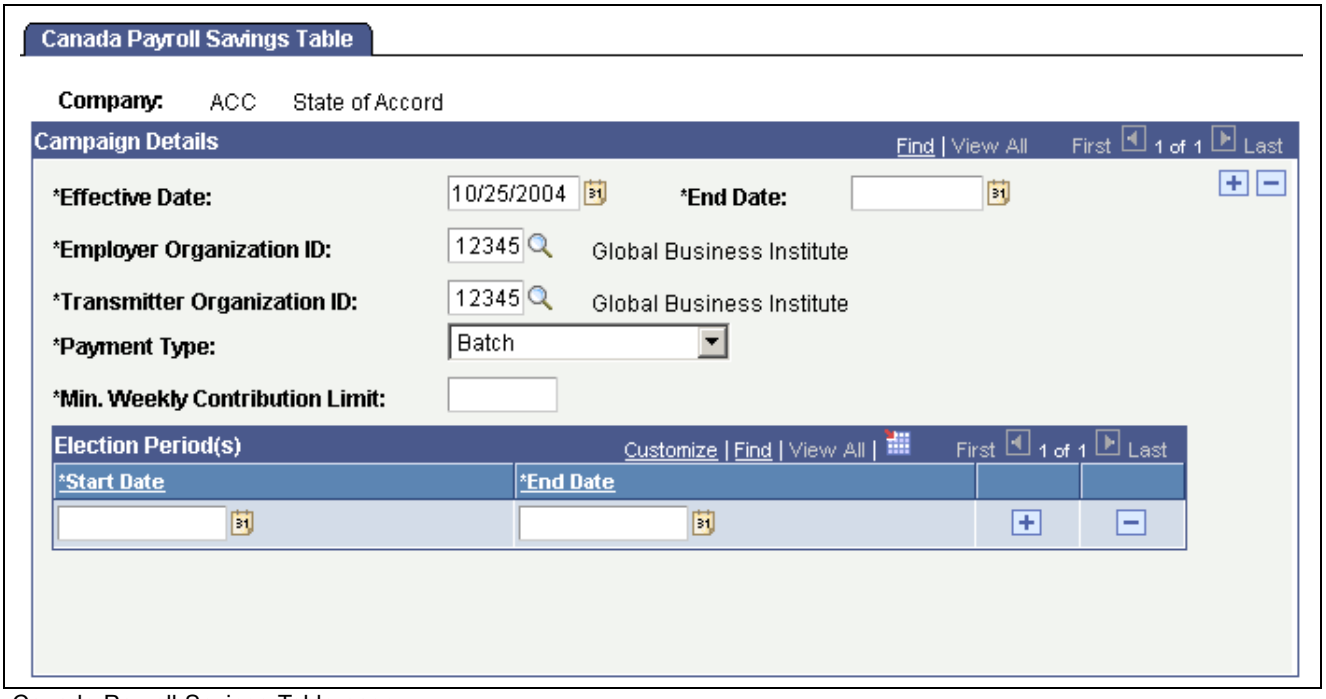
The information on this page is required to uniquely identify each employer, ensure the secure processing of the employees' contributions, and provide contact information for communications from the Bank of Canada (for example, to confirm file receipt and report the successful completion of batch processing).

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

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

Specifying Canada Payroll Savings Campaign Information

Access the Canada Payroll Savings Table page.



Canada Payroll Savings Table page

Campaign Details

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

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

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

Transmitter Organization ID The ID selected here will identify the company that processes the transmission file and transmits the file to the bank, for one or more companies. If you select *Transmission* in the Payment Type field, the company specified here will be

responsible for forwarding the contributions to the bank for every employee in all companies included in the transmission file.

Payment Type Select:

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

Transmission: To send one cheque for the whole transmission.

Note. Multiple company processing − As one transmission file will be created for each pay run ID, multiple companies sharing the same pay run ID will be reported in one transmission file. The same transmitter organization ID and payment type must be specified for every company participating in a single transmission.

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

Election Period(s)

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

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

See Also

Chapter 10, "Maintaining Payroll Data," Specifying the Calculation Method for General Deductions, page 232

Setting Up Canada Payroll Savings Deduction Codes

Access the Deduction Table - Setup page and the General Deduction Table page.

Deduction Table - Setup Page

If you offer both non-Registered Retirement Savings Plan (RRSP) and RRSP account types, define a separate deduction code to process contributions for each account type.

Plan Type Define CPS deduction codes as general deductions (plan type *00*).

Special Processing Select *Bond* in the Special Processing field to identify CPS deduction codes for reporting contribution information.

See Chapter 4, "Defining Deductions," Setting Up Deductions, page 57.

General Deduction Table Page

Setup the corresponding General Deduction table entry for each deduction code.

See Chapter 4, "Defining Deductions," Defining General Deductions, page 78.

Setting Up Canadian Low-Interest Loans

This section discusses how to:

- Specify the government's prescribed interest rate.
- Activate calculation routines for low-interest loans.
- Establish loan deductions.

See Also

Chapter 12, "(CAN) Administering Additional Canadian Payroll Functionality," Administering Canadian Low-Interest Loans, page 280

Pages Used to Up Canadian Low-Interest Loans

Page Name	Object Name	Navigation	Usage
Canadian Company Tax Table	CAN_USR_TAX_TABLE1	Set Up HRMS, Product Related, Payroll for North America, Canadian Taxes, Company Tax Table	Identify the prescribed interest percent, province, provincial premium tax percent, and health insurance rate override for each company that you set up. You must maintain the government's prescribed interest rate on this page.
General Deduction Table	GENL_DEDUCTION_TBL	Set Up HRMS, Product Related, Payroll for North America, Deductions, General Deduction Table, General Deduction Table	Activate the unique calculation routines used for low-interest loans.
Deduction Table - Tax Class	DEDUCTION_TABLE2	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Tax Class	Specify deduction classifications and sales taxes applicable to deduction codes that are used for Canadian low-interest loans.
Deduction Table - Tax Effect	DEDUCTION_TABLE3	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Tax Effect	Specify tax considerations for the low-interest loan deduction that you are defining.

Specifying the Government's Prescribed Interest Rate

Access the Canadian Company Tax Table page.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (CAN) Defining Canadian Tax Information.

Activating Calculation Routines for Low-Interest Loans

Access the General Deduction Table page.

To activate the unique calculation routines used for low-interest loans, select the Loan Processing (Canada) check box.

See Chapter 4, "Defining Deductions," Defining General Deductions, page 78.

Establishing Loan Deductions

Access the Deduction Table - Tax Class page and the Deduction Table - Tax Effect page.

Deduction Table - Tax Class Page

Access the Deduction Table - Tax Class page.

In the Deduction Classification group box, select the Taxable Benefit option.

Deduction Table - Tax Effect Page

Access the Deduction Table - Tax Effects page.

In the Canadian Only group box, select the appropriate Canadian tax effects. Select *Adds To* in the following fields: Effect on QIT Gross (effect on Quebec income taxes gross), Effect on CPP Gross (effect on Canada Pension Plan gross), Effect on QPP Gross (effect on Quebec Pension Plan gross), Eff on True T4 Gross (effect on true T4 gross), Eff on True RL Gross (effect on true RL gross), and Eff on Payroll Tax Gross (effect on payroll tax gross).

See Also

Chapter 4, "Defining Deductions," page 55

Setting Up Group-Term Life Insurance in Canada

This section provides overviews of Canadian group-term life insurance and imputed income calculation for Canadian group-term life insurance and discusses how to select deduction and tax classifications for group-term life insurance.

Understanding Canadian Group-Term Life Insurance

Group-term life insurance that employers provide to employees and their dependents is a special type of benefit subject to taxation and reporting requirements. In Canada, the value of all employer-paid premiums for group-term life insurance on employees and their dependents constitutes a taxable benefit.

Understanding Imputed Income Calculation for Canadian Group-Term Life Insurance

To calculate the taxable benefit for all group-term life plans, the system performs the following processes when you run the Pay Calculation COBOL SQL process (PSPPYRUN):

1. Determines an employee's total life insurance coverage (all plans that have a taxable benefit component defined), including both employer- and employee-paid coverage.

For example, an employee might belong to several group-term life plans, such as basic life, supplemental life, and extra life coverage. In this case, the system combines the calculated coverage of all the plans to determine the employee's total life insurance coverage. (Any plans that are completely employee-paid should not have a taxable benefit defined).

2. Determines the percentage of the total for each plan.
3. Calculates the taxable benefit based on the actual cost to the employer.

   For example, if the employer pays 1 CAD for every 1,000 CAD of coverage, and the employee has 50,000 CAD of coverage, the system multiplies 1 CAD by 50 to arrive at 50 CAD, which it uses in the following step.

4. Subtracts employee-paid, after-tax contributions to the coverage.

   The law stipulates that if an employee contributes to the total cost of coverage, then you must subtract the amount of the employee contribution from the total cost of coverage. The resulting amount is considered the taxable benefit—the amount that is included in the employee's taxable gross. The system uses only after-tax deduction classifications; it ignores before-tax deductions. The system does not take into account one-time paysheet adjustments, but rather recalculates these at the end of the year.

The system adds the resulting amount added to the employee's taxable gross in the Paycheque record. View this amount using the Paycheque Deductions page. It appears as the taxable benefit under the appropriate group-term plan type and deduction code.

Example

Suppose a Canadian employee has three plans:

Plan Type	Benefit Plan	Coverage Amount	Premium
20	Life	100,000 CAD	Employer-paid premium: 50 CAD Employee-paid premium: 50 CAD 1 CAD per 1,000 CAD
21	Supp Life (supplemental life)	150,000 CAD	Employer-paid premium: 50 CAD Employee-paid premium: 100 CAD 1 CAD per 1,000 CAD
25	Dep Life	50,000 CAD	Employee-paid premium: 50 CAD (All employee-paid—no taxable benefit)

The system calculates imputed income as follows:

1. Determine total life insurance coverage for plans subject to taxable benefits:
   - Life: 100,000 CAD.
   - Supplemental Life: 150,000 CAD.

2. Determine the percentage of total for each plan:
   - Life: 40 percent.
   - Supplemental Life: 60 percent.
3. Calculate the taxable benefit based on the actual cost to the employer:
   - Life: 60 CAD x frequency factor / number of days in contract.
   - Supplemental Life: 300,000 CAD / 1,000 CAD x 1.17 CAD = 351.00 CAD.
4. Subtract employee-paid, after-tax contributions to the coverage:
   - 20 Life: 100 CAD − 50 CAD = 50 CAD.
   - 21 Supplemental Life: 150 CAD − 100 CAD = 50 CAD.

The employee's Paycheque Deduction record displays:

Plan Type	Benefit Plan	Deduction Classification	Premium
20	Life	After-Tax	50 CAD
20	Life	Taxable Benefit	50 CAD
21	Sup (supplemental)	After-Tax	100 CAD
21	Sup	Taxable Benefit	50 CAD
25	Dep	After-Tax	50 CAD

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits

Page Used to Set Up Group-Term Life Insurance in Canada

Page Name	Object Name	Navigation	Usage
Deduction Table - Tax Class	DEDUCTION_TABLE2	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Tax Class	Specify deduction classifications and sales taxes applicable to deduction codes that are used for group-term life insurance.

Selecting Deduction and Tax Classifications for Group-Term Life Insurance

Access the Deduction Table - Tax Class page.

When you enter the page, select a life insurance plan type.

Deduction Classification

After-Tax and Taxable Benefit are the deduction classification options. All group-term life plans must have a taxable benefit deduction classification when employer paid for the system to calculate imputed income amounts and consider them income eligible for federal and provincial tax purposes:

- For employee contributions to the group-term life insurance, define an after-tax deduction classification.
- For employer contributions to the group-term life insurance, define a taxable benefit deduction classification.

Canadian Sales Tax

In Ontario and Quebec, premium contributions are subject to provincial sales tax on insurance (PSTI). For these provinces, define a sales tax type of PSTI, which is associated with both after-tax and taxable benefit deduction classifications.

The employee's province of residence on the Contact Information page in the Personal Data component (PERSONAL_DATA) determines the provincial rate that the system uses when calculating the employee portion of a deduction that is subject to PSTI. The system uses the province in which the employee works to determine and calculate the provincial rate for the employer portion. All other sales tax types use the employee's work location to determine the provincial rate.

See Also

Chapter 4, "Defining Deductions," (CAN) Understanding Canadian Deductions, page 59

Chapter 4, "Defining Deductions," Specifying Deduction and Tax Classifications, page 68

CHAPTER 8

(USA) Setting Up Additional U.S. Payroll Functionality

This chapter discusses how to:

- Set up the payroll system for tip allocation.
- Set up group-term life insurance in the U.S.
- Set up for FLSA calculation.
- Set up for alternative overtime calculation.

Setting Up the Payroll System for Tip Allocation

This section provides an overview of earnings for tipped employees and discusses how to:

- Set up tips processing in the Company table.
- Set up the Pay Group table for tip allocation.
- View the federal and state Tax table.
- Set up the Tip Establishment table for tip allocation.
- Set up earnings codes for tip allocation.
- Set up earnings code tax information for tip allocation.
- Set up earnings code tax calculation information.
- Set up the Job Data record for tipped employees.
- Set up Form W-2 for tipped employees.

Note. For each tip category, you can set up the general information as described in this section. However, this is only a recommendation. Depending on the company, you might need to change some selections.

See Also

Chapter 13, "(USA) Administering Additional U.S. Payroll Functionality," Allocating Tips, page 283

Understanding Earnings for Tipped Employees

This section discusses:

- Important terms and definitions.
- Tip credit and minimum wage adjustment calculations.

- Tax information.

Important Terms and Definitions

Before you set up earnings codes, you must understand how reported tips, tip credit, and minimum wage adjustments are related. The following definitions are provided to aid in the discussion:

Allocated Tips	The total amount of tips that the federal or state regulation believes that an establishment should make in a period.
Tip Credit	The special reduction in paid wages for a tipped employee allowed by the Department of Labor. It is the difference between statutory minimum wage and the minimum wage employers are allowed to pay to tipped employees.
Statutory Minimum Wage	The higher of the federal or state minimum wage for states that accept tip credit as a component of the statutory minimum wage.
Minimum Wage Adjustment	The amount that the employer must contribute to make sure the employee makes at least the statutory minimum wage if the employee does not make enough in tips to cover the tip credit.

Note. It is the employer's responsibility to know whether the state offers tip credit as an option; some states do not accept tip credit as a component of the statutory minimum wage.

Tip Credit and Minimum Wage Adjustment Calculations

The employer can select the minimum hourly rate to enter in an employee's Job Data record, provided that the rate does not fall below the regulation requirement. The system then determines what portion of the tips that are reported for an employee constitutes the tip credit for the pay period. The tip credit, in addition to the pay received from the employer, should bring the employee up to the statutory minimum wage pay.

The system calculates the tip credit as follows: tip credit = (statutory minimum wage pay) − (regular rate of pay from employer × hours worked).

If the employee does not make enough in tips to cover the remainder of the statutory minimum wage, a minimum wage adjustment is necessary. The system calculates the minimum wage adjustment as follows: minimum wage adjustment = (statutory minimum wage pay) − (employer paid wages + tips)

You must set up earnings codes for tips reported, allocated tips, tip credit, and minimum wage adjustment.

Tax Information

According to federal law, tips of more than 20 USD per month are subject to withholding for:

- Federal income tax.
- Old Age, Survivors and Disability Insurance (OASDI).
- Medicare.
- Federal Unemployment Tax Act.

Employers do not have to wait until the employee receives 20 USD in tips before withholding taxes. The system is flexible enough to withhold taxes before or after the employee receives the 20 USD.

Employers must pay their portions of OASDI and Medicare taxes even if the employee does not have enough earnings to cover the employee's share. If the employee cannot pay the OASDI and the Medicare taxes that are owed, the W-2 process calculates the uncollected amount and reports it in box 13 on the employee's Form W-2. The system reports the uncollected amount for each tax separately.

If the employee does not have sufficient net pay to withhold the total tax amounts, the system:

1. Withholds taxes on earnings.
2. If there is enough pay available, it withholds taxes on the tips.

Some states consider tips as earnings for state income tax and state unemployment insurance taxes. Some follow the federal 20 USD per month rule. Other state taxes, such as state disability insurance, Health Care Subsidy Fund (HCSF), Workforce Development Partnership Fund WFDP, and workers' compensation might not include tips in the gross that is used to calculate the tax. The taxation of tips for all states is in the federal and state Tax tables that are maintained by PeopleSoft.

For localities, tips are usually considered wages if the state considers tips as wages for income tax purposes.

Note. Most of the pages that are used to set up the payroll system for tipped employees are documented elsewhere in this PeopleBook. This chapter discusses only those pages and fields that pertain to tipped employees and require additional explanation.

Pages Used to Set Up the Payroll System for Tip Allocation

Page Name	Object Name	Navigation	Usage
Tips Processing	COMP_TBL6USA_SEC	Set Up HRMS, Foundation Tables, Organization, Company, Default Settings Click the Tips Processing link on the USA section of the Default Settings page.	Set up tips processing in the Company table. This is required for the system to account for tipped employees throughout the payroll process.
Pay Group Table - Bank/Tip Info	PAYGROUP_TABLE8	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table Click the Pages 7–9 link.	Specify the bank from which employees are to be paid. Establish tips processing for tipped employees within the pay group.
Tax Table - General	STATE_TAX_TABLE1	Set Up HRMS, Product Related, Payroll for North America, Federal/State Taxes, Tax Table, General	View standard deductions, allowance amounts, and supplemental rates.
Tax Table - Special Tax Amts (Tax table - special tax amounts)	STATE_TAX_TABLE2	Set Up HRMS, Product Related, Payroll for North America, Federal/State Taxes, Tax Table, Special Tax Amts	View information needed for tax calculations. The page for the Federal Tax table differs from the one for specific states.
Tax Table - Rates	STATE_TAX_TABLE3	Set Up HRMS, Product Related, Payroll for North America, Federal/State Taxes, Tax Table, Rates	View wage bracket information.
Tax Table - Additional Rates	STATE_TAX_TABLE4	Set Up HRMS, Product Related, Payroll for North America, Federal/State Taxes, Tax Table, Additional Rates	View wage limits for unemployment and disability taxes.

Page Name	Object Name	Navigation	Usage
Tip Establishment	TIPS_ESTAB_TBL	Set Up HRMS, Product Related, Payroll for North America, Tip Allocation, Tip Establishment, Tip Establishment	Set up tip establishment parameters for allocating employee tips. Before using this page, you must define the tip establishment field on the Tips Processing page in the Company table.
Tip Establishment Report	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Tip Allocation, Tip Establishment Report, Tip Establishment Report	Generate PAY750 that lists information from the Tip Establishment table, which contains the tip establishments and data related to allocating tips to tipped employees.
Earnings Table - General	EARNINGS_TABLE1	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Table, General	Define parameters and rules for calculating earnings for tip processing.
Earnings Table - Taxes	EARNINGS_TABLE2	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Table, Taxes	Set up earnings code tax information for tip processing.
Earnings Table - Calculation	EARNINGS_TABLE3	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Table, Calculation	Set up earnings code tax calculation information for tip processing.
Payroll	JOB_DATA2	• Workforce Administration, Job Information, Job Data, Payroll • Workforce Administration, Increase Workforce, Hire Employee Click the Job Data link at the bottom of any page in the Hire Employee (JOB_DATA_HIRE) component. Select the Payroll page.	Indicate whether this employee will receive tips, directly, indirectly or not tipped. This field is displayed once the company table Tip Processing box is checked. .

Setting Up Tips Processing in the Company Table

Access the Tips Processing page.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up Organization Foundation Tables,” (USA) Setting Up Tip Allocation.

Setting Up the Pay Group Table for Tip Allocation

Access the Pay Group - Bank/Tip Info page.

See Chapter 2, "Setting Up Pay Groups," Establishing Tips Processing, page 27.

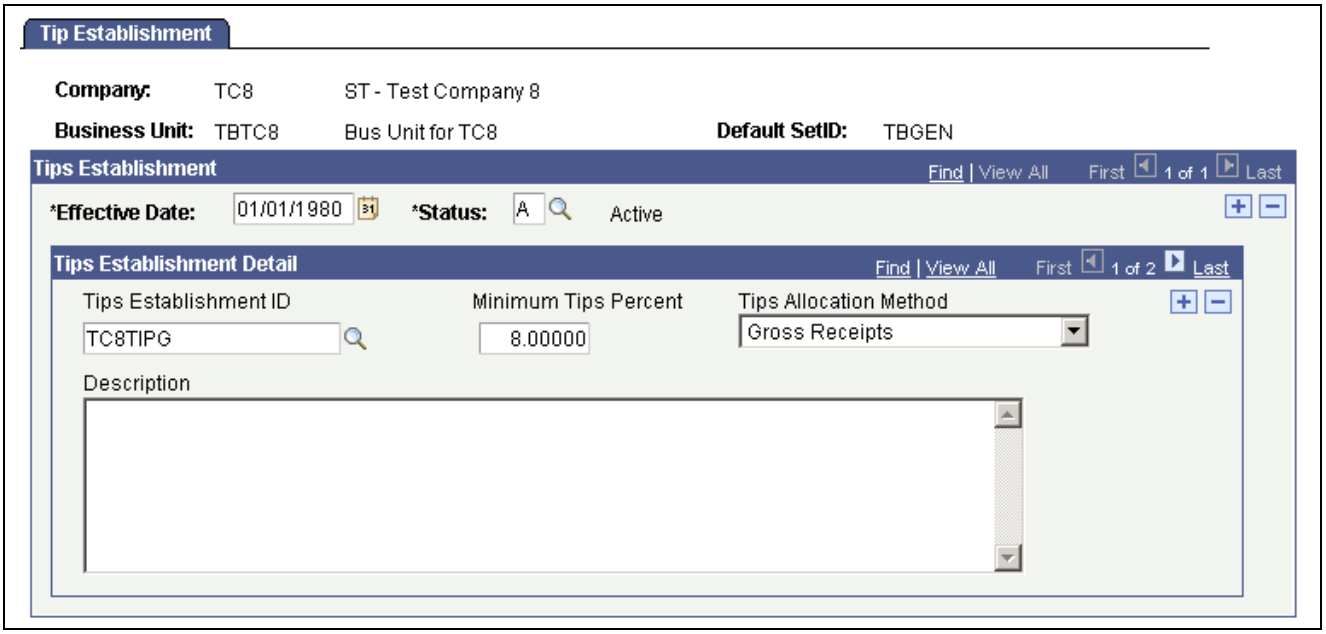
Viewing the Federal and State Tax Table

These tables are maintained by PeopleSoft.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (USA) Viewing Federal and State Tax Information.

Setting Up the Tip Establishment Table for Tip Allocation

Access the Tip Establishment page.



Tip Establishment page

Depending on what you selected as a tip establishment field on the Tips Processing page in the Company table you will see a different list of valid values for the Tips Establishment ID field. For example, if you selected *Job Location* as the tip establishment field on the Tips Processing page, you will see a list of valid locations to choose from. If you selected *Job Dept ID* (job department ID) as the tip establishment field, you will see a list of valid departments.

Minimum Tips Percent Enter a minimum tips percent to allocate tips when employees report total tips that are less than a set minimum percent of total sales. The default comes from the Company table, but you can override it.

Tips Allocation Method Valid values are: *Gross Receipts, Hours Worked,* and *Good Faith (Custom)*. The default is *Gross Receipts*. The default comes from the Company table, but you can override it.

See Also

Chapter 13, "(USA) Administering Additional U.S. Payroll Functionality," Understanding the Tip Allocation Process, page 283

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up Tips Processing in the Company Table, page 152

Setting Up Earnings Codes for Tip Allocation

Access the Earnings Table - General page.

The following table suggests values and options that you might select for each tip category:

Description Field	Payment Type Group Box	Effect on FLSA (effect on Fair Labor Standards Act) Group Box	Eligible for Retro Pay (eligible for retroactive pay) Group Box
Allocated Tips	Amounts Only	None	Not applicable.
Tip Credit	Amounts Only	None	Not applicable.
Minimum Wage Adjustment	Amounts Only	Amounts Only	Selection depends on company policy.
Reported Tips	Amounts Only	None	Not applicable.

See Also

Chapter 3, "Defining Earnings Codes and Earnings Programs," Defining Parameters and Rules for Calculating Earnings, page 36

Setting Up Earnings Code Tax Information for Tip Allocation

Access the Earnings Table - Taxes page.

The following table suggests values and options that you might select for each tip category:

Earnings Code Field	Tax Method Group Box	Earnings Group Box	U.S. Only Group Box
Allocated Tips	Specified on Paysheet	Maintain Earnings Balances	Not subject to withholding; therefore, leave everything blank. Companies do not have to withhold taxes on allocated tips; however, the employee eventually pays taxes on them.
Tip Credit	Specified on Paysheet	Maintain Earnings Balances	Not taxed; therefore, leave everything blank.
Minimum Wage Adjustment	Specified on Paysheet	• Add to Gross Pay • Maintain Earnings Balances • Subject to Garnishments	Subject to all taxes.
Reported Tips	Supplemental	Maintain Earnings Balances	• Subject to all taxes. • Taxable Gross Component ID: *TIP*. Selecting *TIP* ensures that you tax tips according to each state's tax regulations.

See Also

Chapter 3, "Defining Earnings Codes and Earnings Programs," Entering Special Options and Tax Methods for Earnings Codes, page 39

Setting Up Earnings Code Tax Calculation Information

Access the Earnings Table - Calculation page.

The following table suggests values and options that you might select for each tip category:

Earnings Code Field	Tips Category Field
Allocated Tips	*Tip Allocation*
Tip Credit	*Tip Credit*

Earnings Code Field	Tips Category Field
Minimum Wage Adjustment	*Not Tips*
Reported Tips	*Reported Tips*

See Also

Chapter 3, "Defining Earnings Codes and Earnings Programs," Specifying Calculation Rules, page 47

Setting Up the Job Data Record for Tipped Employees

Access the Job Data - Payroll page.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Increasing the Workforce," Entering Payroll Processing Data.

Setting Up Form W-2 for Tipped Employees

Federal and state regulations require that you report tip information on the employee's Form W-2. PeopleSoft sets up all tax reporting information, except for the earnings code for allocated tips. For allocated tips, select the earnings code in the Earnings Code field.

For detailed information about this process, see the relevant year-end processing instructions posted on Customer Connection.

See Chapter 32, "Accessing Year-End Processing Instructions," page 709.

Setting Up Group-Term Life Insurance in the U.S.

This section provides an overview of group-term life insurance and imputed income calculation for U.S. group-term life insurance and discusses how to:

- Define deduction classifications for group-term life insurance.
- Define tax options for group-term life insurance.

See Also

Chapter 13, "(USA) Administering Additional U.S. Payroll Functionality," Adjusting Imputed Income for U.S. Group-Term Life Insurance, page 300

Understanding Group-Term Life Insurance

Group-term life insurance that employers provide to employees and their dependents is a special type of benefit subject to taxation and reporting requirements. After you set up tables and enroll employees in the plans, the system automatically calculates employees' imputed income and associated taxes.

Note. (USF) Imputed income is not an issue for federal employers, because Federal Employee Group Life Insurance (FEGLI) is paid by employee deductions and is not employer-provided.

Group-Term Life Insurance for an Employee

The value of the first 50,000 USD of group-term life insurance that a employer provides to a U.S. employee is not considered taxable income. The value of coverage in excess of 50,000 USD (computed according to Internal Revenue Service [IRS] regulations) minus premiums that the employee pays with after-tax dollars, is considered taxable income and is subject to social security and Medicare taxes. Although you must report the amount as taxable income on the employee's Form W-2, the value of excess group-term life insurance coverage is not subject to federal income tax withholding.

Group-Term Life Insurance for Dependents

An employer can also provide group-term life insurance coverage for an employee's spouse and children. Dependent group-term life insurance coverage up to a value of 2,000 USD does not represent taxable income. However, if the value of the dependent group-term life insurance exceeds 2,000 USD, the value of the entire coverage amount (computed according to IRS regulations) becomes taxable income and is subject to social security and Medicare taxes. Unlike the taxable income that is attributed to the employee's excess life insurance, it is also subject to federal income tax withholding.

Understanding Imputed Income Calculation for U.S. Group-Term Life Insurance

To calculate imputed income for all group-term life plans (except dependent life) in accordance with IRS regulations, the system performs the following processes when you run the Pay Calculation COBOL SQL process (PSPPYRUN):

1. Determines the total life insurance coverage for an employee (except dependent coverage), including both employer- and employee-paid coverage.

   For example, an employee might belong to several group-term life plans, such as basic life, supplemental life, and extra life coverage. In this case, the system combines the calculated coverage of all the plans to determine the employee's total life insurance coverage.

2. Subtracts 50,000 USD from the total coverage—the amount of coverage that the IRS does not consider taxable.

   If the resulting amount is less than or equal to zero, then the employee is not liable for any imputed income. If the amount is greater than zero, then the cost of coverage for that amount is considered taxable, and the system uses that cost to calculate imputed income.

3. Uses the IRS Uniform Premium table to establish the amount to include in the employee's taxable gross.

   The rates in this table are generally less than the actual cost of the insurance. PeopleSoft stores the information from the Uniform Premium table under the IRS Age-Graded Rate Table. This table is maintained by PeopleSoft, and should not be changed unless you have a compelling reason to do so.

   Note. There is no need to enter the IRS rate table in the Benefit Deduction Program table, because the system uses it automatically.

4. Subtracts employee-paid, after-tax contributions to the coverage.

The IRS stipulates that if an employee contributes to the total cost of coverage, then you must subtract the amount of the employee contribution from the total cost of coverage. The resulting amount is considered the taxable benefit—the amount that is included in the employee's taxable gross. The system uses only after-tax deduction classifications; it ignores before-tax deductions. The system does not take into account one-time paysheet adjustments, but rather recalculates these at the end of the year.

The system adds the resulting amount to the employee's taxable gross in the Paycheck record. View this amount using the Paycheck Deductions page. It appears as the taxable benefit under the appropriate group-term plan type and deduction code.

Dependent Life Plans

In dependent life plans, if the total dependent coverage is 2,000 USD or less, the coverage amount is not considered taxable. If the total dependent coverage is greater than 2,000 USD, the entire coverage amount is considered taxable—not just the amount in excess of 2,000 USD. Consequently, for dependent life plans:

- In step 1, the system adds up the total dependent coverage.
- In step 2, the system determines whether the total is greater than 2,000 USD; if it is, the system proceeds with the remaining steps.

The Paycheck Deductions page displays the results of dependent life calculations as a taxable benefit separate from the regular (individual) group-term life taxable benefits.

Example

An employee might be liable for imputed income, even if there is no employer contribution on all of the life insurance plans.

For example, Robert, age 60, has basic life (employer- and employee-paid) and supplemental life (employee-paid):

Plan Type	Description	Coverage	Premium
20	Life	150,000 USD	Employer-paid premium: 49 USD Employee-paid premium: 10 USD
21	Suplmntl Life (supplemental life)	200,000 USD	Employer-paid premium: 0 USD Employee-paid premium: 100 USD

If the employee has more than one type of life coverage, the system calculates imputed income in an iterative manner:

1. The system calculates the basic life plan:
    a. Determine the total coverage for basic life:

       150,000 USD

    b. Calculate the amount that is subject to imputed income by subtracting 50,000 USD from the total coverage:

       150,000 USD – 50,000 USD = 100,000 USD subject to imputed income.

    c. Apply the IRS Uniform Premium table.

Robert is 60 years old. In this age bracket, the Uniform Premium table calls for a calculation of 1.17 USD per month per 1,000 USD of coverage:

100,000 USD / 1,000 USD x 1.17 USD = 117.00 USD

d. Subtract employee-paid, after-tax contributions to the coverage:

117 USD – 10 USD = 107 USD taxable benefit.

2. The system calculates the supplemental life plan:

a. Determine the total coverage:

150,000 USD basic life + 200,000 USD supplemental life = 350,000 USD total coverage.

b. Subtract 50,000 USD from the total coverage to determine the imputed income:

350,000 USD – 50,000 USD = 300,000 USD subject to imputed income.

c. Apply the IRS Uniform Premium table.

Robert's age of 60 calls for a calculation of 1.17 USD per 1,000 USD of coverage.

100,000 USD / 1,000 USD x 1.17 USD = 117.00 USD.

d. Subtract employee-paid, after-tax contributions to the coverage:

351 USD – 110 USD = 241 USD total taxable benefit.

3. The system subtracts the initial 107 USD taxable benefit for basic life from the 241 USD total taxable benefit to determine the supplemental life taxable benefit:

241 USD – 107 USD = 134.00 USD.

Robert's Paycheck Deduction record displays:

Plan Type	Description	Tax Class	Amount
20	Life	After-Tax	10 USD
20	Life	Nontaxable Benefit	49 USD
20	Life	Taxable Benefit	107 USD
21	Supp (supplemental)	After-Tax	100 USD
21	Supp	Taxable Benefit	134 USD

Pages Used to Set Up Group-Term Life Insurance in the U.S.

Page Name	Object Name	Navigation	Usage
Deduction Table - Tax Class	DEDUCTION_TABLE2	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Tax Class	Specify a deduction classification for deduction codes that are used for group-term life insurance.
Deduction Table - Tax Effect	DEDUCTION_TABLE3	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Tax Effect	Specify tax considerations for the group-term life insurance deduction that you are defining.

Defining Deduction Classifications for Group-Term Life Insurance

Access the Deduction Table - Tax Class page.

Plan Type When you enter the page, enter a plan type from 20–29 (Life).

Deduction Classification Select After-Tax or Before-Tax if the employee pays all or part of the cost of the life insurance.

Select Nontaxable Benefit if the employer pays all or part of the cost of the insurance.

Select Taxable Benefit if the employer pays all or part of the cost. This classification is used to record the imputed income when the total amount of life insurance for an employee is over 50,000 USD.

Example

If, for example, the employer pays for half the plan and the employee pays for the other half, use three classifications:

- Nontaxable Benefit
- After-Tax (or Before-Tax)
- Taxable Benefit

Note. (USF) For FEGLI, there are no additional classifications. It is an after-tax employee deduction.

See Also

Chapter 4, “Defining Deductions,” Specifying Deduction and Tax Classifications, page 68

Defining Tax Options for Group-Term Life Insurance

Access the Deduction Table - Tax Effect page to set up the deduction so that the system calculates the taxable amount for federal, state, and local taxable income.

In most cases, indicate that imputed income (the taxable benefit):

- Adds to the effect on the Federal Insurance Contributions Act gross.
- Has no effect on the federal unemployment tax gross.

The cost of group-term life insurance in excess of 50,000 USD is not subject to federal withholding tax (FWT). Therefore, to have the system withhold FWT, select the Withhold FWT (withhold federal withholding tax) check box.

If you must calculate state or local taxes based on a taxable gross that differs from the federal taxable gross, select *GTL* (group-term life) as the taxable gross component ID. This links the deduction to the Taxable Gross Definition table. The Taxable Gross Definition table defines the taxability for earnings or deduction types (such as imputed income) that you must treat differently at the state or local level than at the federal level. The Taxable Gross Definition table is where you make changes to taxable gross definitions.

PeopleSoft maintains the entries in the Taxable Gross Definition table for group-term life taxable grosses (for U.S. only). The only time you might change an entry is when state or local taxing authorities alert you about changes in their regulations. PeopleSoft also incorporates the changes in the next tax update. If you discover an error or missing information, please notify the Global Support Center, so PeopleSoft can incorporate the change or addition in the next tax update.

You don't ordinarily change the Taxable Gross Definition table, but you can change definitions of taxable gross for state and local income taxes, state disability insurance, and state unemployment taxes.

In the Taxable Gross Definition table, specify whether the withholding for each state follows the federal rules.

Depending on whether you set up an employee group-term life plan or a dependent life plan, select the appropriate value in the GTL/DPL (group-term life/dependent life) field on the Deduction Table - Tax Effect page. The system calculates imputed income for dependent life separately from regular (individual) group-term life. Your selection determines which calculation the system uses.

See Also

Chapter 4, "Defining Deductions," Specifying U.S. and Canadian Tax Effect Considerations, page 71

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Payroll Tax Tables," (USA) Updating the Taxable Gross Definition Table

Setting Up for FLSA Calculation

This section provides an overview of Fair Labor Standards Act (FLSA) rates and discusses how to:

- Set up foundation tables for FLSA calculations.
- Set up the Earnings table for FLSA calculations.
- Set up job data for FLSA calculations.

Note. The FLSA and Alternative Overtime Calculations appendix provides examples of calculations. Use the examples as a guide while setting up FLSA calculations.

Understanding FLSA Rates

FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.

Government regulations require employers to pay overtime at a rate that is at least equal to the rate calculated according to FLSA regulations. Additionally, you must prorate nondiscretionary bonuses over all applicable FLSA periods and use them to calculate the FLSA regular rate. When an employee has multiple nonexempt jobs in the same organization, the system applies the overtime rule to the total hours for all jobs.

A premium rate is the extra amount of the contractual rate paid for overtime and is stated by percentage. The contractual rate is the hourly rate of pay that an employer promises an employee in exchange for performing a job. The premium amount paid for overtime can be paid either at contractual rate or FLSA rate.

For example, if you compute overtime at 1.5 times the contractual rate, then the overtime premium rate is 50 percent. A contractual rate of 10 USD per hour yields overtime earnings of 15 USD per hour, with 5 USD as the overtime premium paid at contractual rate. Per FLSA regulation, when bonus is factored into the overtime calculation, this premium overtime pay can be higher at FLSA rate.

The Company table enables you to specify what rate to use for overtime premium as follows:

- Always at the FLSA premium.
- At the greater of the FLSA or contractual premium rates.

The employee always receives at least the FLSA premium.

You can calculate overtime pay:

- According to FLSA rules.
- According to a calculation of:

  overtime hours × percentage of the contractual rate that you have agreed to pay for overtime work

How you calculate overtime, prorate bonuses, and handle other earnings (such as shift differentials and tips) depends on whether the employees are subject to FLSA standards or exempt from them.

FLSA calculation is affected by the pay frequency. Supported pay frequencies are weekly, biweekly, monthly and semimonthly. Frequency factors that are defined on the Frequency table may be required in converting the amounts from pay period to FLSA period frequency.

Note. Some FLSA calculations use constant values for standard hours or work day hours from Job for an entire period. Changing standard hours or work day hours in the middle of an FLSA period causes inaccurate calculations. Make changes at the end or beginning of the FLSA period.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Increasing the Workforce," Entering Payroll Processing Data

Setting Up Foundation Tables for FLSA Calculations

To set up foundation tables for FLSA calculations:

1. Select the FLSA Required (Fair Labor Standards Act required) check box located in the USA section on the Company - Default Settings page.

   Select the FLSA Required check box if any pay groups in the company require FLSA compliance. If you don't select this check box, FLSA functionality is not available in Payroll for North America. After you select the FLSA Required check box, the FLSA Rule (Fair Labor Standards Act rule) group box becomes available for entry.
2. Select an option in the FLSA Rule group box in the USA section on the Company - Default Settings page.

Designate whether the system should always use the FLSA premium rate (even when the FLSA rate is less than the contractual rate) or the higher of the FLSA and contractual rates (this is the default).

3. Set up the FLSA calendar on the FLSA Calendar Table (Fair Labor Standards Act Calendar table) page.

   Define the FLSA period days and start dates on the FLSA Calendar Table page. This step is not required when you use the Basic Rate Formula for fixed, salaried hours in a fixed FLSA period.

4. Review the FLSA Period Definition table and add additional period definitions if necessary. PeopleSoft delivers the standard period definitions as defined by the U.S. Department of Labor. You cannot modify the delivered period definitions. Define additional period definitions only if the delivered definitions are not adequate for your needs.

   See Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Reviewing and Maintaining FLSA Periods, page 164.

5. Select the FLSA Required check box on the Pay Group Table - Calc Parameters page.

   If FLSA functionality applies to this pay group, select this check box to enable the display of the FLSA Period Definition (Fair Labor Standards Act period definition) button. You must consider whether FLSA applies when creating pay groups.

   Note. When setting up pay groups, do not use the same pay group ID in two separate companies if the companies use different overtime earnings codes.

6. Specify the FLSA period definition and other parameters for the pay group's FLSA calculation on the FLSA Period Definition page.

   To access the FLSA Period Definition page, click the FLSA Period Definition button on the Pay Group Table - Calc Parameters page.

Note. Unless you enable FLSA functionality at every level in the previous steps, you don't see FLSA functionality at the next lower level. In other words, you must select the Payroll for North America check box in the Installation table before you can access U.S.-specific functionality in the Company table. If you do not select the FLSA Required check box in the Company table, you don't see FLSA functionality on the Pay Group Table - Calc Parameters page. After you select the FLSA Required check box in the Pay Group table, the FLSA Period Definition button becomes available. The country for the pay group must also be USA for FLSA processing. To be included in the FLSA calculation, an employee must have nonexempt status in Job and belong to an FLSA-required pay group.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Entering Company Information

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Calendars and FLSA Calendars

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Calendars and FLSA Calendars

Setting Up the Earnings Table for FLSA Calculations

Use the Earnings Table - General page and the Earnings Table - Calculation page to specify the earnings codes in the company that are affected by FLSA regulations, and to assign the earnings codes to FLSA categories. Only these two pages in the Earnings Table component (EARNINGS_TABLE) affect FLSA payment.

The following steps are required, but not necessarily in this order.

- Complete the Earnings Table - General page.
- Complete the Earnings Table - Calculation page.

See Chapter 3, "Defining Earnings Codes and Earnings Programs," (USA) Setting Up the Earnings Table for FLSA Calculations, page 39.

See Also

Chapter 1, "Getting Started with Payroll for North America," page 1

Setting Up Job Data for FLSA Calculations

This step is employee-specific. Complete the USA section of the Job Information page when you hire an employee.

FLSA Status (Fair Labor Standards Act status)	Only nonexempt employees are entitled to FLSA calculation.
Work Day Hours	Displays the number of hours an employee is scheduled to work on a normal day, which the system uses to calculate the FLSA Basic Rate Formula.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Updating Person and Job Information"

Reviewing and Maintaining FLSA Periods

This section provides an overview of defining FLSA periods and discusses how to view and maintain the FLSA period definition.

Understanding FLSA Period Definition

PeopleSoft delivers and maintains three FLSA period definitions:

- Fixed FLSA Period
- Law Enforcement
- Fire Protection

The delivered period definitions are based on data published by the U.S. Department of Labor, Wage and Hour Division. Your organization's requirements might vary slightly from the delivered values if, for example, a union contract overrides the threshold hours established by the U.S. Department of Labor.

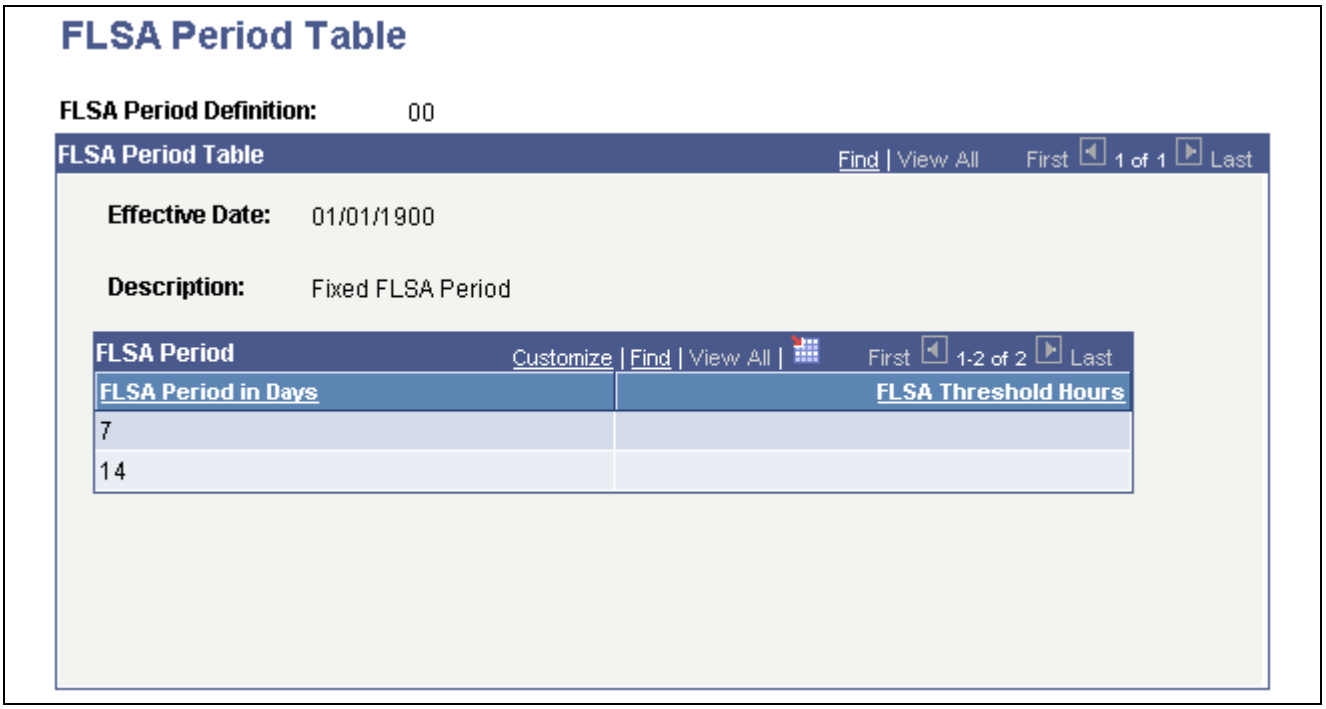
If the delivered FLSA period definitions are not adequate for your organization, define new FLSA periods on the FLSA Period Table page.

Page Used to View and Maintain FLSA Periods

Page Name	Object Name	Navigation	Usage
FLSA Period Table	FLSA_PERIOD_TBL	Setup HRMS, Product Related, Payroll for North America, Payroll Processing Controls, FLSA Period Table	View all delivered FLSA periods and create or maintain user-defined FLSA periods.

Viewing and Maintaining FLSA Period Definitions

Access the FLSA Period Table page.



FLSA Period Table page

FLSA Period

These values cannot be changed for delivered FLSA periods. The fields can be edited for user-defined periods.

FLSA Period in Days Enter the length of the FLSA pay period, or the days from the FLSA begin date to the FLSA end date.

FLSA Threshold Hours Enter the number of hours worked in the corresponding period length before the FLSA rate applies to fire protection and law enforcement employees.

Setting Up for Alternative Overtime Calculation

This section provides an overview of alternative overtime calculation and discusses how to:

- View and maintain alternative overtime state definitions.

- Identify employees subject to alternative overtime calculations.

Important Terms and Definitions

The following definitions are provided to aid in the discussion of alternative overtime:

Alternative rate The calculated rate used as the basis for determining the overtime payment.

Contractual rate Equivalent to Hourly Rate or Compensation Rate.

Premium FLSA premium is fixed at 0.5.

Understanding Alternative Overtime Calculation

Some States require different overtime calculations than those managed by the Federal Fair Labor Standards Act (FLSA) regulations. For example, the FLSA overtime premium calculation is fixed at 0.5, whereas California requires that daily overtime in excess of 12 hours must be paid at double time.

Alternative overtime enables payroll managers to correctly calculate the rate of pay for employees affected by this legislation, without limiting the population to a specific state or locality. Additional flexibility allows any group of employees to be subject to the alternative method of overtime calculation.

This feature is useful for any organization that pays employees in California or other applicable states or requires the alternate calculation because of union or company agreements.

New alternative overtime functionality in Payroll for North America is designed to be flexible enough to handle most alternative overtime calculations. It includes the following:

- An Alternative Overtime State table to identify the states in which alternative overtime calculations should apply.

  PeopleSoft delivers this table with the states that have alternative overtime requirements. You can add additional states as necessary according to your alternative overtime business rules.
- Identification of employees who are subject to Alternative Overtime calculations by using a new value, *ALT OT*, for the FLSA Status field on the employee's Job data record.
- For those employees identified, the system calculates overtime on the alternative basis rather than the usual FLSA method.

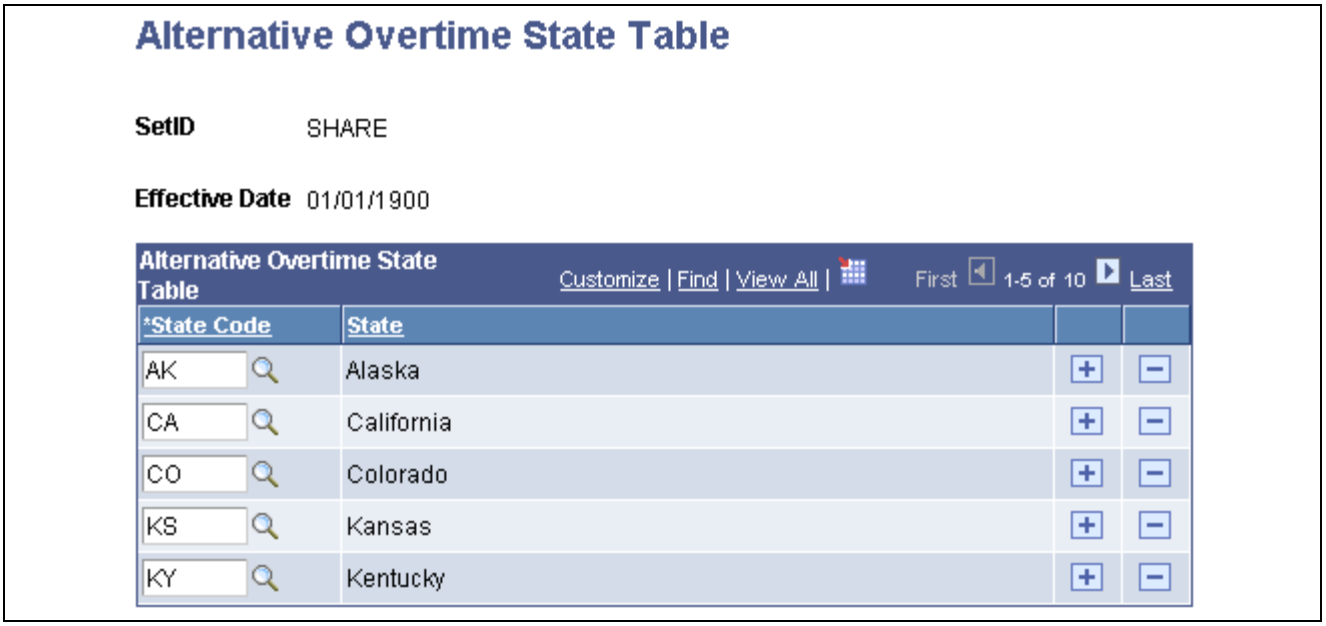
  To calculate alternative overtime, the system uses the multiplication factor specified for the overtime earnings code on the Earnings table instead of the fixed 0.5 used in federal FLSA calculation.
- When the overtime has been calculated by the alternative method, the rate is displayed with the label Alternative Rate rather than FLSA Rate.

Page Used to View and Maintain Alternative Overtime State Codes

Page Name	Object Name	Navigation	Usage
Alternative Overtime State Table	ALT_OT_STATES	Setup HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Alternative Overtime States	View all delivered alternative overtime state values and create or maintain user-defined alternative overtime state codes.

Viewing and Maintaining Alternative Overtime State Definitions

Access the Alternative Overtime State Table page.



Alternative Overtime State Table page

The Alternative Overtime State table is delivered with the states that have alternative overtime requirements. Additional states can be added as necessary according to your company's alternative overtime business rules.

State Code Enter the 2-character state code to identify in which state alternative overtime calculations should apply.

Identifying Employees Subject to Alternative Overtime Calculations

Identify the employees who are subject to alternative overtime calculations by changing the FLSA Status on the employees' Job Data — Job Information page to *ALT OT*.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Increasing the Workforce"

CHAPTER 9

(USF) Setting Up Additional U.S. Federal Payroll Functionality

This chapter discusses how to:

- Establish pay plans.
- Define earnings accrual classes.
- Set up military deposits.
- Set up Individual Retirement Record (IRR) remarks.

Establishing Pay Plans

This section provides overviews of pay plans and pay plan configuration for pay caps and limits and discusses how to:

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

Understanding Pay Plans

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

Understanding Pay Plan Configuration for Pay Caps and Limits

The following table is an example of how to configure the Pay Plan Process Control page to process the Office of Personnel Management (OPM) GS maximum pay plan limits:

Limit Type	Seq	Earnings Process Type	LEO	Locality (LOC)	Pay Plan	Grade	Step	Mult Fact
General Schedule	1	Basic Pay			EX	0000	V	100
General Schedule plus LOC	2	Basic Pay		X	EX	0000	IV	100
General Schedule plus LEO	3	Basic Pay	X	X	EX	0000	IV	100
Overtime plus LOC	4	Overtime		X	GS	10	1	100
Overtime plus LEO	5	Overtime	X	X	GS	10	1	100
Biweekly	6	Pay Limit		X	GS	15	10	100
Biweekly	7	Pay Limit	X	X	GS	15	1	100
Overtime plus LEO (150% of GS Rate Step 1)	8	Pay Limit	X	X	GS	15	1	150
Overtime plus LEO (Level 5 of Executive Schedule)	9	Pay Limit	X	X	EX	0000	V	100
Annual	10	TotAnnual		X	EX	0000	I	100

See Also

Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Administering Pay Caps and Limits, page 309

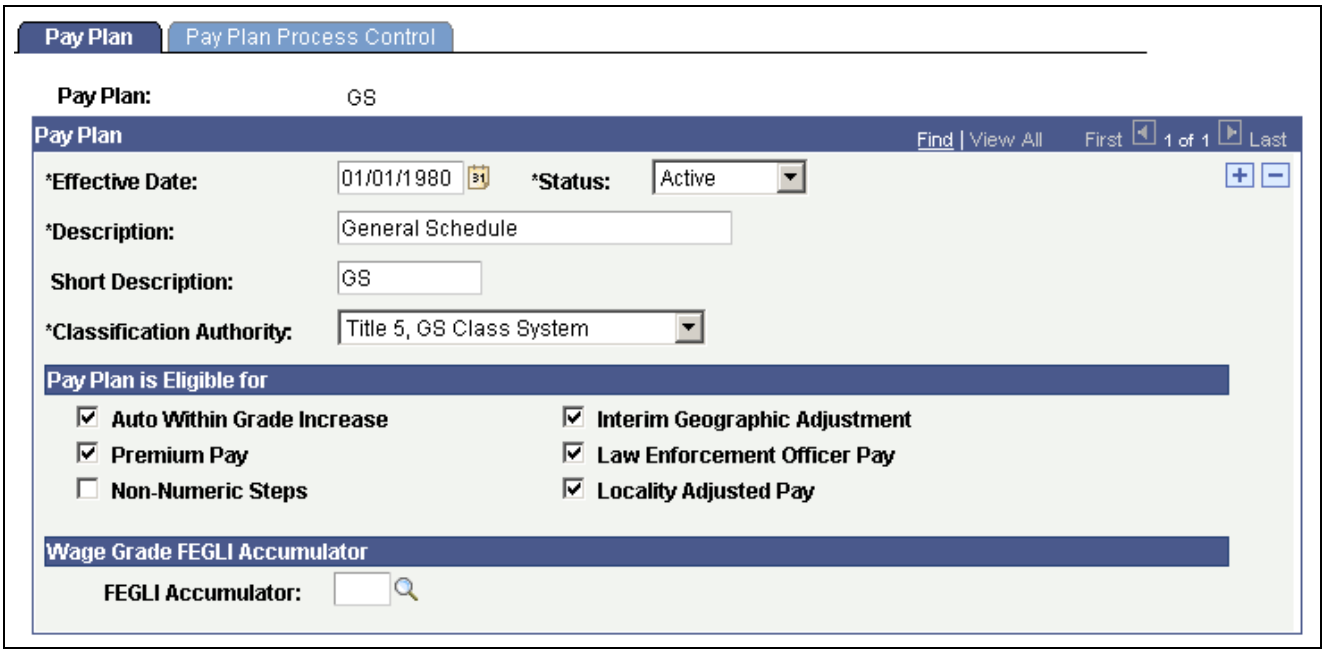
Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Establishing Pay Caps/Limits and Exempt Overtime Rates, page 172

Pages Used to Establish Pay Plans

Page Name	Object Name	Navigation	Usage
Pay Plan	GVT_PAYPLAN_TBL	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Pay Plan Table USF, Pay Plan	Enter a pay plan ID to become a setID selection for the Salary Plan table. Specify classification authority and eligibility.
Pay Plan Process Control	GVT_PAYPLAN_TBL2	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Pay Plan Table USF, Pay Plan Process Control	Establish pay caps and limits, exempt overtime rates, and conversion factors for pay plans.

Defining Pay Plans

Access the Pay Plan page.



Pay Plan page

Pay Plan

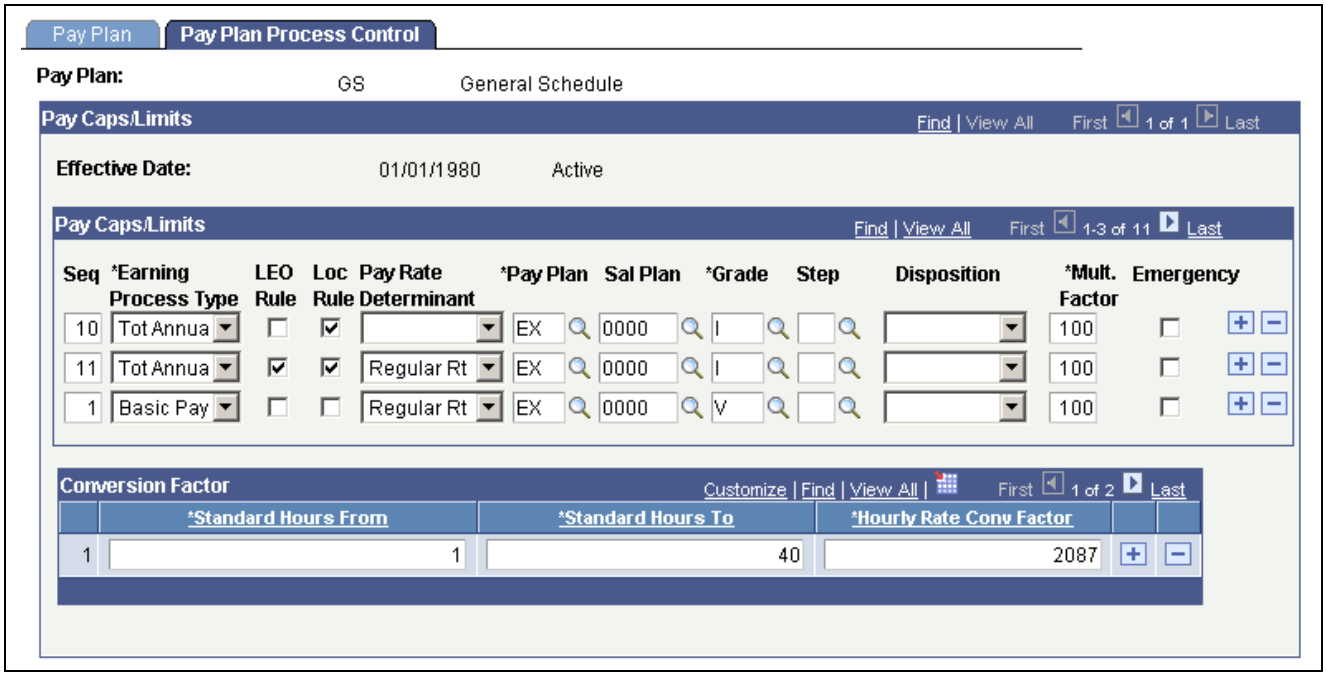
Classification Authority Select the pay plan's classification authority from the Translate table: *Equivalent to GS Class System; Equivalent to Title 5 FWS; Title 38, United States Code; Title 5, GS Class System; Title 5, Other;* and *Title 5, Prevailing Rate Sys.*

Wage Grade FEGLI Accumulator

FEGLI Accumulator (Federal Employee Group Life Insurance accumulator) Select the special accumulator that is used to accumulate FEGLI.

Establishing Pay Caps/Limits and Exempt Overtime Rates

Access the Pay Plan Process Control page.



Pay Plan Process Control page

Pay Caps/Limits

Each row represents an individual pay rule.

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

Earning Process Type — Each Earning Process Type row represents an individual pay rule. If there are two limits, create tow rows with the same Earnings Process Type and LEO / LOC Rule. Select the type of pay caps or limits that apply to this pay plan.

Basic Pay (pay cap - basic pay): Base pay is subject to a pay cap.

Overtime: Base pay plus overtime is subject to a pay period limit. Overtime hourly rate is subject to an hourly rate limit.

Pay Limit (pay limit - premium pay): Earnings are subject to a pay period limit.

TotAnnual (pay limit - total annual): Total annual earnings are subject to an annual pay limit.

LEO Rule (law enforcement officer rule) — Select if the cap or limit applies to employees who receive Law Enforcement Officer (LEO) pay.

LOC Rule (locality rule) — Select if the pay cap or limit applies to employees who receive Locality pay.

Pay Rate Determinant — Select the pay rate determinant to which the pay cap or limit applies. Values are defined in Title 5 of the U. S. Code and Code of Federal Regulations.

Pay Plan, Sal Plan (salary plan), **Grade,** and **Step** — The pay plan, salary plan, grade, and step that determines the maximum limit of the cap or limit.

	The Step field value cannot exceed two characters, except for the EX pay plan.
Disposition	Select the action to use when the employee's compensation exceeds a limit: *Defer* to the first pay period of the next calendar year or *Forfeit*.
Mult. Factor (multiplication factor)	This factor is used for all caps or limits except overtime, for which the overtime earnings code multiplication factor is used.
Emergency	Select if an emergency has been declared for the pay period. For the pay period, the annual limit will apply instead of the pay limit-premium pay.

Conversion Factor

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

See Also

Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Understanding Pay Plan Configuration for Pay Caps and Limits, page 169

Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Understanding Pay Caps and Limits, page 309

Defining Earnings Accrual Classes

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

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

See Also

Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Managing Leave Accrual, page 313

Understanding Earnings Accrual Classes

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

Before you begin defining accrual classes:

- Decide how to convert the processing rules, earnings limits, and other criteria governing leave at your agency into earnings accrual classes.

  You might want many accrual classes or just a few, depending on how you define the parameters for different leave types, such as annual leave, sick leave, and compensatory time.

  For example, you can create a rule limiting certain employees to no more than 240 hours of annual leave, and a rule that allows another group of employees to earn up to 360 hours of leave. Each of these rules requires a different accrual class.
- Establish a naming convention for accrual classes so that you can designate and quickly identify different classes for sick leave, compensatory time, military leave, and so on.
- Become familiar with the relationship between earnings codes and accrual classes.

To define accrual classes:

1. Set up and define the earnings codes to associate with each earnings accrual class.
2. Define the parameters of each earnings accrual class in one of the following ways:
   - A set of rules determining the rate at which employees accrue leave based on years of service.
   - A set of rules for applying ceilings, carryover limits, and expiration dates to accrued leave, and for disposing of excess leave when one exceeds these limits.
   - A set of rules to determine how to process, track, and accumulate leave balances.

Relationship Between Earnings Codes and Accrual Classes

Every type of leave (such as annual leave or shore leave), is represented in the system by one or more earnings codes, as used on paysheets at the employee level. An accrual class enables you to set limits and parameters for leave earnings represented by an earnings code. This includes expiration periods for leave, leave ceilings, and carryover limits.

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

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

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

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

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

Annual Leave Entitlement Calculation

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

Leave	Accrual Unit	Accrual Frequency	Formula	Time Accrued
Annual Full-Time (FT)	Year	Hours/Pay Period	((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance + last pay period If service is between 3 and 15 years, the formula is: ((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance + last pay period + 4	0−3 years of service: ½ day (4 hours) for each pay period, except based on service. 3−15 years of service: ¾ day (6 hours) for each pay period, except 1¼ days (10 hours) in last pay period. 15+ years of service: 1 day (8 hours) for each pay period.
Annual Part-Time (PT)	Year	Hours/Hour	((remaining pay periods in the year) × accrual rate × standard hours) + year-to-date accrual balance	0−3 years of service: 1 hour for each 20 hours in pay status. 3−15 years of service: 1 hour for each 13 hours in pay status. 15+ years of service: 1 hour for each 10 hours in pay status.
Sick FT	Years	Hours/Pay Period	((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance	½ day (4 hours) for each biweekly pay period.
Sick FT	Years	Hours/Hour	((remaining pay periods in the year) × accrual rate × standard hours) + year-to-date accrual balance	1 hour for each 20 hours in a pay status.

See Also

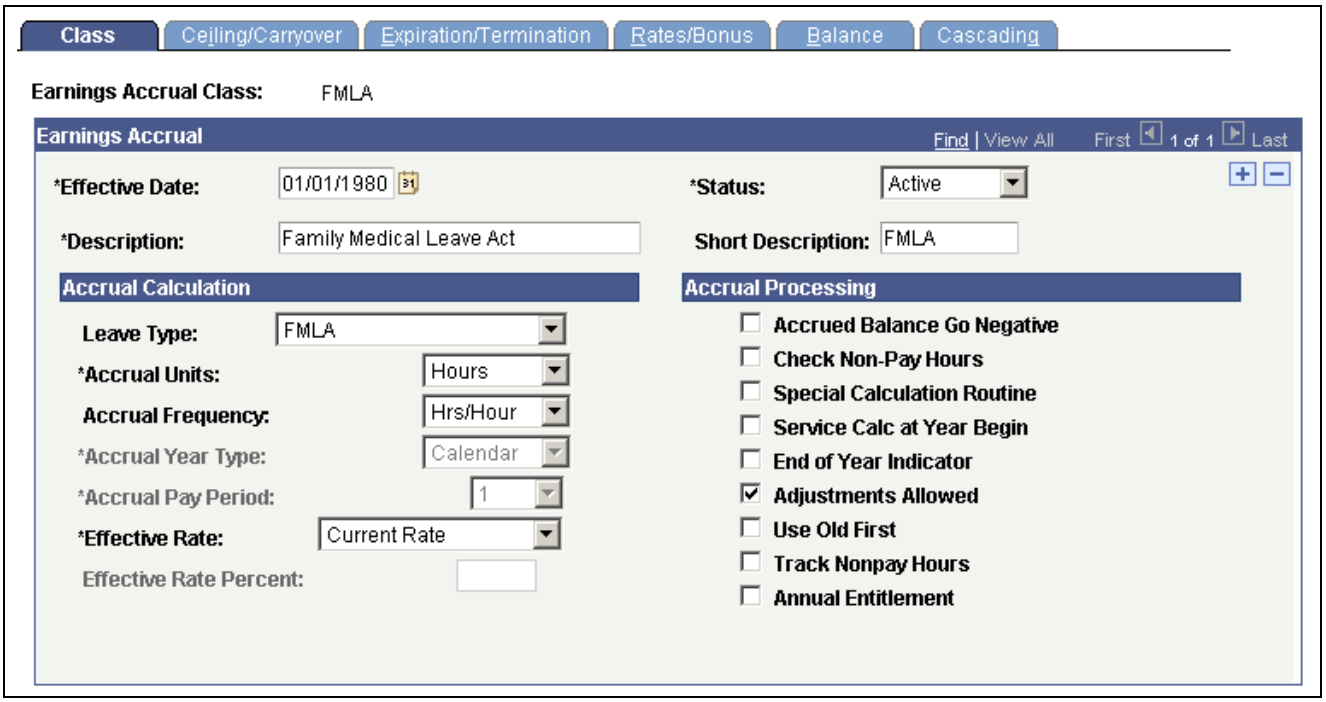
PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Calendars and FLSA Calendars

Pages Used to Define Earnings Accrual Classes

Page Name	Object Name	Navigation	Usage
Earnings Accruals USF - Class	GVT_ERN_ACR_CLASS	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Accruals USF, Class	Define accrual class properties and key features, including the rules for calculating leave based on time in service and frequency of accrual.
Ceiling/Carryover	GVT_ERN_ACR_CLASS2	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Accruals USF, Ceiling/Carryover	Establish rules for applying ceilings and carryover limits to earnings accrual classes.
Expiration/Termination	GVT_ERN_ACR_CLASS3	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Accruals USF, Expiration/Termination	Apply expiration and termination rules to earnings accrual classes.
Rates/Bonus	GVT_ERN_ACR_CLASS4	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Accruals USF, Rates/Bonus	Create a schedule for granting leave based on length of service. Establish the hours, months, years, or pay periods that members of the accrual class must work to receive a specified amount of leave.
Earnings Accruals USF - Balance	GVT_ERN_ACR_CLASS5	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Accruals USF, Balance	Select the earnings codes that add to, or subtract from, leave balances for the class, and specify how the hours that are associated with these earnings codes affect various balances that track and store leave time (such as hours taken, hours earned, and service hours).
Cascading	GVT_ERN_ACR_CLASS6	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Earnings Accruals USF, Cascading	Define the sequence and the accrual classes to which each earnings accrual class cascades.

Defining Accrual Class Properties

Access the Earnings Accruals USF - Class page.



Earnings Accruals USF - Class page

Accrual Calculation

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

Leave Type

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

Accrual Units

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

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

Accrual Frequency

Select the rate at which leave is earned and tabulated:

Hrs/Year (hours/year): When you select this value, the Accrual Year Type field becomes available for entry.

Hrs/Hour (hours/hours): Select this value to have employees earn leave at a rate of hours each hour.

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

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

Hrs/Week (hours/week): Select this value to have employees earn leave at a rate of hours each week.

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

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

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

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

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

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

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

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

Effective Rate Select the disposition of excess leave balances: *Current Rate, Rate Earned,* or *Current Rate Percent.* Convert leave to pay using the pay rate in effect when the leave was originally accrued, the current rate of pay at the time of expiration, or a percentage of the current rate. When you select *Current Rate Percent,* the Effective Rate Percent field becomes available for entry.

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

Accrual Processing

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

Accrued Balance Go Negative For your information only.

Check Non-Pay Hours Select to tabulate the number of nonpay hours to determine whether to grant accrual earnings. For example, suppose the standard hours for an employee are 80 hours per pay period. The employee has 70 nonpay hours going into a new pay period and takes an additional 10 hours of nonpaid time. The system adds the total number of nonpay hours (80), determines that this number equals the total of standard hours, and blocks any additional leave accrual for that pay period.

Special Calculation Routine Not currently used by U.S. federal government customers.

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

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

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

Use Old First — Select when processing ceilings, carry overs, and expirations. The system reviews historic rows of leave and uses the oldest available leave first.

Track Nonpay Hours — Select to track nonpay hours for a WGI. Nonpaid hours will be tracked on the accrual non pay ledger.

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

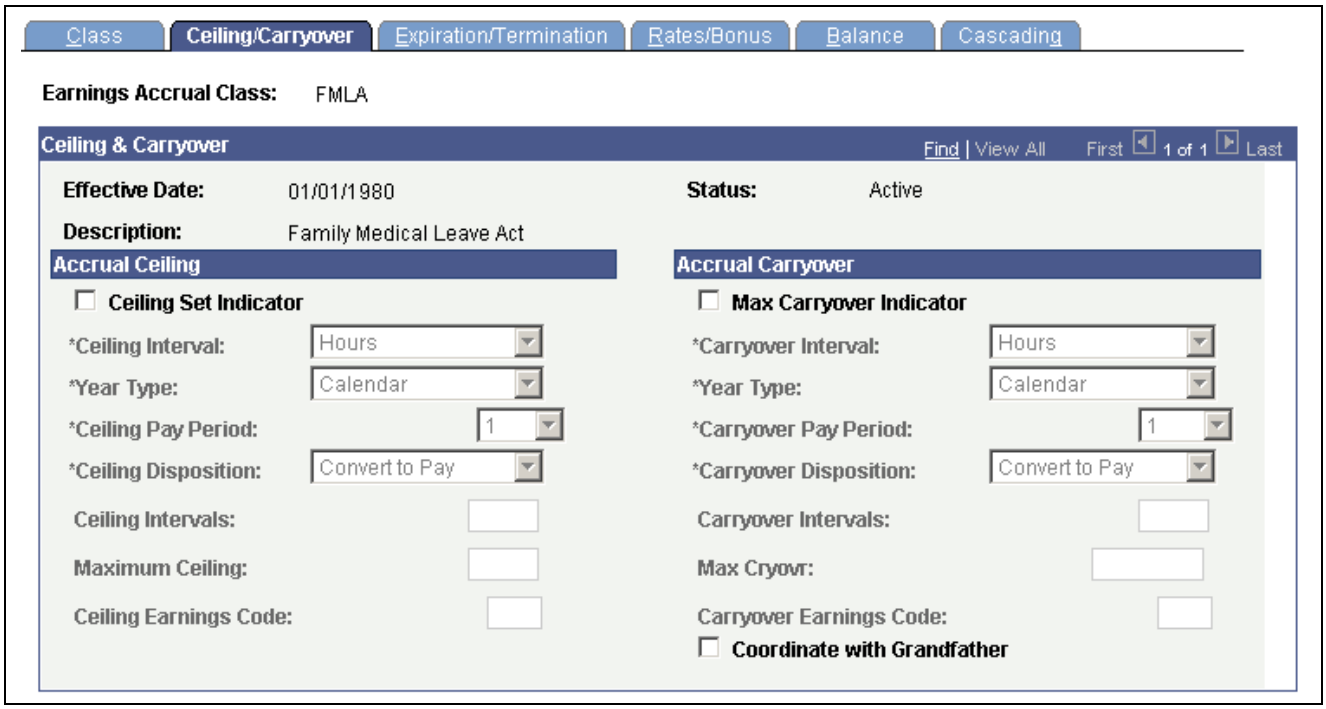
See Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Understanding Earnings Accrual Classes, page 173.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Calendars and FLSA Calendars

Establishing Ceilings and Carryover Limits

Access the Ceiling/Carryover page.



Ceiling/Carryover page

Accrual Ceiling

Use this group box to place limits on total leave earnings and to specify how to handle excess accruals. Establishing a leave ceiling enables you to limit leave earnings and to trigger various actions when the ceiling has been reached, including the conversion of leave to pay.

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

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

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

Ceiling Disposition Specify how to handle excess leave accruals:

Allowed to Exceed: Select to disregard ceilings that are applied at an earlier date.

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

Convert to Pay: Select to convert excess leave to pay by creating an Additional Pay record, either at the rate earned or at the current rate that is specified on the Earnings Accruals USF - Class page. The system creates a ledger entry to record the reduction of hours and updates the accruals summary. The resulting

payment appears as additional pay on the paysheets. When you select this value, the Ceiling Earnings Code field becomes available for entry.

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

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

Ceiling Intervals Not currently used by U.S. federal government customers.

Maximum Ceiling Enter the maximum number of hours, months, years, or pay periods of leave time that an employee in the accrual class can accumulate, depending on the unit of measurement that is specified in the Ceiling Intervals field.

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

Define earnings codes in the Earnings tables.

Accrual Carryover

Use this group box to specify the carryover limits and tell the system what operations to perform when one exceeds the limit. Establishing a carryover limit enables you to control the amount of leave employees can carry over from one period to another and to trigger other operations, such as the conversion of excess carryover to pay.

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

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

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

Carryover Disposition Specify how to handle excess leave accruals:

Allowed to Exceed: Select to disregard carryover limits that are applied at an earlier date.

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

Convert to Pay: Select to convert excess carryover to pay by creating an Additional Pay record, either at the rate earned or at the current rate that is specified on the Earnings Accruals USF - Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. The resulting payment appears as additional pay on the paysheets.

When you select this value, the Carryover Earnings Code field becomes available for entry.

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

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

Carryover Intervals Not currently used by U.S. federal government customers.

Max Cryovr (maximum carryover) Enter the maximum number of hours, months, years, or pay periods of leave time that an employee in the accrual class can carry over, depending on the unit of measurement that is specified in the Carryover Intervals field.

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

Define earnings codes in the Earnings tables.

Coordinate with Grandfather Select if employees can use *grandfathered* leave earnings that put them above the carryover limit for their accrual class. For example, if an employee moves from an accrual class that carries a higher carryover limit than is permitted for individuals in the current class, the system checks the Enrollment page for the correct carryover limit for this employee. Employees are eligible to receive a personal carryover limit on the Enrollment page that remains in effect until their leave earnings fall within the carryover limit for the rest of their accrual class. So, an employee entering an accruals class with excess leave isn't forced to lose it, and the system coordinates leave usage so that it uses the oldest leave first.

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

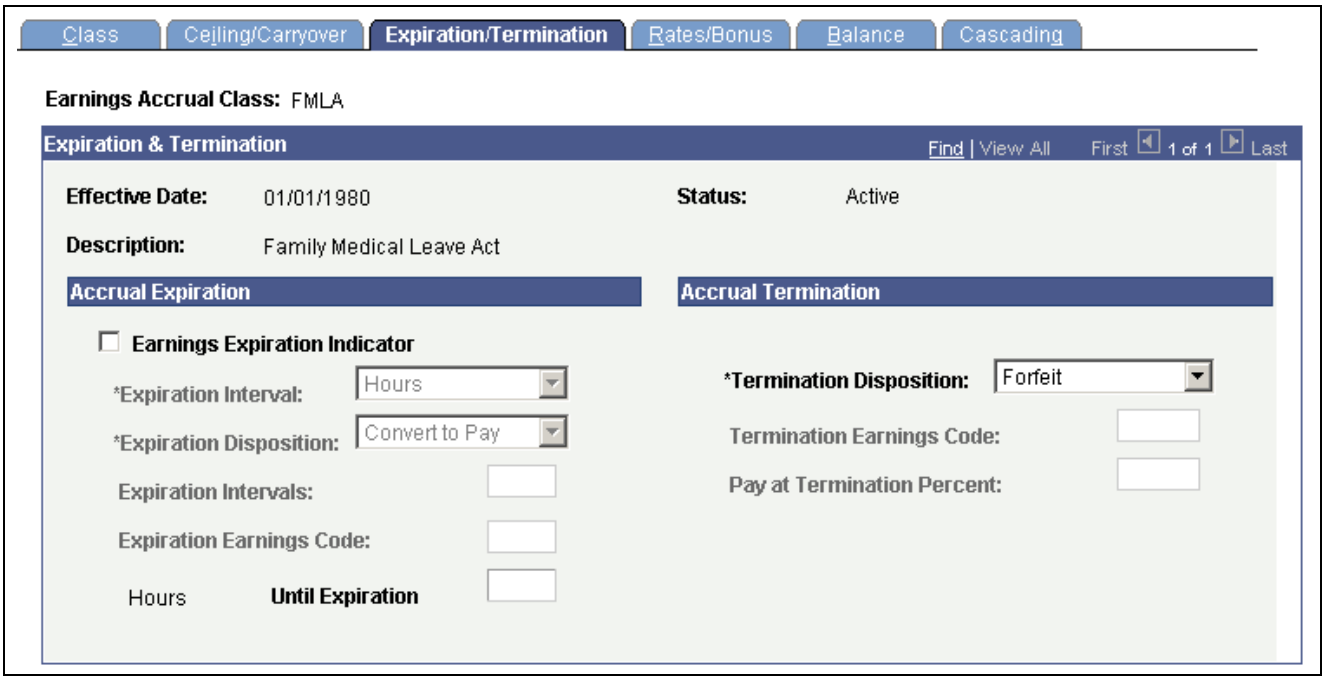
See Also

Chapter 3, "Defining Earnings Codes and Earnings Programs," Establishing Earnings Codes, page 34

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Calendars and FLSA Calendars

Applying Expiration and Termination Rules

Access the Expiration/Termination page.



Expiration/Termination page

Accrual Expiration

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

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

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

Expiration Disposition Specify how to handle leave upon expiration:

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

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

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

Expiration Intervals Not currently used by U.S. federal government customers.

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

Define earnings codes in the Earnings table.

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

Accrual Termination

Termination Disposition Specify how to handle leave upon termination:

Convert to Pay: Select to convert unused leave to pay by creating an Additional Pay record, either at the rate earned or at the current rate that is specified on the Earnings Accruals USF - Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. To complete the payout procedure, you must enter this information in the Final Check Program Table component (TERM_PGM_TBL).

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

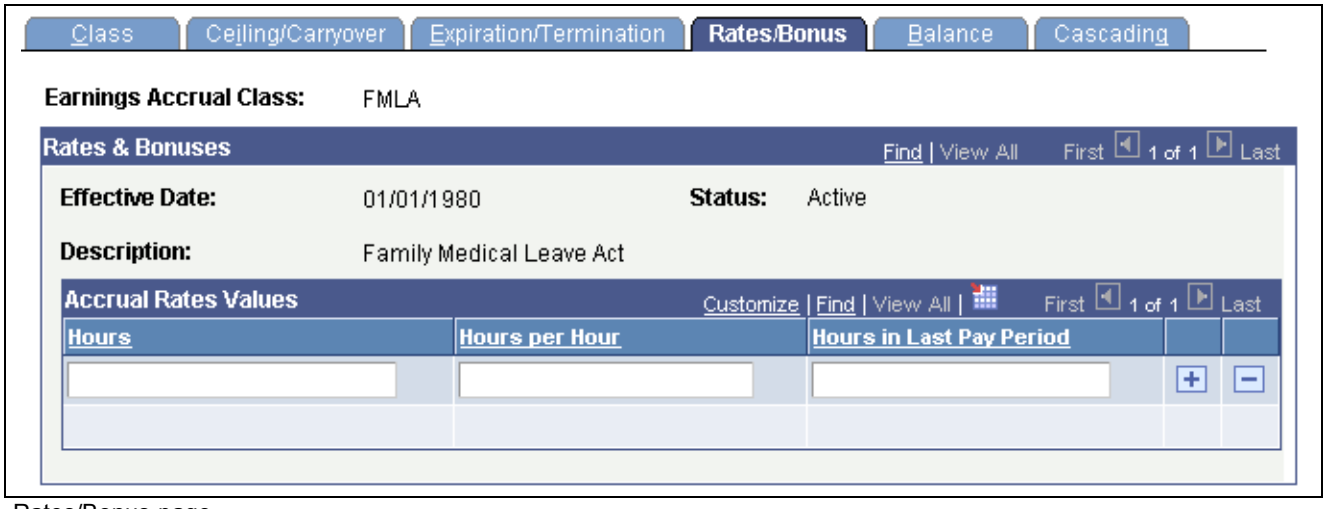
Termination Earnings Code and **Pay at Termination Percent** Specify the earnings for which employees in an accrual class are eligible when converting accruals to pay. If your policy is to convert leave to pay at a percentage of the rate that is represented by the earnings code, enter the percent in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

See Also

Chapter 3, "Defining Earnings Codes and Earnings Programs," Establishing Earnings Codes, page 34

Creating a Schedule for Granting Leave Based on Length of Service

Access the Rates/Bonus page.



Rates/Bonus page

Accrual Rates Values

The default time period that is displayed in this group box—in this case hours—comes from the Accrual Units field on the Earnings Accruals USF - Class page. For example, if you selected *Hours* as the accrual units on the Earnings Accruals USF - Class page, you measure service time in hours on the Rates/Bonus page.

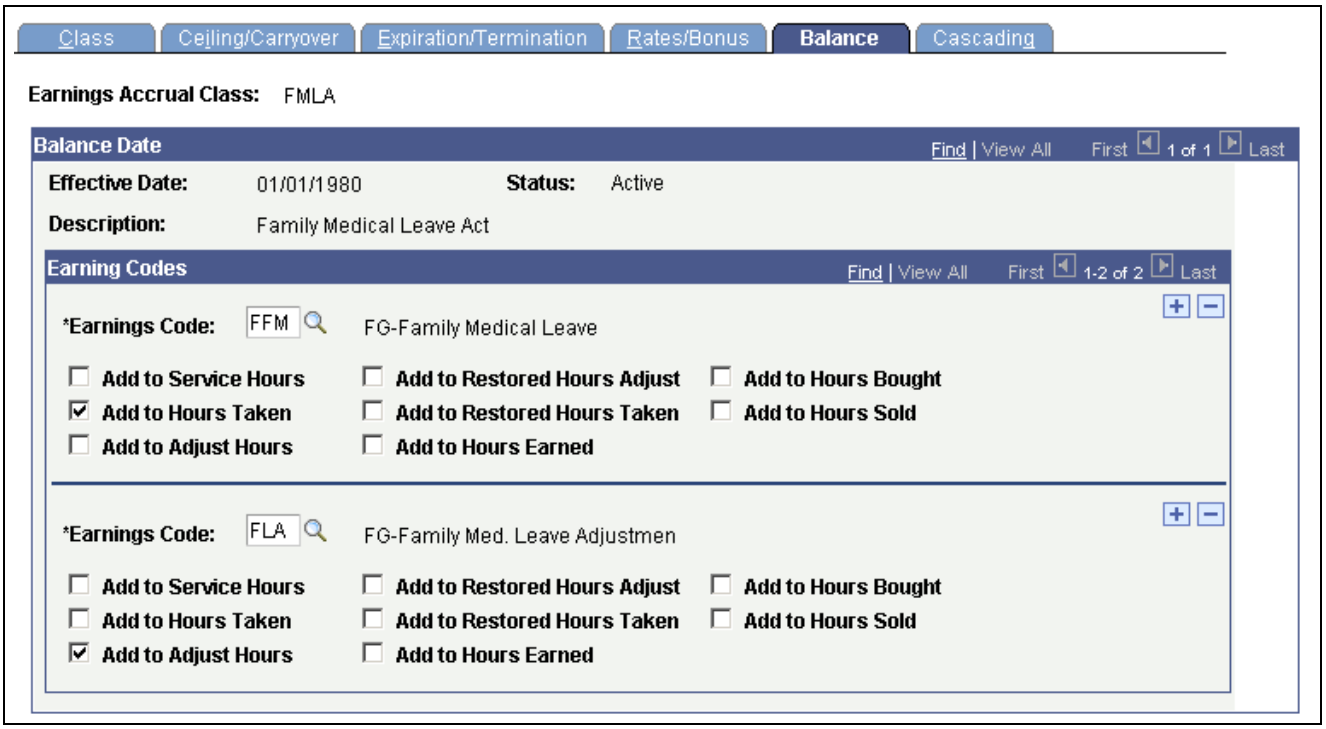
Hours Enter the length of service. The accrual unit (hours, months, or years) that displays at the top of this column comes from the Accrual Units field on the Earnings Accruals USF - Class page.

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

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

Specifying How Earnings Code Hours Affect Leave Balances

Access the Earnings Accruals USF - Balance page.



Earnings Accruals USF - Balance page

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

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

Add to Hours Taken Select to add to the accumulation of hours taken. To view the total hours taken for an employee in the accrual class, use the Accrual Summary page. To adjust service hours for an employee, use the Accrual Ledger page.

Add to Adjust Hours Select to specify the capability to adjust accrual balances by addition or subtraction, though you don't actually make the adjustment here. When you enter adjustment data using paysheets, the system accepts positive

or negative hours. To view the total hours adjusted year-to-date, use the Accrual Summary page.

Note. You cannot enter or alter adjusted hours directly through the Accrual Ledger page; they become part of the Leave Accruals Processing COBOL SQL process (FGPACCRL) through paysheets.

Add to Restored Hours Adjust Select to add to the balance of adjusted restored hours. To view the balance of adjusted restored hours, use the Restored Hours page.

Note. You cannot enter or alter restored hours directly through the Restored Hours page; they become part of the Leave Accruals Processing process through paysheets. You can change only the expiration date of restored leave on the Restored Hours page.

Add to Restored Hours Taken Select to add to the balance of restored hours taken. To view the balance of restored hours taken, use the Restored Hours page.

Add to Hours Earned Select to add leave to the accumulation of hours earned. To view the total of hours earned, use the Accrual Summary page. To adjust hours earned for an employee, use the Accrual Ledger page.

Add to Hours Bought Not currently used by U.S. federal government customers.

Add to Hours Sold Not currently used by U.S. federal government customers.

Note. Many of these check boxes are replicated in the Earnings Code table. If you use accrual classes to place limits on earnings codes and to specify how to accumulate the hours that are associated with them, use the check boxes on this page, rather than those in the Earnings Code table.

Example 1

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

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

This enables you to specify:

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

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

Example 2

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

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

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

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

See Also

Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Updating Restored Hours of Leave Expiration Dates, page 316

Setting Up Cascading Leave

Access the Cascading page.



Cascading page

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

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

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

Accrued Balance Go Negative Select for the highest sequenced class only. You cannot save this page unless you let the highest sequenced class become negative.

Setting Up Military Deposits

This section discusses how to:

- Define the military deposit deduction code.
- Enter the military service deposit interest rate.

See Also

Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Crediting Military Service to Civilian Retirement, page 323

Page Used to Set Up the Military Deposit Interest Rate

Page Name	Object Name	Navigation	Usage
Federal Distribution Destinations	GVT_DEDUCT1_SEC	Set Up HRMS, Product Related, Payroll for North America, Deductions, Deduction Table, Setup Click the Federal Data button on the Deduction Table - Setup page.	Further define the deduction and the interface in which it will be included.
Gvt Mil Intrst Pnl (government military interest panel)	GVT_MIL_INTRST_PNL	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Military Deposit Interest USF, Gvt Mil Intrst Pnl	Enter military deposit interest rate.

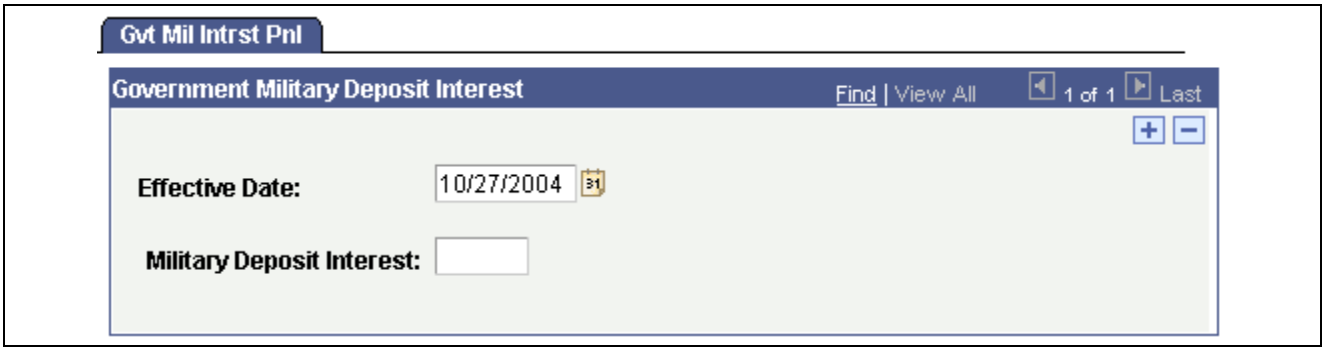
Defining the Military Deposit Deduction Code

Access the Federal Distribution Destinations page.

See Chapter 4, "Defining Deductions," (USF) Specifying Federal Distribution Destinations, page 68.

Entering the Military Service Deposit Interest Rate

Access the Gvt Mil Intrst Pnl page.



Gvt Mil Intrst Pnl page

The interest rate on military deposits for post-1956 military service is computed on a calendar year basis, January 1 through December 31. Use this page to record the current interest rate. During the interest calculation process (FGPY020.SQR), the interest rate for the employee's Interest Accrual Date is used.

Military Deposit Interest Enter the military service deposit interest rate.

Setting Up IRR Remarks

This section provides an overview of IRR remarks and discusses how to define IRR remarks.

See Also

Chapter 31, "(USF) Generating IRR and ROST Reports," page 689

Understanding IRR Remarks

IRR remarks include text or employee-specific information that you must document in the IRR. After the system creates the IRR control record, you can select remarks for an employee on the IRR Remarks page.

We provide an IRR remark template generator that enables you to define IRR remarks ahead of time. In the IRR Remarks table, create remarks that contain employee-specific and text components. Enter the employee-specific information when attaching the remark to an employee's IRR on the IRR Remarks page. These components comprise a unique IRR remark.

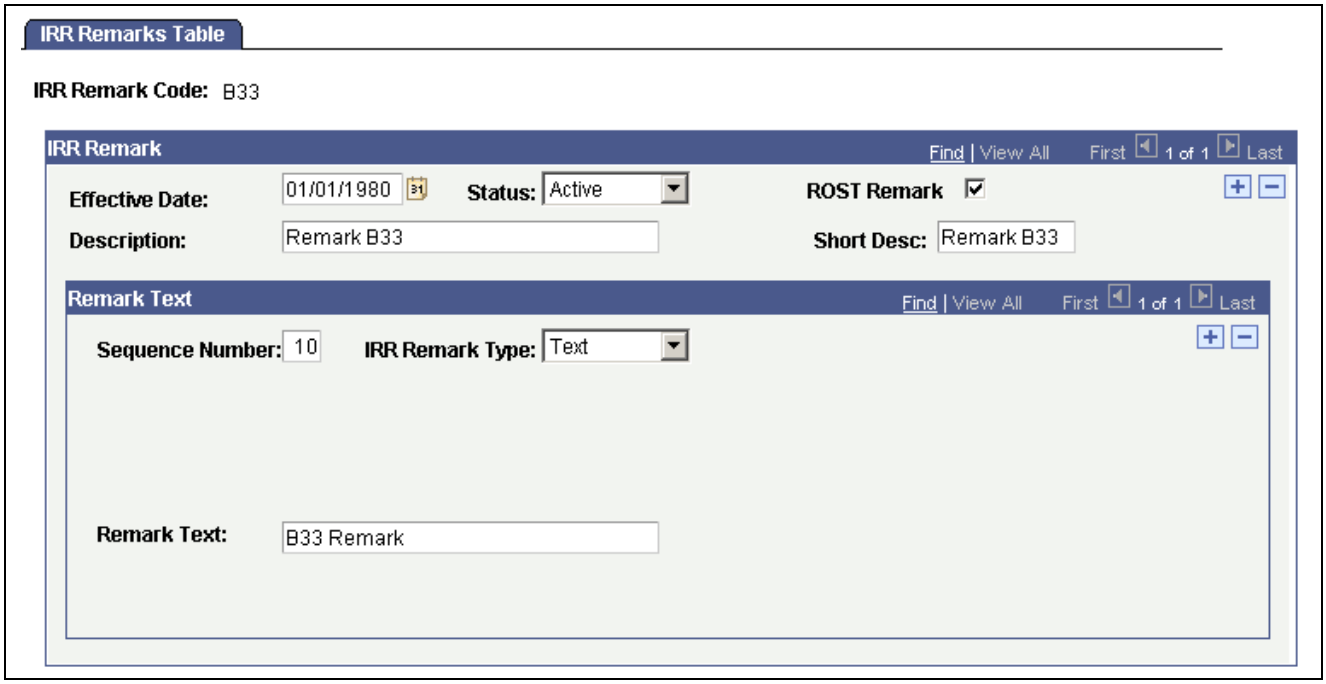
Setting up IRR remarks in the IRR Remarks table dynamically generates a complete remark for an employee on the IRR Remarks page. When employees separate, you can select the remarks for them.

Page Used to Define IRR Remarks

Page Name	Object Name	Navigation	Usage
IRR Remarks Table (Individual Retirement Record remarks table)	GVT_IRR_RK_TBL	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, IRR Remarks Table USF, IRR Remarks Table	Create IRR remarks that can be associated with employees' IRRs.

Defining IRR Remarks

Access the IRR Remarks Table page.



IRR Remarks Table page

Remark Text

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

IRR Remark Type (Individual Retirement Record remark type) Select the format for this sequence number:

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

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

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

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

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

CHAPTER 10

Maintaining Payroll Data

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

- Enter tax distribution information.
- (USA) Enter U.S. employee tax data.
- (CAN) Enter and maintain Canadian income tax data.
- (USA) Process W-4 and W-5 employees.
- Set up employee general deductions.
- Specify employee-level benefit deduction overrides.
- Set up direct deposits.
- Define additional pay earnings.
- Maintain optional payroll data.
- Maintain garnishments, savings bonds, and other payroll data.

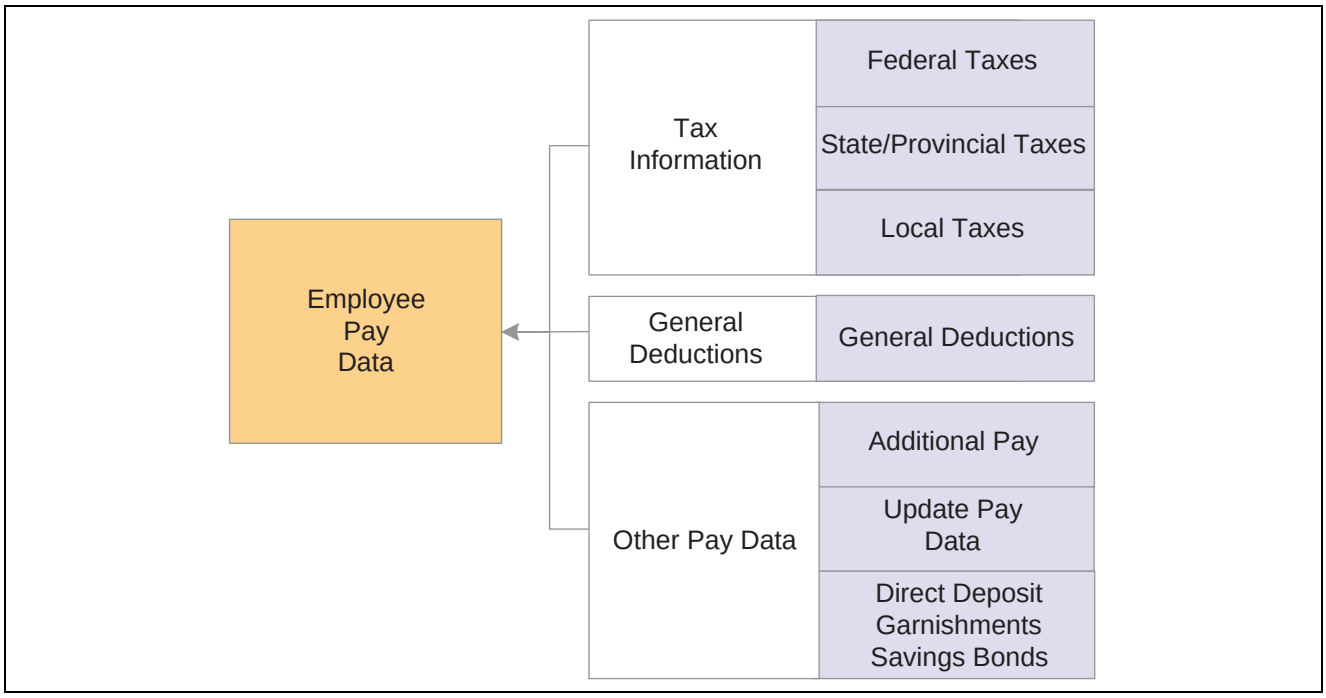
Understanding Payroll Data

The Employee Pay Data menu contains the Payroll for North America pages that you use to maintain payroll-specific data, such as tax information, additional pay, general deductions, savings bonds, direct deposit, and garnishments information.

These pages work in conjunction with the information that you enter on the Workforce Administration pages and the benefit deduction data maintained in Benefits pages.

In addition to the payroll data information that is required for payroll processing, PeopleSoft also provides optional payroll data pages, where you can maintain and override information concerning check distribution and payroll deductions.

This diagram shows the types of payroll data information that you can maintain:



Maintaining payroll data

Searching by National ID

The Employee Pay Data menu also offers the Search by National ID page, part of the Administer Workforce business process in PeopleSoft Human Resources. You can search for employees and their dependents/beneficiaries using their national ID.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Locating Personnel Records

Entering Tax Distribution Information

This section provides an overview of tax distribution and discusses how to:

- (USA) Enter U.S. tax distribution information.
- (CAN) Enter Canadian tax distribution information.

Understanding Tax Distribution

Every employee must have at least one Tax Distribution record. It represents the work location(s) for the employee. It is used to calculate the work taxes. The system automatically populates the State, Province, and Locality fields from the Tax Location Code field on the employee's Job Data record. The state and locality codes come from the Tax Location table.

Creating Employee Tax Distribution Data Automatically

If you select the Automatic Employee Tax Data option on the Installation table, Payroll for North America automatically sets up tax distribution records for the employee. It sets up federal, state (multiple, if necessary), provincial, and local (multiple, if necessary) records whenever an employee:

- Is hired through PeopleSoft Human Resources Management (PeopleSoft HRMS) or the applicant tracking system.
- Transfers to another company.
- Has a job change that requires a new tax location to be entered on Job Data - Payroll page.

You can run the Default Tax Data Report (TAX016), (TAX016CN is the Canadian version) to verify automatically created tax data. This report lists which employees have such default data on their tax records. The report checks records within the date range that you specify.

Note. (USF) The employee's retirement code coverage helps determine which tax data is generated by the system.

Default Tax Information

If the Automatic Employee Tax Data check box is selected on the Installation Table component, the system:

- References the employee's home address and tax location from human resources personal data and job data records.
- Enters the data by default in the employee's federal, state, and local tax data.
- Enters a marital status of *Single*.
- Enters a withholding allowance of *0*.

Changes to tax location in job data using Correction mode do not automatically export the new data to the employee's tax distribution record or employee tax data record. Only changes made in Update/Display mode cause these tables to be updated.

If the Use State Residence for Local check box is selected on the Installation Table component, then localities entered on the Tax Location table are indicated as resident locality in employee tax data.

(USA) State Taxes for Multistate Employees

This is an example of how the system determines state taxes for multistate employees based on the distribution percents that you enter on the Tax Distribution pages.

Employee A is paid weekly and receives 1000 USD per week. The employee works 70 percent of the time in New York and 30 percent in Connecticut.

1. The system annualizes the pay period taxable earnings.

   Employee A earns 1,000 USD for this pay period. Thus, the employee's annual taxable earnings are annualized by multiplying the week's earnings by 52 weeks: 1,000 USD × 52 = 52,000 USD.

2. The system calculates the annual tax for the taxable earnings for each state using the appropriate rate from the state's corresponding tax tables.

   New York Annual Tax Calculation:

   Because Employee A works 70 percent in New York, his annual taxable earnings is 52,000 USD x 70% = 36,400 USD. Assume that New York's tax rate from the tax table is 4.5%. Thus, the New York annual taxes are 4.5% x 36,400 USD = 1,638 USD.

Connecticut Annual Tax Calculation:

Because Employee A works 30 percent in Connecticut, his annual taxable earnings is 52,000 USD x 30% = 15,600 USD. Assume that Connecticut's tax rate from the tax table is 6%. Thus, the employee's Connecticut annual taxes are 6% x 15, 600 USD = 936 USD.

3. The system converts each state's annual tax amounts to weekly amounts and then applies these amounts to each state.

   New York Weekly Tax Calculation:

   1,638 USD ÷ 52 weeks = 31.50 USD per week

   Connecticut Weekly Tax Calculation:

   936 USD ÷ 52 weeks = 18 USD per week

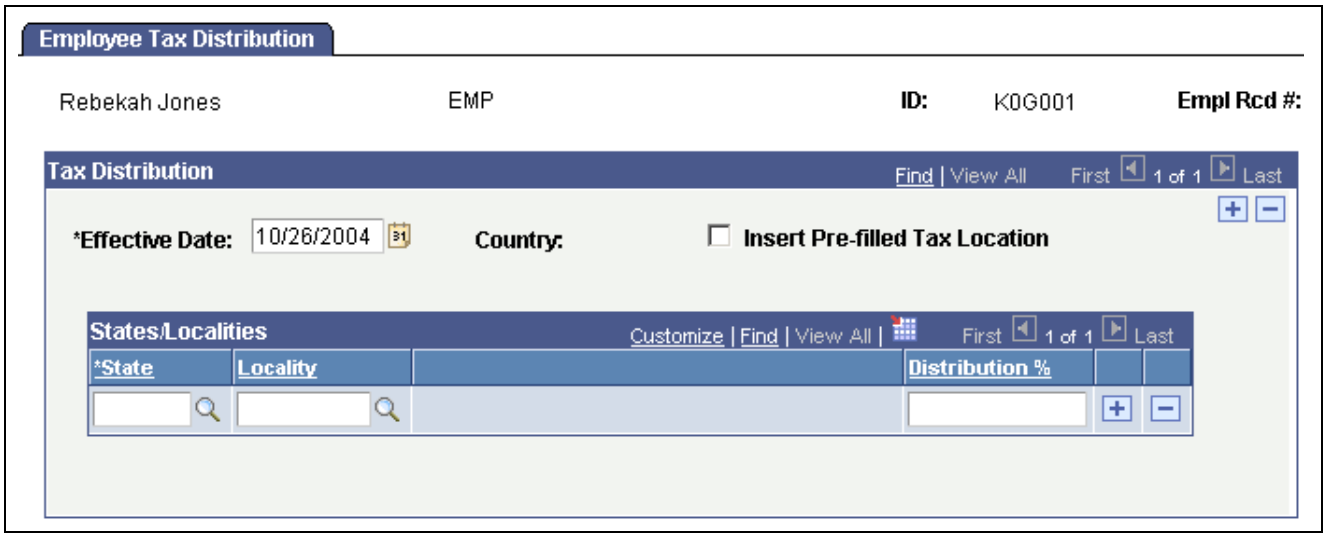
Note. The Create Paysheet COBOL SQL process (PSPPYBLD) uses tax distribution information to set the state and locality by default on the paysheet and to distribute the employee's hours and/or earnings as specified. If this tax distribution data is changed after the paysheet is created, you must manually update the paysheet with the distribution changes.

Pages Used to Enter Tax Distribution Information

Page Name	Object Name	Navigation	Usage
Employee Tax Distribution	TAX_DISTRIBUTION	• Payroll for North America, Employee Pay Data USA, Tax Information, Update Tax Distribution, Employee Tax Distribution • Payroll for North America, Employee Pay Data USF, Tax Information, Update Tax Distribution, Employee Tax Distribution	Enter the employees work state or localities percentages for US employees. This information will be used in the Create Paysheet Process and create a payline for each state/locality combination.
Employee Tax Distribution	TAX_DIST_CAN	Payroll for North America, Employee Pay Data CAN, Tax Information, Update Tax Distribution, Employee Tax Distribution	Enter tax distribution information for Canadian employees.
Default Tax Data Report	RUNCTL_FRMTHRU_PAY	• Payroll for North America, Employee Pay Data USA, Tax Information, Default Tax Data Report, Default Tax Data Report • Payroll for North America, Employee Pay Data CAN, Tax Information, Default Tax Data Report, Default Tax Data Report • Payroll for North America, Employee Pay Data USF, Tax Information, Default Tax Data Report, Default Tax Data Report	Run TAX016 (TAX016CN for Canada) to print employee tax and other hire data automatically generated by the system.

(USA) Entering U.S. Tax Distribution Information

Access the Employee Tax Distribution page.



Employee Tax Distribution page

Tax Distribution

Insert Pre-filled Tax Location

When a tax location code contains multiple states, select this check box to have the system:

- Search for the employee's Job record for the tax location code.
- Determine all states/provinces and localities that are associated with that code.

Create the appropriate number of tax distribution rows.

States/Localities

Distribution % (distribution percent)

Enter the percent of the employee's time or earnings that apply to the selected state/locality in the State and Locality fields. This tax distribution is for work location-based taxes only; this does not include resident-based taxes. If the employee works in one state or locality, the distribution percent should be *100* for that row. However, if an employee is hired or transferred into a tax location that represents more than one state or locality, you must distribute taxes among the different states or localities. All the percentages must total 100. You cannot save the page until the distribution percent values total 100.

Note. You can distribute taxes for salaried and exempt hourly employees only. If you select the Use Total Wages for Multi-State Employee check box on the Federal Tax Data 2 page, the system uses 100 percent of the employee's wages to determine the tax rate.

(CAN) Entering Canadian Tax Distribution Information

Access the Employee Tax Distribution page.

Canada doesn't allow distribution to more than one province.

Note. All fields on this page have the same functionality as the fields on the U.S. version except for the following fields.

Province	Enter the province in which the employee works.
Distribution % (distribution percent)	For Canadian payroll, the distribution percent must be *100* for a single row. The default value is *100*.

(USA) Entering U.S. Employee Tax Data

This section provides overviews of state tax considerations, split local tax distribution for Kentucky (KY), Alabama (AL), and Oregon (OR), and discusses how to:

- Enter federal tax data.
- Enter state tax data.
- Enter local tax data.

Note. (USF) All pages in this section apply to both the generic Payroll for North America and U.S. federal government functionality, unless stated otherwise. The only difference between the two is their corresponding navigation.

Understanding State Tax Considerations

If the employee is a resident of a state other than the primary work state, you must create an additional State entry and select only one of the states as the state of residence.

Use the Non-Residency Statement Filed check box to record whether the employee has completed the necessary nonresidency certificate that some states require when an employee lives in one state and works in another.

For example, employees who reside in Wisconsin but work in Minnesota must file a certificate of nonresidence for Minnesota with their employer in order to avoid having both Minnesota and Wisconsin income taxes withheld from their wages. When employees do not file this certificate, their wages must be fully taxed in both Wisconsin and Minnesota. Employees who fail to file this certificate when required are supposed to be fully taxed in both resident and work states.

For employees who work in multiple states, most states have adopted a set of rules to determine a *state of jurisdiction* for unemployment and disability purposes. The employee's state of jurisdiction is indicated by the UI Jurisdiction check box.

The system performs the following edits to determine state of jurisdiction:

- If an employee has only one state (the resident state), that state is the default state of jurisdiction.
- If an employee has two states (one resident, the other nonresident), the nonresident state is the default state of jurisdiction.
- If an employee has multiple nonresident states, and no state is indicated as the state of jurisdiction, the system issues a message requiring you to select the UI Jurisdiction check box on one record.

Other Factors Affecting State Tax Calculation

Enter the employee's SWT marital/tax status in the SWT Marital/Tax Status field for each state where the employee pays taxes. This is the marital status that is used for calculating SWT in each state for the employee. It indicates which tax rates the system should use for the SWT calculation. SWT marital status options are located on the SWT Marital Status table, which is maintained by PeopleSoft.

Note. For Guam (GU), Virgin Islands (VI), and American Samoa (AS): Employees in these territories are subject to territory withholding at the same rate as federal. You must enter the marital status and withholding allowances claimed on their withholding certificates on this page and on the Federal Tax Data page.

Understanding Split Local Tax Distribution for KY, AL, and OR

The interaction of the Tax Location table, the employee's Local Tax Data table and the employee's Tax Distribution table enables employees to be paid in any of the tax locations comprising a chain of linked localities. When an employee is paid in such a locality, the employee's earnings are included in the taxable grosses of all localities further down the chain. The Other Work Locality field on the following pages provides the links in the chain of localities.

Tax Location Table

The Tax Location table associates any number of states, localities and linked localities with a tax location code. The tax location code is used on the Job Data - Payroll page and automatically generates information on the employee's State Tax Data page and Local Tax Data page when the Automatic Employee Tax Data check box has been selected on the Installation table.

In the absence of (or to override) automatic employee tax data, state, locality and locality-link data may be set up directly on the employee's State Tax Data and Local Tax Data pages. The use of the Other Work Locality field described below is identical on both the Tax Location table and the Local Tax Data pages.

Local Tax Data

The Other Work Locality field on the Local Tax Data table is used where one or more taxes apply to a single location. A school district within a city within a county is such an example. In this case, there would be one chain with three rows. Row one would have the school district as the locality and the city as a link; row two would have the city as the locality and the county as a link; and row three would have the county as the locality only.

The Other Work Locality field on the Local Tax Data table may also be used where one or more taxes apply to multiple locations. Several cities within a county is such an example. In this case, there could be several chains. There would be a separate row for each city with the county as the link. The county, however, would appear only once in the Locality field of a row without a link.

Note. Linked localities may have either the same (congruent) or different (noncongruent) physical boundaries.

When linked localities have the *same* physical boundaries, there should be earnings in only one locality in a chain—namely, the locality at the beginning of the chain (the school district in the above example). Likewise, if the employee is a resident of any one locality, he/she should be a resident of all the localities. Unless the earnings are taxable to residents only, and the employee is not a resident, then all of the localities should have the same *taxable* earnings.

Note. We recommend that a chain of linked localities with the same physical boundaries start with a locality that taxes both residents and nonresidents.

When linked localities have *different* physical boundaries, there could be earnings in any locality in a chain. Likewise, an employee may be a resident of only some of the linked localities (and all of the localities down the chain). Unless the earnings are taxable to residents only, and the employee is not a resident, any earnings in locality with a link will be included in the taxable earnings of all localities further down the chain. They will not be included in the taxable earnings of localities further up the chain.

Important! A chain of linked localities with different physical boundaries should start with the smallest locality and progressively work up to the largest locality.

Employee Tax Distribution

The Employee Tax Distribution table allocates the work-location earnings of salaried and exempt hourly employees. Using this table, 100 percent of total earnings are allocated to states and localities during the Create Paysheet process.

When earnings are allocated to linked localities having the *same* physical boundaries, the allocation should be to the locality at the beginning of the chain. When earnings are allocated to linked localities having *different* physical boundaries, the allocation may be to any or all localities in the chain. As stated earlier, when earnings are allocated to linked localities, the earnings will be included in the taxable earnings of all localities further down the chain.

Example of Special City and County Withholding Tax Situations

In some states, such as Kentucky, both cities and counties can impose payroll withholding taxes on wages for work performed within their jurisdictions. If an employee works in a city that imposes a tax, and that city is located within a county which also imposes a tax, the employee is subject to payroll withholding for both the city and county taxes.

For example, the city of Covington, Kentucky is located within Kenton County, Kentucky. Both the city of Covington and Kenton County impose payroll taxes. In all three of the following situations, the employee is subject to the withholding taxes imposed by both the city of Covington and Kenton County:

- A resident of Covington who also works in Covington.
- A resident of Kenton County (outside of Covington) who works in Covington.
- A resident of another county who works in Covington.

To ensure that both the city and the county local taxes are correctly calculated and withheld in these situations, you must set up the city as the first or primary work locality, and the county as the secondary/linked work locality on both the Tax Location table and in the employee local tax data set-up.

See Also

Chapter 10, “Maintaining Payroll Data,” Entering Local Tax Data, page 211

Chapter 10, “Maintaining Payroll Data,” (USA) Entering U.S. Tax Distribution Information, page 197

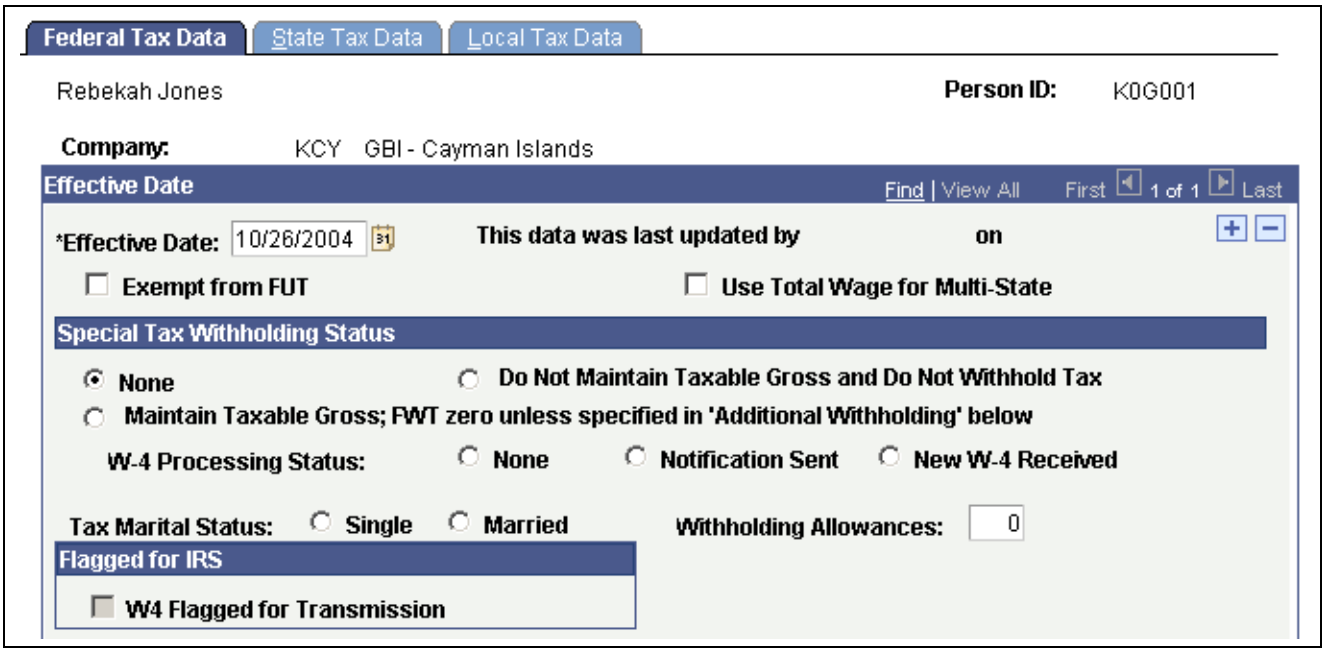
PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up Payroll Tax Tables,” Associating States and Localities with the Tax Location Code

Pages Used to Enter U.S. Employee Tax Data

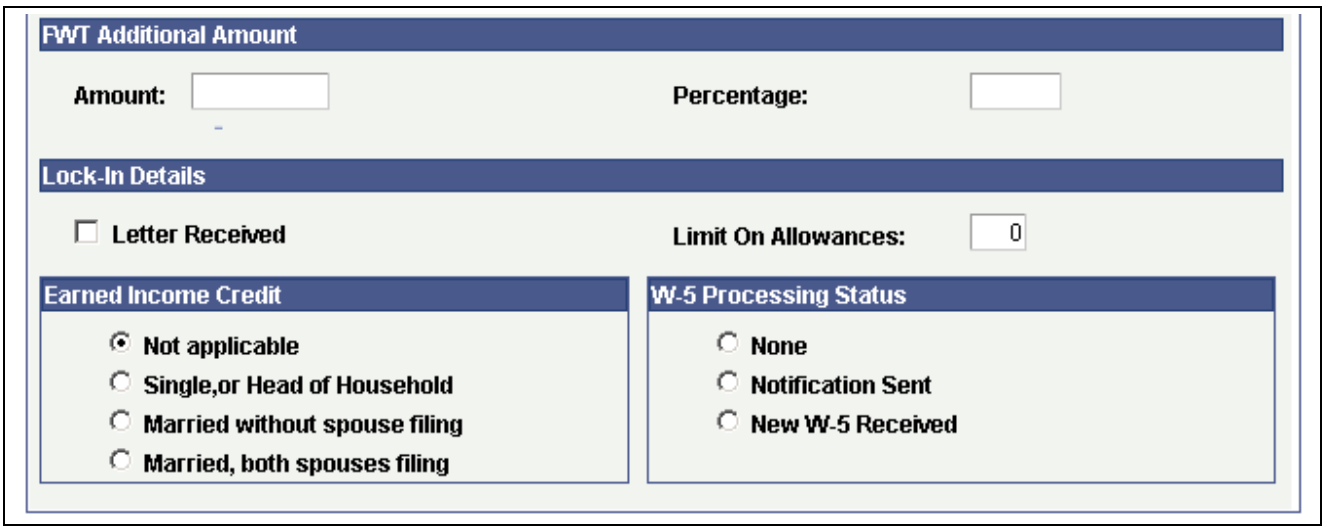
Page Name	Object Name	Navigation	Usage
Federal Tax Data	TAX_DATA1	• Payroll for North America, Employee Pay Data USA, Tax Information, Update Employee Tax Data, Federal Tax Data • Payroll for North America, Employee Pay Data USF, Tax Information, Update Employee Tax Data, Federal Tax Data	Enter and maintain the federal tax information that the system uses to calculate federal taxes for employees.
State Tax Data	TAX_DATA3	• Payroll for North America, Employee Pay Data USA, Tax Information, Update Employee Tax Data, State Tax Data • Payroll for North America, Employee Pay Data USF, Tax Information, Update Employee Tax Data, State Tax Data	Enter and maintain state tax information that the system uses to calculate state taxes for employees.
Local Tax Data	TAX_DATA5	• Payroll for North America, Employee Pay Data USA, Tax Information, Update Employee Tax Data, Local Tax Data • Payroll for North America, Employee Pay Data USF, Tax Information, Update Employee Tax Data, Local Tax Data	Enter employee tax data for each locality in which an employee lives or works.
Employee Tax Information Rpt (employee tax information report)	RUNCTL_TAX019	• Payroll for North America, Employee Pay Data USA, Tax Information, Employee Tax Information Rpt, Employee Tax Information Rpt • Payroll for North America, Employee Pay Data USF, Tax Information, Employee Tax Information Rpt, Employee Tax Information Rpt	Run Employee Tax Information Report (TAX019) to print employee tax withholding information.

Entering Federal Tax Data

Access the Federal Tax Data page.



Federal Tax Data page (1 of 2)



Federal Tax Data page (2 of 2)

Federal taxes include federal income tax, FICA, and FUT. If the employee works for multiple companies, the tax data is defined by company.

This data was last updated by This display-only field indicates whether the employee's federal tax data was last updated by an online system user or by a web user, using the PeopleSoft self-service web application. The date of the most recent update appears.

Exempt from FUT Select this check box if the employee is exempt from FUT (Federal Unemployment tax). The default value comes from the FICA/Tax Details (Federal Insurance Contributions Act/tax details) page. You can override the default from the Company table for an employee.

Use Total Wage for Multi-State Select this check box to use taxable wages from all work states in the calculation of state taxes.

For states, such as Arizona, that base their calculation on a percentage of federal withholding tax (FWT):

- Select this check box to apply allocation or distribution percentage to the tax calculated.
- Select this check box to base the state withholding tax (SWT) on the allocated portion of FWT.
- Clear this check box to not apply allocation or distribution percentage to the tax calculated.

  Clear this check box to base the SWT on the entire amount of FWT.

For states, such as Alabama, Iowa, Missouri, and Oregon, that include a credit for FWT in their SWT calculation:

- Select this check box to use the allocated portion of the FWT as the credit in the SWT calculation.
- Clear this check box to use the entire amount of FWT as the credit in the SWT calculation.

Special Tax Withholding Status

None Select this option if no special tax status exists. With this option, the system calculates FWT based on the employee's taxable gross, marital status, and withholding allowances. If you select this option, and you specify an amount or percentage in the FWT Additional Amount (federal withholding additional amount) group box, the system calculates taxes based on the information in the Tax table and also withholds the indicated additional withholding amount.

Do Not Maintain Taxable Gross and Do Not Withhold Tax With this option, the system does not track federal taxable gross balance at all.

Maintain Taxable Gross; FWT zero unless specified in 'Additional Withholding' below (maintain taxable gross; federal withholding tax zero unless specified in 'Additional Withholding' below) Select this option to override the normal tax calculation with the amount or percentage indicated in the Amount or Percentage fields. The system determines taxable gross for FWT, using the individual earnings an employee is paid. The tax withheld becomes either a flat amount or a percentage of the federal taxable wages.

Note. Use this option for employees who claim exemption from withholding on their W-4 form.

W-4 Processing Status The system resets this indicator automatically when the employee's status is updated through the IRS Reportable W-4 List Application Engine Process (PY_W4_EE). You can also update this status manually.

See Chapter 10, "Maintaining Payroll Data," (USA) Processing W-4 and W-5 Employees, page 222.

None: Select this option if W-4 processing is not applicable to the employee. This is the default value, which the system resets automatically.

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.

Tax Marital Status Select the appropriate tax marital status for federal withholding taxes as indicated on the employee's completed Form W-4.

Withholding Allowances Enter the number of allowances that the employee claims for FWT purposes. This number should match the number on the employee's W-4 form.

FWT Additional Amount

Use these fields to indicate that additional FWT taxes are to be taken. You can specify both an amount and a percentage, if appropriate. The effect of this field depends on the option that you select in the Special Tax Withholding Status group box.

Amount Enter an additional flat amount to be withheld.

Percentage Enter an additional percentage to be withheld. The additional withholding is calculated by taking a percentage of the taxable wages.

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 territory 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 territory withholding required by each of these territories.

Lock-in Details

Letter Received Select this check box if a letter has been received from the Internal Revenue Service (IRS) specifying the allowances an employee is allowed to take.

Limit on Allowances Enter the maximum number of allowances possible. The value that you enter in the Withholding Allowances field cannot exceed the value that you enter in this field.

Note. Because the Federal, State, and Local Tax Data pages are a set of chained pages, you cannot change data or enter a new row on any of the pages without first editing the Federal Tax Data page.

Earned Income Credit

Earned Income Credit (EIC) is a payment from the government that is available to individuals who meet a number of qualifications related to family and income status. Employees can choose to receive advance EIC payments with each paycheck, by filling out Form W-5 and giving it to their employer.

Not applicable Select this option if the employee is not eligible for this credit. No payment is made.

Single, or Head of Household or Married without spouse filing Select this option if the employee is eligible for the credit and is single or married without the spouse filing.

Married, both spouses filing Select this option if the employee is eligible for the credit and is married with both spouses filing.

Note. The payment amounts are determined by rates in the Federal/State Tax table under $E.

W-5 Processing Status

The system resets this indicator automatically when the employee's status is updated through the Determine W-5 Eligibility Application Engine process (PY_W5_EE). You can also update this status manually.

See Chapter 10, "Maintaining Payroll Data," (USA) Processing W-4 and W-5 Employees, page 222.

None Select this option if W-5 processing is not applicable to the employee. This is the default value, which the system resets automatically.

Notification Sent Indicates that the employee has been notified to submit a new Form W-5.

New W-5 Received Indicates that a new Form W-5 has been received.

(E&G) Tax Treaty/NR Data

These fields are available for employees with a 1042 status if you have selected the Education and Government option on the Installation table.

Use these fields to enter information for nonresident alien employees. The information in this group box assigns the employee to a tax treaty table and enables the eligible employee to be subject to a reduced tax treaty rate.

To claim benefits of a treaty, an employee must have a visa and be a resident of one of the treaty countries. An employee can claim benefits for only one treaty at any particular time. Employees who want to claim benefits under a tax treaty must submit a written statement to their employer, along with applicable forms.

Use the *Form 8233 Recd?* (Form 8233 recorded) and *Form W8-BEN Recd?* (Form W8-benefit recorded) check boxes to determine the employee's eligibility for reduced tax treaty rates. You must mark the correct form for the specified income code by the end of the current pay period. Otherwise, the affected earning will be taxed as W-2 earnings instead of 1042 earnings.

Country Select a country from the list, or select one of the generic entries that are prefixed with *$* that you may have established on the Tax Treaty NR Alien table.

Treaty ID Select the appropriate treaty ID.

Treaty Exp Date (treaty expiration date) The treaty expiration date appears. The system calculates the date based on the date of entry and rules that are established on the Tax Treaty/NR Data table.

Form 8233 Recd (Form 8233 received) Form 8223 is required for all income codes except *15* (scholarships and fellowships). Form W8-BEN, formerly Form 1001, is required for scholarship and fellowship income. Select this check box, and enter the appropriate dates in the 8233 In Effect Date and 8233 Exp Date (8233 expiration date) fields.

Form W8-BEN Recd (Form W8-BEN received) Form W8-BEN, formerly Form 1001, is required for scholarship and fellowship income. Select this check box, and enter the appropriate dates in the W8-BEN In Effect Date and W8 Exp Date (W8 expiration date) fields.

Form W9 Recd (Form W9 received) If applicable to the employee, select this check box, and enter the appropriate date in the W9 In Effect Date field. Form W9 was formerly known as Form 1078.

Employees who file a Form W9 that takes effect before the end of the current pay period are processed as if they did not have a treaty; their earnings are taxed as W-2 earnings instead of 1042 earnings.

Taxpayer ID Number Enter the taxpayer ID number of the employee. If you enter a value here, the system uses this value instead of the social security number when producing the 1042 forms/magnetic media.

The system populates the Allowable Earnings Codes group box with information entered on the Treaty/NR Alien Table page according to the country and treaty ID that you specify.

Max Earnings Eligible Per Year (maximum earnings eligible per year) The earnings caps that apply to each earnings type as per the tax treaties for nonresident aliens.

Tax Rate (after form) For nonresident aliens, whose forms (8223 or W8-BEN) have been completed and are in effect, this is the tax rate that is applied to their income until the income exceeds the maximum earnings specified.

Tax Rate (before form) For nonresident aliens the tax rate that is applied to the employee's income if their forms (8223 or W8-BEN) have not been completed.

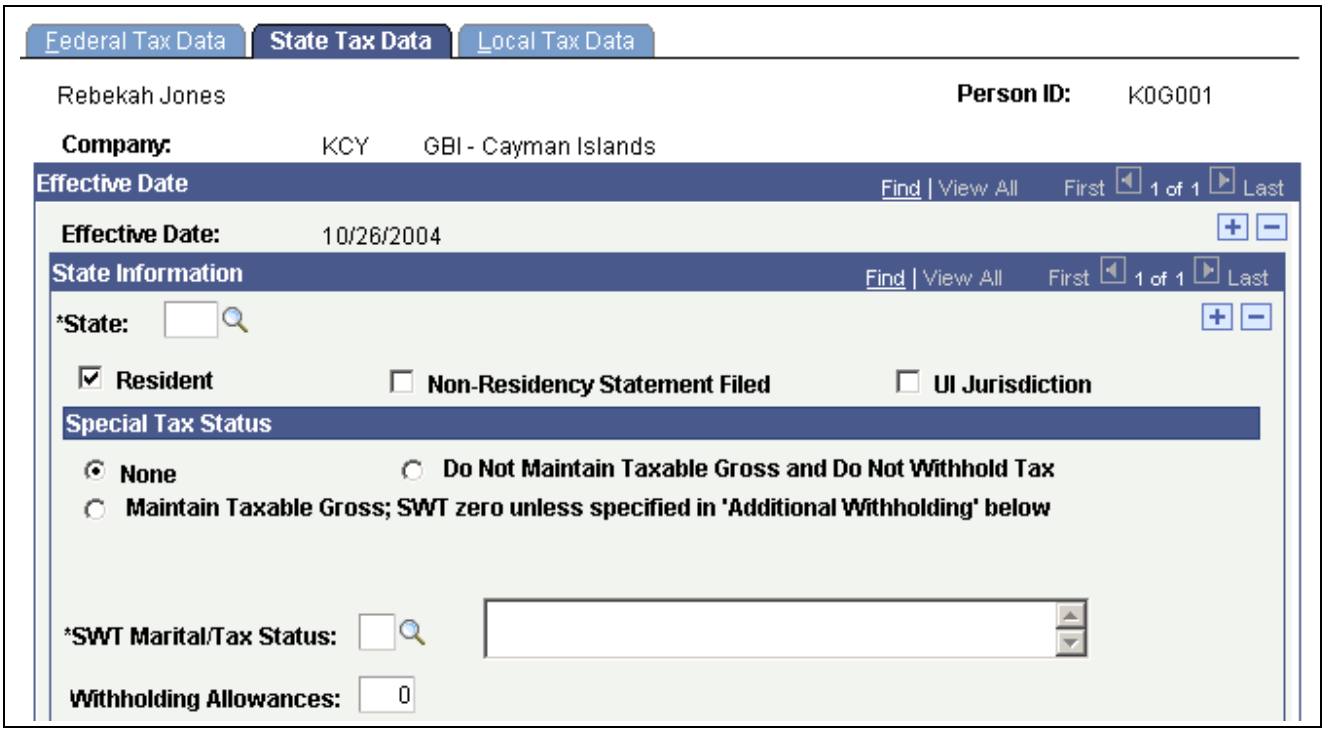
See Also

Chapter 10, "Maintaining Payroll Data," (USA) Processing W-4 and W-5 Employees, page 222

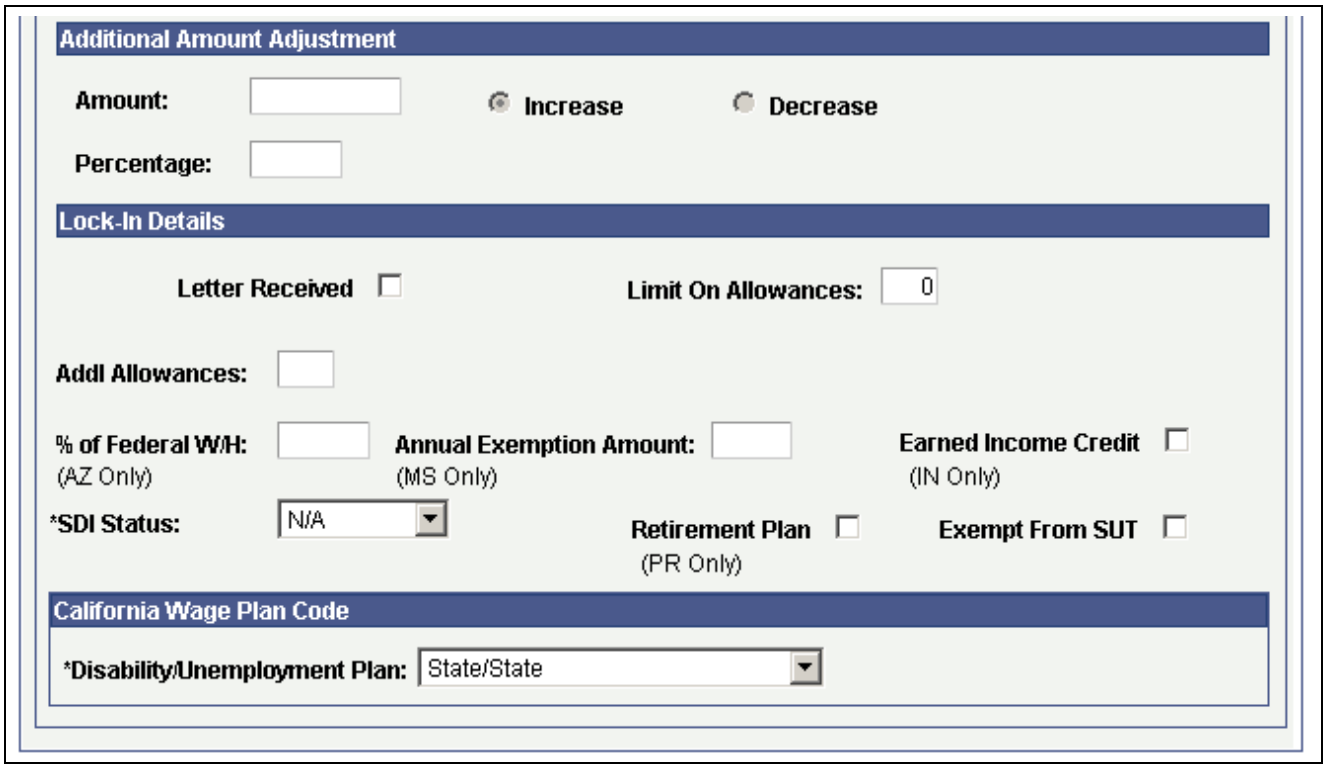
Chapter 18, "Working with Paysheets," Entering One-Time Taxes, page 436

Entering State Tax Data

Access the State Tax Data page.



State Tax Data page (1 of 2)



State Tax Data page (2 of 2)

If the employee works for multiple companies, the tax data is defined by company. If the employee works in multiple states or lives in a state other than the state of employment, each state must be identified on these pages.

State Select the state.

Resident Select this check box if the state selected in the State field is the state of residence.

Note. The work state is derived from the employee's tax location on the Job Data table and is used by paysheets when calculating state tax deductions. This check box indicates whether the employee is a resident of the work state; the determination of resident state is made from the employee's home address.

Non-Residency Statement Filed Select this check box if the employee has completed the necessary nonresidency certificate.

UI Jurisdiction (unemployment insurance jurisdiction) Select this check box if the state selected in the State field is the state of jurisdiction for unemployment insurance tax.

Note. State unemployment tax (SUT), and state disability insurance (SDI) if applicable, are usually calculated for the employee's primary work state.

Special Tax Status Select None if no special tax status exists. The system calculates SWT based on the employee's gross, marital status, and withholding allowances.

Select Maintain Taxable Gross; SWT zero unless specified in 'Additional Withholding' below (maintain taxable gross; state withholding tax zero unless specified in 'Additional Withholding' below) to override the normal

tax calculation with an amount or a percentage indicated in the Additional Amount Adjustment group box. The tax withheld then becomes either the flat amount or a percentage of the taxable wages.

Note. Use this option for employees claiming exemption from withholding on the state equivalent of Form W-4.

Select Do Not Maintain Taxable Gross and Do Not Withhold Tax to indicate that SWT will not be withheld from the employee's pay and that state taxable gross wages should not be tracked.

(E&G) Select the Non-Resident Alien; Fed Rules (nonresident alien; federal rules) option to calculate state taxes using the same treaty rule as used for federal tax calculations.

SWT Marital/Tax Status (state withholding tax marital/tax status) Select the appropriate tax marital status for SWT.

Note. Depending on the state that you selected in the State field, different field values for this field appear.

Withholding Allowances Enter the number of allowances that the employee claims for SWT purposes. This number should match the number on the employee's state withholding allowance certificate.

Additional Amount Adjustment

The Amount and Percentage fields operate exactly as they do on the Federal Tax Data page.

Note. For Guam (GU), Virgin Islands (VI), and American Samoa (AS): Although employees in these territories are not subject to federal withholding, they are subject to territory 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 territory withholding required by each of these territories.

Amount Enter an additional flat amount to withhold.

Percentage Enter an additional percentage to withhold. The additional withholding is calculated by taking a percentage of the taxable wages.

Lock-In Details

Letter Received Select this check box if a letter has been received from the state taxing authority that specifies the allowances an employee is allowed to take.

Limit On Allowances Enter the maximum number of allowances possible. The value that you enter in Withholding Allowances field cannot exceed the value that you enter in this field.

Note. Because the Federal, State, and Local Tax Data pages are a set of chained pages, you cannot change data or enter a new row on any of the tax data pages without first editing the Federal Tax Data page.

Addl Allowances (additional allowances) If applicable, enter any additional allowances that the employee claims for SWT purposes.

Note. Depending on the state that you selected in the State field, different field values for this field appear.

% of Federal W/H (percentage of federal withholding) (AZ Only) This field applies to Arizona only. Enter the percentage of federal withholding that constitutes the state withholding.

SDI Status (state disability insurance status) This field reflects the value of the SDI deduction on the State Tax table and is derived from the employee's SDI status entered on the Company table.

Select *Exempt* if the employee's earnings are exempt from SDI or Voluntary Disability Insurance tax.

Select *N/A* (not applicable) if the state does not have state disability or does not require employers to carry private disability plans.

Select *Subject* if the employee's earnings are subject to SDI tax.

Select *Vol Dis* (voluntary disability) if the company has a voluntary disability plan that covers the employee.

Annual Exemption Amount(MS Only) This field applies only to Mississippi. Enter an annual exemption amount for the employee from the employee's completed Mississippi withholding exemption certificate. This exemption amount reduces the employee's taxable gross before the SWT calculation for each pay period.

(E&G) Retirement Plan (PR Only) Select this check box to indicate that the employee is a participant in a government pension or retirement plan of the Commonwealth of Puerto Rico. The employee's government or retirement plan contribution is factored into the withholding calculations.

Exempt from SUT (exempt from state unemployment taxes) Select this check box if the employee's earnings are exempt from SUT. This field reflects the value entered in the Company Exempt from SUT (company exempt from state unemployment taxes) field on the Company table.

California Wage Plan Code

The California Wage Plan Code is used only by employees of the California Public Employees Retirement System (PERS) to identify a wage continuation plan for employees in the public sector - such as schools and government - or religious organizations that are exempt from state unemployment or disability plans, or have voluntary plans instead.

Disability/Unemployment Plan Leave the value set at the default State/State (state disability plan and state unemployment) unless otherwise instructed by your organization's tax people.

Values are: *DI Exempt/State* (disability unemployment exempt/state), *None/None, None/State, State/Exempt, State/State, Voluntary/Exempt,* and *Voluntary/State.*

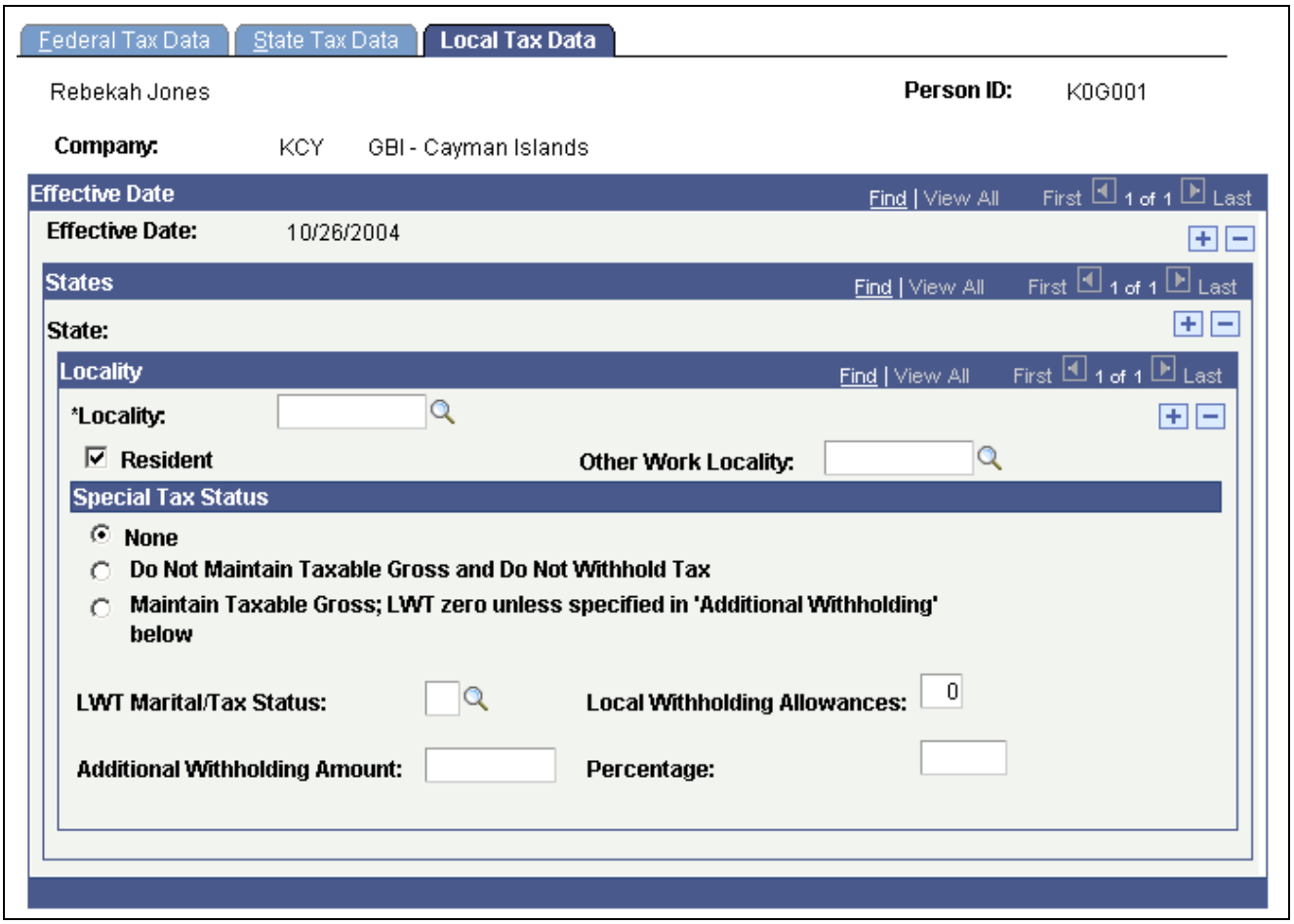
See Also

Chapter 18, "Working with Paysheets," Entering One-Time Taxes, page 436

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Payroll Tax Tables," Setting Up 1042 Processing for Non-Resident Aliens

Entering Local Tax Data

Access the Local Tax Data page.



Local Tax Data page

Locality Select the locality that the employee lives or works in. If the employee lives or works in multiple localities, enter a row for each different locality an employee pays taxes in. Define localities on the Company Local Tax Table page.

Resident Select this check box if the locality selected in the Locality field is a resident locality. An employee can have more than one resident tax locality. You may need more than one resident locality entry in cases where two different taxes exist for the same locality, such as a municipality tax and a school district tax.

Note. In Indiana, the employee's county of residence is the first determining factor for tax withholding. If the county in which an employee resides on January 1 of any year imposes a tax, you must withhold that tax. The employee is liable for the tax for the entire year, even if he or she moves to a nontaxing county. If the county of residence does not impose a tax, but the county in which the principal place of work is located does, you must withhold at the appropriate nonresident rate. For employees moving from out of state into a taxing Indiana locality, withholding does not begin until the next January 1, when residence determination is made.

Other Work Locality Select another work locality if you have more than one work tax for a given locality. The entry in this field is used to link to another local work tax code.

See Chapter 10, "Maintaining Payroll Data," Understanding Split Local Tax Distribution for KY, AL, and OR, page 200.

Special Tax Status Select None if no special tax status exists. Under this option, the system calculates local withholding tax based on the employee's taxable gross and marital status and withholding allowances if applicable (most local taxes are a flat percent rate of the taxable gross). If you select this option, and you specify an amount or percentage in the Additional Withholding Amount or Percentage field, the system calculates taxes based on the information in the tax table and the indicated additional withholding.

Select Do Not Maintain Taxable Gross and Do Not Withhold Tax to indicate that the local withholding taxes will not be withheld from the employee's pay and that local taxable gross wages will not be tracked.

Select Maintain Taxable Gross to override the normal tax calculation with the amount or percentage indicated in the Additional Withholding Amount or Percentage field. The tax withheld then becomes either the flat amount or a percentage of the taxable wages. Use this option for employees who claim exemption from with holding.

LWT Marital /Tax Status (local withholding tax marital/tax status) Enter the marital tax status for local withholding taxes. Depending on the locality that you selected, different field values appear.

Local Withholding Allowances Enter the number of allowances that the employee claims for local withholding tax purposes.

Additional Withholding Amount Enter an additional flat amount to withhold.

Percentage Enter an additional percentage of taxable wages to withhold.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Payroll Tax Tables," Associating States and Localities with the Tax Location Code

Chapter 18, "Working with Paysheets," Entering One-Time Taxes, page 436

(CAN) Entering and Maintaining Canadian Income Tax Data

This section lists common elements and discusses how to:

- Specify federal income tax data.
- Enter Quebec income tax (QIT) information.
- Enter provincial income tax data.

Common Element Used in this Section

Non-Indexed Amount

Full indexation is in effect for federal, Quebec, and provincial taxes.

Enter amounts not eligible for indexing such as pension income and tuition and education fees.

The non-indexed amount is the component of the net claim amount that is not subject to indexing. For example, if the applicable taxing authority specifies an indexation factor of 3%, the new net claim amounts for all the affected employees would be recalculated as follows:

Net claim amount + [0.03 (net claim amount – non-indexed amount)].

The Non-Indexed Amount field is not considered during the Pay Calculation COBOL SQL process (PSPPYRUN). However, it is required by the year-end Update Source Deductions SQR Report process (TAX103CN), which calculates and inserts new net claim amounts. This process applies a specified percentage and/or fixed amount increase as illustrated in the example noted above.

Other Tax Credits

Enter other authorized tax credits for the year as approved by the relative government agency. If other tax credits are entered mid-year, the amount must be prorated by the number of pay periods remaining in the year.

Prescribed Area

Enter an annual deduction from gross allowed for those employees who live in designated areas of Canada (such as the Northwest Territories, Nunavut, and the Yukon Territory). If an amount is entered mid-year, it must be prorated by the number of pay periods remaining in the year.

Special Letters

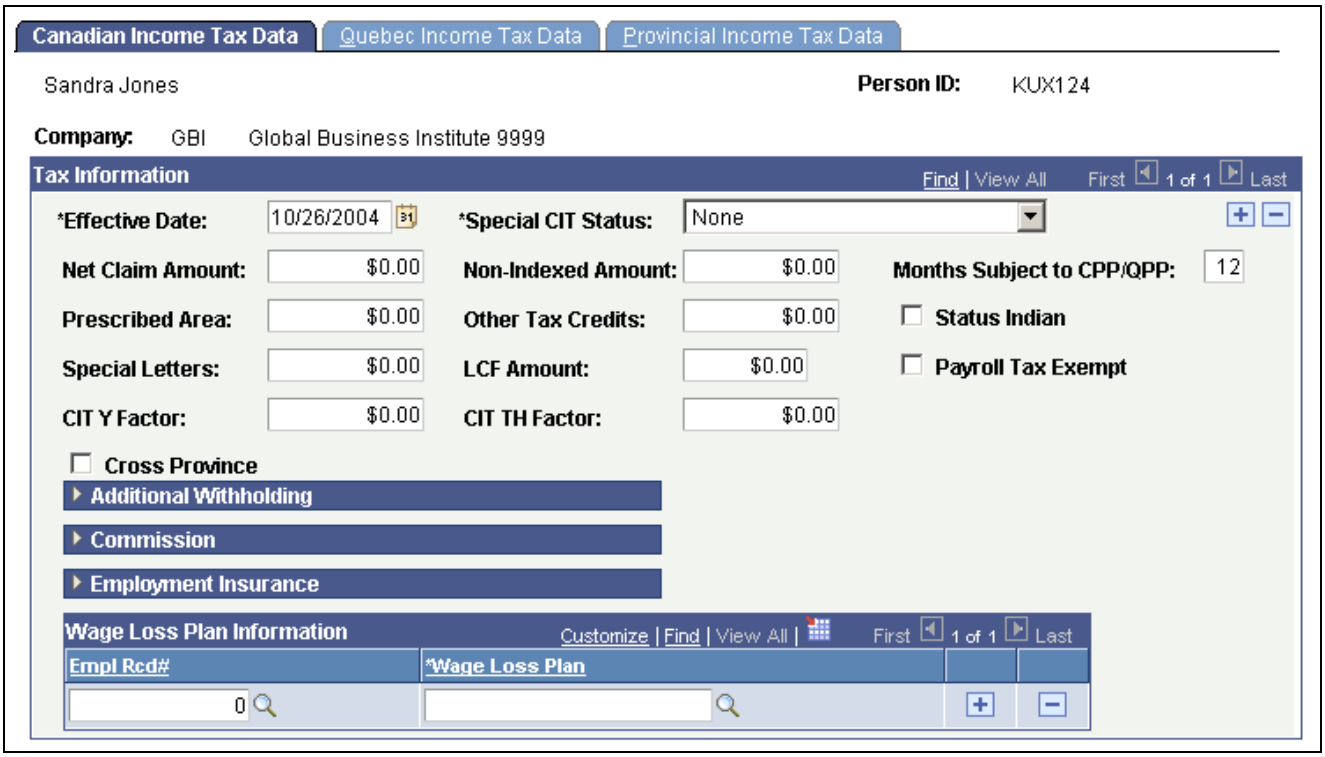
If the employee is eligible for annual deductions authorized by a taxation office, but not deducted at source from the employee's pay (such as childcare expenses), enter that amount here. Note that if a special letter is entered mid-year, the amount must be prorated by the number of pay periods remaining in the year.

Pages Used to Enter and Maintain Canadian Income Tax Data

Page Name	Object Name	Navigation	Usage
Canadian Income Tax Data	TAX_DATA_CAN1	Payroll for North America, Employee Pay Data CAN, Tax Information, Update Employee Tax Data, Canadian Income Tax Data	Specify special CIT withholding status, TD1 exemptions and adjustments, and other tax credits.
Quebec Income Tax Data	TAX_DATA_CAN3	Payroll for North America, Employee Pay Data CAN, Tax Information, Update Employee Tax Data, Quebec Income Tax Data	Enter QIT withholding status, exemption, and tax credit information for employees based in Quebec.
Provincial Income Tax Data	TAX_DATA_CAN4	Payroll for North America, Employee Pay Data CAN, Tax Information, Update Employee Tax Data, Provincial Income Tax Data	Enter provincial TD1 personal tax credit amounts.
Exemption Report	RUNCTL_TAX100CN	Payroll for North America, Employee Pay Data CAN, Tax Information, Exemption Report, Exemption Report	Generate the TAX100CN report that 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 Pension Plan (CPP) or Quebec Pension Plan (QPP) contributions.
Employee Tax Information Rpt (employee tax information report)	RUNCTL_TAX019	Payroll for North America, Employee Pay Data CAN, Tax Information, Employee Tax Information Rpt, Employee Tax Information Rpt	Run TAX019 to print employee tax withholding information.

Specifying Federal Income Tax Data

Access the Canadian Income Tax Data page.



Canadian Income Tax Data page

Special CIT Status (special Canadian income tax status)

Select options in this field to indicate whether an employee's withholding tax status deviates from the norm:

Exempt (Not Subject to CIT) (exempt [not subject to Canadian income tax]): Select if the employee is exempt from CIT. The taxable base for CIT, however, will still reflect the taxable pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip.

Maintain gross (maintain gross): Select to override the normal tax calculation with an amount or percentage indicated in the Additional Withholding group box.

None: Select if no special status exists. If you select this option, the system calculates income tax based on the employee's net taxable gross (the norm).

Net Claim Amount

Enter the total sum of all federal income tax exemption amounts from the employee's federal TD1 form (including the non-indexed amount). The system uses this field during the Pay Calculation COBOL SQL process.

Months Subject to CPP/QPP (months subject to Canada Pension Plan/Quebec Pension Plan)

Enter the month that represents the last month, in which the employee is eligible for CPP/QPP contributions. Use the number that corresponds with the desired month of the calendar year (for example *1* for January). For example, if an employee was subject to CPP/QPP for nine months of the calendar year ending in September, and exempt for the remaining three months, enter *9*. If the employee was exempt for the entire year, enter *0*. Because employees are usually subject to CPP/QPP contributions for the entire year, the default is *12*.

CPP/QPP contributions will continue to be collected until the month defined in the Months Subject to CPP/QPP field has been met, or the prorated yearly maximum contribution amount has been reached, whichever comes first.

Note. The system will not take CPP/QPP contributions if the employee is under the minimum age of 18 or over the maximum age of 70, as determined by the birthdate entered on the Personal Data - Eligibility/Identity page, unless you specify months subject to CPP/QPP on this page. Effective January 1, 1998, the maximum age exemption of 70 has been removed for QPP contribution calculations.

Status Indian

Select this check box to identify a Status Indian employee who is wholly tax-exempt. When this check box is selected, the Special CIT Status field on this page and the Special QIT Status (special Quebec income tax status) field on the Quebec Income Tax Data page become unavailable for entry and automatically set to an *Exempt* status.

Payroll for North America provides system processing to support the year-end T4 and RL-1 reporting of employment income for Status Indian employees whose total remuneration received in the reporting year is based on Status Indian requirements.

When the Status Indian check box is selected, the relevant tax form definition boxes of the T4 and RL-1 forms, will facilitate the reporting of Status Indian tax-exempt employment income for year-end slip reporting purposes. For further information, refer to the document titled Year-End Processing: Canada located on Customer Connection.

Note. If your company does not elect to provide CPP coverage to the Status Indian employees, update the Months Subject to CPP/QPP field to *0* (zero).

Payroll Tax Exempt

Select this check box if the employee should not be subject to the Northwest Territories or Nunavut payroll tax. Effective July 1, 1993, the Northwest Territories imposed a one-percent payroll withholding tax on specified remuneration paid for work performed in the Northwest Territories. Effective April 1, 1999, part of the Northwest Territories split off to form the new territory of Nunavut. Only employees who earn more than 5,000 CAD in one calendar year in the Northwest Territories or Nunavut are subject to this tax. The tax is payable on the full amount of specified remuneration earned while working in the Northwest Territories or Nunavut in the year.

If an employee's Northwest Territories or Nunavut earnings will not be more than 5,000 CAD for the calendar year, they are eligible for exemption from this tax. You can stop the tax withholding for this employee by selecting the Payroll Tax Exempt check box. The system continues to maintain the payroll tax gross for the employee, but the tax is not withheld. If you find later in the year that the employee should be subject to the tax, clear the Payroll Tax Exempt check box. On the next system-generated paycheque for the employee, the system will retroactively deduct the tax not previously withheld on all year-to-date Northwest Territories or Nunavut wages.

Note. Before running the final payroll for the calendar year, review the tax balance records of any employees whose Northwest Territories or Nunavut payroll tax status may be in doubt. Employees whose total Northwest Territories or Nunavut earnings will be more than 5,000 CAD for the year should not be identified as exempt from the tax. Employees whose total earnings will be 5,000 CAD or less for the year, but for whom tax has been withheld, should be designated as exempt from the tax, and the tax already withheld should be refunded.

LCF Amount(federal labour-sponsored funds tax credit)

Enter the purchase amount of shares in Labour-Sponsored Venture Capital Corporations (LSVCC). This amount is used to calculate and apply the federal and provincial tax credits at source, for employees who purchase LSVCC shares. The PeopleSoft Canadian Tax tables maintain the maximum federal and provincial tax credit amounts and rates.

CIT Y Factor (Canadian income tax Y Factor)

The CIT Y Factor is used in the calculation of the provincial tax reduction for employees in the provinces of Manitoba and Ontario. You must enter a dollar amount for the CIT Y Factor and not the number of dependents.

If you leave this field blank for employees who work in Manitoba, the provincial tax will be based on the net claim amount that you have entered from the employee's TD1 form. If you leave this field blank for employees who work in Ontario, no provincial tax reduction is calculated.

CIT TH Factor (Canadian income tax TH Factor)

Note. This field is no longer used, but is maintained for history data.

The CIT TH Factor is the threshold amount used to calculate the provincial net income surtax for employees in the province of Manitoba. If you leave this field blank for an employee in Manitoba, the threshold amount is based on the net claim amount that you have entered from the employee's TD1 form.

Note. You should review the CIT Y Factor and CIT TH Factor amounts when provincial tax legislation changes the values of these factors or when a change in the employee's number of dependents would affect these amounts.

Cross Province

An employee who resides in one province or territory and is employed in another, may be subject to excessive tax deductions. If the CRA approves a written request for tax relief in this instance, the employer is required to limit the employee's tax liability to the amount based upon that employee's province of residence. Payroll for North America refers to this type of situation as *cross-province taxation* as it applies only between provinces or territories.

Select this check box to generate cross-province tax processing.

Use Province of Residence

Select this check box to use the employee's province of residence for calculating the employee's tax liability. The default for this check box is selected.

Or Override

Use this check box to override the employee's province of residence. Specify the applicable province to use for tax calculation if province of residence is not to be used.

Note. When the province of employment for taxation purposes is Quebec (QC), the reduction in the tax liability is applied to the federal portion.

Additional Withholding

Amount and **Percentage** — Indicate additional CIT taxes that should be taken. The effect this field has depends on the option that you select in the Special CIT Status field:

If you select *None,* you can only specify an amount for additional withholding. The system calculates taxes based on the information on the tax table and adds the additional withholding amount indicated.

If you select *Maintain gross* you can specify an amount or a percentage, or both, for withholding income taxes. The system overrides the normal calculated tax and takes only the amount and/or percentage entered in the Amount or Percentage fields.

Note. If you do not want to take additional withholding from a particular cheque, clear the Additional Taxes check box on the By Paysheet - One-Time Taxes page.

Commission

Income — For individuals paid on a commission basis, enter the employee's annual estimated commission income.

Expenses — For individuals paid on a commission basis, enter the employee's annual expenses.

RPP/RRSP Limit (Registered Pension Plan/Registered Retirement Savings Plan limit) — Enter the RPP/RRSP limit. This limit overrides the legislated annual RPP/RRSP limit maintained by PeopleSoft on the Canadian Tax table. These fields are used during the commission tax method calculation to arrive at taxable gross. Note: In order to complete this information, the employee must complete the required government form (TD1x).

Employment Insurance

Calc Status (calculate status) — The only options applicable as of January 1, 1997 are *EI Rules* (Employment Insurance rules) and *EI Exempt* (Employment Insurance exempt). The Pay Calculation process uses this field to determine whether to deduct EI premiums. Pre-January 1, 1997 the only options available were the UI Yearly (unemployment insurance yearly) and UI Period (unemployment insurance period) options.

Select *EI Rules* if the employee is subject to EI premiums. This is the default premium calculation formula.

Select *El Exempt* if the employee is exempt from paying EI premiums.

Yearly Maximum — When a calculate status of *UI Yearly* is selected, the system displays the current year's annual maximum insurable earnings amount in the Yearly Max field as listed in the Canadian Tax table. Note that you must review and update this value if the employee starts after the beginning of the year or terminates before the end of the year.

Note. *UI Yearly* and *UI Period* cannot be selected on records dated later than January 1, 1997. The only valid calculate status selections effective after January 1, 1997 are *EI Rules* and *El Exempt.*

Wage Loss Plan Information

Wage Loss Plan

Select the appropriate wage loss plan code. This applies the correct employer EI premium rate as determined by the benefit coverage level of the wage loss replacement plan for short-term disability.

You define valid wage loss replacement plan codes in the Canada Wage Loss Plan Table component (WAGELS_PLN_TBL) in Define Payroll Taxes. You must create these codes *before* you use them elsewhere in the system.

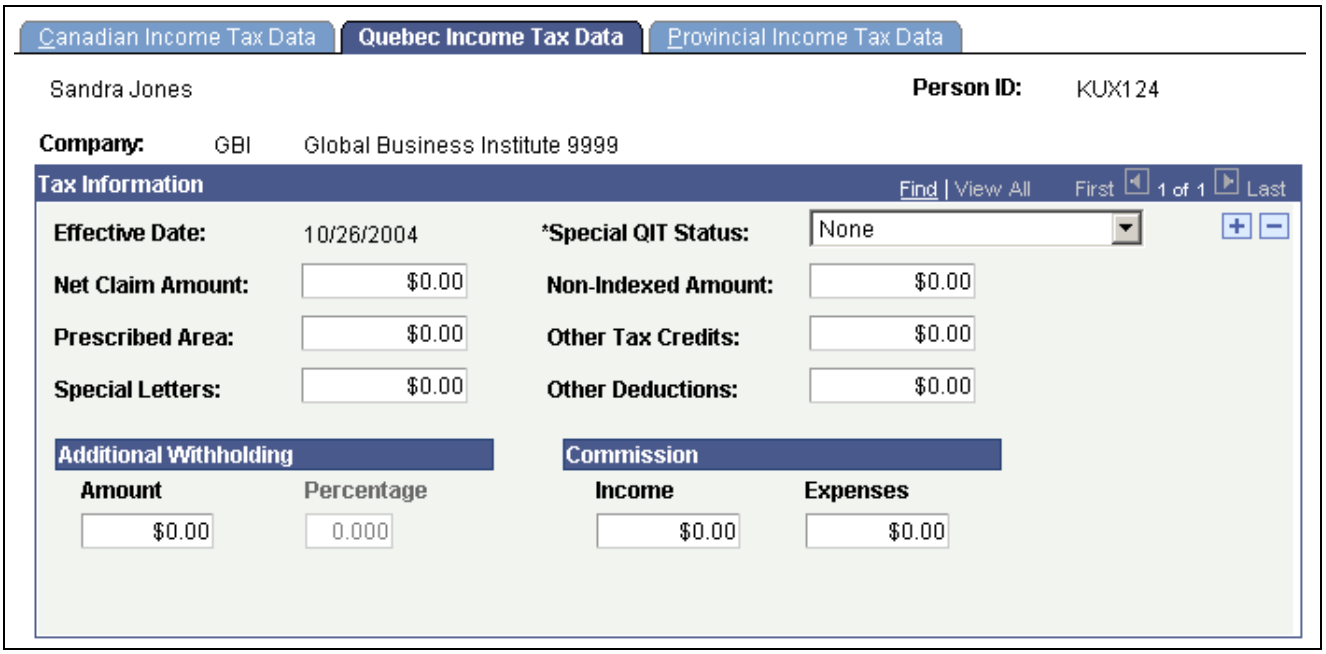
Note. If the Multiple Jobs feature is enabled, you can enter multiple wage loss plans per employee. If the Multiple Jobs Allowed check box is cleared, you can enter only one wage loss plan per employee.

If the Automatic Employee Tax Data check box on the Installation Table - Products Specific page is selected, the system automatically creates employee tax data records whenever you hire an employee or transfer an employee to a new company.

The wage loss plan default that you specify on the Pay Group Table - Definition page becomes the default wage loss plan on the Canadian Income Tax Data page whenever the system automatically creates employee tax data records.

Entering QIT Information

Access the Quebec Income Tax Data page.



Quebec Income Tax Data page

Tax Information

Special QIT Status (special Quebec income tax status) — These options are similar to those on the Canadian Income Tax Data page. Your selection indicates whether the employee has any special tax status for QIT purposes.

Net Claim Amount — Enter the total sum of all Quebec income tax exemption amounts from the employee's Source Deductions Return (form TP-1015.3-V).

Other Deductions — Enter other authorized Revenu Quebec annual deductions—such as the deduction representing alimony or maintenance payments.

Additional Withholding

Amount and **Percentage** — Indicate additional QIT taxes that should be taken. The effect this field has depends on the option you select in the Special QIT Status field:

If you select *None,* you can only specify an amount for additional withholding. The system calculates taxes based on the information on the tax table and adds the additional withholding amount indicated.

If you select *Maintain gross, you can* specify an amount or a percentage, or both, for withholding Quebec income taxes. The system overrides the normal calculated tax and takes only the amount and/or percentage entered in the Amount and Percentage fields.

Note. If you do not want to take additional withholding from a particular check, clear the Additional Taxes check box on the By Paysheet - One-Time Taxes page.

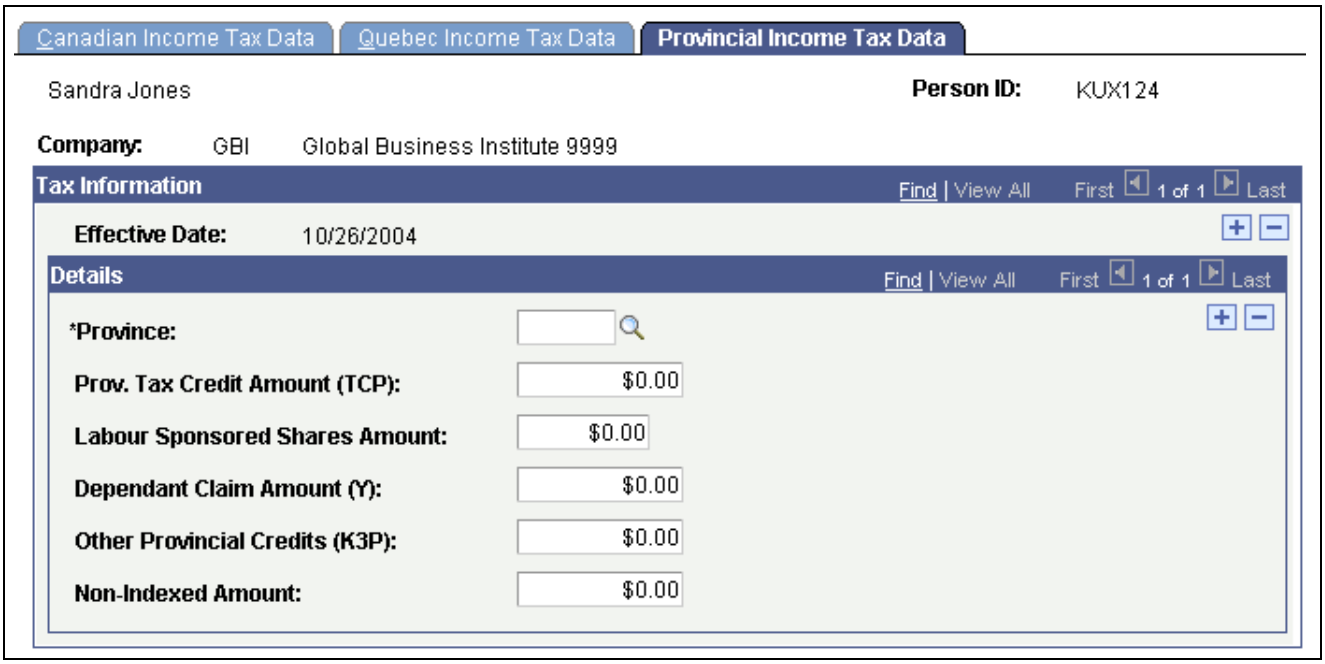
Commission

Income — For individuals paid on a commission basis, enter the employee's estimated annual commission income.

Expenses — For individuals paid on a commission basis, enter the employee's estimated annual expenses for individuals paid on a commission basis. Note: In order to complete this information, the employee must complete the required government form (TP-1015.R.13.1–V).

Entering Provincial Income Tax Data

Access the Provincial Income Tax Data page.



Provincial Income Tax Data page

Province Enter the employee's tax location province for calculating provincial income taxes.

Prov. Tax Credit Amount (TCP) (provincial tax credit amount) Enter the total net claim amount from the employee's or pensioner's provincial or territorial Form TD1. This is the sum of all of the individual personal tax credit amounts reported on the provincial Form TD1 contributing to the total claim amount.

Labour Sponsored Shares Amount Enter the provincial or territorial labour-sponsored funds tax credit amount.

Note. If a Provincial Income Tax Data record exists, the value that specified in the Labour Sponsored Shares Amount field (including zero) is used for the provincial income tax calculation and the LCF Amount field on the Canadian Income Tax Data page is used for the federal income tax calculation. If no Provincial Income Tax Data record exists, by default the system uses the federal labour-sponsored funds tax credit amount indicated in the LCF Amount field of the Canadian Income Tax Data page for both federal and provincial income tax calculations.

Note. (Employers Paying Employees in the Province of Saskatchewan). Investment amounts in venture capital corporations that are registered federally only must be entered into the LCF Amount field of the employee's Canadian Income Tax Data page. Investment amounts in venture capital corporations that are registered in Saskatchewan must be entered into the Labour Sponsored Shares Amount field of the employee's Provincial Income Tax Data page.

Dependant Claim Amount (Y) Where applicable, calculate and enter the total dependent claim amount (Y). This is the total sum of the calculated reduction factor Y amounts applicable to Manitoba and Ontario used in determining the provincial tax reduction (factor S).

Other Provincial Credits (K3P) This field is currently not in use. Currently, although factor K3P is referenced in the TONI formulas, the details of the other provincial tax credits authorized by a tax services office or tax centre related to this factor have not yet been determined by the government.

Important! For cross-province taxation to be calculated correctly, entries should be created on the Provincial Income Tax Data page for both the province of employment *and* the province of residence. If entries do not exist for one or both provinces, the provincial basic personal amounts from the Canadian Tax table will be applied.

(USA) Processing W-4 and W-5 Employees

This section provides overviews of W-4 exemption and W-5 advance EIC eligibility processing and discusses how to:

- Run the IRS Reportable W-4 List or Determine W-5 Eligibility process.
- Identify employees who did not file W-4 or W-5 forms by the due date.
- Prepare W-4 data for IRS submission.
- Update the W-4 processing status.

Understanding W-4 Exemption and W-5 Advance EIC Eligibility Processing

Employees who claim exemption from withholding must complete a new Form W-4 each year to maintain their exempt status. Employees who receive advance EIC payments, must complete a new Form W-5 each year to continue to receive advance EIC payment.

Payroll for North America provides two workflow-enabled PeopleSoft Process Scheduler jobs that you can run at the end of each year to determine which employees need to complete new W-4 or W-5 forms. Each process produces a report that lists employees.

You can also gather W-4 employee data manually with the Federal Tax Data Status report.

Use the W-4 IRS report to submit W-4 information to the IRS.

Using the IRS Reportable W-4 List Process (PY_W4_EE)

Run the IRS Reportable W-4 List process at the end of each year. This process:

- Identifies employees for whom additional withholding amount equals zero, additional withholding percentage equals zero, and the special tax withholding status is maintain taxable gross but do not withhold tax.
- Automatically sends each of these employees (except terminated employees) an email informing them that they must submit a new Form W-4 by February 15 of the coming year.
- Changes the W-4 processing status of each of these employees to notification sent.
- Creates instances in the worklist of the Payroll Administrator workflow role as a reminder to update the W-4 processing status for applicable employees.

Click the Workflow link to access the Federal Tax Data page and update the employee W-4 processing status.

Listing Exempt Employees and Updating W-4 Processing Status with Workflow

The Reset W-4 Exempt List:

- Identifies employees who have not yet filed a new Form W-4 by the due date to continue their exemption from withholding.
- Inserts a new Federal Tax Data record to reset the employee federal withholding status, marital status, and withholding allowances.
- Updates future-dated records that currently specify exemption from withholding.

Listing Employees Who Update W-4 Exemption on the Web

Use the W-4 Audit report (TAX107) to identify employees who create or update their W-4 information on the web using the W-4 Tax Information transaction in the PeopleSoft Enterprise ePay self-service application. You must update the processing status of these employees.

Determining W-4 Exempt Employees Manually

TheW—4 Exemptions Report (TAX100) is a manual alternative to the IRS Reportable W-4 List process. Use it to list employees with exceptional federal withholding status. Contact employees as necessary.

Submitting W-4 Information to the IRS

Use the W-4 IRS report (TAX106) to identify employees for whom Form W-4 (Employee's Withholding Allowance Certificate) should be submitted to the IRS. The report produces a one-page listing for each employee who claims either exemption from federal withholding or more than 10 allowances. The listing for each employee includes all of the information on the Form W-4 with the employer's name, address, and identification number.

Using the Determine W-5 Eligibility process (PY_W5_EE)

Use the Determine W-5 Eligibility process at the end of each year. This process:

- Identifies all non-terminated employees for whom an EIC status other than not applicable has been selected.
- Automatically sends each of these employees an email informing them that they must submit a new Form W-5 by January 1 of the coming year.
- Changes each employee's W-5 processing status to notification sent.
- Creates instances in the worklist of the Payroll Administrator workflow role as a reminder to update the W-5 processing status for applicable employees.

Click the Workflow link to access the Federal Tax Data page and update the employee W-5 processing status.

Listing Eligible Employees and Updating W-5 Processing Status with Workflow

The Reset W-5 Exempt List (TAX113):

- Identifies employees who have not yet refiled by the due date to continue their advance payments of EIC.
- Inserts a new Tax record to reset the employee EIC status to none.
- Updates future-dated records that currently specify EIC status.

Pages Used to Process W-4 and W-5 Employees

Page Name	Object Name	Navigation	Usage
IRS Reportable W-4 List	RUNCTL_PAY_W4W5	• Payroll for North America, Employee Pay Data USA, Tax Information, IRS Reportable W-4 List, IRS Reportable W-4 List • Payroll for North America, Employee Pay Data USF, Tax Information, IRS Reportable W-4 List, IRS Reportable W-4 List	Run the Find W4 Exempt Employees process to create a list of employees that need to file a new W-4.
Determine W-5 Eligibility	RUNCTL_PAY_W4W5	• Payroll for North America, Employee Pay Data USA, Tax Information, Determine W-5 Eligibility, Determine W-5 Eligibility • Payroll for North America, Employee Pay Data USF, Tax Information, Determine W-5 Eligibility, Determine W-5 Eligibility	Run the Determine W-5 Eligibility process to create a list of employees who need to file a new W-5.
Reset W-4 Exempt List	RUNCTL_TAX103	• Payroll for North America, Employee Pay Data USA, Tax Information, Reset W-4 Exempt List, Reset W-4 Exempt List • Payroll for North America, Employee Pay Data USF, Tax Information, Reset W-4 Exempt List, Reset W-4 Exempt List	Generate the TAX103 - Reset W-4 Exempt List report in update or report only mode. If run in update mode, the SQR will insert a new row into employee tax data.
Reset W-5 Exempt List	RUNCTL_TAX103	• Payroll for North America, Employee Pay Data USA, Tax Information, Reset W-5 Exempt List, Reset W-5 Exempt List • Payroll for North America, Employee Pay Data USF, Tax Information, Reset W-5 Exempt List, Reset W-5 Exempt List	Generate the TAX113 - Reset W-5 Exempt List report in update or report only mode. If run in update mode, the SQR will insert a new row into employee tax data.

Page Name	Object Name	Navigation	Usage
W-4 Audit	RUNCTL_TAX107	• Payroll for North America, Employee Pay Data USA, Tax Information, W-4 Audit Report, W-4 Audit Report • Payroll for North America, Employee Pay Data USF, Tax Information, W-4 Audit Report, W-4 Audit Report	Generate the TAX107 report that lists all employees who either created or updated their W-4 information on the web.
W-4 Exemptions Report	RUNCTL_TAX100	• Payroll for North America, Employee Pay Data USA, Tax Information, W-4 Exemptions Report, W-4 Exemptions Report • Payroll for North America, Employee Pay Data USF, Tax Information, W-4 Exemptions Report, W-4 Exemptions Report	Generate the TAX100 report that lists all employees in each company who have elected a federal special tax withholding status.
W-4 IRS Report (W-4 internal revenue service report)	RUNCTL_TAX106	• Payroll for North America, Employee Pay Data USA, Tax Information, W-4 IRS Report, W-4 IRS Report • Payroll for North America, Employee Pay Data USF, Tax Information, W-4 IRS Report, W-4 IRS Report	Generate the TAX106 report that prints a one-page listing for each employee who claims either exemption from federal withholding or more than 10 allowances. It also creates an electronic file to submit the data to the IRS.
Electronic Params	RUNCTL_TAX1062	• Payroll for North America, Employee Pay Data USA, Tax Information, W-4 IRS Report, Electronic Params • Payroll for North America, Employee Pay Data USF, Tax Information, W-4 IRS Report, Electronic Params	Specify the electronic processing request parameters for report TAX106.

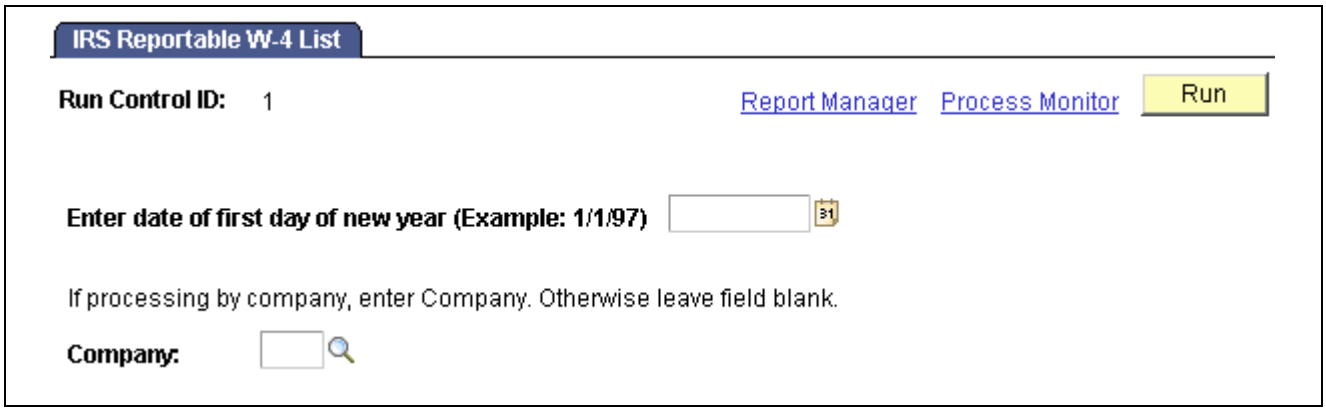
See Also

Chapter 10, “Maintaining Payroll Data,” Running the IRS Reportable W-4 List (PY_W4_EE), page 225

Chapter 10, “Maintaining Payroll Data,” Entering Federal Tax Data, page 202

Running the IRS Reportable W-4 List (PY_W4_EE)

Access the IRS Reportable W-4 List page.



IRS Reportable W-4 List page

Click Run to run this request. PeopleSoft Process Scheduler runs the Find W4 Exempt Employees process at user-defined intervals.

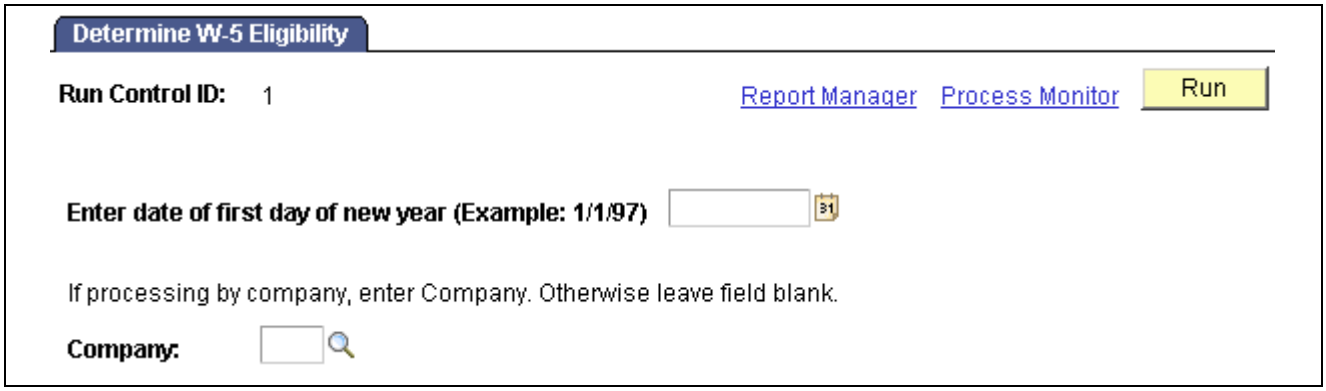
Company Select a company to run the process for all employees in that company only. To run the process for all employees in all companies, leave this field blank.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Running the Determine W-5 Eligibility (PY_W5_EE)

Access the Determine W-5 Eligibility page.



Determine W-5 Eligibility page

Click Run to run this request. PeopleSoft Process Scheduler runs the Find W-5 Employees process at user-defined intervals.

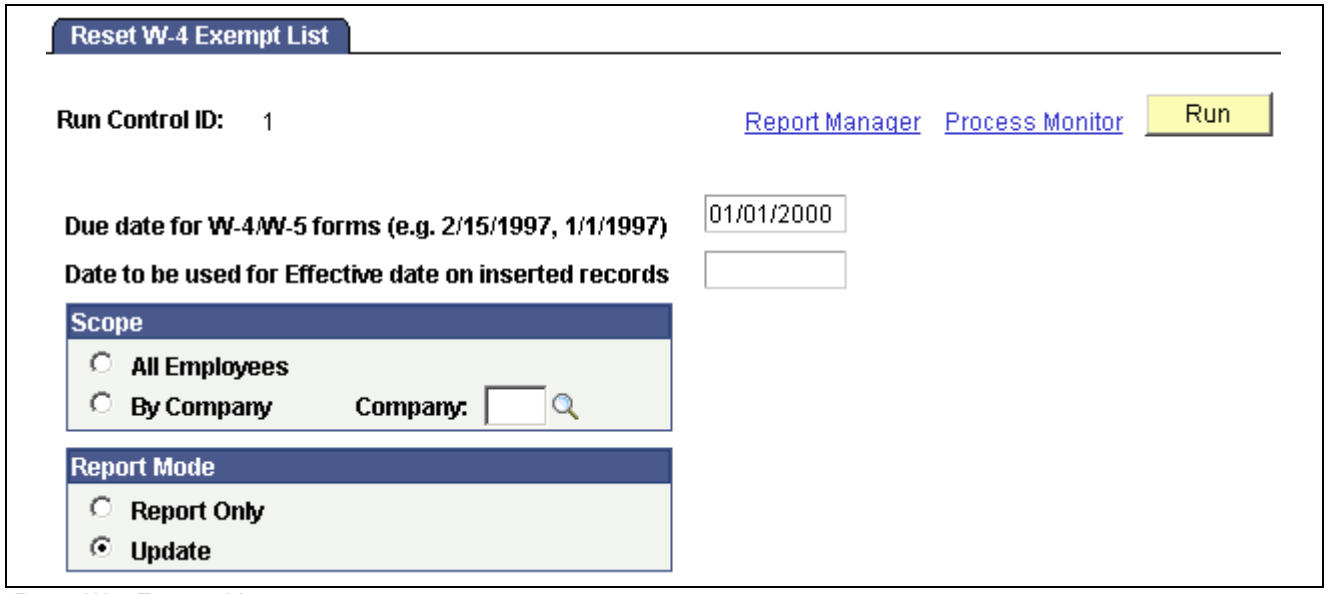
Company Select a company to run the process for all employees in that company only. To run the process for all employees in all companies, leave this field blank.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Identifying Employees Who Did Not File W-4 Forms by the Due Date

Access the Reset W-4 Exempt List page.



Reset W-4 Exempt List page

Note. Run the Report/Update W-4 Exempt EEs process on February 15 of each new tax year.

Due date for W-4 forms Enter the due date for the W-4 forms. The report 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.

All Employees Select this option to include all employees in this process.

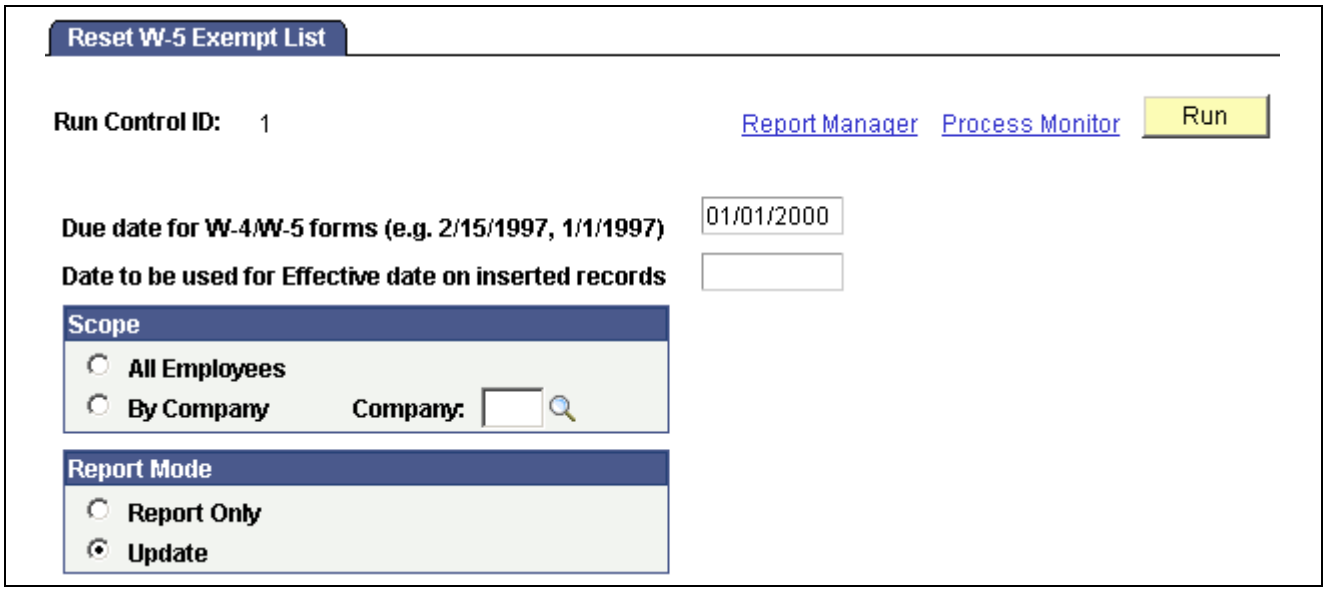
By Company and **Company** Select this option to include specific companies, and enter the company name.

Report Only Select this option to identify employees who, although notified by the Find W4 Exempt Employees process, have not filed a new W-4 by February 15 to continue their exemption from withholding. The report also identifies future-dated records.

Update Select this option to insert a new Tax record to reset the employee's federal special tax withholding status to none, tax marital status to single, and withholding allowances to zero.

Identifying Employees Who Did Not File W-5 Forms by the Due Date

Access the Reset W-5 Exempt List page.



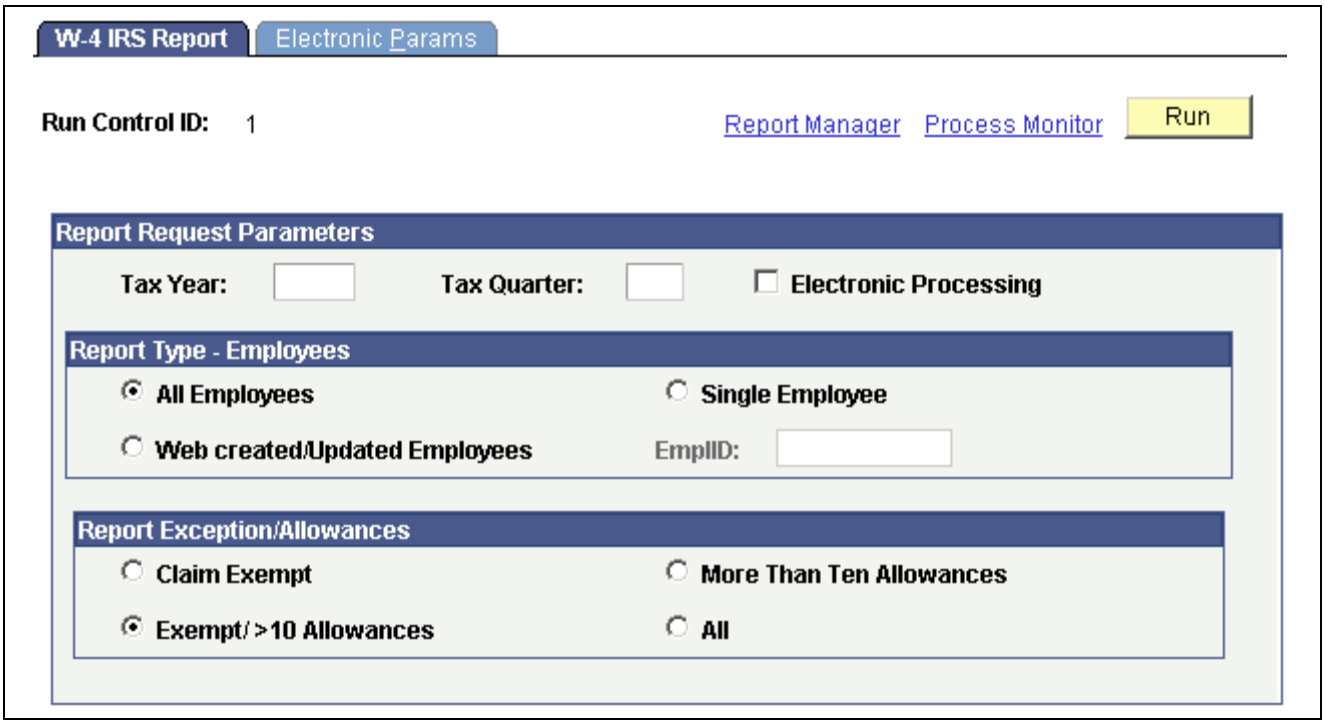
Reset W-5 Exempt List page

Note. Run the Reset W-5 Exempt List on January 1 of each new tax year.

Due date for W-5 forms	Enter the due date for the W-5 forms. The report 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.
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 Only	Select this option to identify employees who, although notified by the Find W-5 Employees process, have not filed a new W-5 by January 1 to continue their advance payments of EIC. The report also identifies future-dated records.
Update	Select this option to insert a new Tax record to reset the employee's EIC status to not applicable.

Preparing W-4 Data for IRS Submission

Access the W-4 IRS Report page.



W-4 IRS Report page

All Employees If you select this option, all employees who updated their W-4 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 W-4 information on the web as of the date specified appear in the report.

Single Employee and **EmplID** (employee ID) If you select this option, you must enter an employee ID number. The employee's W-4 information as of the date specified appears in the report.

Claim Exempt If you select this option, only employees who claimed exemption from federal withholding as of the specified date appear in the report.

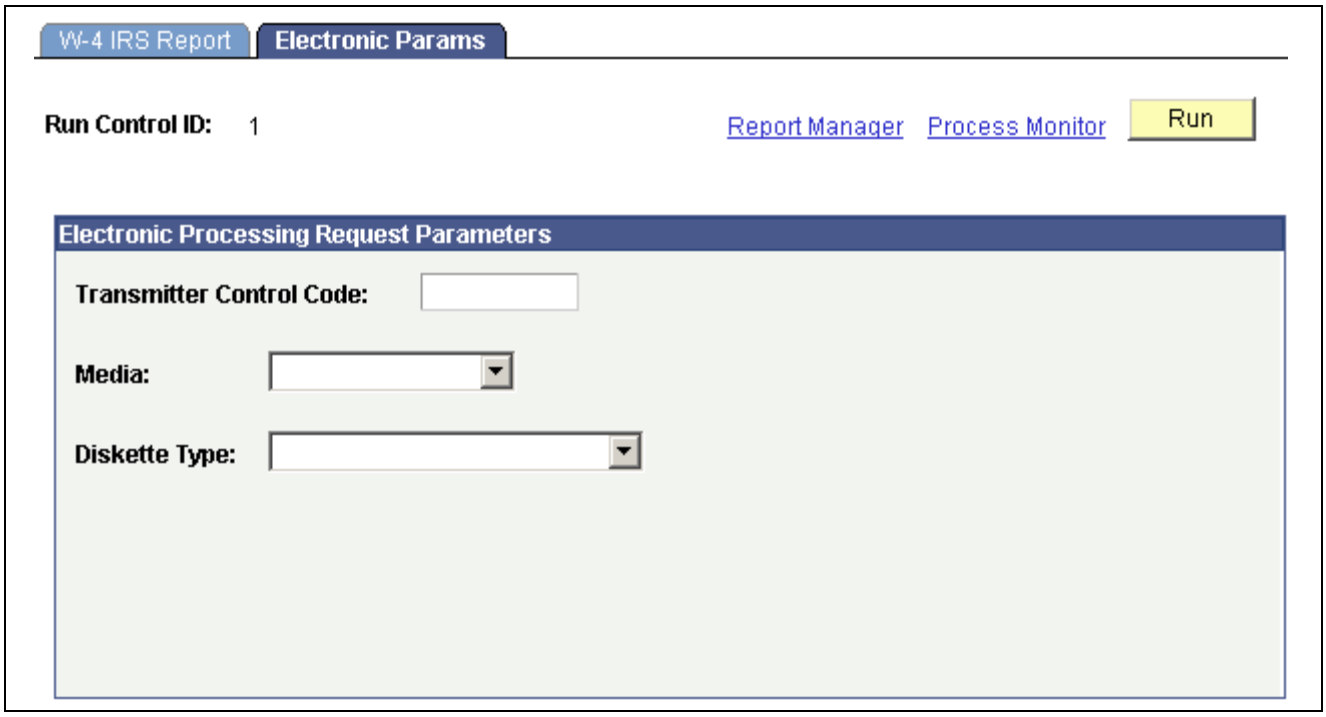
Exemption/>10 Allowances If you select this option, employees who either claimed exemption from federal withholding or claimed more than ten allowances as of the specified date appear in the report.

More Than Ten Allowances If you select this option, only employees who claimed more than ten allowances at any time during the quarter appear in the report.

All If you select this option, all employees with W-4 data having an effective date during the specified quarter appear in the report.

Preparing a W-4 Data Electronic File for IRS Submission

Access the Electronic Params page.



Electronic Params page

Transmitter Control Code Enter the Transmitter Control Code.

Media Select *Tape*, *Diskette*, or *None* (if you don't require magnetic media reporting).

Diskette Type If you report on diskette, indicate what kind of diskette you'll be submitting to the IRS.

Updating the W-4 Processing Status

Access the Federal Tax Data Status page.

You can manually change an employee's W-4 processing status on this page.

Notification Sent If workflow is enabled, when you manually set an employee's status to notification sent, the system:

- Generates a worklist item for the Payroll Administrator workflow role.
- Generates an email message to the employee informing the employee that a new Form W-4 is required by February 15 of the upcoming year to continue exempt status.

New W-4 Received When an employee submits a new Form W-4 for exemption from withholding, select this value on the current record or on a new effective-dated row.

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 this value.

See Also

Chapter 10, "Maintaining Payroll Data," Entering Federal Tax Data, page 202

Setting Up Employee General Deductions

This section provides an overview of deduction overrides and discusses how to:

- Specify the calculation method for general deductions.
- (USF) Specify the calculation method for general deductions.
- (USF) Enter employee deduction distribution information.
- Override general deduction code processing parameters for an employee.

Understanding Deduction Overrides

The system computes regular deductions based on deduction data at the company level and the employee level. You can make permanent or one-time changes to deduction data.

Permanent Deduction Overrides

To make a permanent change to deduction data:

- Use the Deduction Table pages to change the basic attributes of a deduction, such as:
  - Processing priority.
  - Classification (before-tax, nontaxable benefit).
  - Effect on FICA gross and FUT gross.
  - Maximum yearly deduction.
  - Deduction frequency.
  - Pay periods in which the deduction is taken.
- Use one of the Benefits Table pages (for benefit deductions) or the General Deduction Table page (for nonbenefit deductions) to change how the system calculates a deduction.
- Use the General Deduction Override page (for nonbenefit deductions) or the Benefit Deduction Override page (for benefit deductions) to override processing parameters at the employee level that are normally controlled by the Deduction table:
  - Pay periods in which the deduction is taken.
  - Information on maximum arrears payback.
- Use the General Deduction Data page to change employee-specific deduction data not governed by the Deduction table. This data includes:
  - The calculation option, with related dollar amounts, rates, or percentages.
  - Start and stop dates.
  - A goal amount and current goal balance.

One-Time Deduction Overrides

Enter one-time deduction overrides on the paysheet.

See Chapter 18, “Working with Paysheets,” Recording One-Time Deductions, page 425.

See Also

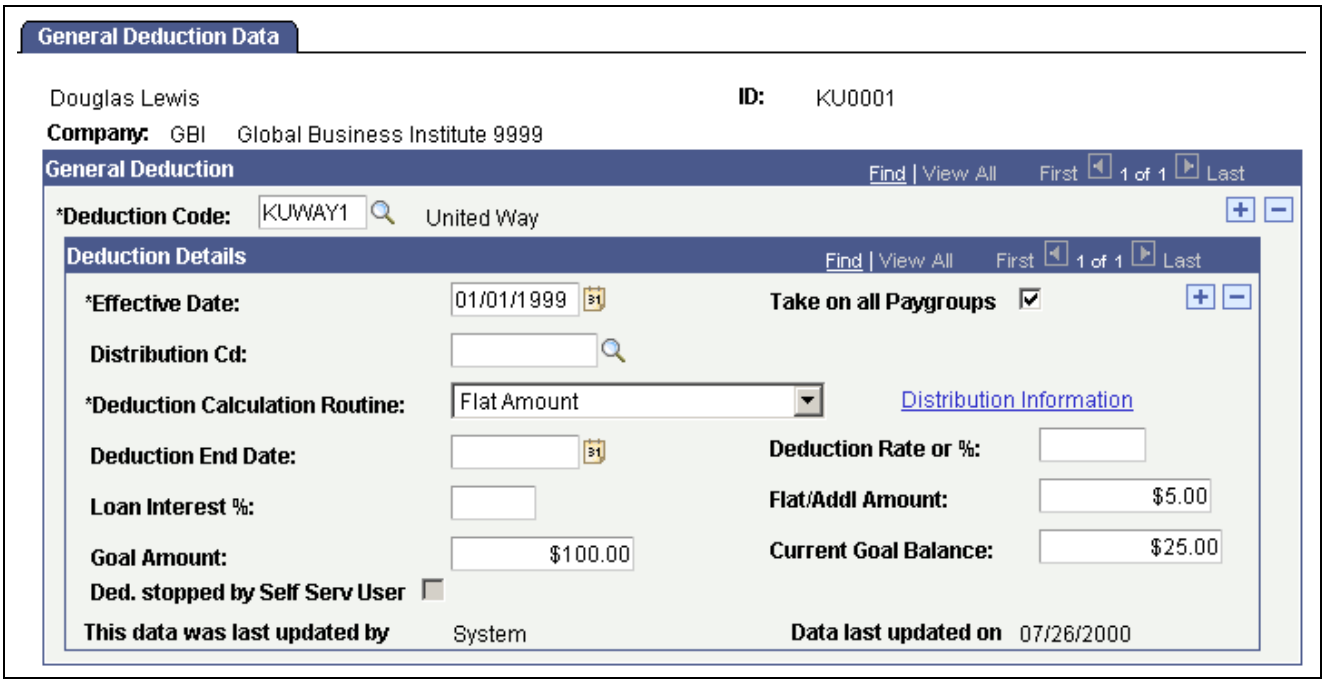
Chapter 18, “Working with Paysheets,” Understanding Deduction Override Processing, page 393

Pages Used to Set Up Employee General Deductions

Page Name	Object Name	Navigation	Usage
General Deduction Data	GENL_DED_DATA	• Payroll for North America, Employee Pay Data USA, Deductions, Create General Deductions, General Deduction Data • Payroll for North America, Employee Pay Data CAN, Deductions, Create General Deductions, General Deduction Data	Assign general (nonbenefit-related) deductions to an employee and specify the calculation method for a general deduction.
General Deduction Data	GVT_GENL_DED_DATA	Payroll for North America, Employee Pay Data USF, Deductions, Create General Deductions, General Deduction Data	Assign general (nonbenefit-related) deductions to an employee and specify the calculation method for a general deduction for a federal-specific general deduction.
Employee Distribution	GVT_EMPE_DIST_SEC	Click the Distribution Information link on the General Deduction Data page.	Enter employee distribution information, such as payment method, electronic funds transfer info and check address. .
General Deduction Override	GENL_DED_OVERRIDE	• Payroll for North America, Employee Pay Data USA, Deductions, Override General Deductions, General Deduction Override • Payroll for North America, Employee Pay Data CAN, Deductions, Override General Deductions, General Deduction Override • Payroll for North America, Employee Pay Data USF, Deductions, Override General Deductions, General Deduction Override	Override deduction code settings contained on the Deduction table for a particular employee.

Specifying the Calculation Method for General Deductions

Access the General Deduction Data page.



General Deduction Data page

General Deduction

Deduction Code

Select the code for the general deduction that the system should take for this employee. The prompt table lists only those deductions defined for the employee's company on the Company General Deductions page.

(CAN) For Canada Payroll Savings (CPS) programs, if both non-RRSP and RRSP options are offered, two deduction codes are necessary. Employees may elect to contribute to both types of accounts concurrently. In this event, two separate general deduction data records must be created; one for non-RRSP contributions and the other for RRSP contributions.

Deduction Details

Effective Date

Enter an effective date.

(CAN) For CPS plans, this date is validated against the election period(s) specified on the Canada Payroll Savings Campaign table to ensure that changes to contribution information are entered for allowable periods.

Take on all Paygroups

This option applies only to employees who have jobs in more than one pay group. It instructs the system whether to take the deduction when the employee's pay group is not being processed. This field works in conjunction with the Single Check for Multiple Jobs (single check for multiple jobs) field on the Company - Default Settings page and the Priority Number field on the Pay Group Table - Definition page.

If the Single Check for Multiple Jobs option is selected, and you select Take on all Paygroups, the system processes this deduction each time a check is issued for the employee, regardless of whether the employee's job in the primary pay group is being paid.

If the Single Check for Multiple Jobs option is not selected, and you select Take on all Paygroups, the deduction is always taken when the job in the primary pay group is paid. If you have not defined a primary pay group for the employee, the system takes the deduction only if the job with the lowest priority number, as designated on the Pay Group Table - Definition page, is being paid.

Deduction Calculation Routine

The deduction calculation routine determines how a deduction is calculated for an employee. Values are:

Default to Deduction Table: Select to use the deduction calculation routine that is specified on the Deduction table. If you select this option, the system takes the amount or percent from the Deduction table; thus, the Flat/Addl Amount (flat/additional amount) field and the Deduction Rate or % (deduction rate or percent) field on this page are not available for entry. To specify a different amount or percent, you must select an alternate deduction calculation routine and the appropriate amount or percent.

Flat Amount: Select to establish the deduction as a flat amount. Enter the amount in the Flat/Addl Amount field, which is treated as an amount per pay period.

(CAN) Select *Flat Amount* for Canada Payroll Savings programs.

Percent of Federal Gross: Select to calculate the deduction as a percent of federal gross income. Enter the percent in the Deduction Rate or % field.

Percent of Net Pay: Select to calculate the deduction as a percent of net pay. Enter the percent in the Deduction Rate or % field.

Percent of Special Earnings: Select to calculate the deduction as a percent of a special accumulator, such as 401(k). Enter the percent in the Deduction Rate or % field. Special accumulator codes are defined on the General Deduction table.

Percent of Total Gross: Select to calculate the deduction as a percent of total gross income. Enter the percent in the Deduction Rate or % field.

Rate x Hours Worked: Select to calculate the deduction as rate multiplied by hours worked (hours with the Fair Labor Standards Act flag selected). Enter the rate in the Deduction Rate or % field.

Rate x Special Hours: Select to calculate the deduction as a rate multiplied by hours that have a special accumulator associated with them. Enter the rate in the Deduction Rate or % field. The special accumulator code is defined on the General Deduction table.

Rate x Total Hours: Select to calculate the deduction as a rate multiplied by total hours. Enter the rate in the Deduction Rate or % field.

Special Deduction Calculation: Select to indicate that you have written a special calculation that you want to use. This option requires assistance from an IT person.

Deduction Rate or % (deduction rate or percent)

Depending on the value that you select for the Deduction Calculation Routine field, you may need to enter a rate or percent in this field. This will determine how much to take out for the deduction.

(CAN) Loan Interest % (loan interest percent)

If this deduction is for payback for a low-interest loan, enter the interest rate here. If the loan interest percent specified here is less than the prescribed interest percent in the Canadian Company Tax table, the system calculates a

low-interest loan taxable benefit for the employee. If the field is left empty, it is assumed that the interest rate is zero.

Flat/Addl Amount (flat/additional amount) — Depending on the value that you select for the Deduction Calculation Routine field, you may need to enter a flat or additional amount in this field.

Note. The system maintains the maximum yearly deduction amount for the deduction in the Deduction table. The system checks this maximum before processing the deduction during the Pay Calculation process.

Goal Amount — Enter the limit for the total amount of the deduction. After this goal is met, the deduction ends. However, if there is a maximum yearly deduction, and the maximum has been reached, the system does not take the deduction, regardless of whether the goal amount has been reached.

For example, if the maximum yearly deduction amount allowed for United Way is 80 USD, and an employee's goal amount for United Way is 100 USD, the system stops taking the deduction when 80 USD is reached.

Current Goal Balance — Displays the total amount taken to date from the employee's pay for this deduction. The system updates this amount after every payroll run, during the Pay Confirmation COBOL SQL process (PSPCNFRM). When the current goal balance equals the goal amount for this deduction, the system automatically stops taking the deduction. If you want the deduction to start again, you must increase the goal amount to the new total to be deducted.

Ded. stopped by Self Serv User (deduction stopped by self-service user) — If the employee stops a voluntary deduction using the Voluntary Deductions transaction in the ePay self-service application, the system will automatically select this check box.

This data was last updated by and **Data last updated on** — Each time the general deduction is updated, the system indicates whether an online user or a self-service web user made the update, and it displays the date of the most recent update. Online users can make updates online using the General Deduction Data page. The employee, also known as the web user, can update using the Voluntary Deductions transaction in the ePay self-service application.

(USF) Specifying the Calculation Method for General Deductions

Access the General Deduction Data page.

Note. All fields on this page have the same functionality as the fields on the General Deduction Data page (commercial version), except for the following fields.

Deduction Code — For military deposits, select the military deposit deduction reporting code that you defined in the Deduction table.

Effective Date — The effective date populated is the system date. You may need to change it.

Distribution Cd (distribution code) — If distribution has been set up for this deduction in the General Deduction Distribution table, the available distribution codes are visible. If the deduction does not have a distribution code, the field is unavailable for entry.

Distribution Information — Click this link to access the Employee Distribution page, which holds the details of the deduction distribution.

Deduction End Date When a military deposit is closed or canceled, update the deduction end date to stop the deduction from being taken during payroll processing.

Flat/Addl Amount (flat/additional amount) For military deposits, the pay period deduction amount that is defined on the Military Deposit Earning Information page.

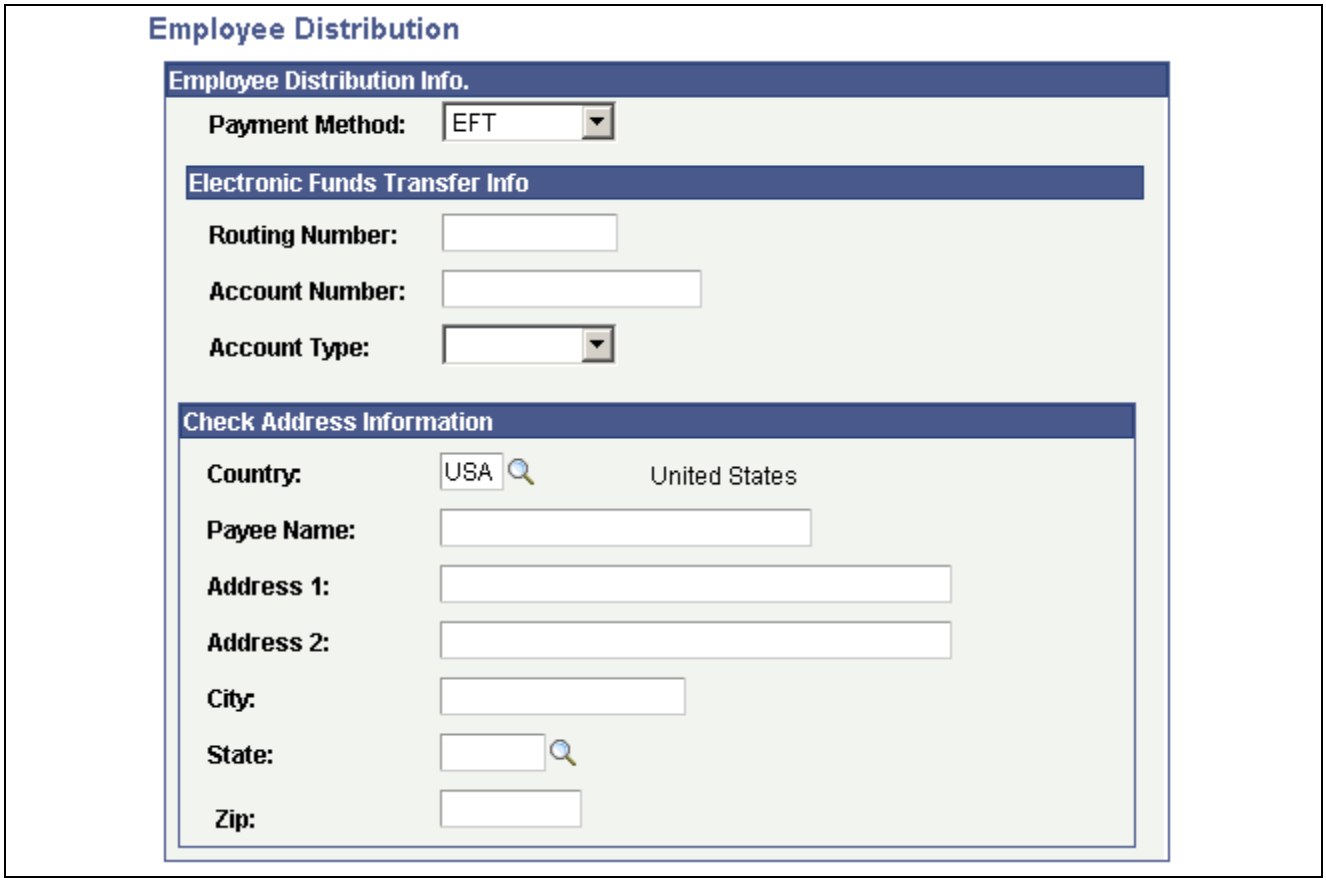
After an employee has been enrolled in military deposits and has chosen to use payroll deductions, the General Deduction Data table is automatically updated with the flat amount and goal amount.

Goal Amount For military deposits, the total military deposit liability (the sum of all open deposit accounts, interest, and unscheduled payments).

After an employee has been enrolled in military deposits and has chosen to use payroll deductions, the General Deduction Data table is automatically updated with the flat amount and goal amount.

(USF) Entering Employee Deduction Distribution Information

Access the Employee Distribution page.



Employee Distribution page

If a distribution code was selected on the General Deduction Data page, the information from the General Deduction Distribution page appears. If the deduction is an allotment, you must enter the distribution details. If the deduction has a unique distribution for the employee, you must enter the information here. If the deduction does not have a distribution, leave these fields blank.

Electronic Funds Transfer Info

If you select *EFT* (Electronic Funds Transfer) as the payment method, you must enter the following information:

Routing Number Enter the routing number (bank transit number). The number must be nine digits. If the account type is *Checking* or *Savings,* the system validates the bank transit number that you enter.

Account Number Enter the account number.

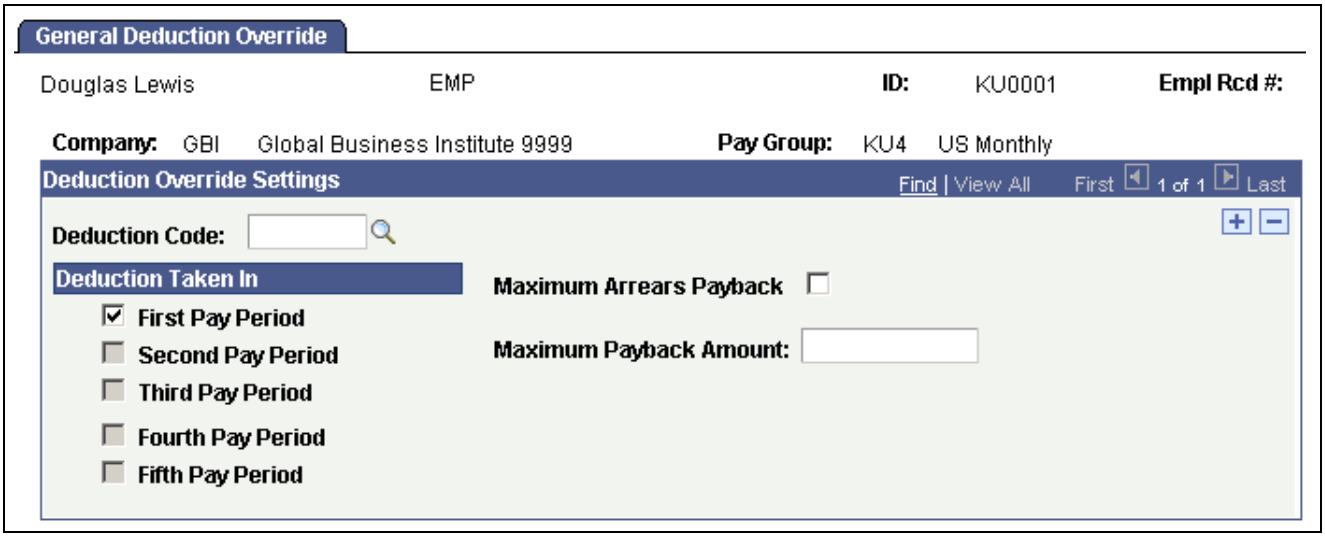
Account Type Enter the type of account: *Checking, Expense, Issue Check, Liability, NA* (not applicable), and *Savings.*

Check Address Information

If you select *Check* as the payment method, you must enter the check address information.

Overriding General Deduction Code Processing Parameters for an Employee

Access the General Deduction Override page.



General Deduction Override page

If you've defined general deductions on the General Deduction table, you can also use this page to override general deductions. For most companies, you rarely use this page unless you have a policy that offers employees flexibility to take deductions out of a different pay period than the one specified on the Deduction table. Before you can set up employee deductions, you must establish the deductions on the General Deduction Table page and the Deduction Table pages before you can use them anywhere else in the system.

Note. If the multiple jobs feature is enabled, and you've selected the Single Check for Multiple Jobs option on the Company - Default Settings page, enter the override instructions for the employee's primary pay group.

Deduction Taken In The default pay periods are specified on the Deduction table. To use the default pay periods in the Deduction table, do not select any of these check boxes. To override the default pay periods in the Deduction table, select all

of the appropriate check boxes for the pay periods in which this deduction should be taken.

Select the corresponding period check box that you want the system to take the deduction in.

Maximum Arrears Payback Select this check box to specify a limit on how much the system deducts from the employee's pay each pay period to reduce an arrears balance.

Maximum Payback Amount Indicate a limit for how much the system takes when a deduction amount goes into arrears. The amount that you specify here becomes the maximum amount that can be deducted from the employee's pay each pay period to reduce an arrears balance.

An arrears balance is created when an employee's net pay in a pay period is insufficient to cover a deduction. In the subsequent pay period, the system may attempt to recapture the arrears balance from the employee's pay during payroll processing; this depends on how you set up deduction payback rules on the Deduction table.

There are several ways to use the maximum arrears payback fields:

- To use the payback settings on the Deduction table, leave both fields blank.
- To override the payback settings on the Deduction table, select the Maximum Arrears Payback check box and specify the maximum payback amount per pay period in the Maximum Payback Amount field.
- To stop the system from taking the deduction for the arrears, select the Maximum Arrears Payback check box, and leave the Maximum Payback Amount field blank.

Note. The system will always try to take any outstanding arrears on the employee's next check—even if the next check is a separate check or a final check.

See Also

Chapter 4, "Defining Deductions," page 55

Chapter 18, "Working with Paysheets," Understanding Deduction Override Processing, page 393

Specifying Employee-Level Benefit Deduction Overrides

This section provides an overview of benefit deduction overrides and discusses how to define employee-level benefit deduction overrides.

Understanding Benefit Deduction Overrides

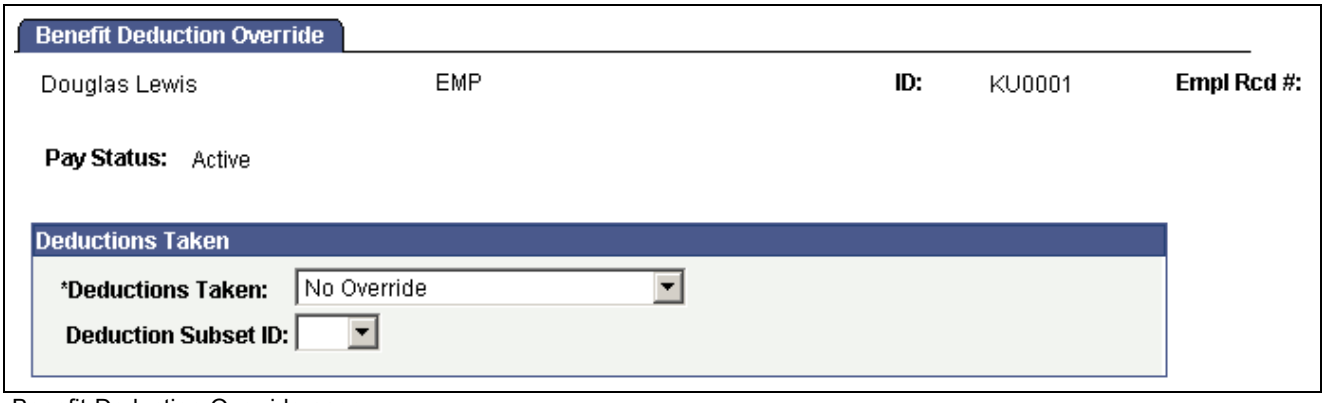
Benefit deduction processing override applies to benefit deductions only and overrides the benefit deductions taken value on the Pay Calendar table at the employee level. Multiple job employees can have multiple benefit records and each benefit record can have its own deduction override set up. These are reflected on separate paylines.

Page Used to Specify Employee-Level Benefit Deduction Overrides

Page Name	Object Name	Navigation	Usage
Benefit Deduction Override	DED_SUBSET_BENF	• Payroll for North America, Employee Pay Data USA, Deductions, Override Benefits Deductions, Benefit Deduction Override • Payroll for North America, Employee Pay Data CAN, Deductions, Override Benefits Deductions, Benefit Deduction Override • Payroll for North America, Employee Pay Data USF, Deductions, Override Benefits Deductions, Benefit Deduction Override	Specify overrides to benefit deductions at the employee level.

Defining Employee-Level Benefit Deduction Overrides

Access the Benefit Deduction Override page.



Benefit Deduction Override page

Deductions Taken Select a value to indicate how to take benefit deductions for this employee. The default value is *No Override.* Selections made on this page override the values that are entered for the pay run in the Benefit Deductions Taken field on the Pay Calendar table:

- *No Override:* This is the default value. If this is unchanged, the deductions that are specified on the Pay Calendar table are not overridden on the paysheet at this stage in deduction override evaluation processing.
- *Deduction Table Governs:* Select this value to process the standard benefit deductions for this employee as set up on the Deduction table.
- *None:* Select this value if no benefit deductions should be taken out of the paycheck.

- *Deduction Table Subset Governs:* Select this value to take only those benefit deductions included in the deduction subset that you specify in the Deduction Subset ID field.

Deduction Subset ID You must specify the subset ID if you select *Deduction Table Subset Governs* in the Deductions Taken field.

Setting Up Direct Deposits

This section provides an overview of direct deposits and discusses how to enter direct deposit information.

Understanding Direct Deposits

In Payroll for North America, direct deposit distributions are performed during the Pay Confirmation process.

Multiple Deposits

Each direct deposit can be stated as either a percent of net pay or a dollar amount. For example, suppose that an employee wants 100 CAD deposited to a savings account, a 200 CAD check for pocket money, and 100 percent of the remaining net pay deposited to a checking account. To do this, you set up three rows of distribution data:

Objective	Priority	Account Type	Amount
100 CAD to Savings	300	Savings	100 CAD
200 CAD Check	350	Issue Check	200 CAD
Deposit remainder in Checking	400	Checking	100% Net Pay

In this case, make sure that you assign the savings and separate check entries lower priority numbers than the checking account direct deposit; this ensures that they are taken out first. Otherwise, 100 percent of the employee's net pay goes into checking before the system checks the other direct deposit guidelines.

Designate one direct deposit account to receive the remaining funds after all of the other direct deposits are made. To designate an account to receive remaining funds, select *Balance* as the deposit type. If you do not do this, the remaining balance is issued through a check.

(USA) Prenotification Status and Prenote Date

U.S. employees who are set up for direct deposit continue to receive checks until the prenote (prenotification) period has passed. If the prenote wait period is 10 days, and you're running a weekly payroll, employees will most likely receive two paychecks before direct deposit starts. The number of days required for a prenote wait period is defined on the US Source Bank Additional Data page.

The prenote process is an optional, but strongly recommended, test run for direct deposits to verify that bank IDs and employee account numbers are valid. When you first set up an employee for direct deposit and save the record, the prenote status will show as *Not Submtd* (not submitted) and the Prenote Date field will be blank. After you run the next payroll, you run the Create Direct Deposit Transmit SQR Report process (DDP001). This program will prompt you for a prenote date. After you've run the SQR, the date that you entered will be reflected in the Prenote Date field on the Direct Deposit page, and the prenote status on this page will be *Submitted.*

For example, suppose that it's the end of January and you're running a payroll with the dates January 1, 2001 to January 31, 2001. You confirm the payroll on January 31. You run DDP001 on the same day—because you have to get the direct deposit transmittal file off to the bank—and enter a prenote date of January 31, 2001. Ten working days from that date (or whatever time interval you've specified on the Bank table), the system will change the prenote status from *Submitted* to *Completed.* At that point, direct deposits go into effect.

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

Note. You can stop direct deposits for a single paycheck by selecting the Disable Direct Deposit check box on an employee's paysheet. This causes the system to produce an actual paycheck for the employee, rather than a direct deposit.

See Also

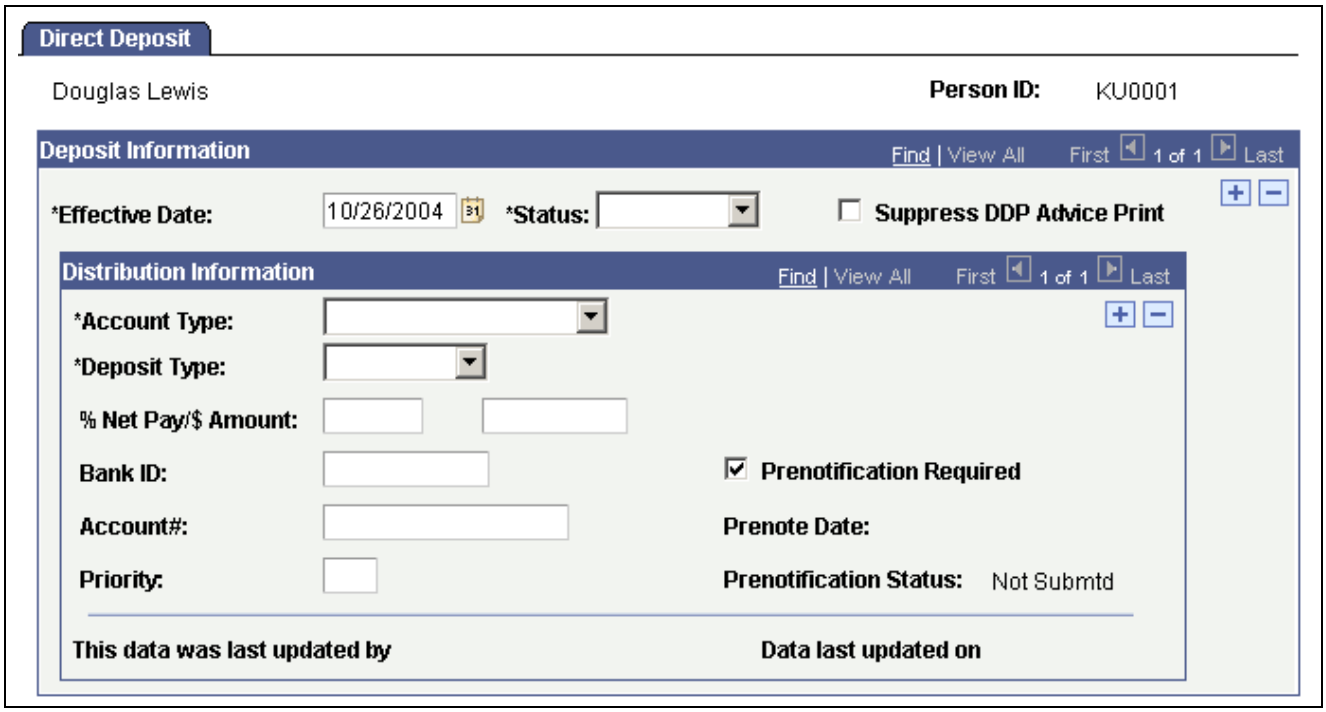
Chapter 21, "Working with Checks and Direct Deposit," Generating a Direct Deposit File, page 499

Pages Used to Set Up Direct Deposits

Page Name	Object Name	Navigation	Usage
Direct Deposit	DIRECT_DEPOSIT	• Payroll for North America, Employee Pay Data USA, Request Direct Deposit, Direct Deposit • Payroll for North America, Employee Pay Data USF, Request Direct Deposit, Direct Deposit	Enter the information to enable the direct deposit of employee pay to checking or savings bank accounts.
Direct Deposit	DIRECT_DEPOSIT_CAN	Payroll for North America, Employee Pay Data CAN, Request Direct Deposit, Direct Deposit	Enter the information to enable the direct deposit of employee pay to chequing or savings bank accounts. **Note.** The Canadian Direct Deposit page is nearly identical to the generic Direct Deposit page.

Entering Direct Deposit Information

Access the Direct Deposit page.



Direct Deposit page

Suppress DDP Advice Print (suppress direct deposit advice print) Select this check box to indicate that the employee has elected to receive their pay advice electronically, rather than having it generated from the Payroll Advice Print - U.S. SQR Report process (DDP003) or Payroll Advice Print - Canada SQR Report process (DDP003CN). (This could be used for companies that are using our self-service application for employees with direct deposit to view their paycheck information. Also, if an employee has a part of his check being direct deposited and a part in a live check, the live check would also show the direct deposit information).

Distribution Information

Account Type Select the applicable value to indicate a direct deposit to a checking or savings account, or if the system will issue a check: *Checking, Savings,* and *Issue Check.*

Deposit Type Select *Amount* if the employee wants a fixed dollar amount to be deposited in this account.

Select *Balance* if the balance of an employee's pay is to be deposited in this account.

Select *Percent* if the employee wants a specific percentage of his net pay to be deposited in this account.

%Net Pay/$ Amount (percent net pay/dollar amount) Enter a specific dollar amount if you selected *Amount* in the Deposit Type field. Enter a percent if you selected *Percent* in the Deposit Type field.

Bank ID Enter the bank ID, which must be nine digits for the U.S. and three digits for Canada.

(USA) If the account type is *Checking* or *Savings,* the system validates the bank transit number that you enter.

Note. You must enter a bank ID and account number for each account type.

(CAN) Branch ID Enter the five digit branch ID.

Account # (account number) Enter the employee's account number. The account number represents the employee's checking or savings account into which the money should be deposited.

Priority Enter a priority number for this distribution. During direct deposit processing, distributions are made to accounts in order of their priority number—the lower the priority number, the higher the priority. Priority becomes important when an employee's net pay isn't enough to cover all direct deposits—in this case, only the higher priority deposits is made.

(USA) Prenotification Reqd (prenotification required) Select this check box if prenotification is required.

Note. The Prenotification Reqd and Prenote Date fields are available for entry when you make a change to the Bank Code or Account Number fields and only after you save the page.

(USA) Prenotification Status and **(USA) Prenote Date** To verify that the bank ID and account numbers are valid, the system creates a prenote status file the first time it processes direct deposits for each employee and displays the date of the most recent update.

Note. (CAN) In PeopleSoft Canadian Payroll, the prenotification process is not applicable.

This data was last updated by Each time direct deposit data is updated, the system indicates whether an online user or a self-service web user made the update, and it displays the date of the most recent update. Online users can make updates online using the Direct Deposit page. The employee, also known as the web user, can make updates using the Direct Deposit transaction in the ePay self-service application.

Defining Additional Pay Earnings

This section provides an overview of additional pay earnings and discusses how to enter additional pay earnings information.

Understanding Additional Pay Earnings

Additional pay refers to earnings that an employee will be paid on a regular basis *in addition* to regular pay—a car allowance, for example.

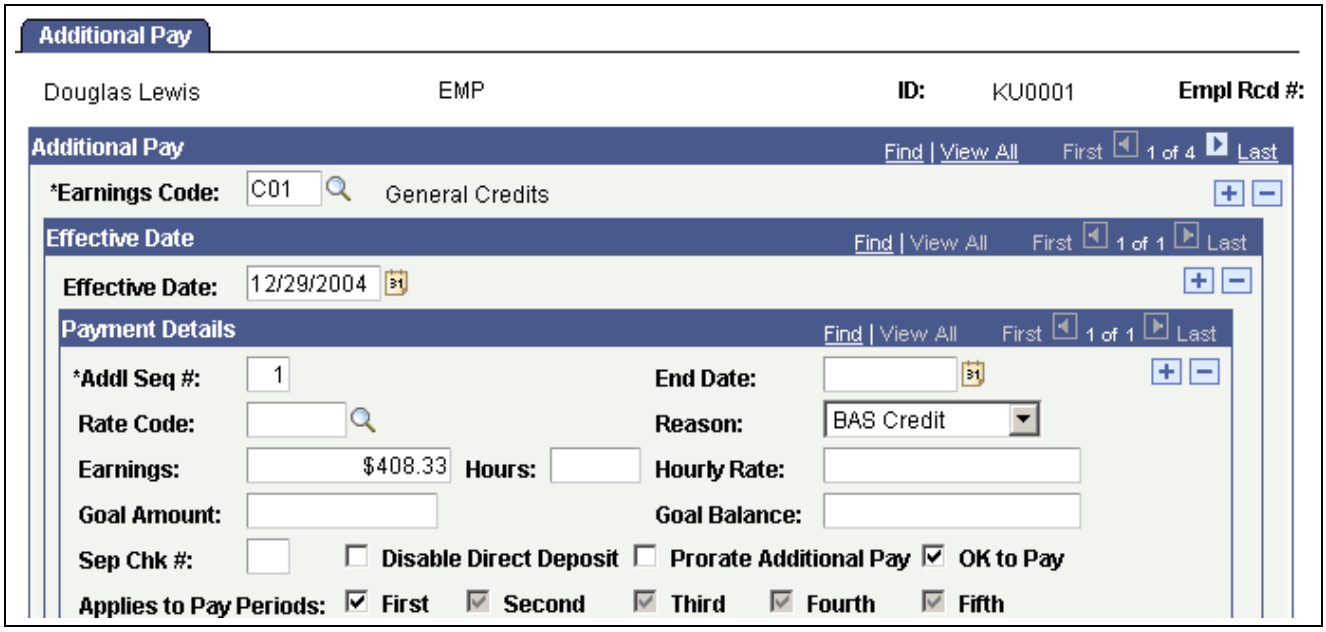
Note. Do not confuse additional pay with a one-time payment, such as overtime or an expense reimbursement, which you enter directly on the paysheet.

Page Used to Define Additional Pay Earnings

Page Name	Object Name	Navigation	Usage
Additional Pay	ADDITIONAL_PAY1	• Payroll for North America, Employee Pay Data USA, Create Additional Pay, Additional Pay • Payroll for North America, Employee Pay Data CAN, Create Additional Pay, Additional Pay • Payroll for North America, Employee Pay Data USF, Create Additional Pay, Additional Pay	Override the current job data for each additional pay earning, change default additional pay settings, and override the employee tax data for additional pay earnings.

Entering Additional Pay Earnings Information

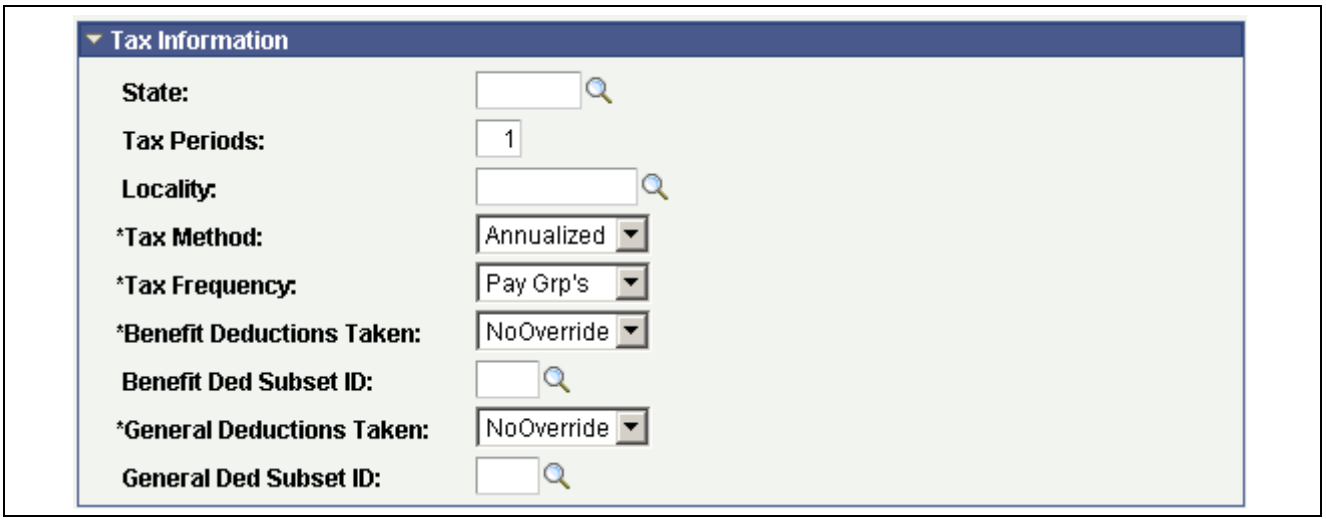
Access the Additional Pay page.



Additional Pay page (1 of 3)



Additional Pay page (2 of 3)



Additional Pay page (3 of 3)

Note. (USF) This page can be populated automatically through the USF Hire - Data Control page in PeopleSoft Enterprise Administer Workforce. On the Hire pages, a PeopleSoft Human Resources user can designate compensation data to be pushed to this page. Awards and bonus processing also push earnings codes for additional pay to this page.

Changes that you make to an employee's Additional Pay record can initiate the Retro Pay function. Retro Pay is initiated by any additional pay change with an effective date that is earlier than or equal to the latest pay end date of a check that has already been paid to the employee.

Payment Details

Addl Seq # (additional sequence number)

Every additional pay entry that you set up requires an additional sequence number. The system uses this number to uniquely identify the additional pay and, if necessary, to distinguish it from other rows of data that you set up. For example, you may charge the additional pay to different departments. The additional sequence number you enter here is brought forward to the Paysheet pages. The additional sequence number should always be *1,* unless there are multiple Additional Pay records for an earnings type.

End Date

Specify an earnings end date for each additional pay. For example, if you know that the employee will be working in the Controller's office for only six months, January 2 through June 30, you can enter those dates in the Effective Date and End Date fields, respectively.

Rate Code

You can apply a compensation rate code to an Additional Earnings record by selecting a rate code. If you select a rate code for the additional earnings, the system uses the rate or percent defined for the rate code on the Compensation Rate Code table, Job Code table, or Employee Compensation table. Therefore, after you've selected your rate code, the system makes the Earnings and Hourly Rate fields unavailable on this page.

Reason

Indicate the reason the employee is receiving additional pay. Although this field is not used for payroll processing, the system generates a new Pay Earnings record for each additional pay earnings code where you have defined a different reason. You create your own reason codes according to your business needs. Payroll for North America delivers one reason code, *BAS Credit.* This reason code is populated by data from PeopleSoft Enterprise Benefits Administration.

Earnings

Enter a flat amount for the additional pay earnings. Each additional pay entry must either be a fixed or a variable amount, but not both. If the additional pay entry is a fixed amount, you must enter the fixed earnings amount in this field.

Hours

Enter the number of hours that are payable for the additional pay earnings. Each additional pay entry must either be a fixed or a variable amount, but not both. If the additional pay entry is variable, depending on the number of payable hours, then you must enter those hours in the field and the hourly rate in the Hourly Rate field.

For example, assume there is a nurse that, aside from her normal routine, works eight hours in the Intensive Care Unit (ICU). Her regular rate of pay is 25 USD per hour. However, when she works in the ICU, she is paid an additional 10 USD per hour, thus, making 35 USD per hour.

In this scenario, to account for this additional pay, enter *8* in the Hours field and enter *10* in the Hourly Rate field.

Hourly Rate

Enter the hourly rate. The hourly rate comes from the Job record if this field is blank.

Goal Amount

Enter a goal amount. This causes the system to stop the additional pay after the amount has been reached.

Goal Balance

The system updates the balance every time you run the Pay Confirmation process.

Sep Chk # (separate check number)

Enter a check number from *1* to *9* in this field, if you want the additional pay to be paid on a separate check. In one payroll run, the system can produce up to nine separate checks per employee, in addition to the regular paycheck. The additional pay is put on the check that you specify here. If you leave this field blank, the additional pay is included with regular pay in one paycheck.

If the employee has multiple jobs, and you plan to select a deduction subset in the Tax Information group box, enter a check number in this field. Otherwise, the deduction subset is ignored and the standard deductions are taken.

Disable Direct Deposit

Select this check box if the additional pay will be paid by check versus direct deposit to the employee's bank account. In this case, a separate check is processed for the additional pay amount when a sequence number is entered in the Sep Chk # field.

Prorate Additional Pay

Select this check box if you want the system to prorate the additional pay, based on the employee's Job record. If the employee has a mid-period, effective-dated change on their Job record, the system prorates the additional pay. The system does not prorate the additional pay based on the effective date of this Additional Pay record.

OK to Pay

Select this check box if the employee is to be paid automatically. In contrast, if the employee's additional pay must be approved before payment, do not select this check box. In this case, after approving the payment, the person manually selects the OK to Pay check box on the Paysheet page. If the employee is set up to receive more than one check, each check has its own OK to Pay check box on the Paysheet pages.

Applies to Pay Period

Select the pay periods in which this additional pay should be identified on the paysheets. For example, if an employee is paid twice a month, there are only two pay periods. Thus, you can select only the First or Second check box or both of those check boxes. If you selected both, the employee would receive the additional pay on each of his or her semimonthly checks.

The system checks the pay calendar and then at the additional pay data, to determine what applies to the pay period, when processing a payroll.

Default Job Data

This group box displays the accounting information as entered on the employee's Job record. By default, additional pay is charged to the same department, job code, and general ledger account as the employee's regular pay. You can override this information in the Job Data Override group box.

Job Data Override

The fields in this group box enable you to make adjustments to individual additional pay earnings. You also use this section of the page for other reasons. For example, you may have an employee who works a few hours a week in a department other than the one on that employee's Job record. To ensure that the department shown on the Job record is not charged for the time the employee spends in the other department, you could create an additional pay entry and enter the applicable information for the other department. If you enter information in any of these fields, the system creates a separate Pay Earnings record on the paysheet.

Position, Business Unit, DeptID (department ID), **Job Code, Combination Code, GL Pay Type** (general ledger pay type)

Select any of these fields to override the default value.

Addl Shift (additional pay shift)

Select *1* for the first shift.

Select *2* for the second shift.

Select *3* for the third shift.

Select *N/A* (not applicable) for no shift.

Select *Use Job* to use the shift specified on the employee's Job record.

Tax Information

State

Enter the state that the employee worked in, if different from the employee's regular pay. This field is validated against the employee's state and local tax data.

Tax Periods

Enter the number of pay periods over which to spread the tax for these earnings. The system uses this field in conjunction with the Tax Frequency field to determine how much tax to withhold each pay period. For example, if the employee's additional pay earnings were set up as biweekly, and you entered *3* in this field, the taxes are calculated as if they were earned over a six-week period.

Locality

Enter the locality the employee worked in, if different from the employee's regular pay. This field is validated against the employee's state and local tax data.

Tax Method

The tax method indicates the tax calculation method to be used for the additional pay. For example, for a U.S. employee receiving a monthly bonus payment in a state other than California, select *Supplemental.* In contrast, for a Canadian employee receiving the same bonus payment, select *Bonus.* Select one of these values:

(USA) *Aggregate:* Select to tax the lump sum of the current payment with a previous payment. The system takes the last confirmed paycheck for that pay period and adds the current payment to it. Taxes are calculated on that lump sum amount, the taxes that were withheld on the confirmed check are subtracted, and the resulting tax difference is the tax for the current payment.

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

(CAN) *Bonus:* Select to tax bonus payments.

(CAN) *Commission:* Select to tax commission payments.

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

(CAN) *Lump Sum:* Select to tax lump sum payments.

Paysheet: Select to tax the additional pay using the default method specified on the paysheets.

(USA) *Supplemental:* Select to calculate taxes as a straight percentage of earnings. This method is typically used for one-time pays, such as bonuses. For example, federal supplemental withholding is 25 percent of earnings. Some states vary the percentage based on annual income, while some states require PeopleSoft-maintained tax tables to calculate withholding.

(USA) *Special Supplemental:* Select to calculate California state taxes on bonus and stock option payments. The California tax percentage is higher for these payment types than for other types of supplemental wage payments, such as commissions and overtime pay.

Tax Frequency

Select the frequency for calculating taxes for the additional pay if the tax frequency is different from the pay frequency set up in the Job record: *Annual, Biweekly, Daily, Monthly, Quarterly, Semimonthly, Use Pay Group Frequency, Weekly.*

Benefit Deductions Taken

Select a value to indicate how to take benefit deductions for this additional pay that is paid on a separate check. The default value is *NoOverride.*

Selections made on this page override the values entered for the pay run in the Benefit Deductions Taken field on the Pay Calendar table and any employee-level overrides entered on the Benefit Deduction Processing Override page:

- *NoOverride:* This is the default value. If this is unchanged, the deductions specified on the Pay Calendar table, and Benefit Deduction Processing Override pages are not overridden on the paysheet for this additional pay on a separate check.
- *Deduction:* Select to take an employee's normal deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.
- *None:* Select to take no deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.
- *Subset:* Select to take only the deductions defined in the Subset ID field when additional pay is paid on a separate check. This does not apply if it is added to a regular check.

Benefit Ded Subset ID (benefit deductions subset ID)

You must specify the subset ID if you select *Subset* in the Benefit Deductions Taken field.

If the employee has multiple jobs, and you are entering more than one set of additional pay instructions with the same separate check number, select the same benefit deduction subset ID. If you select different subsets, the system applies the deduction subset associated with the lowest additional sequence number with the same separate check number.

General Deductions Taken

Select a value to indicate how to take general deductions for this additional pay that is paid on a separate check. The default value is *NoOverride.*

Selections made on this page override the values entered for the pay run in the General Deductions Taken field on the Pay Calendar table and any employee-level overrides entered on the Payroll Data 2 page:

- *NoOverride:* This is the default value. If this is unchanged, the deductions specified on the Pay Calendar table and Payroll Data 2 pages are not overridden on the paysheet for this additional pay on a separate check.
- *Deduction:* Select to take an employee's normal deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.
- *None:* Select to take no deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.
- *Subset:* Select to take only the deductions defined in the Subset ID field when additional pay is paid on a separate check. This does not apply if it is added to a regular check.

General Ded Subset ID (general deductions subset ID)

You must specify the subset ID if you select *Subset* in the General Deductions Taken field.

If the employee has multiple jobs, and you are entering more than one set of additional pay instructions with the same separate check number, select the same deduction subset ID. If you select different subsets, the system applies the deduction subset associated with the lowest additional sequence number with the same separate check number.

See Also

Appendix E, "(CAN) Canadian Tax Method Calculations," Understanding Canadian Tax Methods, page 843

Chapter 18, "Working with Paysheets," page 387

Chapter 27, "Processing Retro Pay," page 605

Maintaining Optional Payroll Data

This section discusses how to:

- Enter optional employee payroll processing information.
- Enter other optional employee payroll processing information.

Note. The following Payroll Data pages are not required for payroll processing, with the exception of multiple jobs processing when the single check option has been selected.

Pages Used to Maintain Optional Payroll Data

Page Name	Object Name	Navigation	Usage
Payroll Options 1	PAYROLL_DATA1	• Payroll for North America, Employee Pay Data USA, Update Payroll Options, Payroll Options 1 • Payroll for North America, Employee Pay Data CAN, Update Payroll Options, Payroll Options 1 • Payroll for North America, Employee Pay Data USF, Update Payroll Options, Payroll Options 1	Enter optional employee distribution mail options and address. .
Payroll Options 2	PAYROLL_DATA2	• Payroll for North America, Employee Pay Data USA, Update Payroll Options, Payroll Options 2 • Payroll for North America, Employee Pay Data CAN, Update Payroll Options, Payroll Options 2 • Payroll for North America, Employee Pay Data USF, Update Payroll Options, Payroll Options 2	Enter paycheck location options, deduction options and primary pay group data.

Entering Optional Payroll Processing Information

Access the Payroll Options 1 page.



Payroll Options 1 page

Paycheck Delivery Option

This field is used by the check print program to indicate what address it should print under the employee's name on the check stub.

Company Distribution Select to indicate that the check should be handed out as part of a regular company distribution.

Postal Service Select to indicate that the check should be mailed using the Postal Service.

Distribution Mail Option

Home Address Select this option to send checks to the employee's home address. The system automatically displays the home address from the employee's personal data in PeopleSoft Human Resources.

Mailing Address Select this option to send checks to the employee's mailing address. The system automatically displays the mailing address from the employee's personal data in PeopleSoft Human Resources.

Check Address Select this option to send checks to the employee's check address. The system automatically displays the check address from the employee's personal data in PeopleSoft Human Resources.

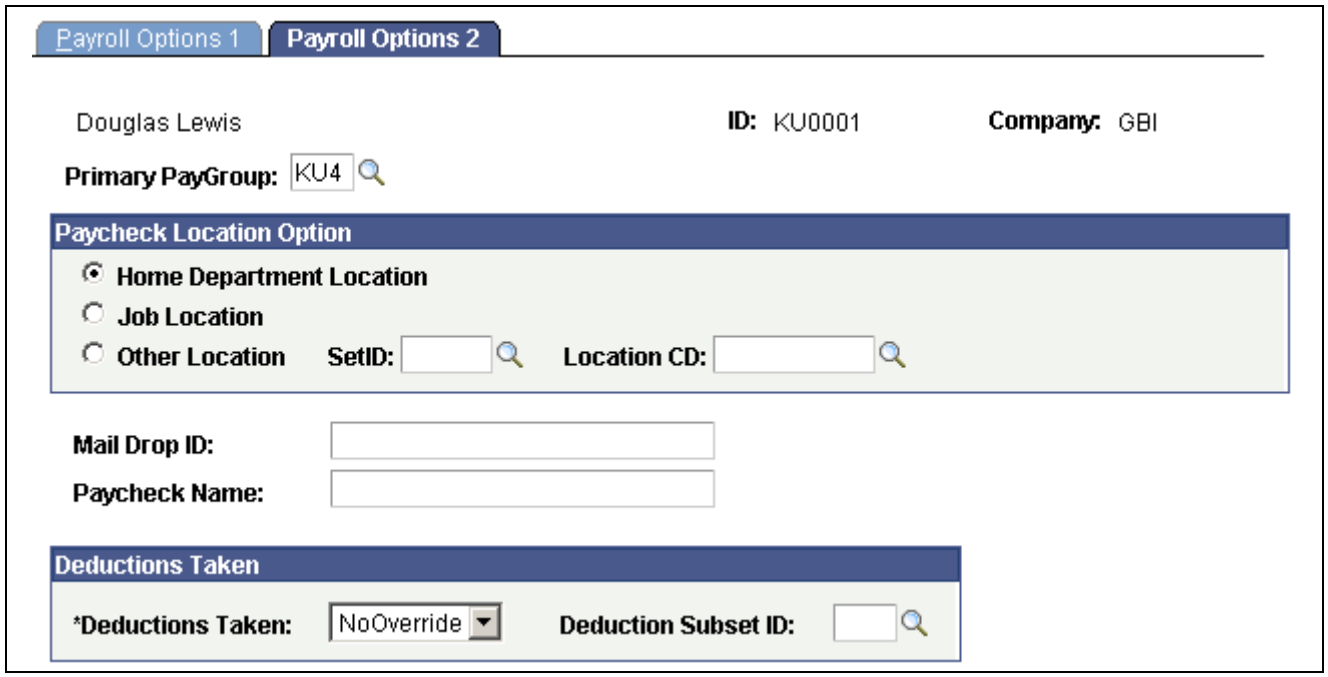
Update Check Address Click to update the employee's check address here, rather than on the Personal Data component (PERSON).

Note. Do not use this link to update addresses of payees or beneficiaries paid through PeopleSoft Enterprise Pension Administration.

See *PeopleSoft Enterprise Pension Administration 8.9 PeopleBook*, "Establishing Pension Payees," Creating Payees.

Entering Other Optional Payroll Processing Information

Access the Payroll Options 2 page.



Payroll Options 2 page

Primary PayGroup Identifies the pay group for which a consolidated paysheet will be created when an employee is being paid in different pay groups during the same pay run. The primary pay group also controls whether deductions or additional pay should be taken for the pay period.

For employees with multiple jobs, PeopleSoft recommends that you select, as the primary pay group, the one in which the employee is paid most often. If you leave this field blank, the system uses the default pay group that is associated with the first job into which the employee was hired.

Note. You are responsible for verifying that this value is correct for each employee.

Paycheck Location Option

These fields specify which location code is used as a sort option for printing paychecks for this pay group. These options are used only if:

- The Company Distribution Order option is selected as the paycheck sequence option on the Pay Group Table - Check Distribution page.

- The Select on Payroll Data Panel option is selected as the paycheck location option on the Pay Group Table - Check Distribution page.
- The location is entered as a check print sequence on the Pay Group Table - Check Sequencing page.

Note. You must create location codes in the Location table before you can use them here or elsewhere in the system.

Home Department Location — The location code (in the Department table) that is associated with the department ID on the employee's Job record is used as a sort option for printing checks.

Job Location — The location on the employee's Job record is used as a sort option for printing checks.

Other Location — Enter a different location code to use as a sort option for printing checks. In this case, the system uses the Designated Agent Address and transmits the check for office delivery.

If you select the Other Location option, you also must select a setID and a location code.

SetID — Select the setID for the location code.

Location CD (location code) — Select a location code to indicate this location as a sort option for printing checks. Use this option only if the *Select on Payroll Data Panel* option is selected as the paycheck location option on the Pay Group Table - Check Distribution page.

Mail Drop ID — Enter the employee's mail drop ID.

Paycheck Name — Use this field to indicate a name, other than the employee name entered on the Personal Data record, to whom the paycheck should be made out. This field is not formatted, so enter the name exactly as you want it to appear on the paycheck.

Deductions Taken

Deductions Taken — Select a value to indicate how to take deductions for this employee. Selections made on this page override the values entered for the pay run in the General Deductions Taken field on the Pay Calendar table. Values include:

- *NoOverride:* This is the default value. If this is unchanged, the deductions that are specified on the Pay Calendar table are not overridden on the paysheet at this stage in deduction override evaluation processing.
- *Deduction:* Select this value to process the standard general deductions for this employee as set up on the Deduction table.
- *None:* Select this value if no general deductions should be taken out of the paycheck.
- *Subset:* Select this value to take only those general deductions included in the deduction subset that you specify in the Deduction Subset ID field.

Deduction Subset ID — You must specify the subset ID if you select *Subset* in the Deductions Taken field.

Maintaining Garnishments, Savings Bonds, and Other Payroll Data

This section discusses how to:

- Administer garnishment data.
- Administer savings bond data.
- (E&G) Administer employee contract data.
- (CAN) Administer Canadian low interest loan payroll data.
- (CAN) Administer Canada Payroll Savings plan data.
- (USA) Administer employee tip allocation data.
- (USF) Administer military deposit payroll data.
- (USF) Administer employee Individual Retirement Record data.
- (USF) Administer employee accrual enrollment.
- (USF) Administer W-2 and W-2C information.

Administering Garnishment Data

See Chapter 11, "Administering Garnishments," page 257.

Administering Savings Bond Data

Savings bonds are addressed separately for the U.S. and Canada.

See Also

Chapter 12, "(CAN) Administering Additional Canadian Payroll Functionality," Administering the Canada Savings Bond Program, page 275

Chapter 13, "(USA) Administering Additional U.S. Payroll Functionality," Administering U.S. Savings Bonds Purchases, page 293

(E&G) Administering Employee Contract Data

See Chapter 15, "(E&G) Administering Contract Pay," Adjusting Contract Employee Prepay Balances, page 346.

(CAN) Administering Canadian Low Interest Loan Payroll Data

See Chapter 12, "(CAN) Administering Additional Canadian Payroll Functionality," Administering Canadian Low-Interest Loans, page 280.

(CAN) Administering Canada Payroll Savings Program Data LKF: Pls change all references of Canada Payroll Savings Plan to Program.

See Chapter 12, "(CAN) Administering Additional Canadian Payroll Functionality," Administering Canada Payroll Savings Programs, page 278.

(USA) Administering Employee Tip Allocation Data

See Chapter 13, "(USA) Administering Additional U.S. Payroll Functionality," Allocating Tips, page 283.

(USF) Administering Military Deposit Payroll Data

See Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Crediting Military Service to Civilian Retirement, page 323.

(USF) Administering Employee Individual Retirement Record Data

See Chapter 31, "(USF) Generating IRR and ROST Reports," page 689.

(USF) Administering Employee Accrual Enrollment

See Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Managing Leave Accrual, page 313.

(USF) Administering W-2 and W-2C Information

W-2 functionality is documented with year-end tax updates.

See Chapter 32, "Accessing Year-End Processing Instructions," page 709.

CHAPTER 11

Administering Garnishments

This chapter lists prerequisites and discusses how to:

- Define employee payroll data for garnishments.
- (USF) Define U.S. federal government employee payroll data for garnishments.
- Verify garnishment data compliance.
- Process one-time garnishment deduction overrides.
- View garnishment information.

Prerequisites

Before you can administer garnishments for employees, you must set up garnishment processing. Setup includes the following tasks:

- Establish a garnishment deduction.
- (USA) Ensure garnishment proration rules are available.
- Define disposable earnings for garnishments not provided by PeopleSoft.
- (USA) Define U.S. garnishment rules not provided by PeopleSoft.
- (CAN) Define Canadian garnishment rules not provided by PeopleSoft.

See Also

Chapter 6, "Setting Up Garnishments," page 121

Defining Employee Payroll Data for Garnishments

This section provides an overview of garnishment limitation specifications, lists common elements, and discusses how to:

- Enter garnishment order information.
- Enter garnishment payee information.
- Define garnishment deduction parameters and limitations.
- Define deduction information when deducting from all payrolls.
- Define a garnishment payment schedule.

- Apply garnishment rules.
- Enter the garnishment proration amount and pay mode.

Understanding Garnishment Limitation Specifications

Some courts impose monthly limitations on the garnishment and the company and payee fees. When processing monthly limitations, the system uses the actual paycheck date—not the pay period end date, which might be in a different month. For example, a pay period might end on January 31, but the paycheck date might be February 1.

Payroll for North America normally calculates deductions, including garnishments, as follows:

1. Annualizes a monthly amount (multiplying it by 12).
2. Divides by the appropriate number of pay periods (for example, 52 in the case of weekly pay periods).

In months of the year containing 5 weekly pay periods instead of 4, this can result in deductions of more than the original intended monthly amount. In months containing 4 pay periods, the system deducts less than the intended monthly amount.

For example, a company employee, Steven, has been ordered to pay spousal support of 1,000 USD per month. Ordinarily, the system:

1. Annualizes this amount to 12,000 USD per year.
2. Divides by 52 to arrive at a weekly garnishment of 230.77 USD.

If January has 5 weekly pay periods, the system takes 1153.85 USD of Steven's pay. If February has 4 pay periods, the system takes 923.08 USD.

To handle this situation, define a flat amount for the deduction calculation on the Garnishment Spec Data 5 page. You must also select *Deduct by Schedule* in the Deduction Schedule field on the Garnishment Spec Data 3 page. However, to establish a monthly garnishment limitation only to prevent the system from taking more than a certain amount in a given month, enter that amount in the Garnishment field in the Monthly Limit Amounts group box. This causes the system to stop taking the deduction after reaching the limit amount.

Common Elements Used in This Section

% DE + Amount (percent of disposable earnings plus amount)	Select this option to calculate: Deduction = percent of disposable earnings + flat amount Use for garnishments such as child support.
% Gross + Amount (percent of gross plus amount)	Select this option to calculate: Deduction = percent of earnings subject to garnishment + flat amount
Greater of % DE or Amount (greater of percent of disposable earnings or amount)	Select this option to calculate: Deduction = greater of a percent of disposable earnings OR the flat amount
Greater of % Grs or Amount (greater of percent of gross or amount)	Select this option to calculate: Deduction = greater of a percent of earnings subject to garnishment OR the flat amount

DE% (disposable earnings percent) If the deduction is a flat amount only, leave this field blank to indicate that the percent is zero.

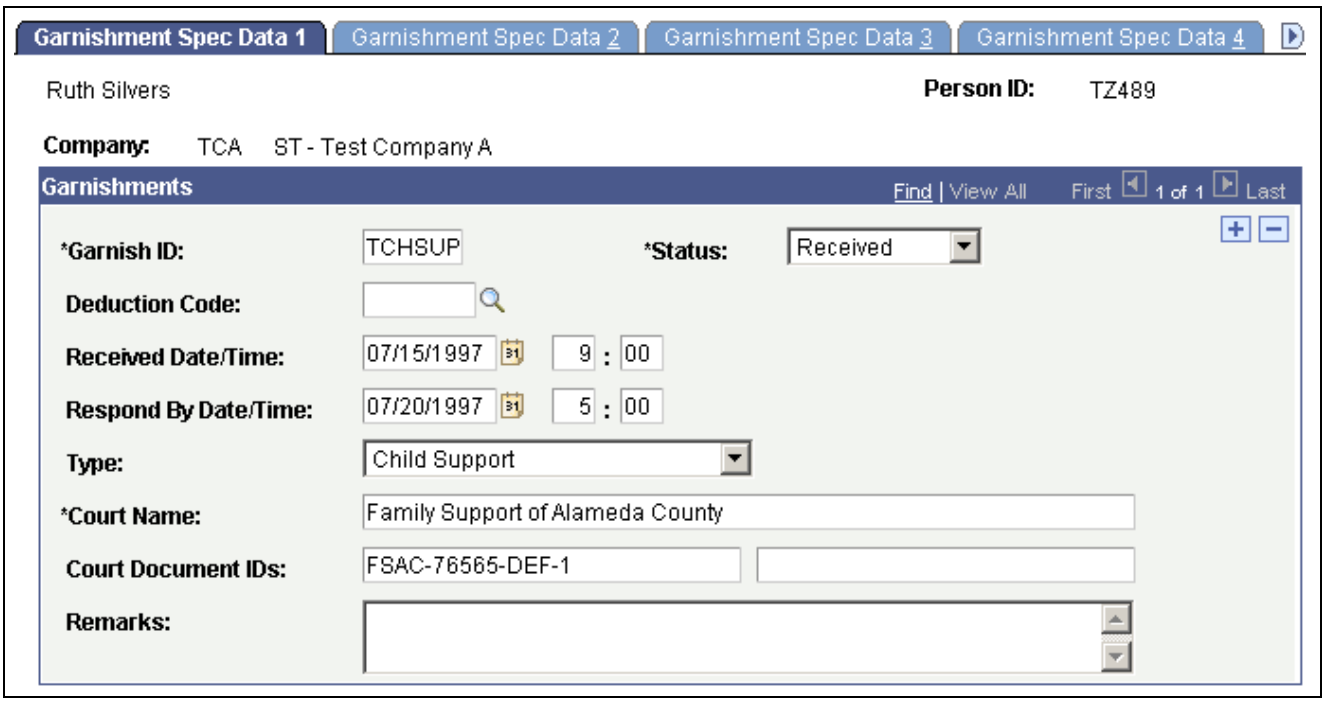
Pages Used to Define Employee Payroll Data for Garnishments

Page Name	Object Name	Navigation	Usage
Garnishment Spec Data 1 (garnishment specification data 1)	GARNISH_SPEC1	Payroll for North America, Employee Pay Data USA, Deductions, Create Garnishments, Garnishment Spec Data 1	Enter garnishment order information.
Garnishment Spec Data 1 (garnishment specification data 1)	GARNISH_SPEC1_CN	Payroll for North America, Employee Pay Data CAN, Deductions, Create Garnishments, Garnishment Spec Data 1	Enter garnishment order information.
Garnishment Spec Data 2 (garnishment specification data 2)	GARNISH_SPEC2	• Payroll for North America, Employee Pay Data USA, Deductions, Create Garnishments, Garnishment Spec Data 2 • Payroll for North America, Employee Pay Data CAN, Deductions, Create Garnishments, Garnishment Spec Data 2	Enter information regarding the payee and contact information.
Garnishment Spec Data 3 (garnishment specification data 3)	GARNISH_SPEC3	• Payroll for North America, Employee Pay Data USA, Deductions, Create Garnishments, Garnishment Spec Data 3 • Payroll for North America, Employee Pay Data CAN, Deductions, Create Garnishments, Garnishment Spec Data 3	Define garnishment deduction parameters and limitations.
Garnishment Spec Data 4 (garnishment specification data 4)	GARNISH_SPEC4	• Payroll for North America, Employee Pay Data USA, Deductions, Create Garnishments, Garnishment Spec Data 4 • Payroll for North America, Employee Pay Data CAN, Deductions, Create Garnishments, Garnishment Spec Data 4	Define deduction information when deducting from all payrolls. Before using this page, select *Deduct on All Payrolls* in the Deduction Schedule field on the Garnishment Spec Data 3 page.

Page Name	Object Name	Navigation	Usage
Garnishment Spec Data 5 (garnishment specification data 5)	GARNISH_SPEC5	• Payroll for North America, Employee Pay Data USA, Deductions, Create Garnishments, Garnishment Spec Data 5 • Payroll for North America, Employee Pay Data CAN, Deductions, Create Garnishments, Garnishment Spec Data 5	Define the payment schedule for the garnishment. Before using this page, select *Deduct by Schedule* in the Deduction Schedule field on the Garnishment Spec Data 3 page.
Garnishment Spec Data 6 (garnishment specification data 6)	GARNISH_SPEC6	• Payroll for North America, Employee Pay Data USA, Deductions, Create Garnishments, Garnishment Spec Data 6 • Payroll for North America, Employee Pay Data CAN, Deductions, Create Garnishments, Garnishment Spec Data 6	Indicate which garnishment rule governs each garnishment.
Garnishment Spec Data 7 (garnishment specification data 7)	GARNISH_SPEC7	Payroll for North America, Employee Pay Data USA, Deductions, Create Garnishments, Garnishment Spec Data 7	Enter the court-ordered amount or percent by which to prorate the employee's garnishments. Use this page only if the proration rule of the garnish law state is either CRTORD or CRTDET. Also specify the pay mode for integration with PeopleSoft Enterprise Payables.
Garnishment Spec Data 7 (garnishment specification data 7)	GARNISH_SPEC7_CN	Payroll for North America, Employee Pay Data CAN, Deductions, Create Garnishments, Garnishment Spec Data 7	Specify the pay mode for integration with Payables.
Garnishment Prorations Report	RUNCTL_PAY719	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Garnishment Prorations, Garnishment Prorations Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Garnishment Prorations, Garnishment Prorations Report	Generate PAY719 that provides a listing by court ID of employees whose garnishment amounts were prorated.

Entering Garnishment Order Information

Access the Garnishment Spec Data 1 page.



Garnishment Spec Data 1 page

Note. Define only one garnishment specification for each garnishment order that you receive for an employee. Each garnishment specification must have a unique garnish ID.

Status

Update this field as the status changes throughout the life of the garnishment. This is important because it affects the payroll processing of the garnishment deduction.

Received: Select this value when you establish a new Garnishment record, or to define an off-cycle entry for the employee to test the garnishment deduction before you put it into production.

Approved: Select this value when you inform the court, authorized agency, or government agency that you will comply with the garnishment or levy.

Completed: Select this value when the garnishment is paid in full.

Rejected: Select this value if you cannot comply with the garnishment or levy. For example, if you have terminated the employee and there are no wages to garnish, you can reject the garnishment.

Suspended: Select this value to stop the garnishment deduction in payroll while preserving the garnishment specification data.

If you select *Received* or *Approved,* the system processes the garnishment when you run the Pay Calculation COBOL SQL process (PSPPYRUN). If you select *Completed, Rejected,* or *Suspended,* the system ignores the garnishment during the Pay Calculation process.

(CAN) Deduction Code

This field is required for Canada only. Select a valid before-tax or after-tax garnishment deduction code.

If you select a before-tax deduction code:

- The following warning appears: Before-tax garnishment requires separate general deduction(s) for Company and Payee Fees.
- The fields that are associated with the processing of garnishment fees (on the Garnishment Spec Data 3, 4, and 5 pages) become unavailable for entry.

Because the system must process company and payee fees that are associated with garnishments as after-tax deductions, you must define them separately as general deductions. When defining these general deductions, clear the Garnishment Process flag in the Deduction table.

Received Date/Time Enter the date and time that you received the writ of garnishment or tax levy from the court, authorized agency, or government agency.

Respond By Date/Time Enter the date and time by which you must tell the court, authorized agency, or government agency whether you can comply with the garnishment order. For example, if the employee is no longer employed, you cannot garnish wages.

Type Select the type of garnishment or levy:

Writ of Garnishment: Typical garnishment type for failure to pay.

Tax Levy: Failure to pay taxes.

Chapter 13 Bankruptcy: Bankruptcy in Canada, or Chapter 13 bankruptcy in the U.S.

Wage Assignment: Similar to a writ, signifying a failure to pay.

Child Support, Spousal Support, and *Dependent Support:* Typically ordered by a family court. If you select this value, also select *Current* or *Arrears* in the Garnishment Support Type field.

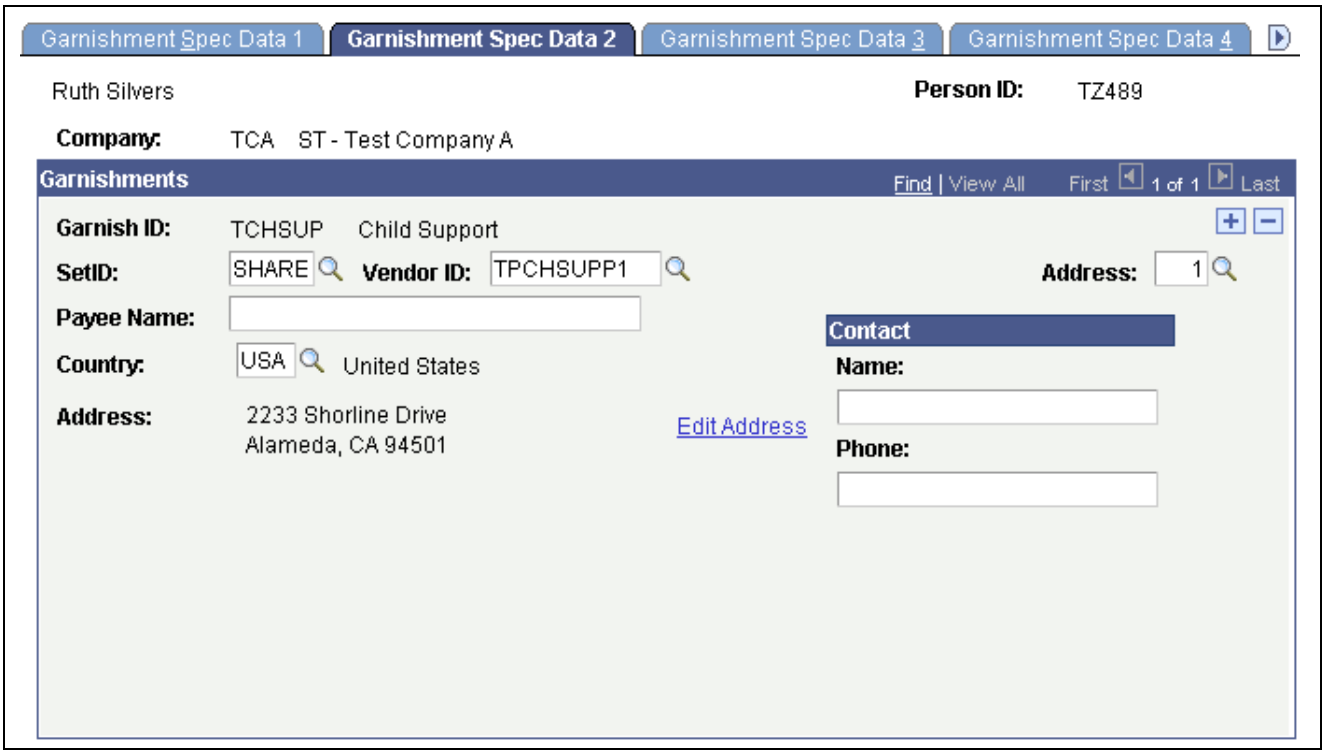
(USA) Garnishment Support Type Applies only for child support, dependent support, and spousal support garnishment types.

Court Name Enter the name of the court, authorized agency, or government agency that has legal jurisdiction over the garnishment.

Court Document IDs Enter any codes with which you identify the garnishment documents from the court or reports that you send back to the court or government agency. For example, garnishment documents might carry a file or case number, but a tax levy is usually uses a date and the employee's social security number or social insurance number.

Entering Garnishment Payee Information

Access the Garnishment Spec Data 2 page.

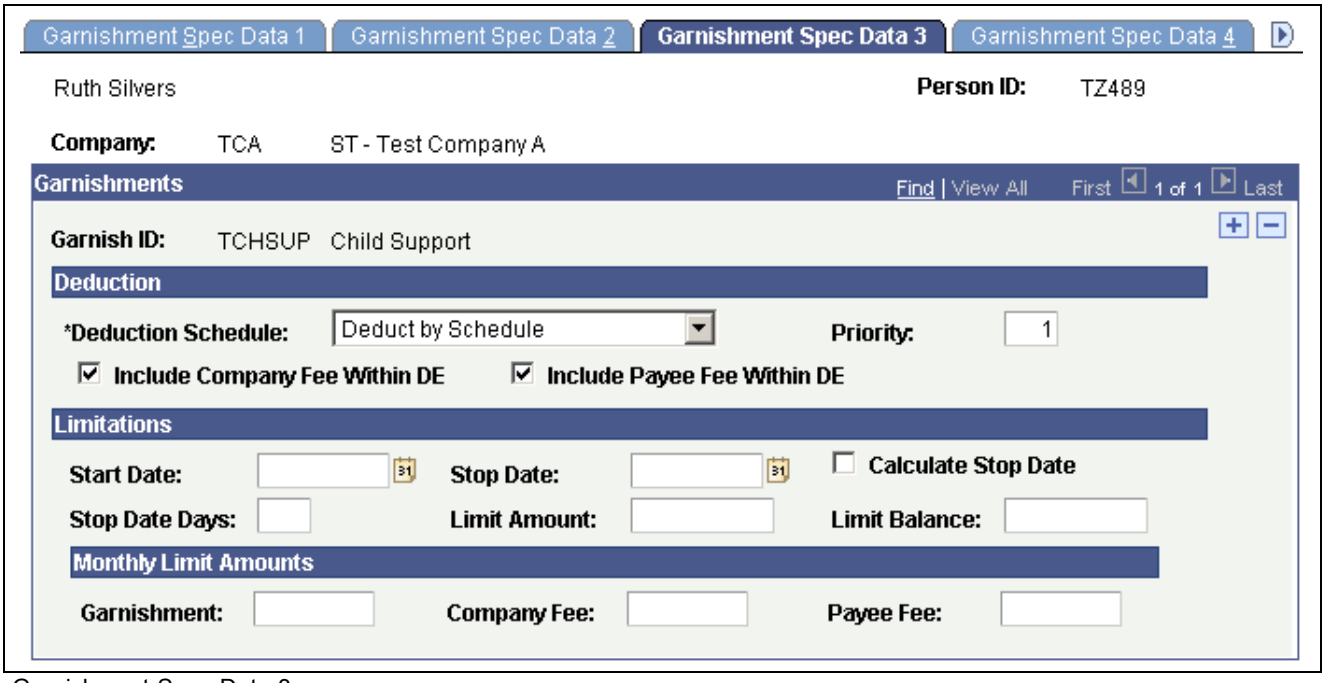


Garnishment Spec Data 2 page

Enter the setID, vendor ID, and address number (the number that represents the remittance address in the Vendor table) and the complete address will display.

Defining Garnishment Deduction Parameters and Limitations

Access the Garnishment Spec Data 3 page.



Garnishment Spec Data 3 page

Deduction

Deduction Schedule

Specify how to deduct garnishments:

Deduct on All Payrolls: If you select this value, use the Garnishment Spec Data 4 page to complete the deduction information.

Deduct by Schedule: If you select this value, use the Garnishment Spec Data 5 page to create the deduction schedule and complete the deduction information.

Priority

Select the processing priority of the garnishment in relation to other garnishments for the employee. This is not the same as the deduction priority in the General Deduction table. The system uses this value to process garnishments to which proration rules do not apply.

If you leave this field blank, or assign the same priority number to more than one garnishment specification, the system determines the processing priority by garnish ID. The lower the number, the higher the priority. For example, 100 is a higher priority than 200.

Include Company Fee Within DE (include company fee within disposable earnings) and **Include Payee Fee Within DE** (include payee fee within disposable earnings)

Select the check boxes to deduct fees from the employee's disposable earnings before taking garnishment deductions.

Note. Payroll for North America provides a garnishment proration option for states that permit proration of garnishments when an employee has more than one of the same type. If you use this option, the system uses the value in the Priority field only for garnishments to which proration does not apply.

Limitations

The fields in this group box impose time and amount restrictions on the garnishment deduction. This functionality is useful when you handle multiple garnishment orders from states where regulations prohibit the collection of more than one garnishment order at a time, or where they impose time limits on the collection of a garnishment.

Start Date

To start the garnishment deduction immediately, leave this field blank.

Stop Date

Leave the Stop Date field blank if you want the garnishment deduction to go on until the garnishment is satisfied. Otherwise, enter the date the deduction should stop. This date must be greater than the check date for a pay period to withhold the garnishment for that pay period. For example, if the pay period has an end date of March 10, 2000 and a check date of March 12, 2000, then the garnishment stop date must be greater than March 12, 2000 to withhold the garnishment in the March 10, 2000 pay period.

Calculate Stop Date or **Stop Date Days**

Select this check box to have the system calculate a stop date when you don't know the exact stop date. For example, Tennessee currently has a rule for garnishments of the Writ type, specifying a term of 90 days. In other words, you can only garnish money for 90 days. The 90-day term does not begin until you actually begin taking money from the employee (that is, until the employee has money available to garnish). For example, you might receive a

garnishment order on September 1. If the employee has another garnishment of a higher priority, there might be no money available to garnish until November.

In this situation, you cannot enter a stop date because you don't know what the exact start date is. Instead, select the Calculate Stop Date check box and enter the length of the garnishment term (90 for Tennessee) in the Stop Date Days field. As soon as the system can take money for this garnishment, it:

1. Calculates the stop date by adding 90 days to the processing date of the current pay period.
2. Enters that date in the Stop Date field.
3. Clears the Calculate Stop Date check box.

From this point on, the system takes the garnishment until the end of the term, or until other limits are satisfied.

Limit Amount Enter a limit amount to establish a maximum total amount for the garnishment deduction. Each time you run the Pay Confirmation COBOL SQL process (PSPCNFRM), the system updates the limit balance, displaying how much of the garnishment has been paid to date. When the limit balance equals the limit amount, the system automatically stops taking the deduction. To not set a limit, leave the limit amount blank.

Limit Balance This field does not automatically reflect adjustments that you make to garnishment balances. If you make an online balance adjustment to garnishments, make the same update in this field.

Calculations for limit processing use the YTD Garnishment Balance (year-to-date garnishment balance) field on the Garnishment Balances page. Update the Limit Balance field with that value after making any adjustments to garnishment balances.

Note. Your company or the payee might charge voucher fees, which are handling fees related to garnishments. Enter the fees owed to your company or to the payee in the Processing Fees Defaults group box on the Garnishment Spec Data 4 page or Garnishment Spec Data 5 page, depending on which deduction option you use.

See Also

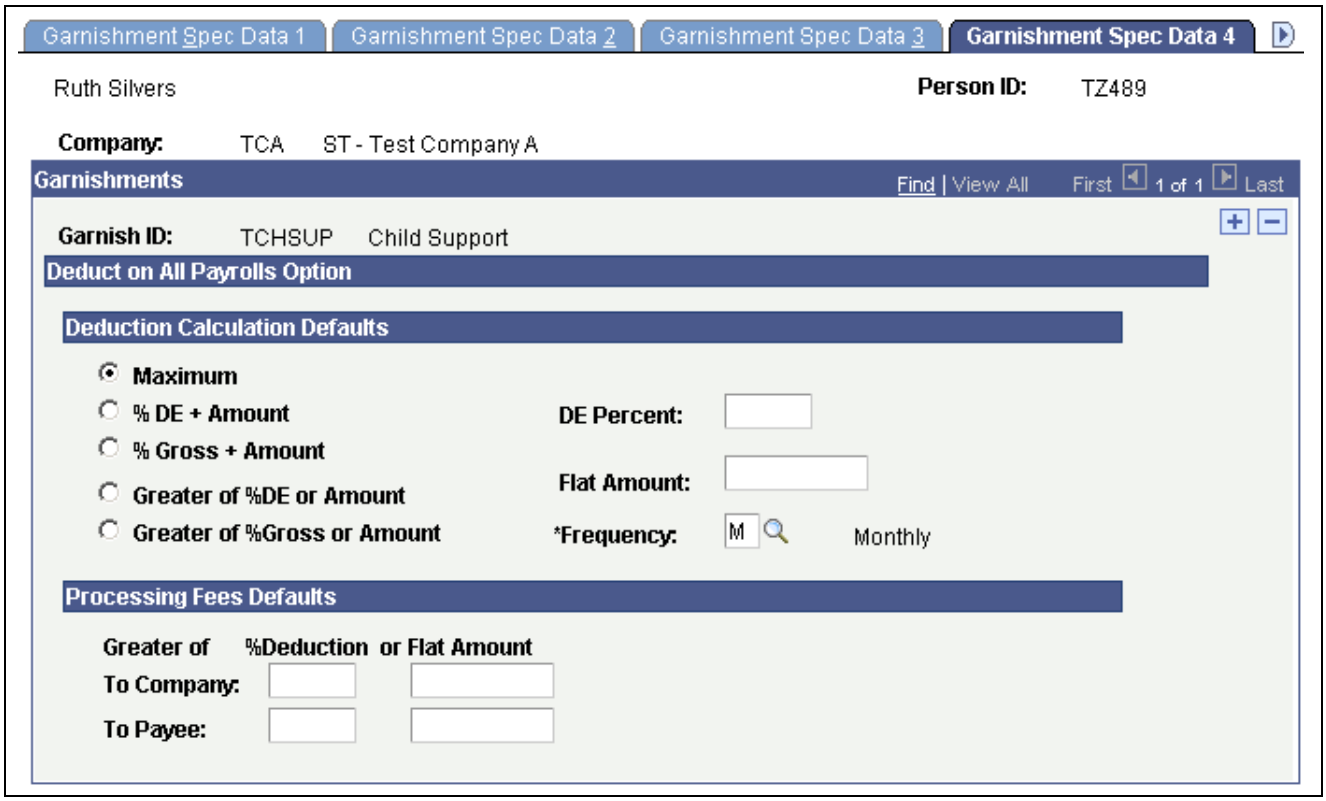
Chapter 18, "Working with Paysheets," Entering One-Time Garnishments, page 433

Chapter 11, "Administering Garnishments," Entering the Garnishment Proration Amount and Pay Mode, page 269

Chapter 11, "Administering Garnishments," Understanding Garnishment Limitation Specifications, page 258

Defining Deduction Information When Deducting From All Payrolls

Access the Garnishment Spec Data 4 page.



Garnishment Spec Data 4 page

Deduction Calculation Defaults

Maximum Select this option to calculate:

Deduction = disposable earnings − exemptions

The system takes all it can get. Use for garnishments such as tax levy and bankruptcy.

Frequency If you specify a flat amount, enter a deduction frequency. The system uses this frequency to adjust the flat amount to the employee's pay frequency to calculate the deduction amount per pay period.

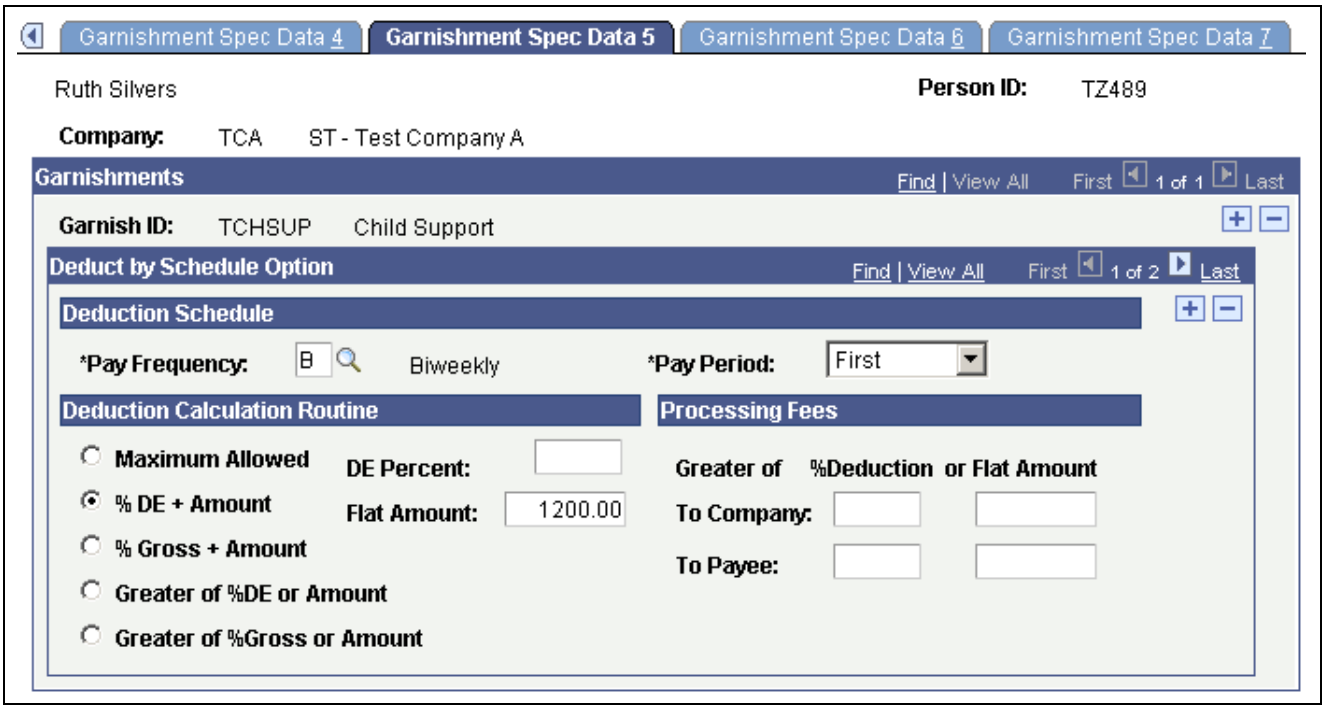
Processing Fees Defaults

Based on the details of the court order, enter processing fees consisting of a percentage of the deduction or a flat amount to be paid to the company or to the payee. On the Garnishment Spec Data 2 page, you specified whether to include the company and payee fees in the employee's disposable earnings.

Some garnishment orders might require that you compare a flat amount with a percentage of the deduction and take the greater of the two. In that case, enter both, and the system automatically takes the greater amount.

Defining a Garnishment Payment Schedule

Access the Garnishment Spec Data 5 page.



Garnishment Spec Data 5 page

Deduction Calculation Routine

Maximum Allowed Select this option to calculate:

Deduction = disposable earnings − exemptions

The system takes all it can get. Use for garnishments such as tax levy and bankruptcy.

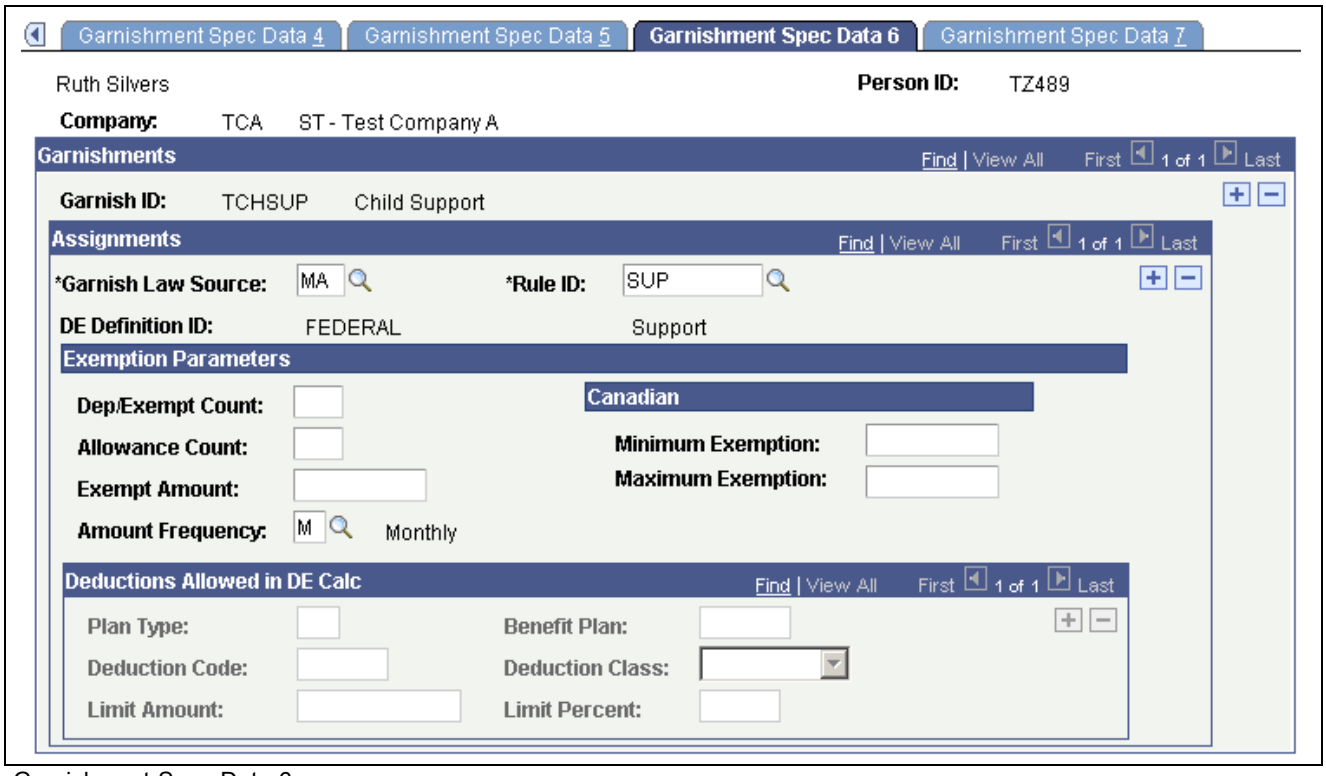
Specifying Different Garnishment Amounts in Different Pay Periods

Suppose you receive a garnishment order for an employee who you pay weekly. The order specifies that you garnish 150 USD in the first pay period of the month, 200 USD in the second, 250 USD in the third, 200 USD in the fourth, and nothing in the fifth (for those months that have five pay periods). To set this up:

1. Enter a pay frequency of *Weekly* and a pay period of *First* to define what to deduct in the first weekly pay period.
2. In the Deduction Calculation Routine group box, select the %DE + Amount option and enter a flat amount of *150.00* USD. Leave the DE Percent field blank.
3. Insert a row for the second pay period.
4. Select a pay period of *Second* and enter a flat amount of *200.00* USD.
5. Repeat these steps for the remaining pay periods.

Applying Garnishment Rules

Access the Garnishment Spec Data 6 page.



Garnishment Spec Data 6 page

Note. (CAN) For Canadian processing, you can use any rule if it applies to a garnishment situation, regardless of the original province designation (Garnish Law Source).

Garnish Law Source and **Rule ID**

Select the jurisdictional entity (garnish law source) and unique rule ID for the garnishment that you're calculating.

This information is maintained in the Garnishment Rules table.

You can enter multiple garnish law sources and rule IDs for each employee. Typically, you enter the federal code (*$U*), then insert a row for each applicable state.

Note. (CAN) In Canada, you typically enter only the Garnish Law Source (province code or *ZZ* for federally supported rules).

Note. (USA) In the U.S., when an employee has more than one garnishment in a single state, the system determines proration rules based on the garnish law source. If multiple garnishments of the same type are received from different states, enter the state where the employee works for all of the garnishments.

Note. For proration rules CRTORD and CRTDET, the courts supply amounts or percents for prorating garnishments. For multiple garnishments with either of these proration rules, enter the court-ordered proration amount or percent for each of the garnish IDs on the Garnishment Spec Data 7 page.

Exemption Parameters

The system uses this group box to calculate the most favorable garnishment deduction amount for the employee. Depending on the exemption calculation routine (in the Garnishment Rules Table2 page) that applies to this rule, the system uses one or more of these exemption parameters to calculate the exemption amount to derive disposable earnings . You must enter only the exemption parameters that are appropriate to the rule.

Dep/Exempt Count (dependent or exemption count) — Enter the number of dependents or exemptions claimed by the employee.

Allowance Count — Enter the number of allowances claimed by the employee.

Exempt Amount — If the court determines an exemption amount, enter it here.

Amount Frequency — If the court determines an exemption amount frequency (daily, weekly, or monthly), select it here.

Form 668–W Year — This field appears on the page when the garnishment is a U.S. tax levy. For U.S. tax levies, the exemption amount is calculated using the year in which the levy was received unless the employee files a new Form 668-W with the employer. If the employee files a new Form 668-W, enter the year of the new Form 668-W here. The exemption amount is calculated using the exemption values for the specified year.

(CAN) Canadian

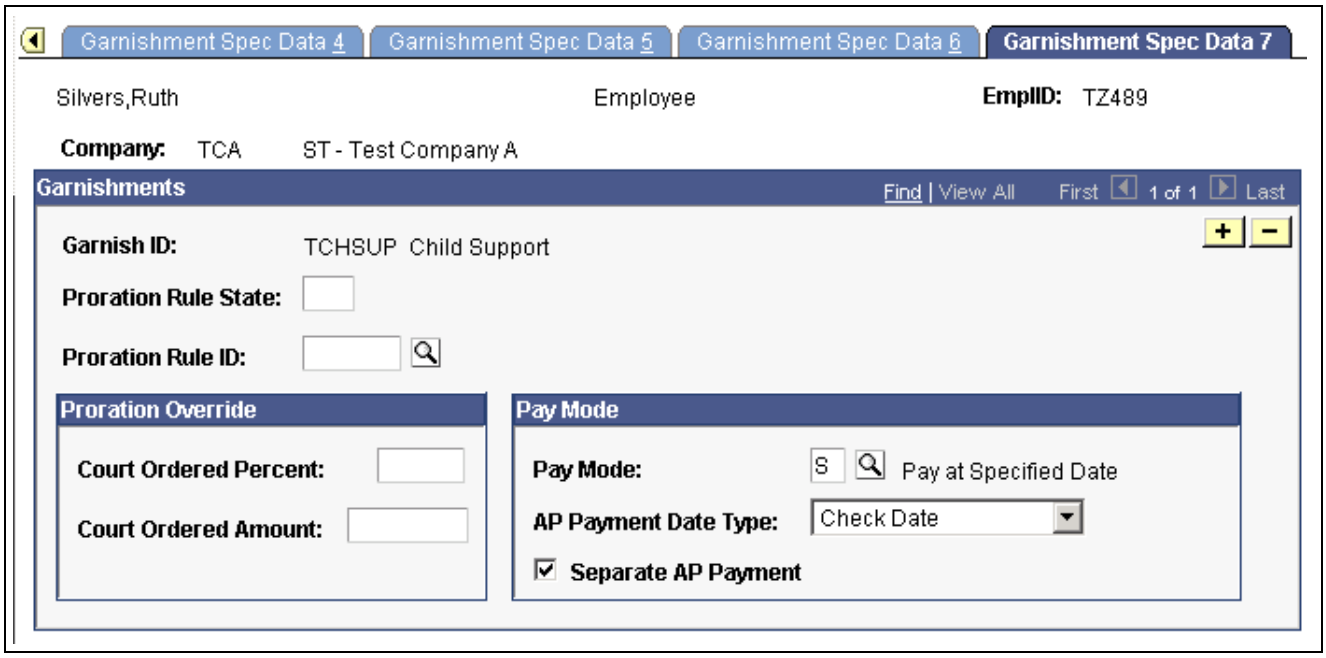
This group box enables you to override amounts on the Rules Table (CAN) - Exemption Variables page.

Deductions Allowed in DE Calc

For U.S. tax levies, the system populates this group box when you run the first payroll that includes the tax levy deduction. This identifies the deductions that were in place before the tax levy was received and that are included in the calculation of the disposable earnings for the levy. Deductions established for the employee after the levy was received are not included in the disposable earnings calculation and are deducted from the net pay remaining after the deduction of the tax levy.

Entering the Garnishment Proration Amount and Pay Mode

Access the Garnishment Spec Data 7 page.



Garnishment Spec Data 7 page

Pay Mode

Use this group box to interface with Payables.

Pay Mode

Specify how Payables makes the garnishment payment:

Pay as Deducted: Select this value to pay the vendor each time Payroll for North America calculates this deduction.

Pay at Specified Date: Select this value to pay the vendor on a date that you specify in the AP Payment Date Type field.

Pay when Bond Price met: This value does not apply to garnishment processing.

Pay when Collection Completed: Select this value to pay the vendor only when you reach the goal amount or deduction end date. (This pay mode is valid for general deductions and garnishments).

AP Payment Date Type (accounts payable payment date type)

Specify which type of date to use when creating the accounts payable voucher. This field becomes available when you select *Pay at Specified Date* in the Pay Mode field.

Separate AP Payment (separate accounts payable payment)

Select this check box if the payment for this garnishment should be on a separate check when Payables makes the payment.

Splitting Garnishment Orders

You can split complex orders such as:

- One-time handling fees.

  For example, a court might want a one-time 10 USD fee in conjunction with a garnishment. You can define separate garnishment specifications to handle:

- The fee.
- The garnishment itself.

- Multiple payees.
- Multiple document IDs.

  For example, when a child support order for an employee with three children requires you to report to the court by child.

(USF) Defining U.S. Federal Government Employee Payroll Data for Garnishments

This section discusses how to:

- Enter garnishment payee information.
- Enter garnishment deduction distribution information.

Note. The Create Garnishments component (GVT_GARNISH_SPEC) for Federal users is very similar to the component of the same name for the U.S. and Canada, but retains unique object names and provides slight variations in fields.

See Also

Chapter 11, "Administering Garnishments," Defining Employee Payroll Data for Garnishments, page 257

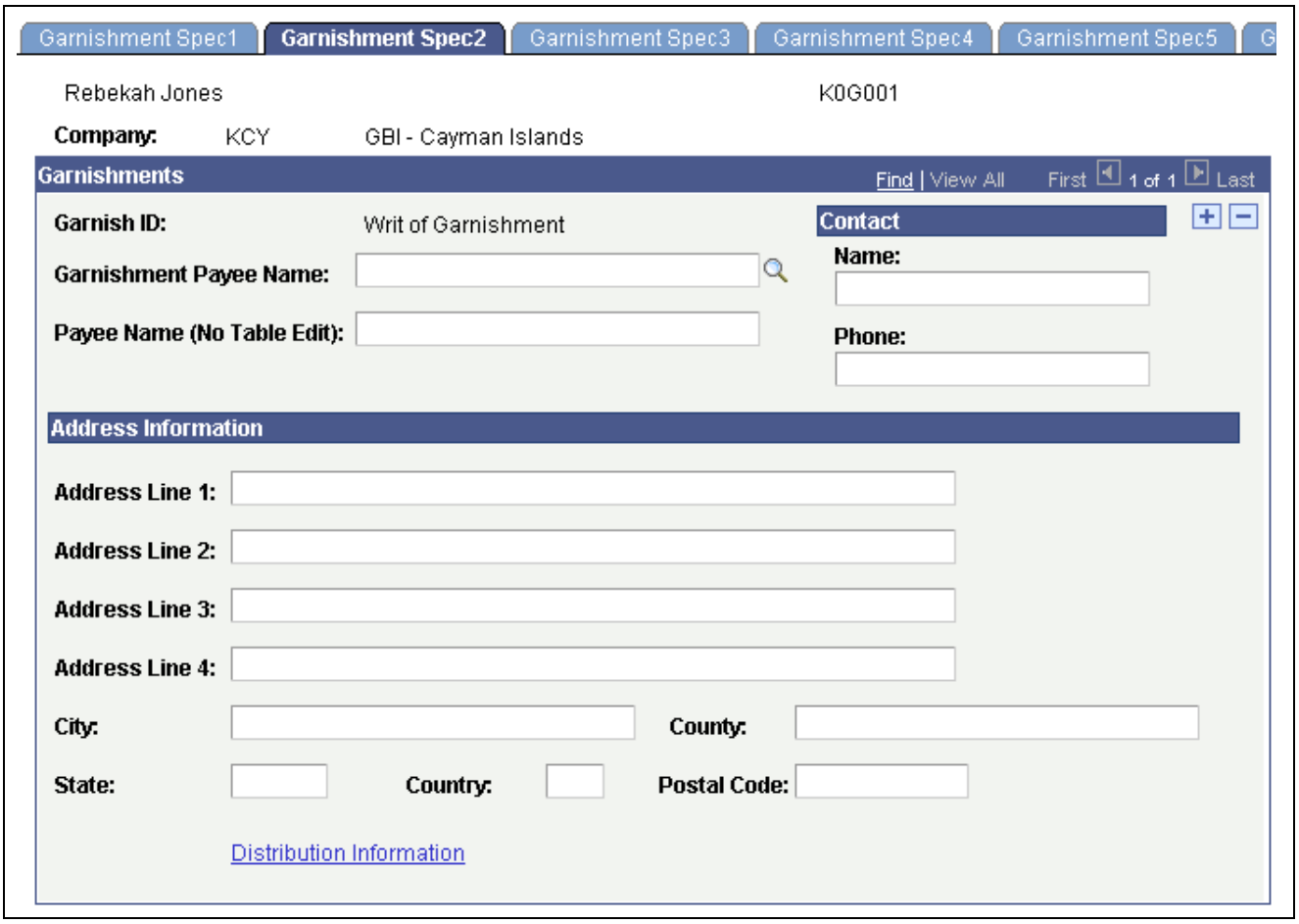
Pages Used to Define U.S. Federal Government Employee Payroll Data for Garnishments

Page Name	Object Name	Navigation	Usage
Garnishment Spec1 (garnishment specification 1)	GVT_GARNISH_SPEC1	Payroll for North America, Employee Pay Data USF, Deductions, Create Garnishments, Garnishment Spec1	Enter garnishment order information.
Garnishment Spec2 (garnishment specification 2)	GVT_GARNISH_SPEC2	Payroll for North America, Employee Pay Data USF, Deductions, Create Garnishments, Garnishment Spec2	Enter information regarding the payee.
Deduction Distribution Information	GVT_GARN_SPEC2_SEC	Select the Distribution Information link on the Garnishment Spec2 page.	Enter the payee's garnishment deduction distribution information.
Garnishment Spec3 (garnishment specification 3)	GVT_GARNISH_SPEC3	Payroll for North America, Employee Pay Data USF, Deductions, Create Garnishments, Garnishment Spec3	Define garnishment deduction parameters and limitations.

Page Name	Object Name	Navigation	Usage
Garnishment Spec4 (garnishment specification 4)	GVT_GARNISH_SPEC4	Payroll for North America, Employee Pay Data USF, Deductions, Create Garnishments, Garnishment Spec4	Define deduction information when deducting from all payrolls. Before using this page, select *Deduct on All Payrolls* in the Deduction Schedule field on the Garnishment Spec3 page.
Garnishment Spec5 (garnishment specification 5)	GVT_GARNISH_SPEC5	Payroll for North America, Employee Pay Data USF, Deductions, Create Garnishments, Garnishment Spec5	Define the payment schedule for the garnishment. Before using this page, select *Deduct by Schedule* in the Deduction Schedule field on the Garnishment Spec3 page.
Garnishment Spec6 (garnishment specification 6)	GVT_GARNISH_SPEC6	Payroll for North America, Employee Pay Data USF, Deductions, Create Garnishments, Garnishment Spec6	Indicate which garnishment rule governs each garnishment.
Garnishment Spec7 (garnishment specification 7)	GVT_GARNISH_SPEC7	Payroll for North America, Employee Pay Data USF, Deductions, Create Garnishments, Garnishment Spec7	Enter the court-ordered amount or percent by which to prorate the employee's garnishments. Use this page only if the proration rule of the garnish law state is either CRTORD or CRTDET.

Entering Garnishment Payee Information

Access the Garnishment Spec2 page.



Garnishment Spec2 page

Payee Name (No Table Edit) Enter a payee's name that is not from an existing table.

Distribution Information Select this link to access the Deduction Distribution Information page where you enter distribution information for this garnishment.

Entering Garnishment Deduction Distribution Information

Access the Deduction Distribution Information page.

This page is identical to the Deduction Distribution Information page for general deductions.

See Also

Chapter 4, "Defining Deductions," (USF) Entering General Deduction Distribution Information, page 83

Verifying Garnishment Data Compliance

This section discusses how to verify garnishment data compliance.

Understanding Verifying Garnishment Data Compliance

When you receive a garnishment order for an employee, Payroll for North America enables you to determine quickly whether you can comply.

To verify that the system can withhold the garnishment deduction as required by the garnishment order:

1. Enter the garnishment information for the employee.
2. Use the Online Check feature to enter the payroll information for that employee as if you are going to create a single check.
3. Create a paysheet.
4. Calculate pay.

Note. Delete the online check before you run the payroll.

See Also

Chapter 21, "Working with Checks and Direct Deposit," page 491

Processing One-Time Garnishment Deduction Overrides

Enter one-time garnishment deduction overrides on the paysheet.

See Chapter 18, "Working with Paysheets," Recording One-Time Deductions, page 425.

See Chapter 18, "Working with Paysheets," Entering One-Time Garnishments, page 433.

Viewing Garnishment Information

This section provides links to discussions of how to:

- View garnishment deduction balances using the Garnishment Balances page.
- View online adjustments to garnishment balances using the Garnishment Balance Adjustment page.
- View garnishments on a paycheck.

See Also

Chapter 28, "Reviewing, Adjusting, and Deleting Employee Balances," Reviewing and Adjusting Garnishment Balances, page 638

Chapter 19, "Calculating Pay," Viewing Paycheck Deductions, page 471

CHAPTER 12

(CAN) Administering Additional Canadian Payroll Functionality

This chapter discusses how to:

- Administer Canada Savings Bonds.
- Administer Canada Payroll Savings (CPS) plans.
- Administer Canadian low-interest loans.

See Also

Chapter 29, "(CAN) Setting Up and Processing Business Payrolls Survey Reporting," page 655

Chapter 30, "(CAN) Generating a Canadian Record of Employment," page 665

Chapter 11, "Administering Garnishments," page 257

Chapter 7, "(CAN) Setting Up Additional Canadian Payroll Functionality," page 137

Administering the Canada Savings Bond Program

This section provides an overview of Canada Savings Bond deductions, lists prerequisites, and discusses how to register employees in the Canada Savings Bond program.

Understanding Canada Savings Bond Deductions

The system automatically generates a row of general deduction data for the employee when you save a bond registrant enrollment record. However, corrections to the data are not automatic. Whenever you correct the Canada Savings Bond table or Canada Savings Bond Spec data, you must make corresponding corrections to the general deduction data, when applicable.

If an employee transfers to a different pay group and the transfer results in a change to the bond deduction amount, enter a new General Deduction data record to reflect the effective date of the change, the new flat or additional amount, the new goal amount, and the current goal balance.

Just as for any other deduction with a goal amount, special handling is required for employees who leave the company or change to an unpaid status.

See Also

Chapter 10, "Maintaining Payroll Data," Setting Up Employee General Deductions, page 231

Prerequisites

Before you can administer Canada Savings Bonds, you must first:

- Define deductions for Canada Savings Bonds.
- Enter Canada Savings Bond denominations.

See Also

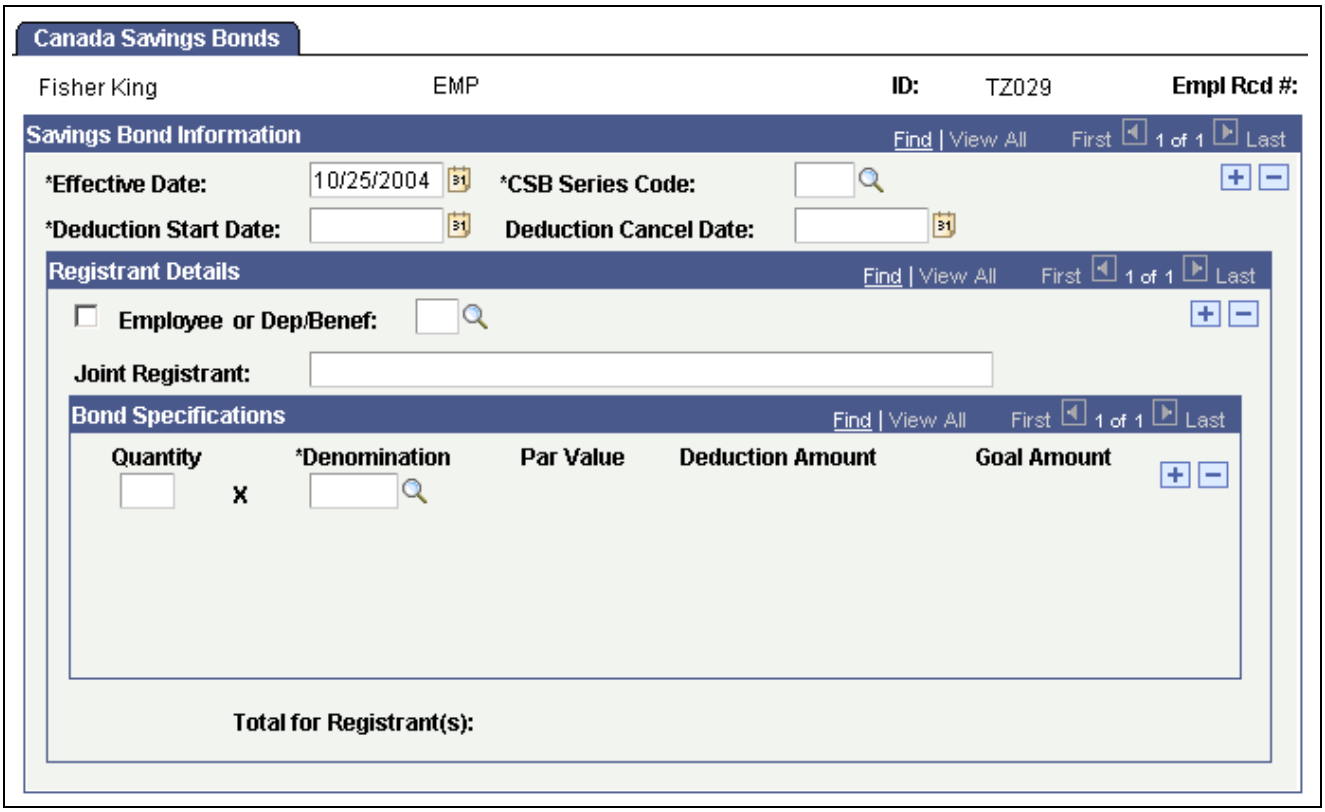
Chapter 7, "(CAN) Setting Up Additional Canadian Payroll Functionality," Setting Up Canada Savings Bonds, page 137

Pages Used to Administer the Canada Savings Bond Program

Page Name	Object Name	Navigation	Usage
Canada Savings Bonds	CSB_REG_DATA	Payroll for North America, Employee Pay Data CAN, Deductions, Purchase Canada Savings Bonds, Canada Savings Bonds	Register employees participating in the Canada Savings Bond program.
Canada Savings Bond Purchase	RUNCTL_PAY131CN	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Canada Savings Bond Purchase, Canada Savings Bond Purchase	Run PAY131CN, which generates a listing of employees' Canada Savings Bond purchases through payroll deduction for the specified Canada Savings Bond series code. It provides detailed information for each employee, such as registrants, bond quantities, denominations, par values, carrying charges, goal amounts, deduction amounts, and cancellation dates.

Registering Employees in the Canada Savings Bond Program

Access the Canada Savings Bonds page.



Canada Savings Bonds page

Savings Bond Information

CSB Series Code (Canada Savings Bond series code) Select the Canada Savings Bond series code for which you're registering the employee.

Registrant Details

Employee Select this check box if the principal registrant is the employee. If you select this check box, the Or Dep/Benef (or dependent/beneficiary) field becomes unavailable for entry.

Or Dep/Benef (or dependent/beneficiary) Select this check box if the principal registrant is a dependent or beneficiary of the employee.

Joint Registrant Enter any joint registrant.

Bond Specifications

Denomination Enter the denomination of the bonds to be purchased.

Par Value The par value is maintained by the system. Par value represents the face value of the bonds.

Deduction Amount This is the par value multiplied by the deduction factor from the Canada Savings Bond table. The deduction amount total is maintained by the system and is sent to the employee's General Deduction Data page for payroll processing.

Goal Amount The goal amount is the deduction amount multiplied by the number of deductions from the Canada Savings Bond table. The goal amount total is maintained by the system and is sent to the employee's General Deduction Data page for payroll processing.

Total for Registrant(s) Represents the total amount for all registrants.

Note. You may want to start keying future-dated registrant information before the Canada Savings Bond series effective date to balance your workload. Because of the PeopleSoft effective-dating logic, the effective date on the Canada Savings Bond table must be dated early enough to enable selection of the series code on the registrant page. For example, if the bond series code is effective October 1, 2001, but you want to start keying Canada Savings Bond registrant information on September 1, 2001, the Canada Savings Bond series code effective date must be entered as September 1, 2001.

Administering Canada Payroll Savings Programs

This section provides an overview of Canada Payroll Savings (CPS) programs, lists prerequisites, and discusses how to:

- Maintain CPS employee contributions.
- Process the CPS transmittal file.

Note. For further information, see the published guides that are available through your Canada Savings Bonds representative.

Understanding Canada Payroll Savings Programs

Payroll for North America provides functionality to support the Canada Payroll Savings program and helps you effectively manage the activities as a participating organization.

After the CPS plan is set up, the employee specifies a contribution amount, the employer automatically deducts that amount from the employee's paycheque on a regular basis, and the contribution details are transmitted electronically to the Bank of Canada for credit to the employee's savings plan account.

Canada Payroll Savings Transmittal File and Report

The Payroll Savings Create File Structured Query Report (SQR) Report process (PAY132CN) produces the CPS transmittal file that includes detailed employee contribution information (by pay run ID) for transmission to the Bank of Canada. At the same time, the system produces a transmission summary report for your reference. The detailed employee deduction information to support this summary report is available on the corresponding Deduction Register (SQR program PAY001CN).

Create this file once per pay period, and only after the corresponding Pay Confirmation COBOL SQL process (PSPCNFRM) is complete. The system automatically maintains a record of the pay run IDs that have been processed to prevent duplication of the file.

The system also uses the Last CPS Transmission ID # (last Canada Payroll Savings transmission ID number) field in the Installation table to ensure that each transmission ID number that it generates is unique.

Note. See the Canada Payroll Savings Program Technical Specifications booklet for further information regarding the technical aspects of creating or transmitting files to the Bank of Canada.

Canada Payroll Savings Transmittal File Output Location

The Payroll Savings Create File process creates the CPS transmittal file in the PeopleSoft report output directory. The following list identifies the naming convention of the output files for each platform:

- DB2/AS400: File Name is CPSCN(D0001)
- MVS: File Name is CPSC0001
- Others: File Name is CPS_0001

  Here, 0001 is a uniquely generated CPS transmission ID number.

Prerequisites

Before you can administer employees' contribution amounts, you must perform the following setup steps:

1. Define a CPS organization ID.
2. Specify CPS campaign information.
3. Define CPS deductions.

See Also

Chapter 7, "(CAN) Setting Up Additional Canadian Payroll Functionality," Setting Up Canada Payroll Savings Programs, page 139

Pages Used to Administer Canada Payroll Savings Programs

Page Name	Object Name	Navigation	Usage
General Deduction Data	GENL_DED_DATA	Payroll for North America, Employee Pay Data CAN, Deductions, Create General Deductions, General Deduction Data	Enroll employees in the CPS program, specify the calculation method, and set up each employee's contributions.
Canada Payroll Savings File	RUNCTL_PAY132CN	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Canada Payroll Savings File, Canada Payroll Savings File	Run the PAY132CN report to create a CPS electronic data transmission file and a transmission summary report for your reference. The system produces the transmission file in accordance with the format that is provided by the Bank of Canada.

Maintaining Canada Payroll Savings Employee Contributions

Access the General Deduction Data page.

See Chapter 10, "Maintaining Payroll Data," Setting Up Employee General Deductions, page 231.

Processing the Canada Payroll Savings Transmittal File

Access the Canada Payroll Savings File page.

Click Run to run the report using PeopleSoft Process Scheduler.

Pay Run ID	Enter the pay run ID for the data that you're transmitting.
Reference ID	Enter optional reference information that you require to recognize the transmission.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Administering Canadian Low-Interest Loans

This section provides an overview of Canadian low-interest loans, lists prerequisites, and discusses how to specify the loan percentage.

Understanding Canadian Low-Interest Loans

When an organization provides an employee with an interest-free or low-interest loan, the employee receives a taxable benefit equal to the amount of interest that would have been paid for the year at the government-prescribed interest rates, minus the amount of interest that the employee pays in the year, or within 30 days after the end of the year. This benefit has no taxable goods and services tax component.

The value of the taxable benefit changes throughout the year as the prescribed rate (which is set each quarter by the federal government) changes, and as the employee pays down the loan (and/or any interest).

Note. A loan also includes any other indebtedness. For example, if the employer purchases a computer for the employee and the employee proceeds to have payroll deductions for that computer, the company has made a loan for the computer's price less any employee down payments.

Taxable Benefit Calculation Example

Payroll for North America calculates the low-interest loan taxable benefit as follows:

Loan Balance x Prescribed Interest Rate % on Canadian Company Tax table

minus

Loan Balance x Loan Interest Rate % on General Deduction Data page for employee

equals

Annual low-interest loan taxable benefit for the employee

To calculate the actual amount of the taxable benefit on an employee's individual paycheque, the system divides the annual low-interest loan taxable benefit by the number of the employee's pay periods per year.

For example, on January 1, 2004, company VNB lends Joan Avery 10,000 CAD at a rate of 5 percent. The government-prescribed rates for 2004 are:

Quarter	Percent
1st quarter	8%
2nd quarter	7%
3rd quarter	6%
4th quarter	5%

Joan chooses to pay back the loan through payroll deductions at 500 CAD per monthly pay period starting February. The system calculates the monthly low-interest loan taxable benefit as follows:

Pay Period	Loan Balance	Prescribed Interest Percent (Government Rate)	Loan Interest Percent (Company Rate)	Monthly Taxable Benefit
January	10,000 CAD	8%	5%	25 CAD
February	9,500 CAD	8%	5%	23.75 CAD
March	9,000 CAD	8%	5%	22.50 CAD
April	8,500 CAD	7%	5%	14.17 CAD
May	8,000 CAD	7%	5%	13.33 CAD
June	7,500 CAD	7%	5%	12.50 CAD
July	7,000 CAD	6%	5%	5.83 CAD
August	6,500 CAD	6%	5%	5.42 CAD
September	6,000 CAD	6%	5%	5 CAD
October	5,500 CAD	5%	5%	0 CAD
November	5,000 CAD	5%	5%	0 CAD
December	4,500 CAD	5%	5%	0 CAD
Total				127.50 CAD

The total taxable benefit for the year in this example is 127.50 CAD.

Home Purchase or Home Relocation Loan Calculation

The system does not calculate the taxable benefit of low-interest home purchase or home relocation loans. For these types of loans, the prescribed rate in effect at the time the loan is made (not the current quarterly adjusted prescribed rate) should be used to calculate the taxable benefit throughout the loan period, for up to five years. If the prescribed rate is lowered during the five-year period, the lower prescribed rate is used until such time as the rate goes up again. After five years, the prescribed rate at that time is used for the next five years, and so on.

Note. Home purchase or home relocation loan calculation is subject to change depending on legislated requirements.

Prerequisites

Before you can specify an employee's loan percentage, you must perform and maintain the following setup steps:

- Maintain prescribed interest rates and loan data.
- Activate loan processing.
- Establish loan deductions.

See Also

Chapter 7, "(CAN) Setting Up Additional Canadian Payroll Functionality," Setting Up Canadian Low-Interest Loans, page 143

Page Used to Administer Canadian Low-Interest Loans

Page Name	Object Name	Navigation	Usage
General Deduction Data	GENL_DED_DATA	Payroll for North America, Employee Pay Data CAN, Deductions, Create General Deductions, General Deduction Data	Assign low-interest loan deductions to an employee and specify the calculation method for the deduction.

Specifying the Loan Percentage

Access the General Deduction Data page.

See Chapter 10, "Maintaining Payroll Data," Setting Up Employee General Deductions, page 231.

CHAPTER 13

(USA) Administering Additional U.S. Payroll Functionality

This chapter discusses how to:

- Allocate tips.
- Administer U. S. Savings Bonds purchases.
- Adjust imputed income for U.S. group-term life insurance.
- (E&G) Certify time and effort.

See Also

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," page 149

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up for FLSA Calculation, page 161

Chapter 11, "Administering Garnishments," page 257

PeopleTools PeopleBook: Using PeopleSoft Applications

Allocating Tips

This section provides overviews of the tip allocation process and tip allocation calculation methods, lists prerequisites, and discusses how to:

- Enter employee tip allocation data.
- Select the tip allocation end date.
- Calculate allocated tips.
- Update allocation balances.
- View allocations for an establishment.
- Review the tips allocation process status.

Understanding the Tip Allocation Process

Most large hospitality industry employers must report additional information to the Internal Revenue Service (IRS) concerning the establishment's receipts and the employees' tip incomes, by establishment. A large establishment is one that employs more than 10 people on a typical business day.

Tip allocation is required when the amount of tips reported by tipped employees for a pay period is less than a specified percentage of the establishment's gross receipts for that period. The amount that you allocate is the difference between the total reported tips and the specified percent of the establishment's gross receipts. You can apply for a lower percentage, if you can show, in writing, that the tip rate at the establishment is less than the specified percent.

Each tip establishment allocates tips. An establishment is an individual restaurant, hotel, and so on, at a unique location. If a company has 15 restaurants, it allocates tips separately for each restaurant. In addition, allocated tips are not subject to withholding; therefore, the system does not withhold taxes. However, the system maintains the year-to-date allocated tips shortfall balance and reports it on the employee's Form W-2. Also, the system reports allocated tips on the paycheck stub as memo earnings because memo earnings do not add to the check gross and are not included in taxable grosses.

The tip allocation process consists of four steps:

1. Calculate the allocated tips.
2. Use the Structured Query Report (SQR) reports to check the results.

   You can calculate allocated tips any number of times for an allocation date before approving the calculation.
3. Approve the tip allocation results.

   After you approve the calculation for an allocation date, you cannot recalculate for that date.
4. Update the allocated tip balances.

   Allocated tips must be approved before the balances can be updated.

Reporting on the Tip Allocation Process

The system provides the following tip allocation reports:

- Allocation Earnings (PAY052)
- Employee Gross Receipts (PAY055)
- Allocation by Establishment (PAY050)
- Allocation by Employee (PAY051)

See Also

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859

Understanding Tip Allocation Calculation Methods

There are three acceptable tip allocation calculation methods:

- Gross receipts
- Hours worked
- Good faith agreement

In each method, the company allocates tips once per month, quarterly, annually, or for each pay period.

Gross Receipts Method

This method calculates an allocation amount for each directly tipped employee, using the gross receipts that are attributable to directly tipped employees. These steps are based on Form 8027.

To use the gross receipts method:

1. Calculate the allocation base for an allocation period:

   gross receipts in that period × specified percent
2. Calculate the tipped employee allocation base:

   allocation base − total tips reported by indirectly tipped employees
3. For each directly tipped employee, calculate the employee's gross receipt ratio:

   total gross receipts for all tipped employees / gross receipts attributable to the employee
4. Calculate the employee's share of the allocation base:

   tipped employee allocation base × employee's gross receipt ratio
5. Calculate the employee's shortfall:

   employee's share of the allocation base − employee's reported tips

   If the amount is less than zero, it is considered zero.
6. Calculate the total shortfall by summing all employees' shortfall amounts.
7. Calculate the total tips by summing all the tips that are reported by directly and indirectly tipped employees.
8. Calculate the total allocation amount:

   allocation base − total tips
9. Calculate the employee's shortfall ratio:

   employee's shortfall / total shortfall
10. Calculate the employee's allocated amount:

    total allocation × employee's shortfall ratio

Hours Worked Method

This method calculates an allocation amount for each directly tipped employee using the hours that are worked by the employee.

Note. Only establishments that employ fewer than 25 employees (tipped and nontipped) during a pay period can use this method.

To use the hours worked method:

1. Calculate the allocation base for an allocation period:

   gross receipts in that period × specified percent
2. Calculate the tipped employee allocation base:

   allocation base − total amount of tips reported by indirectly tipped employees
3. For each directly tipped employee, calculate the employee's hours worked ratio:

   employee's total hours worked during this period / total hours worked by all tipped employees that worked during this period
4. Calculate the employee's share of the allocation base:

   tipped employee allocation base × employee's hours worked ratio
5. Calculate the employee's shortfall:

   employee's share of the allocation base − employee's reported tips

If the amount is less than zero, it is considered zero.

6. Calculate the total shortfall by summing all employees' shortfall amounts.
7. Calculate the total tips by summing all tips that are reported by both directly and indirectly tipped employees.
8. Calculate the total allocation amount:

   allocation base − total tips
9. Calculate the employee's shortfall ratio:

   employee's shortfall / total shortfall
10. Calculate the employee's allocated amount:

    total allocation amount × employee's shortfall ratio

Good Faith Agreement Method

A good faith agreement is a written agreement between the employer and at least two-thirds of the employees in each occupational category that receives tips (for example, waiters, waitresses, and bus persons). The agreement must provide an allocation of the difference between total tips reported and the specified percent of the gross receipts among the tipped employees. The company decides how to configure the system to allocate tips; however, the formula the company creates must allocate tips based on the actual distribution of tip income among the employees.

Prerequisites

Before you can allocate tips, you must set up the following information for tipped employees:

- Company table.
- Pay Group table.
- Federal and state Tax table.
- Tip Establishments table.
- General earnings code information.
- Earnings code tax information.
- Earnings code tax calculation information.
- Job Data record.
- Form W-2.

See Also

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up the Payroll System for Tip Allocation, page 149

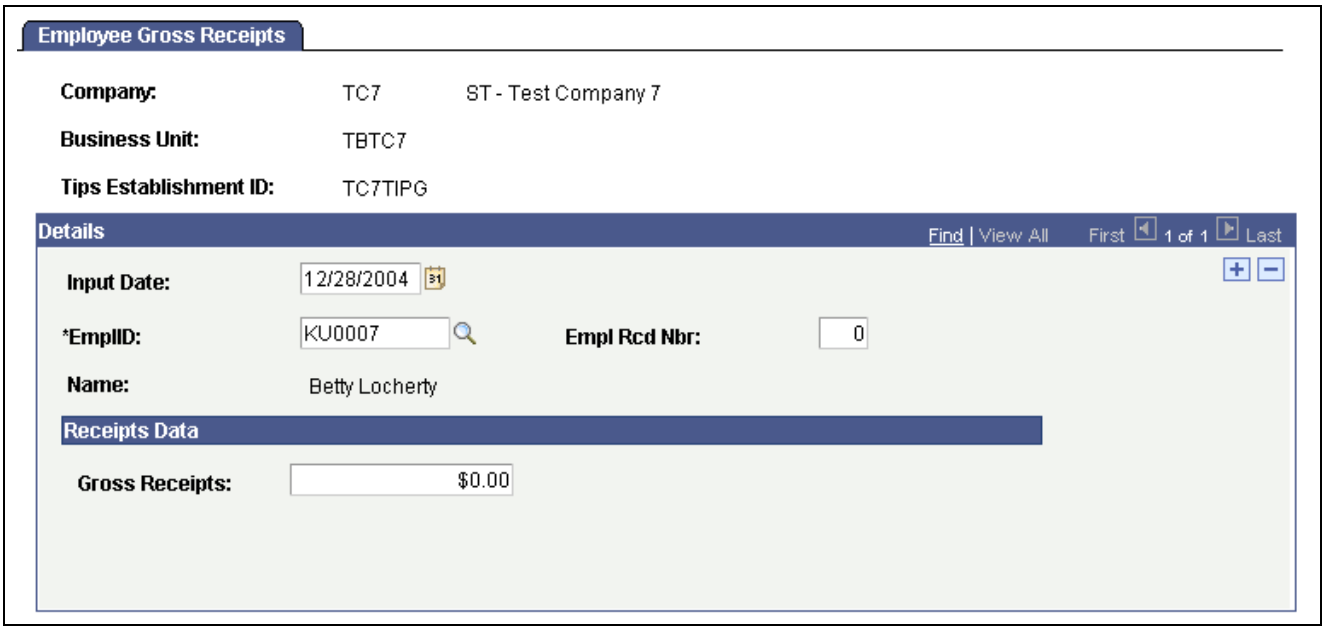
Pages Used to Allocate Tips

Page Name	Object Name	Navigation	Usage
Employee Gross Receipts	TIPS_EMPL_INPUT	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Update Employee Gross Receipts, Employee Gross Receipts	Specify the gross receipts to which an employee's tips apply in each tip establishment.
Allocation End Date	TIPS_ALLOC_PD	Set Up HRMS, Product Related, Payroll for North America, Tip Allocation, Allocation End Date, Allocation End Date	Select the end date for the tip allocation. Use the same pay end date as your allocation end date.
Allocated Tips Calculation	RUNCTL_TIPS_ALLOC	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Calculate/Approve Allocation, Allocated Tips Calculation	Run the Run Tip Allocation COBOL SQL process (PSPTARUN), and (after you are satisfied with the results) approve the allocated tips.
Tip Allocation Balance Update	RUNCTL_TIPS_ALLOC	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Update Allocation Balances, Tip Allocation Balance Update	Run the Update Allocation Balances SQR Report process (PAY053) and produce the Update Allocations Balances audit report. The report lists, by employee, the current allocation amount, the year-to-date (YTD) allocation amount after the current update, the YTD hours (if tip allocation method is hours), and the allocated tips earnings code that is updated. Before using this page, you must approve the allocated tips calculation.
Employee Allocations	TIPS_EMPL_PD	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Review Allocation by Employee, Employee Allocations	View the record of an individual employee's allocations.
Allocation by Employee Report	RUNCTL_TIPS_ALLOC	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Allocation by Employee Report, Allocation by Employee Report	Generate the PAY051 report, which lists tip employees, sorted by establishment. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY051 - Allocation By Employee, page 905.

Page Name	Object Name	Navigation	Usage
Allctn by Establishment Report (allocation by establishment report)	RUNCTL_TIPS_ALLOC	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Allctn by Establishment Report, Allctn by Establishment Report	View tip allocation data, by employee, for an establishment. Use the subtotals on this page for troubleshooting.
Employee Receipt Report	RUNCTL_TIP_PAY055	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Employee Receipt Report, Employee Receipt Report	Generate the PAY055 report, which lists gross receipts for each employee in a selected time period, sorted by input date. Also provides subtotals for each tip establishment and total receipts for the company.
Establishment Allocations	TIPS_ESTAB_PD	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Review Allctns by Establishment, Establishment Allocations	Generate the PAY050 report, which lists tip allocation information for establishments. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY050 - Allocation By Establishment, page 905.
Tips Allocation Status	TIPS_ALLOC_ST	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Review Allocation Status, Tips Allocation Status	Review the status of the tip allocation process for a company.
Balance Verification Report	RUNCTL_TIP_PAY	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Balance Verification Report, Balance Verification Report	Generate the PAY052 report, which lists directly tipped employees and their YTD and pending allocated tips. This is a point-in-time report of all employees with allocated tips, sorted by company.

Entering Employee Tip Allocation Data

Access the Employee Gross Receipts page.



Employee Gross Receipts page

Empl Rcd Nbr (employment record number) Enter an employment record number for employees with multiple jobs.

Receipts Data

Gross Receipts Enter the gross receipts to which the employee's tips apply.

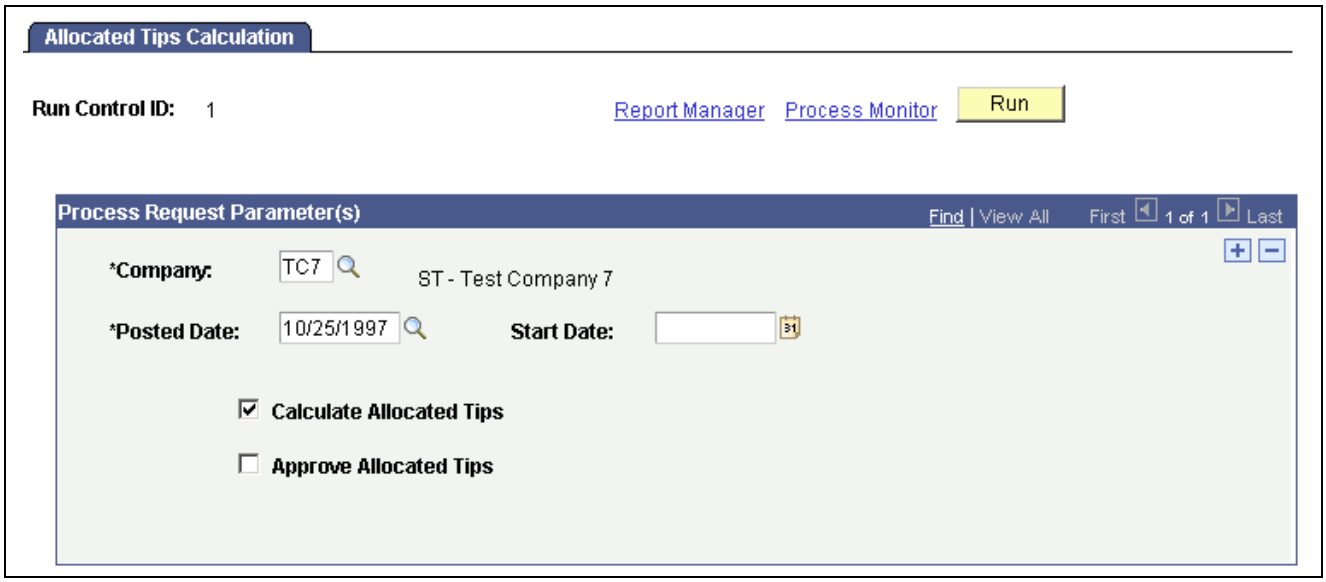
Selecting the Tip Allocation End Date

Access the Allocation End Date page.

Posted Date This date must match the date that is entered on the run controls for calculating allocated tips and for updating the balances.

Calculating Allocated Tips

Access the Allocated Tips Calculation page.



Allocated Tips Calculation page

Click Run to run this request. PeopleSoft Process Scheduler runs the Run Tips Allocation process at user-defined intervals.

Posted Date Select the end date of the period for which you're calculating or approving the tip allocations.

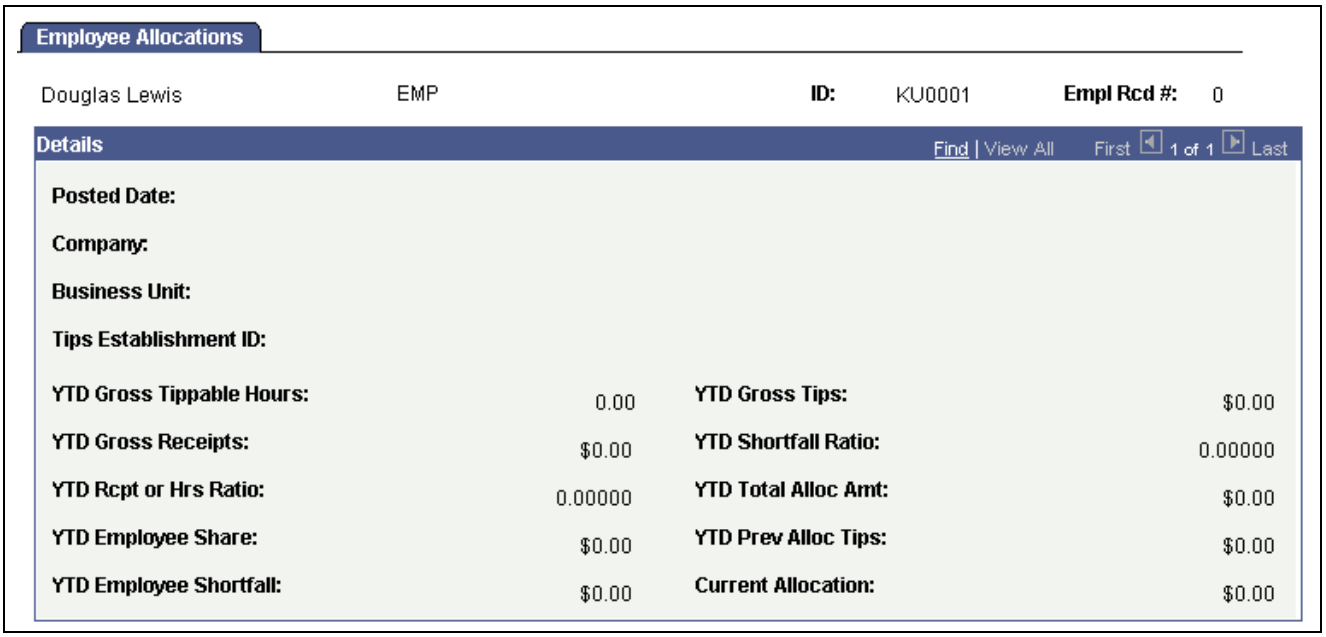
Start Date Select the start date of the period for which you're calculating or approving the tip allocations.

Calculate Allocated Tips Select to run or rerun the calculation process. You can run the calculation process as many times as you like *until* you run the approve process. After you run the approve process, you cannot run the calculation process again for that company and allocation date.

Approve Allocated Tips After you check the results of the calculation process, and you are satisfied with the calculation, select this check box to run the approve process.

Viewing Employee Allocations

Access the Employee Allocations page.

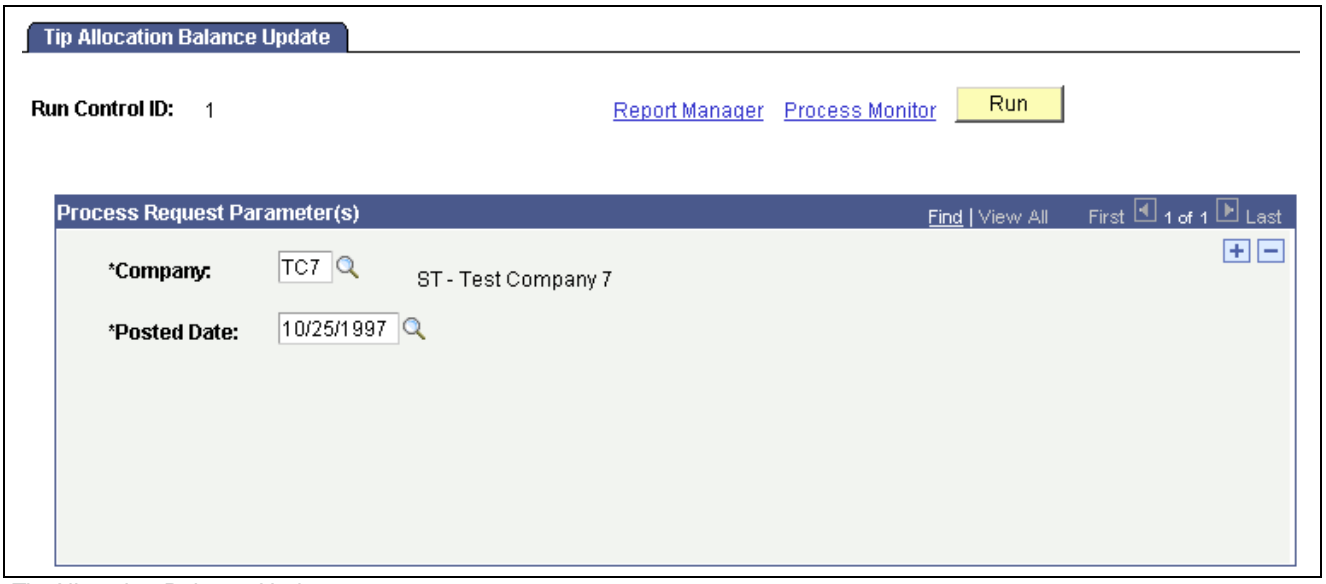


Employee Allocations page

Note. You can view all the allocations of an individual employee even if that employee has allocations for more than one establishment. This page is display-only.

Updating Allocation Balances

Access the Tip Allocation Balance Update page.



Tip Allocation Balance Update page

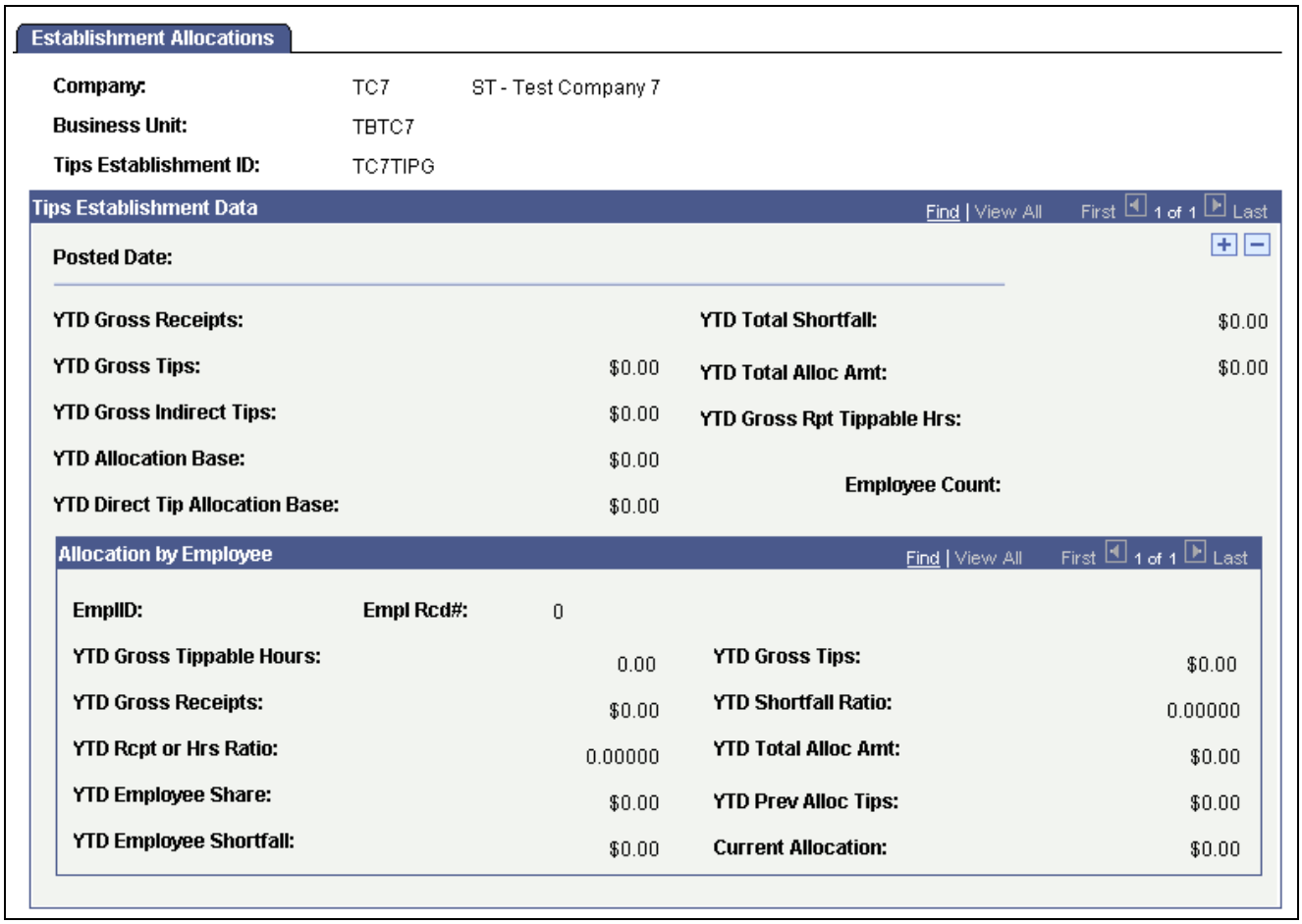
Click Run to run this request. PeopleSoft Process Scheduler runs the Update Allocation Balances process at user-defined intervals.

Company Enter the company which you are updating tip allocation balances.

Posted Date Select the end date of the period for which you're updating tip allocation balances. The value comes from the Allocation End Date page.

Viewing Allocations for an Establishment

Access the Establishment Allocations page.

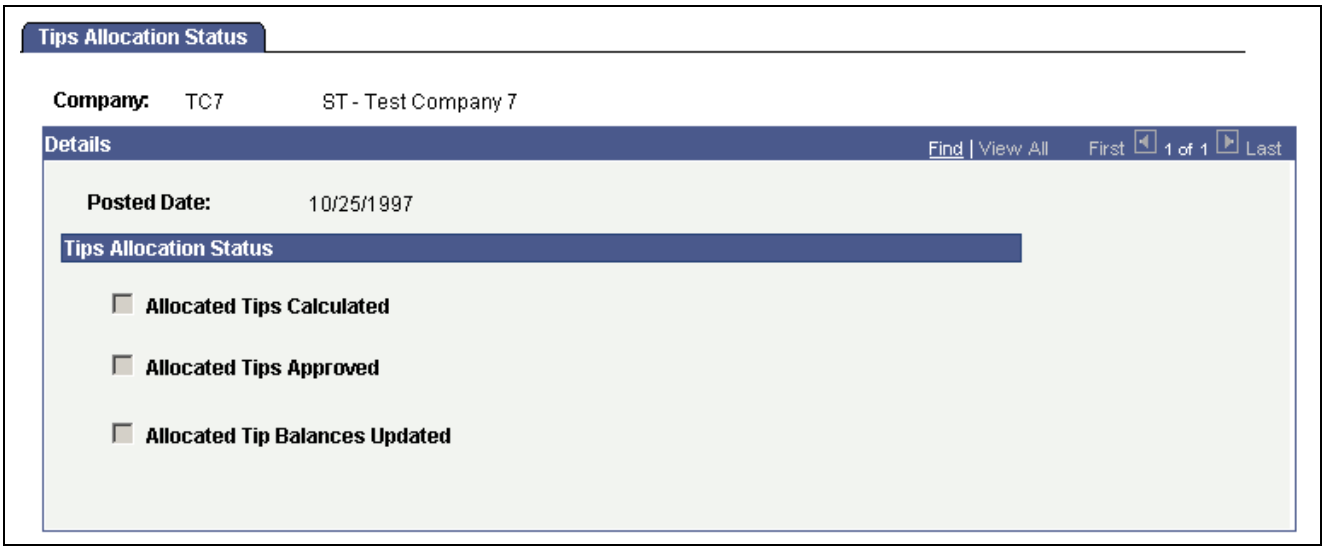


Establishment Allocations page

Note. Access the Employee Allocations page to view allocations for an individual employee.

Reviewing the Tips Allocation Process Status

Access the Tips Allocation Status page.



Tips Allocation Status page

Tips Allocation Status

This group box indicates the company's tip allocation status as of the allocation end date.

Note. At the end of the process, all boxes should be selected as complete for that cycle.

Administering U.S. Savings Bonds Purchases

This section provides overviews of U.S. Savings Bonds purchases and the Bond Purchases report and discusses how to:

- Enter data to purchase savings bonds.
- View bond purchase and amount activity.
- Run the Bond Purchases report.
- Produce magnetic media output in Federal Reserve System format.

Understanding U.S. Savings Bonds Purchases

As part of their employee benefits package, many employers offer their employees the opportunity to purchase U.S. Savings Bonds through a Payroll Savings Plan. PeopleSoft delivers the U.S. Savings Bond table complete with all savings bond types that employees can purchase through a payroll deduction. The system uses this table to edit employee bond specifications and to process bonds during pay confirmation.

Payroll for North America enables you to:

- Keep track of bond owners, beneficiaries, and purchase distribution information.
- Deduct the appropriate installments from employee paychecks.
- Define different deduction characteristics for each pay group within your company.
- Track the accumulation of funds for each denomination, for each bond owner.
- Automatically process the resultant deduction amounts and goal balances for:
  - Deductions from employees' pay.

- Reporting.
- Magnetic media output in Federal Reserve System format.

• Enable the employee to purchase multiple bonds, using a single general deduction.

Understanding the Bond Purchases Report

The Bond Purchases report (PAY016A and FGPY011A), lists all bonds that have been purchased since the report was last run. The system *marks* a bond as having been purchased (that is, when the employee's deductions are sufficient to cover the cost of the bond) by setting the BOND_LOG_STATUS to *R* (ready to purchase) in the PS_BOND_LOG table. The Bond Purchases report SQR selects all Bond Log rows with a BOND_LOG_STATUS of *R* and prepares the report. It then sets the status to *D* (disbursed) for each row that is selected. The report also identifies relevant information on co-owners and/or beneficiaries.

PAY016A also prepares a Bond Purchase File; each transaction contains the fields shown in the following table:

Field	Number of Positions
Denomination	5 positions
No. of Bonds Purchased	3 positions
Purchase Date	6 positions − YYMMDD
Owner Name	30 positions
Owner SSN	9 positions
Other Registrant Name	30 positions; optional field
Other Registrant SSN	9 positions
Other Registrant Type	1 position; optional field

You can change this format to accommodate your particular interface requirements.

See Also

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY016A - Bond Purchases, page 904

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (USF) FGPY011B - Bond Purchases - Federal Reserve System Format, page 898

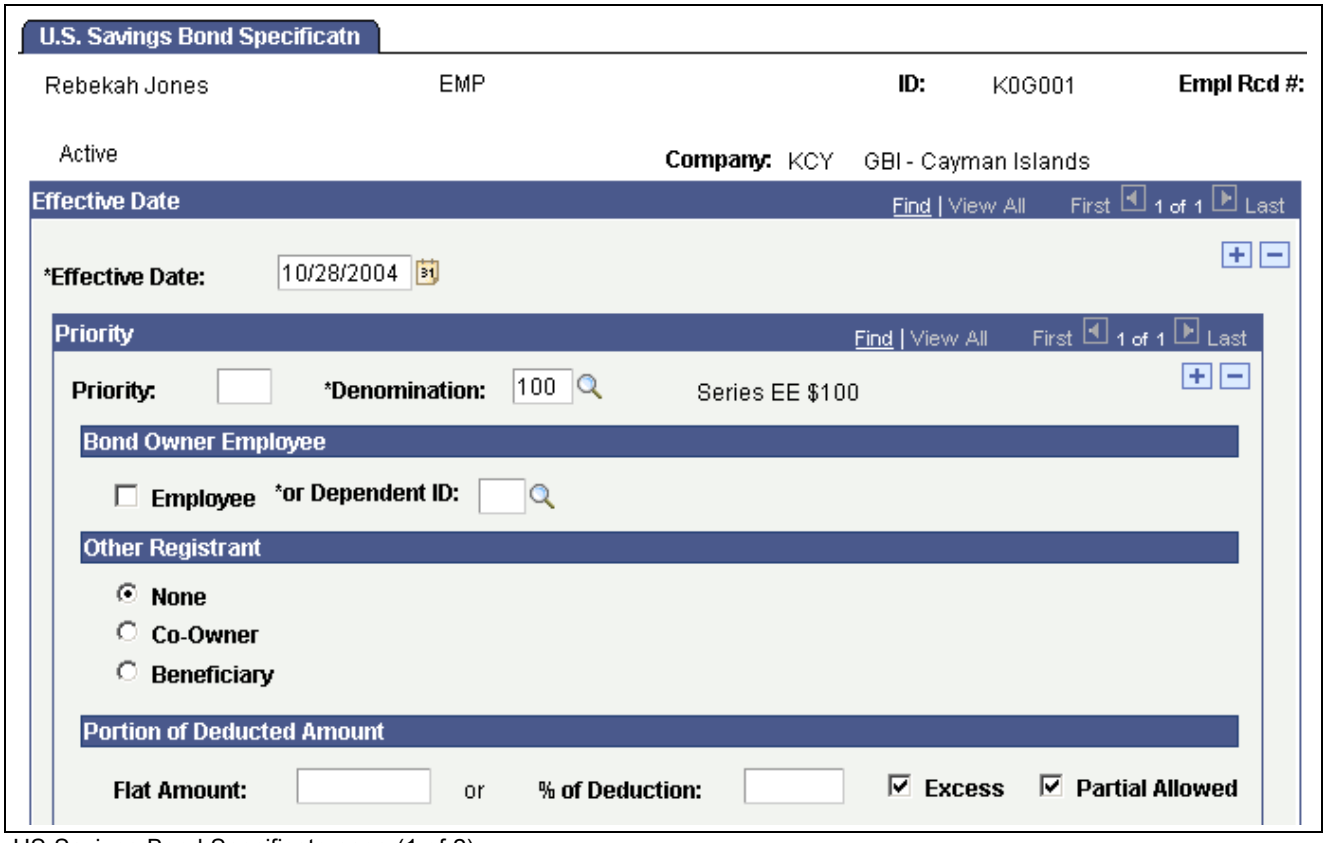
Pages Used to Administer U.S. Savings Bonds Purchases

Page Name	Object Name	Navigation	Usage
U.S. Savings Bond Table	SAVINGS_BOND_TABLE	Set Up HRMS, Product Related, Payroll for North America, Deductions, U.S. Savings Bond Table, U.S. Savings Bond Table	View bond deduction criteria for U.S. savings bonds. This table controls bond purchasing within Payroll for North America. **Note.** PeopleSoft delivers all information for U.S. Bonds. You do not have to enter information on this page.
U.S. Savings Bond Report	PRCSRUNCNTL	Set Up HRMS, Product Related, Payroll for North America, Deduction Table Reports, U.S. Savings Bond, U.S. Savings Bond Report	Generate the Bond Table report (PAY706). The report lists information from the U.S. Bond table, which contains bond types. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY706 - Bond Table, page 909.
U.S. Savings Bond Specificatn (U.S. Savings Bond specification)	SAVINGS_BOND_SPEC	• Payroll for North America, Employee Pay Data USA, Deductions, Purchase U.S. Savings Bonds, U.S. Savings Bond Specificatn • Payroll for North America, Employee Pay Data USF, Deductions, Purchase U.S. Savings Bonds, U.S. Savings Bond Specificatn	Enter data to process payroll accumulations toward the purchase of U.S. Savings Bonds.
U.S. Savings Bond Activity	SAVINGS_BOND_LOG	• Payroll for North America, Employee Pay Data USA, Deductions, Review U.S. Savings Bonds, U.S. Savings Bond Activity • Payroll for North America, Employee Pay Data USF, Deductions, Review U.S. Savings Bonds, U.S. Savings Bond Activity	Display the activity of bond purchases and amounts collected.
Bond Purchase Report	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Bond Purchase, Bond Purchase Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Bond Purchase, Bond Purchase Report	Generate the PAY016A and FGPY011A (USF Bond Purchases) reports that list all bonds purchased since the last process run.

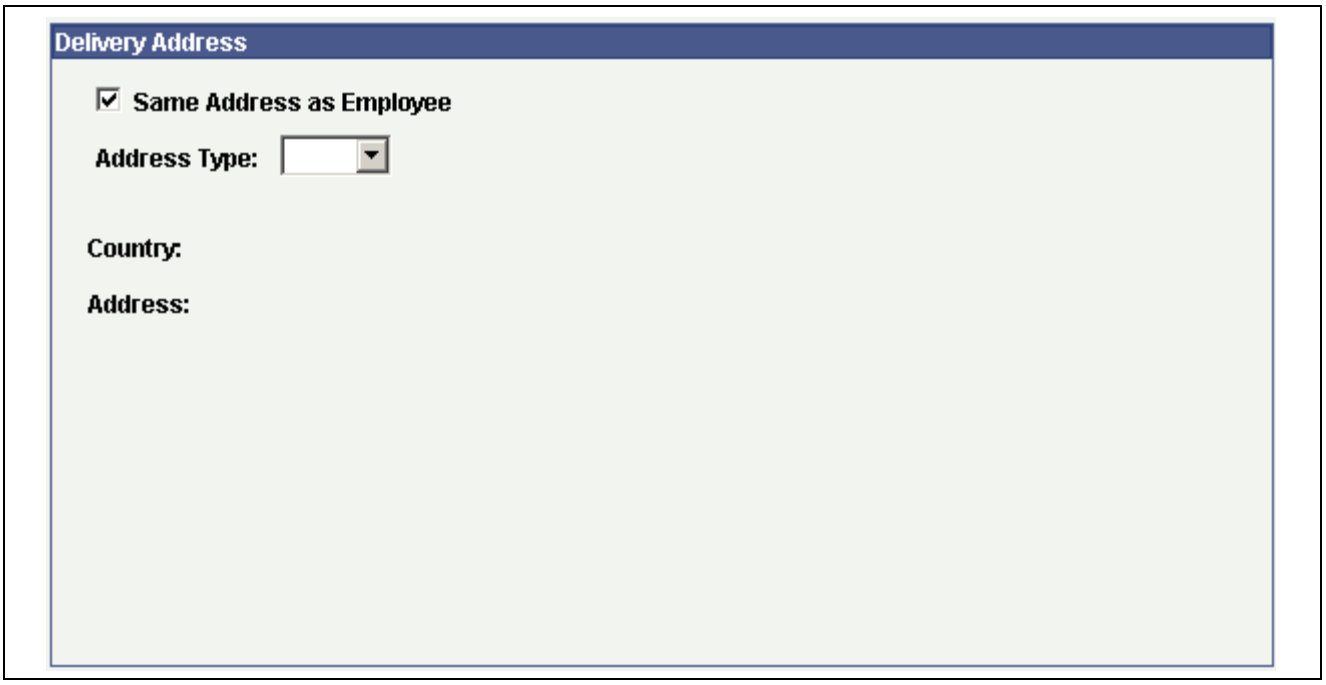
Page Name	Object Name	Navigation	Usage
Bond-Federal Reserve File	RUNCTL_PAY016B	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Bond-Federal Reserve, Bond-Federal Reserve File • Payroll for North America, Payroll Processing USA, Pay Period Reports, Bond-Federal Reserve, Bond-Federal Reserve File	Produces magnetic media output (report PAY016B and FGPY011B) in Federal Reserve System format for the purchase of bonds.

Entering Data to Purchase Savings Bonds

Access the U.S. Savings Bond Specificatn page.



US Savings Bond Specificatn page (1 of 2)



US Savings Bond Specificatn page (2 of 2)

Priority

Priority Enter a priority number. During bond deduction processing, distributions are made to bond specifications in order of the priority that is established on this page. As with other deductions, the lower the number, the higher the priority. Priorities for the bonds themselves become part of the key information for the bond, so each bond must have a unique priority. Bond priority, however, has nothing to do with deduction priority. Do not use priority *999;* it's reserved for system use only.

Denomination Select a denomination for the bond. The denominations that are displayed are the only ones that are offered by the U.S. federal government for payroll purchase of bonds.

Bond Owner Employee

Employee Select if the employee is the registered owner of the savings bond.

or Dependent ID Select the dependent's ID if the employee is buying the bond for someone else. This person must be on the employee's dependent/beneficiary list.

Other Registrant

None Select if the employee's name is the only one on the savings bond.

Co-Owner Select if there are two owners of the bond. Additional fields become available for entering the co-owner information.

Beneficiary Select if there is a beneficiary for the bond. Additional fields become available for entering the co-owner information.

Employee Select if the employee is the co-owner or beneficiary.

or Dependent ID Enter the dependent ID if a dependent is the co-owner or beneficiary.

Note. The bond owner, co-owner, or beneficiary must be either the employee or someone on the employee's dependent/beneficiary list (on the Dependent/Beneficiary pages in the Benefits menu). The system does not allow you to specify the same person as both the bond owner and co-owner/beneficiary. If there is another registrant, select dependent/co-owner; then you can enter the appropriate ID.

Portion of Deducted Amount

The fields in this group box determine how the bond deduction is distributed.

Flat Amount Enter a flat amount to apply to this bond. Typically, only one deduction is set up for bonds, but you can distribute the deduction among multiple bond specifications. Use either this field or the % of Deduction (percent of deduction) field for a given bond specification, but not both.

% of Deduction (percent of deduction) Enter a percent of the total bond deduction that applies to this bond.

Excess Select if you want this bond specification to receive any funds that are left over after bond distributions are completed. At least one bond must have this check box selected, even if the employee has only one specification.

Assume that a bond deduction is 100 USD per pay period. You could specify that 50 USD of the deduction be applied toward one bond, 20 USD toward another bond, and 10 percent toward the third bond. Because the three deductions add up to only 80 USD, the excess 20 USD is posted to the bond specification that is selected to receive the excess.

Partial Amount Select to enable the distribution to be less than the amount that is defined in the bond specification.

Assume that you have a bond deduction of 100 USD, and you have specified that 70 USD goes toward one bond and 30 USD toward another. If you have only 90 USD to disburse, and the Partial Amount check box is selected for the second bond, 20 USD is allocated for the second bond.

Delivery Address

Same Address as Employee Select if the address that you want the bond certificate mailed to is the same as the employee's address.

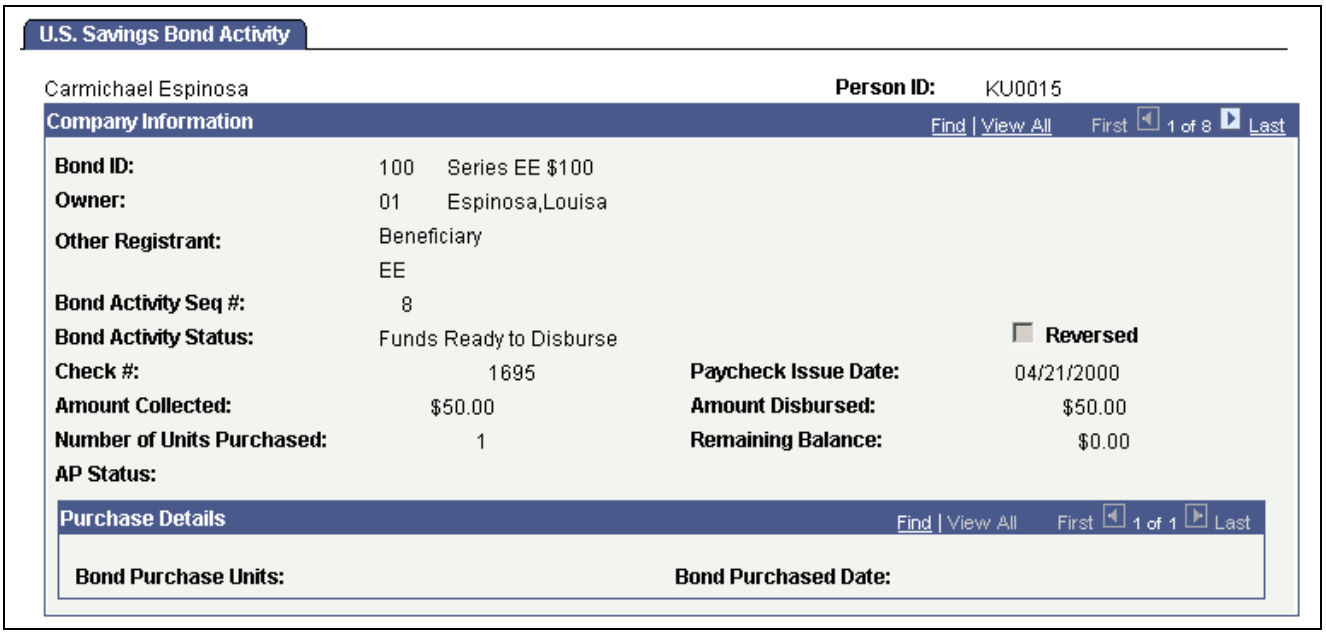
Address Type If the employee is the bond owner, select the appropriate address from the list of employee addresses.

If a dependent is selected as the bond owner, co-owner, or beneficiary, you can have the bond certificate mailed to a dependent's address.

To send a bond certificate to an address other than the employee's, clear the Same Address as Employee check box. The Which Dependent's Address? group box appears within the Delivery Address group box asking you whether the delivery address should be for the bond owner or other registrant. The default is Bond Owner and the bond owner address displays. If Other Registrant is selected, the address of the other registrant displays.

Viewing Bond Purchase and Amount Activity

Access the U.S. Savings Bond Activity page.



U.S. Savings Bond Activity page

This is a display-only page that is maintained by the system to show the status of bond activity. The system doesn't purchase bonds for you, but it does show how much money has been deducted toward bond purchases and how many units that money will buy. It's updated when you run the Pay Confirmation COBOL SQL process (PSPCNFRM).

Bond Activity Status The status of the bond activity appears:

Funds Not Ready: Indicates that there are insufficient funds to purchase the bond.

Funds Ready to Disburse: Indicates that there are sufficient funds to purchase the bond when you run the Bond Purchases report.

Funds Disbursed: Indicates that you have run the Bond Purchases report and that the funds have been disbursed for every employee whose record showed *Funds Ready to Disburse* prior to running the report.

(USF) This field is updated by the Treasury/Bond Interface. Details are presented in thePurchase Details group box.

AP Status(accounts payable status) This is system-maintained and indicates whether bond monies have been sent to PeopleSoft Enterprise Payables for payment. This is not applicable to U.S. federal organizations.

(USF) Purchase Details

These fields are updated after the Treasury/Bond Interface is run. This group box appears for U.S. federal organizations only.

Bond Purchase Units The number of units purchased in the pay period.

Bond Purchased Date The paycheck issue date of the pay period in which units were purchased.

Running the Bond Purchases Report

Access the Bond Purchase Report page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Producing Magnetic Media Output in Federal Reserve System Format

Access the Bond-Federal Reserve File page.

Click Run to run the report by using PeopleSoft Process Scheduler.

PAY016B (USF FGPY011B) works the same way as PAY016A (USF FGPY011A), but it produces magnetic media output in Federal Reserve System format for the purchase of bonds.

Adjusting Imputed Income for U.S. Group-Term Life Insurance

This section provides an overview of the Imputed Income COBOL SQL process (PSPIMRUN), lists a prerequisite, and discusses how to

- Run the Imputed Income process.
- View imputed income calculation results.

See Also

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up Group-Term Life Insurance in the U.S., page 156

Understanding the Imputed Income COBOL SQL Process

Payroll for North America addresses imputed income every pay period. Although imputed income calculations are accurate with the information available in a pay period, you might require adjustments at the end of the year, as a result of changes in coverage or an employee being terminated. To make adjustments, use the Imputed Income Adjustment process.

The Imputed Income process performs calculations and creates a file containing one-time adjustment records for all employees who require them.

Review the calculation results using the Imputed Income Adjustment report , before loading the transactions into paysheets.

When you're ready to load the imputed income transactions into paysheets, run the Imputed Income process in Update Paysheets mode, and the system makes the adjustments as one-time deductions with a taxable benefit deduction classification. The system establishes these one-time deductions as off-cycle manual checks (paylines).

The manual checks that the Imputed Income process creates do not have an amount in the Total Gross and Net Pay fields. This is not necessary, because the imputed income adjustment that the process creates is a taxable benefit deduction class, and it does not affect gross or net pay.

When the Imputed Income process creates the adjustment paysheet, it changes the Deductions Taken field value on the By Paysheet - One-Time Deductions page to *None.* This prevents the system from taking normal taxable benefits and employer deductions on the adjustment check.

You cannot rerun the Imputed Income process. For example, suppose you run the process once and it produces an error after loading some paysheets. If you run it again using the same run control information (the same company, pay group, pay end date, date range, and so on), you receive another error, because the system attempts to insert duplicate rows into the database. Therefore, if you must rerun the process, delete the paysheets that the process added previously.

Attach your adjustment paysheets to a pay calendar that does not contain any other off-cycle paysheets. In other words, there should be no other off-cycle paysheets entered for the same calendar in which you create the imputed income adjustments.

Example

Joanne is a CCB employee in a monthly pay group. Her coverage changes in the middle of the year. From January 1 to June 30, she has basic and supplemental life. Her basic life is fully employer-paid; her supplemental life is fully employee-paid:

Plan Type	Description	Coverage	Premium
20	Life	25,000 USD	Employer-paid premium: 15 USD
21	Supplemental Life	25,000 USD	Employee-paid premium: 1.25 USD

1. Because the IRS does not consider the first 50,000 USD of coverage taxable, the system performs no imputed income calculations for Joanne during the first half of the year.
2. On July 1, however, Joanne suddenly gets a big increase in her basic life coverage:

Plan Type	Description	Coverage	Premium
20	Life	50,000 USD	Employer-paid premium: 30 USD
21	Supplemental Life	25,000 USD	Employee-paid premium: 1.25 USD

3. Because Joanne now has coverage totaling 75,000 USD, starting with the next payroll after July 1, 25,000 USD is considered taxable as imputed income.

   Joanne is 37 years old. In this age bracket, the Uniform Premium table calls for a calculation of .11 USD per month per 1,000 USD of coverage:

   25,000 USD / 1,000 USD x .11 USD = 2.75 USD
4. The system subtracts Joanne's employee-paid, after-tax contribution to the coverage:

   2.75 USD – 1.25 USD = 1.50 USD taxable benefit.

These calculations are correct beginning with the end-of-July payroll. However, the IRS stipulates that any contributions that are made by the employee must be factored into the equation. In Joanne's case, you must include all her contributions from January 1 to June 30. The result is a reduction in her true tax liability for the year as a whole.

At the end of the year, Imputed Income processing:

1. Recalculates Joanne's imputed income (without subtracting her monthly contributions) for every month of the year.
2. Adds up the monthly figures to arrive at a total.
3. Adds up her monthly contributions.

This table shows the process:

Month	Imputed Income	Employee Contribution
January	0 USD	1.25 USD
February	0 USD	1.25 USD
March	0 USD	1.25 USD
April	0 USD	1.25 USD
May	0 USD	1.25 USD
June	0 USD	1.25 USD
July	2.75 USD	1.25 USD
August	2.75 USD	1.25 USD
September	2.75 USD	1.25 USD
October	2.75 USD	1.25 USD
November	2.75 USD	1.25 USD
December	2.75 USD	1.25 USD
Totals:	*16.50 USD*	*15 USD*

Joanne's total imputed income for the year is 16.50 USD; her contributions amount to 15 USD. On this basis, her taxable benefit for the year should be only 1.50 USD (16.50 − 15 USD). However, because the system calculates her taxable benefit on a month-by-month basis, her taxable benefit is 9 USD (6 months × 1.50 USD per month). Therefore, the system must reduce Joanne's taxable benefit for the year by 7.50 USD:

Total taxable benefit from month-by-month calculations (9.00 USD) – total taxable benefit from end-of-year calculation (1.50 USD) = end-of-year adjustment (1.50 USD).

See Also

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Understanding Imputed Income Calculation for U.S. Group-Term Life Insurance, page 157

Prerequisite

Before running imputed income adjustment processing, you must establish the taxable benefit deduction that you plan to use for adjustments. You can use either an existing deduction code of 20-29, or establish a new deduction code only for adjusting imputed income.

See Also

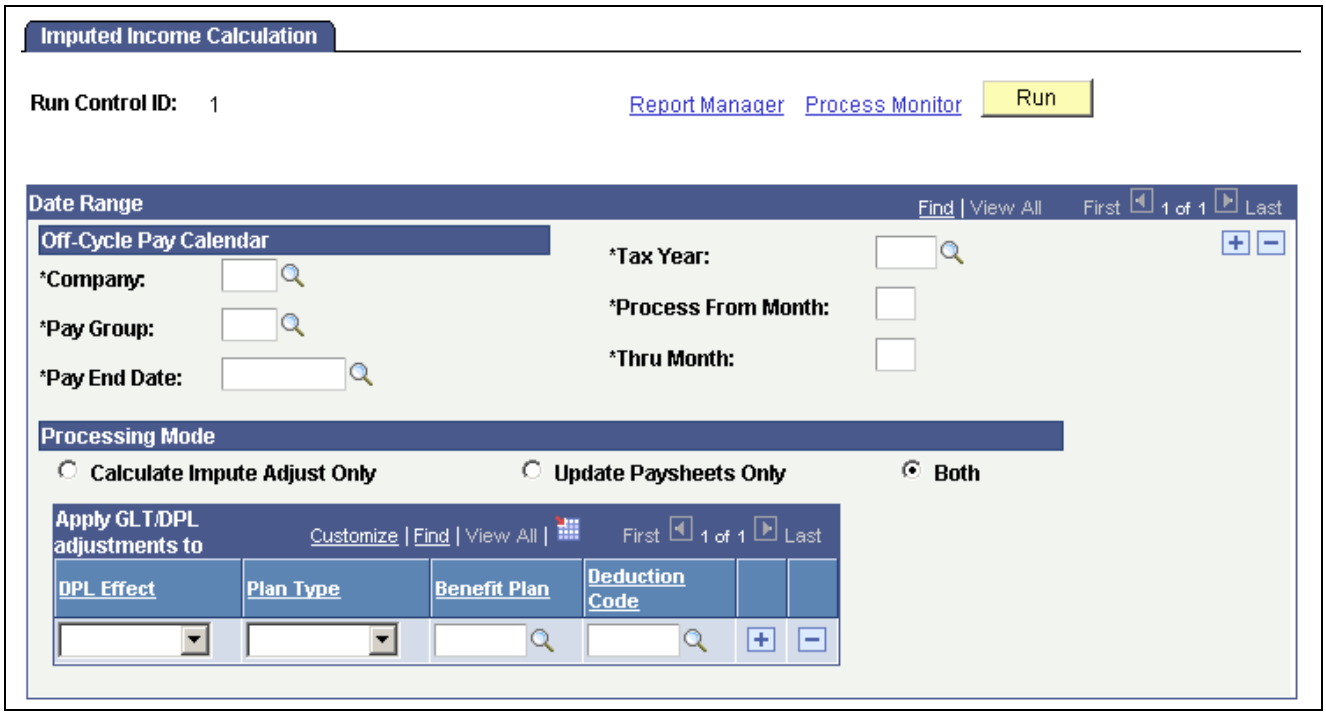
Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up Group-Term Life Insurance in the U.S., page 156

Pages Used to Adjust Imputed Income for U.S. Employees

Page Name	Object Name	Navigation	Usage
Imputed Income Calculation	RUNCTL_IMP_CALC	• Payroll for North America, Periodic Payroll Events USA, Imputed Income Adjustments, Calculate Adjustments, Imputed Income Calculation • Payroll for North America, Periodic Payroll Events USF, Imputed Income Adjustments, Calculate Adjustments, Imputed Income Calculation	Calculate imputed income adjustments and update paysheets with the adjustment amounts.
Imputed Income Adjustment Rpt (imputed income adjustment report)	RUNCTL_PAYINIT2	• Payroll for North America, Periodic Payroll Events USA, Imputed Income Adjustments, Adjustment Report, Imputed Income Adjustment Rpt • Payroll for North America, Periodic Payroll Events USF, Imputed Income Adjustments, Adjustment Report, Imputed Income Adjustment Rpt	Generate the PAY033 report, which contains the results of imputed income adjustments.

Calculating Imputed Income adjustments

Access the Imputed Income Calculation page.



Imputed Income Calculation page

Click Run to run this request. PeopleSoft Process Scheduler runs the Imputed Income process at user-defined intervals.

Process From Month and **Thru Month** — Enter a numerical value for the first and last months in the date range. (Ordinarily, this is *1* through *12*—January through December).

Processing Mode

Calculate Impute Adjust Only (calculate imputed adjustment only) — Calculates imputed income for the selected period and creates transaction files, but does not load the transactions into paysheets.

Update Paysheets Only — Loads calculated imputed income transactions that are created in a previous run into paysheets as one-time deductions.

Both — Calculates imputed income and creates transaction files, then loads the transactions into paysheets as one-time deductions.

Use these options as follows:

1. Run the process in Calculate Impute Adjust Only mode.
2. Run SQR PAY033, the Imputed Income Adjustment report, and review the results.
3. If the results are acceptable, run the process in Update Paysheets Only mode to load the transactions into paysheets.
4. If the results are not acceptable, fix the problems and go back to step one.

Apply GTL/DPL adjustments to

Use this group box to designate the deduction codes to which you want the system to apply the imputed income transactions when it loads the transactions into paysheets.

DPL Effect (dependent life effect)
Select the type of adjustment.

You must have one row for *Add to DPL* (add to dependent life) and one row for *Add to GTL* (add to group-term life).

Note. Under ordinary circumstances, the run control has only two rows in the Apply GTL/DPL adjustments to (apply group-term life/dependent life adjustments to) group box. Even if some employees have more than one GTL or DPL plan, the process applies their adjustments to a single plan—one for GTL and one for DPL.

Deduction Code
Deduction codes must be valid for all employees in the run.

Important! This COBOL process takes one or two minutes to process each employee. If you have many employees, the process could take hours or even a full day.

Viewing Imputed Income Calculation Results

Access the Imputed Income Adjustment Rpt page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Note. If you used the process to load adjustment transactions into paysheets, use the Paysheet or Payline pages to view the one-time deductions.

(E&G) Certifying Time and Effort

This section provides an overview of time and effort certification and discusses how to:

- Specify time and effort earnings codes.
- Run the time and effort report.

Understanding Time and Effort Certification

Higher education organizations can use the Grants Time and Effort Certification report (GMTEC002) to satisfy A-21 Certification requirements. Time and effort certification applies to any individual who receives funding through your institution's sponsored programs office and to anyone who charges more than one funding source or project/grant. Each institution handles this reporting requirement differently.

See Also

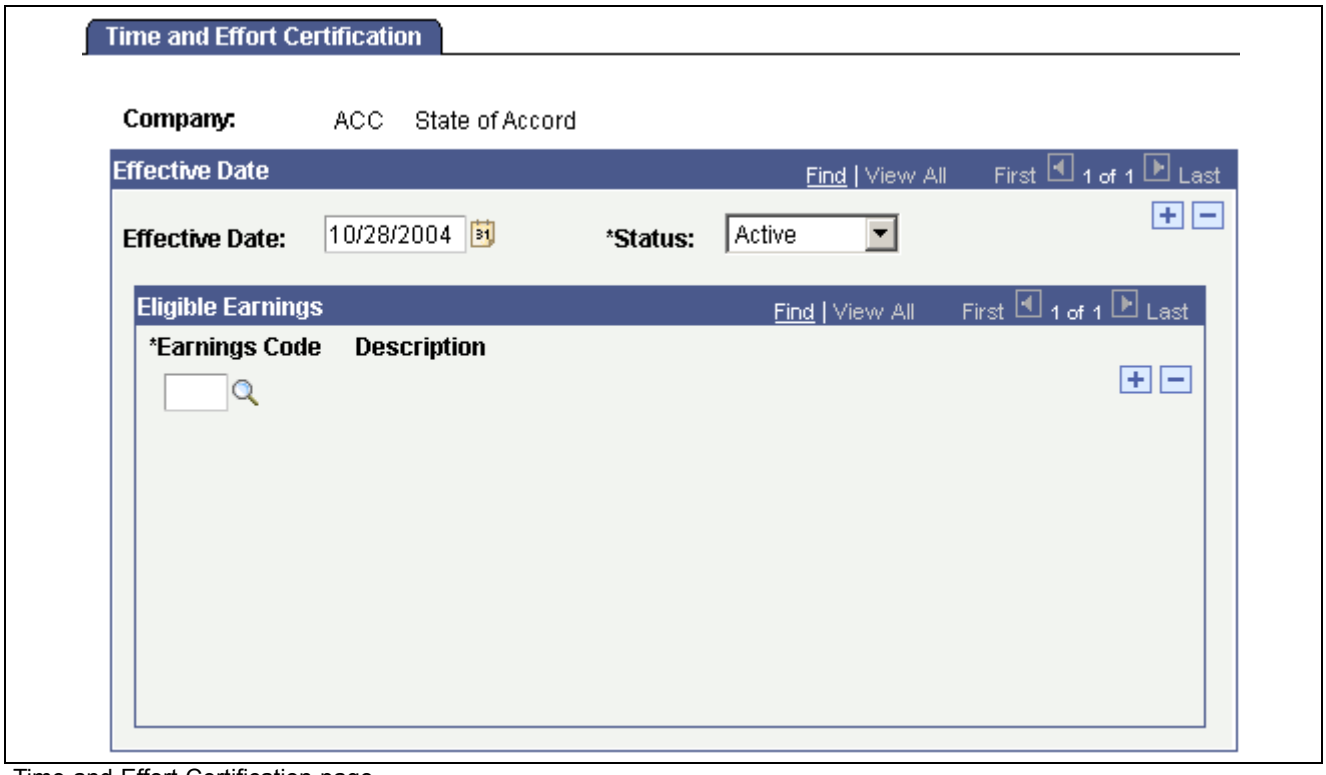
PeopleSoft Grants PeopleBook

Pages Used to Certify Time and Effort

Page Name	Object Name	Navigation	Usage
Time and Effort Certification	GM_TEC_OT_ERNCD	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Grants Time and Effort Certif, Time and Effort Certification	Select earnings codes to include in time and effort certification.
Time/Effort Certification Rpt (time/effort certification report)	RC_GM_TE	Payroll for North America, Payroll Distribution, Additional Integrations, Time/Effort Certification Rpt, Time/Effort Certification Rpt	Run the GM Time and Effort Certification report.

Specifying Time and Effort Earnings Codes

Access the Time and Effort Certification page.



Time and Effort Certification page

Earnings Code Select the earnings code to include in the time and effort certification.

The SQR normally includes all regular earnings hours and amounts, but each employee can have a number of other earnings (additional pay, overtime, bonus, parking allowance, expense reimbursement, and so on). You will not want all of these earnings to be included in the GM Time and Effort Certification report. You can control which of these other earnings to include in the report by listing the specific earnings codes on this page.

Running the Time and Effort Report

Access the Time/Effort Certification Rpt page.

This page is identical to the common run control page used for many payroll processes and reports.

See Chapter 26, “Reporting Payroll,” Using the RUNCTL_PAYINIT and RUNCTL_PAYINIT2 Pages, page 588.

CHAPTER 14

(USF) Administering Additional U.S. Federal Payroll Functionality

This chapter discusses how to:

- Administer pay caps and limits.
- Manage leave accrual.
- Process within grade increase (WGI), tenure, and probation nonpay hours.
- Report on Federal Employees Family Friendly Leave Act (FEFFLA) and Family Medical Leave Act (FMLA) leave.
- Credit military service to civilian retirement.
- View reemployed annuitant information.
- View semiannual headcount report details.

Administering Pay Caps and Limits

This section provides an overview of pay caps and limits, lists prerequisites, and discusses how to:

- Review results of pay caps and limits processing.
- Pay out deferred earnings.
- Change a pay limit to an emergency limit.

See Also

Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Establishing Pay Plans, page 169

Understanding Pay Caps and Limits

This section describes how the system processes the following four earning process types that are used to set up pay caps and limits:

- Pay Cap – Basic Pay
- Pay Limit – Premium Pay
- Pay Limit – Total Annual
- Overtime

Pay Cap – Basic Pay

The cap is applied when you change the Pay Plan/Table/Grade/Step values on the Compensation Data page in PeopleSoft Human Resources. If compensation reaches the defined cap, the system:

- Reduces base, law enforcement officer, or locality pay.
- Issues a message on the Expected Pay page - "Pay Cap has been reached. Pay was reduced."
- Creates Personnel Action Request (PAR) Remark Code P26 - "Payable salary limited to $xxx.xxx by U.S.C. 5305(f)").

Pay Limit – Premium Pay

The pay limit is applied during pay calculation. The Pay Calculation COBOL SQL process (PSPPYRUN) compares the pay period earnings to the pay limit that is defined on the Pay Plan table. If the pay period compensation exceeds the limit, the system:

- Reduces earnings.
- Lists a payroll error message—"Pay Limit has been exceeded."

Note. This message does not appear if you use the Only Calculate Where Needed option and the employee was not calculated.

- Creates a Pay Limit record that displays the limit and earnings reduced.
- Deferred earnings will be paid out in the first pay period of the next calendar year.

When employees have two premium pay limits, and the employees' earnings are greater than both limits, the highest limit will be used to reduce the paycheck. If the earnings are greater than only one limit, that limit will be processed.

Pay Limit – Total Annual

Total annual earnings are subject to an annual pay limit.

The pay limit is applied during pay calculation. The Pay Calculation process estimates total annual earnings and compares that to the annual limit that is defined on the Pay Plan table. If the estimated total annual earnings are greater than the limit, the system:

- Reduces current pay.
- Lists a payroll error message - "Pay Limit has been exceeded."

Note. This message does not appear if you use the Only Calculate Where Needed option and the employee was not calculated.

- Creates a Pay Limit record that displays the limit and earnings reduced.
- Deferred earnings will be paid out in the first pay period of the next calendar year.

Overtime

Overtime hourly rate is subject to an overtime rate limit.

- During pay calculation the system reduces pay to the limit.
- No message is issued.

Prerequisites

To set up for administering pay caps and limits you must:

- Set up pay caps and limits by pay plan.

  See Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Establishing Pay Plans, page 169.

- Define the earnings codes that are subject to the caps and limits.

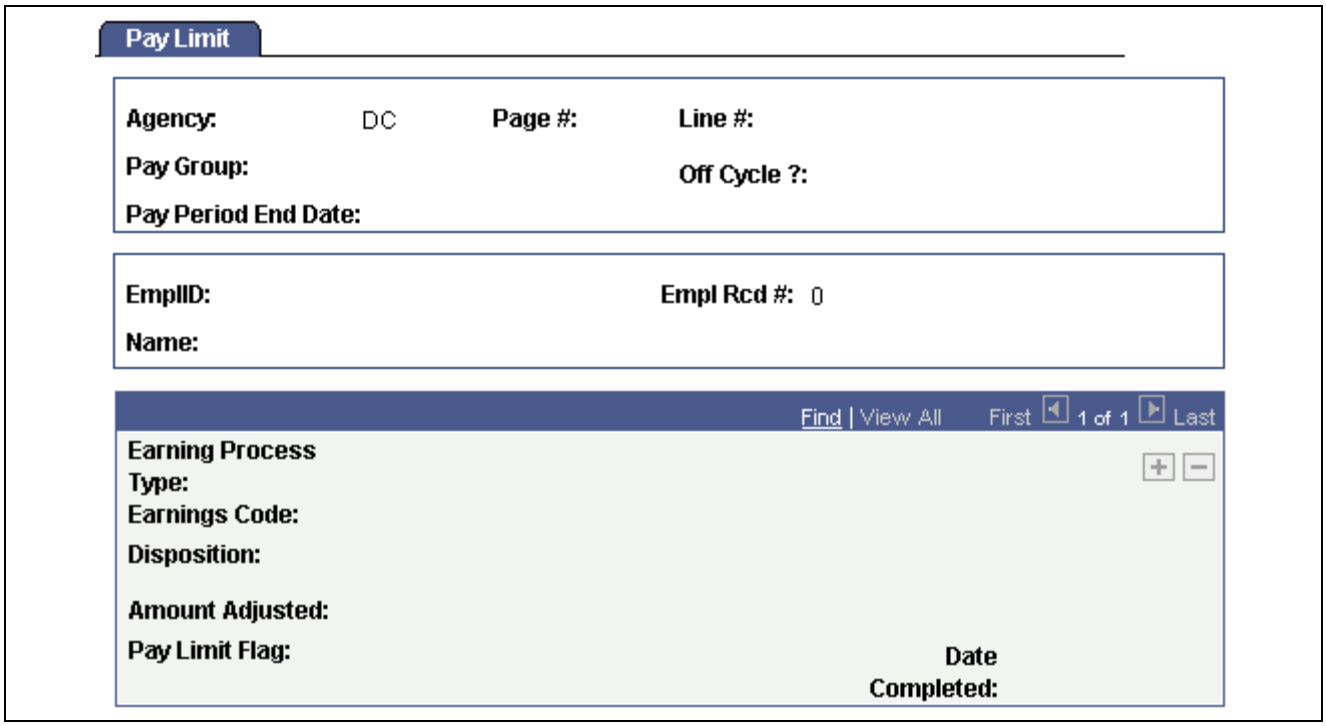
  See Chapter 3, "Defining Earnings Codes and Earnings Programs," (USF) Specifying Pay Limit Processing, page 53.

Pages Used to Administer Pay Caps and Limits

Page Name	Object Name	Navigation	Usage
Pay Plan Process Control	GVT_PAYPLAN_TBL2	Set Up HRMS, Product Related, Payroll for North America, Compensation and Earnings, Pay Plan Table USF, Pay Plan Process Control	Establish pay caps and limits, specify disposition of reduced pay, and change to and from emergency limit.
Other Pay Information	GVT_OTH_PAY_SEC	Workforce Administration, Job Information, Hire Employee USF, Compensation Click the Other Pay Information link on the Compensation page.	Warning is issued if the additional pay is applicable for pay limits.
Expected Pay	GVT_LOC_PAY_SEC	Workforce Administration, Job Information, Hire Employee USF, Compensation Click the Expected Pay link on the Compensation page.	View the message indicating that pay has been reduced due to the pay cap on base pay.
Pay Limit	GVT_PAY_LIMITS	Payroll for North America, Payroll Processing USF, Produce Payroll, Review Pay Limits, Pay Limit	View the results and status of pay limits transactions. This page is display-only.
Payroll Error Messages	PAY_MESSAGES	Payroll for North America, Payroll Processing USF, Review Processing Messages, Review Payroll Error Messages, Payroll Error Messages	View messages about pay limits that are applied during payroll processing.

Reviewing Results of Pay Caps and Limits Processing

Access the Pay Limit page.



Pay Limit page

Earnings Code The page displays a row of data for each earning code that has been reduced during the pay period.

Disposition Values are *Forfeit* or *Defer,* as defined on the Pay Plan table.

Amount Adjusted The reduction in earnings.

Pay Limit Flag The status of the limit. The values are *Calculated, Confirmed, Processed,* or *Calendar Year Unconfirm.*

Paying Out Deferred Earnings

Access the Pay Plan Process Control page.

To pay out deferred earnings, select *Defer* in the Disposition field for the earnings process type on the Pay Plan Process Control page when you set up the pay plan. The deferred earning will be paid out on the first pay period of the next calendar year. The system determines the pay period and year by the settings in the pay calendar.

See Also

Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Establishing Pay Caps/Limits and Exempt Overtime Rates, page 172

Changing a Pay Limit to an Emergency Limit

Access the Pay Plan Process Control page.

To change a pay limit to the emergency limit, select the Emergency check box on the Pay Plan Process Control page. You may make this change at any time. To remove the emergency limit, clear the Emergency check box.

See Also

Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Establishing Pay Caps/Limits and Exempt Overtime Rates, page 172

Managing Leave Accrual

This section provides an overview of leave accrual, lists prerequisites, and discusses how to:

- View an employee's leave balance information.
- Update restored hours of leave expiration dates.
- View an employee's individual leave accrual transactions.
- Change individual leave accrual transactions.

Understanding Leave Accrual

After confirming pay, run the Leave Accruals Processing COBOL SQL process (FGPACCRL) to calculate employees' leave accrual awards and resulting leave balances. View and adjust balances as necessary.

Prerequisites

Before you can process, adjust, and report on leave accrual you must:

1. Set up leave accrual classes.

   See Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Defining Earnings Accrual Classes, page 173.

2. Enroll employees in leave plans.

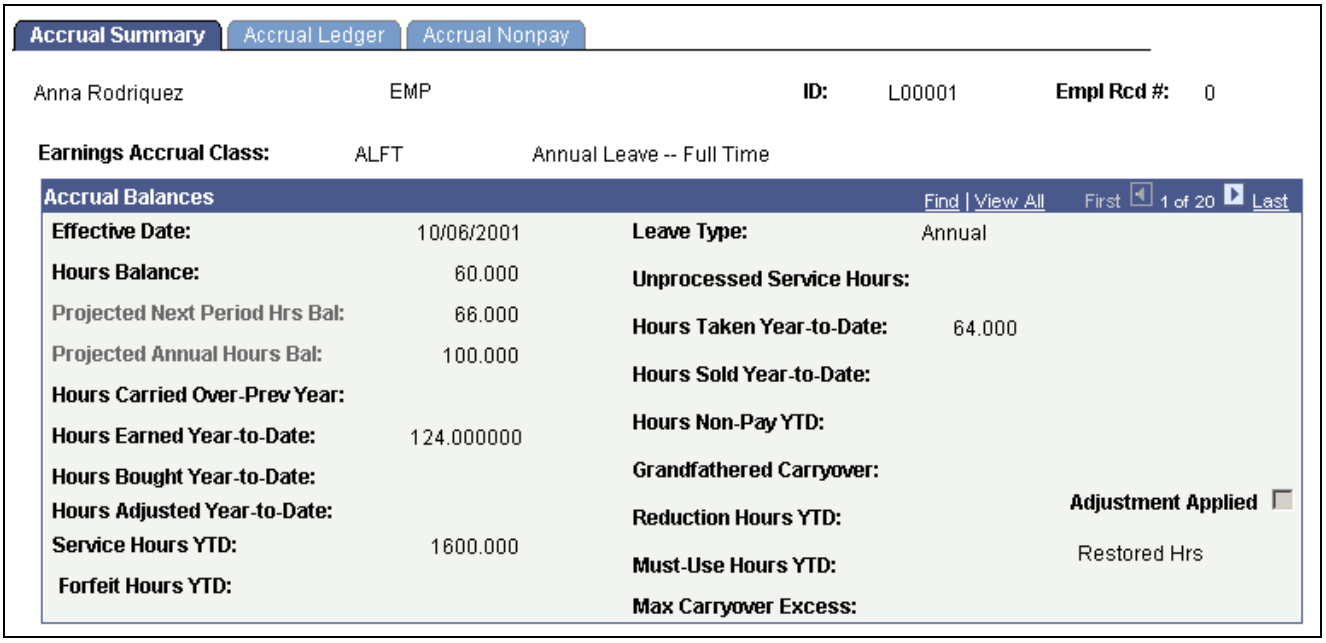
   See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "(USF) Managing Leave".

Pages Used to Manage and Report on Leave Accrual

Page Name	Object Name	Navigation	Usage
Employee Accruals	GVT_ACCR_PLAN	Payroll for North America, Employee Pay Data USF, Update Leave Accrual Elections, Employee Accruals	Specify information to track employee leave accruals.
Run Leave Accruals	RUN_FGPACCRL	Payroll for North America, Payroll Processing USF, Produce Payroll, Calculate Leave Accruals, Run Leave Accruals	Run the Leave Accruals Processing process to process employee leave accruals.
Accrual Summary	GVT_ACCR_SUMM	Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Accruals, Accrual Summary	View an employee's leave balances summary and leave activity.
Accrual Restore	GVT_REST_HRS_SEC	Click the Restored Hrs (restored hours) link on the Accrual Summary page.	Update the expiration dates of restored hours.
Accrual Ledger	GVT_ACCR_LDGR	Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Accruals, Accrual Ledger	View an employee's individual leave accrual transactions.
Accrual Adjustments	GVT_ACCR_ADJ_SEC	Click the Adjustment button on the Accrual Ledger page.	Change an individual leave accrual transaction.
Accrual Nonpay	GVT_ACCR_NPAY	Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Accruals, Accrual Nonpay	View the employee's nonpay hour details.
Leave Accruals Report	PRCSRUNCNTL	Payroll for North America, Payroll Processing USF, Pay Period Reports, Leave Accruals, Leave Accruals Report	Generate the FGPY013 report, which lists employee accrual detail for each earnings accrual class, including leave accrual, usage, transfer, and adjustment activity.
Leave Audit SF1150	RUNCTL_FGSF1150	Payroll for North America, Payroll Processing USF, Produce Payroll, Leave Audit SF1150 Report, Leave Audit SF1150	Print the FGSF1150 Leave Audit report, which the system prepares for the employee upon separation or transfer from an agency. Use this information to validate the leave hours that you forward to the gaining agency, or that you pay out to employees if they are leaving the federal government.

Viewing an Employee's Leave Balance Information

Access the Accrual Summary page.



Accrual Summary page

Hours Balance The accrual that the employee has earned up to and including the pay period end date.

Projected Next Period Hrs Bal (projected next period hours balance) The accrual earnings that the employee will have after the next pay period.

Project Annual Hours Bal (projected annual hours balance) The entitlement that the employee has earned and will earn during the remainder of the year.

Hours Carried Over-Prev Year (hours carried over from the previous year) Total hours that are carried over from the previous year for leave accruals that allow carryover.

Hours Earned Year-to-Date Hours that are earned within the year.

Hours Bought Year-to-Date Not currently used by U.S. federal government customers.

Hours Adjusted Year-to-Date Total hours that are adjusted for the year. Earnings class adjustments are processed prior to rates, ceilings, and carryovers.

Service Hours YTD (service hours year-to-date) Total hours that are added to service hours for the year.

Forfeit Hours YTD (forfeit hours year-to-date) Total hours that are forfeited for the year.

Leave Type Set by default from the Earnings table according to your selection.

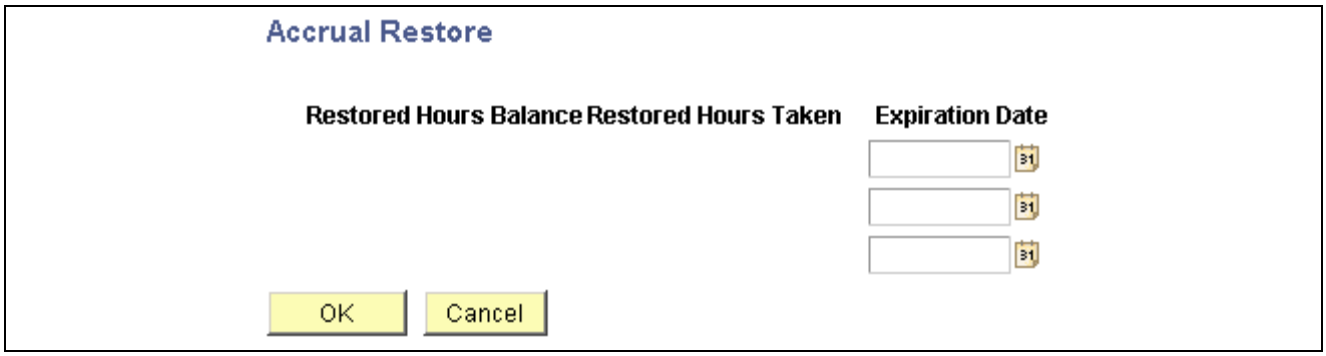
Unprocessed Service Hours Excess service hours remaining to be used for leave calculation at the next leave accrual processing.

Hours Taken Year-to-Date	Accrued hours that are taken within the year.
Hours Sold Year-to-Date	Not currently used by U.S. federal government customers.
Hours Non-Pay YTD (hours nonpay year-to-date)	Total nonpay hours for the year. The result of standard hours less the service earning codes paid YTD that are defined in Earnings Accrual Class.
Grandfathered Carryover	Total hours of grandfathered carryover. Displays only when an employee transfers from one leave accrual to another such as ANN240 to ANN720.
Reduction Hours YTD (reduction hours year-to-date)	Total credit reduction hours. Credit reduction is a credit offset that reduces leave hours that are accrued by employees on nonpay status.
Must-Use Hours YTD (must-use hours year-to-date)	Total hours that must be used by the end of the year for leave accruals that have expirations.
Adjustment Applied	After leave accrual processing has been run and an adjustment has been made, the system selects this check box. See the Accrual Ledger page for adjustment details.
Restored Hrs (restored hours)	Click to access the Accrual Restore page. This button is active only for the Restored accrual type.

Note. To ensure that the annual leave entitlement calculations are correct, you must have the Annual Entitlement option selected on the Earnings Accruals USF - Class page.

Updating Restored Hours of Leave Expiration Dates

Access the Accrual Restore page.



Accrual Restore page

Restored Hours Balance	The original number of hours restored.
Restored Hours Taken	The number of restored hours used since they were restored. The current balance is the difference between Restored Hours Balance and Restored Hours Taken.
Expiration Date	Make any changes to the expiration date.

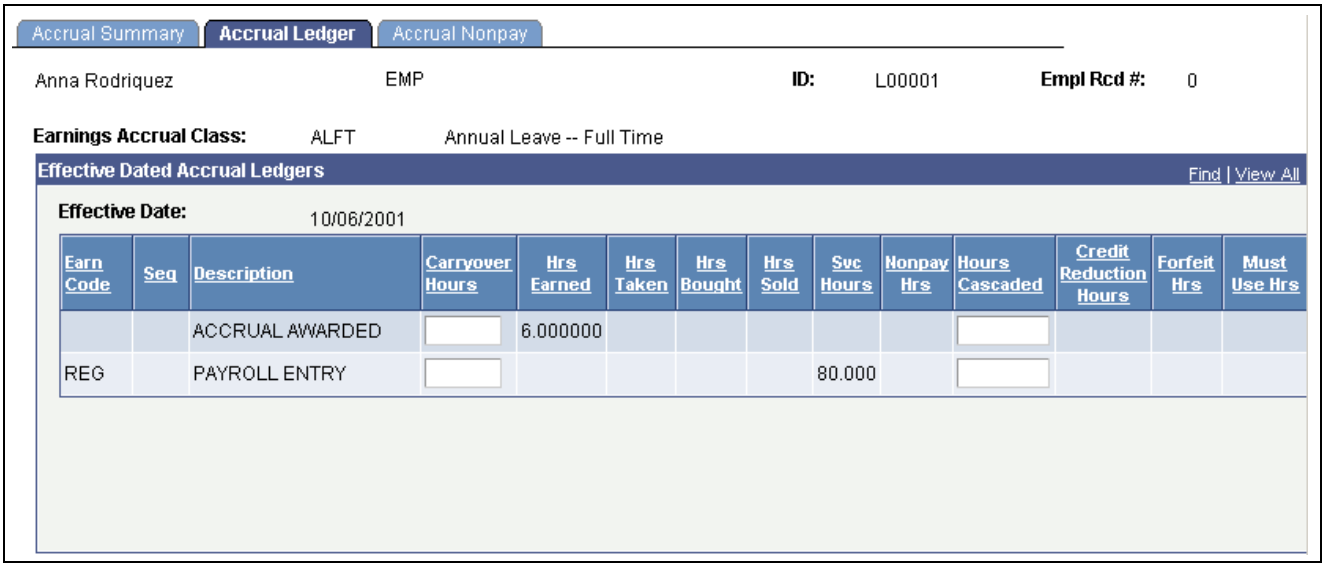
Restored leave, such as restored annual leave, is reinstated on the paysheet. When payroll processes restored leave, the expiration date is set by default to 24 months from the process date. You cannot enter or change restored hours on the Accrual Restore page. You can only modify the expiration date.

Number You can accumulate up to three sets of restored hours. The Leave Accruals Processing process uses the restored leave with the oldest date first.

The Leave Accruals Processing process places the restored hours and expiration date on the first line. If another restored leave is processed, for another year, for example, the process moves the original restored leave information down to the second line and places the new restored leave information on the first line. If a third restored leave must be processed, the restored leave information from the second line moves to the third line and the restored leave information from the first line moves to the second line. The process places the most recent restored leave on the first line.

Viewing an Employee's Individual Leave Accrual Transactions

Access the Accrual Ledger page.



Accrual Ledger page

Note. Not all page elements are visible on this page. Depending on the page arrangement, you see additional elements by scrolling either vertically or horizontally.

Description The COBOL process that created the ledger row.

Hrs Bought (hours bought) Not currently used by U.S. federal government customers.

Hrs Sold (hours sold) Not currently used by U.S. federal government customers.

Svc Hours (service hours) Hours that are added to service hours.

Hours Cascaded Hours that are cascaded from another accrual class.

Credit Reduction Hours A credit offset that reduces leave hours that are accrued by employees on nonpay status.

Must Use Hrs (must use hours) Hours that must be used by the end of the year for leave accrual classes that have expirations.

Rate Amount Dollars-per-hour rate at the time the leave accrual was earned.

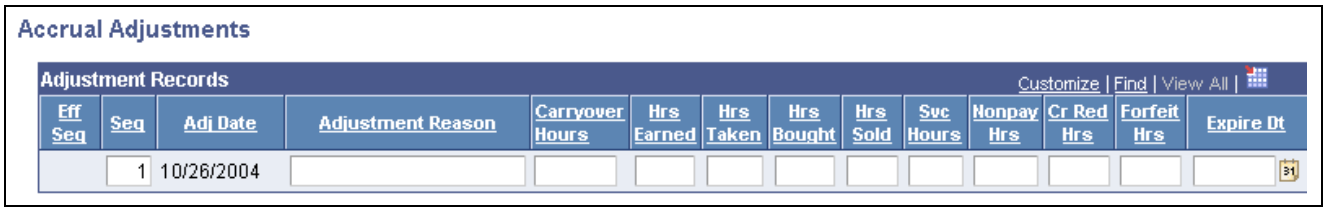
Expiration Date Expiration date of the leave accrual, for leave accrual classes that have expirations.

Adjustment Click this button at the end of a row to access the Adjustment page. The accrual class does not allow adjustments if this button is unavailable for entry. You can only make adjustments to the earnings code that is displayed. To change the earnings code for the transaction, enter a separate adjustment directly on the paysheets, rather than using these pages.

Note. All individual accrual classifications can be viewed on the Accrual Ledger page except for Restored Hours.

Changing Individual Leave Accrual Transactions

Access the Accrual Adjustments page.



Accrual Adjustments page

Note. Not all page elements are visible on this page. Depending on the page arrangement, you see additional elements by scrolling either vertically or horizontally.

Eff Seq (effective sequence) If you made multiple transactions for an earnings code and an effective date, this field displays the sequence in which the transactions occurred.

Seq (sequence) If you made multiple adjustments for a particular ledger entry, this field displays the sequence in which the adjustments occurred.

Adj Date (adjusted date) This system-generated, display-only field displays the pay end date.

Hrs Bought (hours bought) Not currently used by U.S. federal government customers.

Hrs Sold (hours sold) Not currently used by U.S. federal government customers.

Svc Hours (service hours) Hours added to service hours.

Cr Red Hrs (credit reduction hours) A credit offset that reduces leave hours accrued by employees on nonpay status.

Expire Dt (expiration date) Expiration date of the leave accrual, for leave accrual classes that have expirations.

Rate Amount Dollars an hour rate at the time the leave accrual was earned.

Adjustment Applied After the adjustment is processed, *Y* or *N* appears, to indicate whether the adjustment was applied.

Processing WGI, Tenure, and Probation Nonpay Hours

This section provides overviews of WGI, tenure, and probation dates with nonpay hours, and the WGI/tenure update process and report, and lists the pages used to process WGI, tenure, and probation nonpay hours.

Understanding WGI, Tenure, and Probation Dates with Nonpay Hours

Federal employees' WGI due date, tenure conversion date, and probation date may be impacted when they are on leave without pay (LWOP) for an extended period of time. Payroll for North America links with PeopleSoft Human Resources to report employees who have WGI, tenure, or probation dates that are impacted by LWOP.

Prerequisites

Perform the following to set up the WGI threshold and to track the nonpay hours for WGI:

- On the Salary Step table, define the threshold number of LWOP hours that an employee may have before their WGI due date is extended.

  See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Compensation and Budgeting*, "Setting Up Base Compensation and Budgeting," (USF) Establishing Salary Steps Within a Salary Grade.

- On the Earnings Accrual Class page, select Check Nonpay Hours and Track Nonpay Hours for accrual classes that have Accrual Calculation Type set to *Annual.*

  This setup causes the employee's nonpay hours to be tracked on the Accrual Nonpay page.

  See Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Defining Accrual Class Properties, page 176.

Note. The nonpay hours are tracked on the existing annual leave classes; you do not need a separate LWOP earnings accrual class.

WGI Date Management

Here are the steps for managing WGI dates:

1. Hire employees and enroll them in an annual accrual class.

   The system calculates the WGI due date based on the step increment type and the pay group's pay calendar pay period dates. WGI increase data is recorded on the Employment 1 page.

2. Calculate and Pay Confirmation with nonpay (LWOP) hours.
3. Run the Leave Accruals Processing process to update the Accrual Nonpay page.
4. Run the Federal Nonpay Hrs Adjustment (federal nonpay hours adjustment) Application Engine process (FGHR031).
5. Review the Accrual Nonpay page for the annual leave class.

   This page displays the nonpay activity within the pay period.

6. Review the WGI/Tenure Update report (FGHR031).
7. Submit a PAR to update the employee's Job record.

   Use information from the WGI/Tenure Update report to update the WGI Due Date (within grade increase due date) and Nonpay Hours WGI (nonpay hours within grade increase) fields on the Employment 1 page.

Tenure and Probation Date Management

Here are the steps for managing tenure and probation dates:

1. Hire employees and enter tenure status and conversion dates and probation dates.

   Enter tenure conversion dates on the Employment 1 page. Enter probation dates and tenure status on the Employment 2 page.
2. The employee takes a leave of absence without pay and returns.
3. Run the Federal Nonpay Hrs Adjustment process.
4. Review the WGI/Tenure Update report.
5. Submit a PAR to adjust the tenure and probation dates and enter the LWOP hours.

   Use information from the WGI/Tenure Update report to update the Job record as follows:

   - Tenure: Enter the extended date in the Service Conversion Dates group box on the Employment 1 page.

     Enter the LWOP hours in the Career Tenure Hours field on the Non Pay Data page.
   - Probation: Enter the extended date in the Probation Dates group box on the Employment 2 page.

     Enter the LWOP hours in the Probation Hours field on the Non Pay Data page.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "(USF) Hiring Employees," Entering Current and Historical Employment Information

Understanding the WGI/Tenure Update Process and Report

Run the Federal Nonpay Hrs Adjustment process after every payroll is confirmed and accruals are processed. The Federal Nonpay Hrs Adjustment process performs different steps for WGI due date reporting than for tenure and probation date reporting.

WGI Due Date Processing

When processing WGI, the Federal Nonpay Hrs Adjustment process performs the following steps for WGI due date reporting:

1. Sums all unprocessed nonpay hours for each employee within the pay period on the employee's annual leave Accrual Nonpay page.
2. Compares the sum of unprocessed nonpay hours to the threshold.
3. Prepares the WGI/Tenure Update report listing employees whose sum of nonpay hours is greater than the threshold.
4. Updates each impacted employee's annual Accrual Nonpay page to indicate that the hours that are used to extend the WGI due date have been processed.

   For example, if an employee had 50 unprocessed nonpay hours in pay period 1 and 50 in pay period 2, the Federal Nonpay Hrs Adjustment process adds the hours from both pay periods and determines that they were over the 80 hour threshold defined on the Salary Step table. The process uses 80 hours to extend the WGI due date, 50 from pay period 1 and 30 from pay period 2. It records the remaining 20 nonpay hours as unprocessed hours on the Accrual Nonpay page for the annual class.

Tenure Conversion Date and Probation Date Processing

When processing tenure or probation dates, the Federal Nonpay Hrs Adjustment process selects all employees who have returned from leave without pay within the pay period. The report lists each employee who was on leave for over 30 calendar days.

Report Description

The WGI/Tenure Update report lists the following for employees whose dates are impacted:

- Employee ID.
- The number of nonpay (LWOP) hours.
- The current WGI due date, tenure conversion date, or probation date.
- The extended WGI due date, tenure conversion date, or probation date.
- Text to state which date has been impacted.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "(USF) Processing Automatic Actions for Probation, Tenure, and WGIs"

Pages Used to Process WGI, Tenure, and Probation Nonpay Hours

Page Name	Object Name	Navigation	Usage
WGI/Tenure Nonpay Update	RUN_FGNONPAY	Payroll for North America, Payroll Processing USF, Produce Payroll, Update WGI/Tenure Status, WGI/Tenure Nonpay Update	Run this process each pay period after leave accrual to determine the amount of nonpay hours an employee has accumulated.
Accrual Nonpay	GVT_ACCR_NPAY	Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Accruals, Accrual Nonpay	If Track Nonpay Hours is selected on the Earnings Accrual USF - Class page, the Leave Accruals Processing process adjusts the nonpay hours on the Accrual Nonpay page.
Employment 1	GVT_EMPLOYMENT1	Workforce Administration, Job Information, Hire Employee USF, Employment 1	Enter current and historical employment information, such as employee service computation and conversion dates, and WGI data.
Employment 2	GVT_EMPLOYMENT3	Workforce Administration, Job Information, Hire Employee USF, Employment 2	Enter additional employment data including union, probation, Reductions In Force, tenure, and security data. Also record the retained grade and reports to information.
Non Pay Data	GVT_NONPAY_SEC	Click the Non Pay Data link on the Employment 2 page.	Track information that is related to a status of nonpay. Information on this page affects Federal Employee Health Benefits (FEHB) eligibility and Federal Employee Group Life Insurance (FEGLI).

Reporting on FEFFLA and FMLA Leave

This section lists the pages used to generate FEFFLA and FMLA reports.

Pages Used to Generate FEFFLA and FMLA Reports

Page Name	Object Name	Navigation	Usage
Runctl Feffla (run control Federal Employees Family Friendly Leave Act)	RUNCTL_FEFFLA	Workforce Administration, Leave Administration USF, Reports, FEFFLA, Runctl Feffla	Generate Report FGPY023 that lists the FEFFLA hours, both paid and nonpaid, that the employee took during the requested calendar year and during the employee's FMLA year. Generate Report FGPY024 that summarizes all employees who have used more than 480 FEFFLA hours of nonpaid entitlement in their FMLA year
Runctl Fgfmla (run control federal government Family Medical Leave Act),	RUNCTL_FGFMLA	Workforce Administration, Leave Administration USF, Reports, FMLA, Runctl Fgfmla	Generate Report FGPY025 that lists the FMLA hours that the employee took, both paid and nonpaid, in the requested calendar year and the hours that are taken in the employee's FMLA year. Generate Report FGPY026 that lists the FMLA hours that are taken in the requested calendar year and the hours that are taken in the employee's FMLA year, using the employee's FMLA and FEFFLA accrual class ledger to accumulate paid and nonpaid FMLA hours taken. Generate Report FGPY027 that lists all employees who have used more than 480 hours of nonpaid entitlement in their FMLA year.

Crediting Military Service to Civilian Retirement

This section provides an overview of military service crediting, lists prerequisites, and discusses how to:

- Enter military service deposit information.
- Enter service period earnings and deduction information.
- View deposit and interest information.
- Run the Calculate Military Service Deposit Interest process (FGPY020).
- List closed accounts.

- Generate an Office of Personnel Management (OPM) Military Deposit worksheet.
- Process closed military service deposit accounts.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Understanding Military Service Crediting

Federal civilian employees with prior military service, whose military service is not otherwise creditable for the purposes of civilian retirement, may in certain cases choose to *buy into* or *buy back* that military service so that it will be creditable for civilian retirement. This applies to military service after December 31, 1956. Military service may not otherwise be creditable for civilian retirement because the employee did not make their required contributions to the selected civilian retirement system (Federal Employee Retirement System [FERS] or Civil Service Retirement System [CSRS]) while they were in military service. Therefore, to make their military service creditable, they must get their contributions to their civilian retirement account up-to-date. Military service deposits are subject to interest accruals.

This feature enables you to:

- Record past service details required for OPM Form 1514.
- Process military service payroll deductions using Payroll for North America.
- Calculate interest adjustments and add them to the military deposit register.
- Process accounts through automatic payroll deductions or unscheduled deposits that you track manually.
- Maintain current balance records of scheduled and unscheduled payments and annual interest assessments.
- Identify closed military service deposit accounts that require a PAR (FGPY012).
- Generate the required Individual Retirement Record (IRR) for military service payments.
- Create and print OPM Military Deposit Worksheet (Form 1514).

Military Deposit Interest

The Calculate Military Service Deposit Interest process (FGPY020) is generally run weekly to calculate military deposit interest and post the values to the military deposit ledger. The process determines who has interest due and reads the interest rate that is stored on the Military Deposit Interest page to determine the correct amounts.

See Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Running the Calculate Military Service Deposit Interest Process (FGPY020), page 330.

Closed Accounts

Use the Military Deposits Closed Accounts report (FGPY012) to identify accounts that were closed during RITS (Reserve Bank Information and Transfer System) Interface processing. For the accounts identified, you must:

- Process a PAR to change the SCD-Retire.
- Print OPM Form 1514.
- Generate an IRR.

You can produce the OPM Military Deposit Worksheet, a report (FG1514), for reporting to OPM when the military service deposit is completed.

See Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Processing Closed Military Service Deposit Accounts, page 331.

Prerequisites

Before you can credit military service, you must:

- Define a deduction code for military deposit.
- Enter the military deposit interest rate on the Gvt Mil Intrst Pnl (government military interest panel) page.

See Also

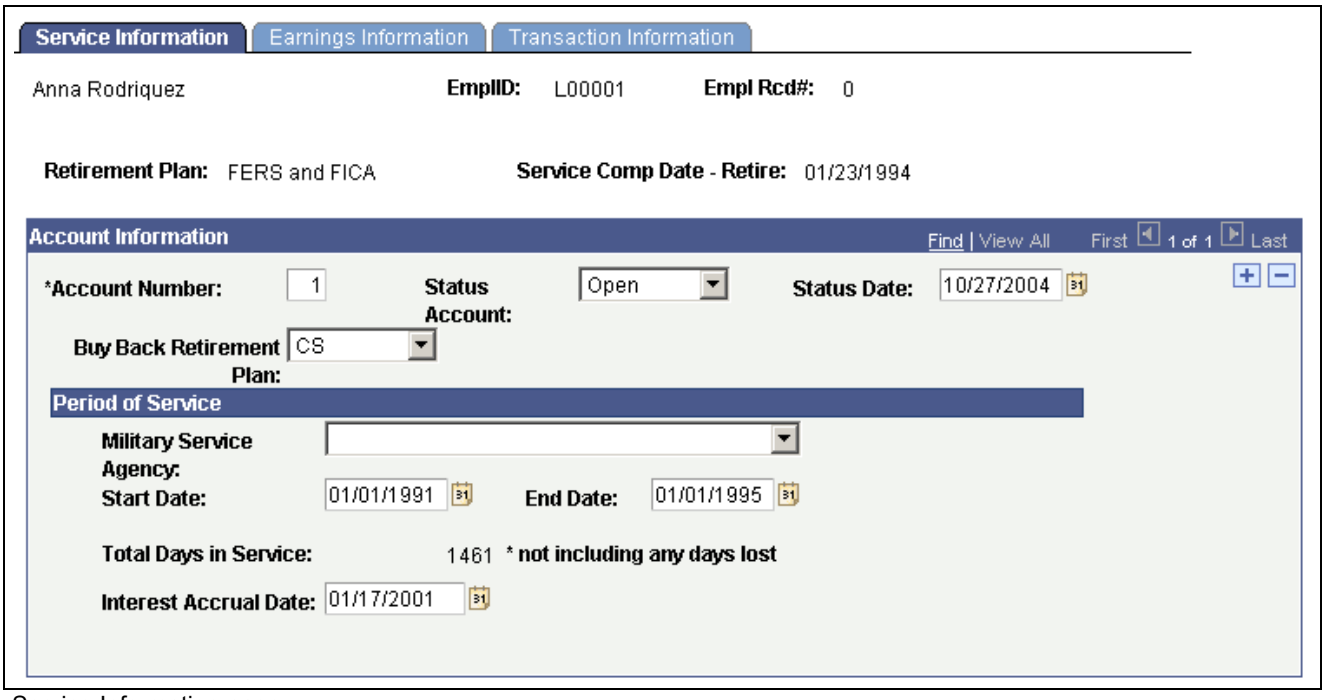
Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Setting Up Military Deposits, page 188

Pages Used to Credit Military Service to Civilian Retirement

Page Name	Object Name	Navigation	Usage
Service Information	GVT_MILDEP_PNL	Payroll for North America, Employee Pay Data USF, Military Deposits, Military Service Deposit, Service Information	Enter information about the type and dates of military service.
Earnings Information	GVT_SVCPER_PNL	Payroll for North America, Employee Pay Data USF, Military Deposits, Military Service Deposit, Earnings Information	Enter service period earnings and deduction information.
Transaction Information	GVT_SVCTRN_PNL	Payroll for North America, Employee Pay Data USF, Military Deposits, Military Service Deposit, Transaction Information	View dated deposit and interest information.
Calc Military Service Interest (calculate military service interest)	GVT_RUN_FGPY020	Payroll for North America, Employee Pay Data USF, Military Deposits, Calc Military Service Interest, Calc Military Service Interest	Run the Calculate Military Service Deposit Interest process.
Military Deposit Closed Accts	RUN_FGPY012	Payroll for North America, Employee Pay Data USF, Military Deposits, Military Deposit Closed Accts, Military Deposit Closed Accts	Run the FGPY012 report, which lists closed military service deposit accounts that need a retirement date adjustment PAR for the date range that is specified.
Military Deposit OPM-1514 Rpt	RUN_FG1514	Payroll for North America, Employee Pay Data USF, Military Deposits, Military Deposit OPM-1514 Rpt, Military Deposit OPM-1514 Rpt	Run the FG1514 process, which creates an OPM report listing closed military service deposit accounts.

Entering Military Service Deposit Information

Access the Service Information page.



Service Information page

The information that is entered here appears on the military service IRR and on OPM Form 1514.

Retirement Plan The retirement plan is set by default from the employee's election on the FEGLI/Retirement Data (Federal Employee Group Life Insurance/retirement data) page of the PAR Job Data page.

Service Comp Date - Retire (service computation date - retire) The date is set by default from the Employee Data 1 page.

Account Information

Account Number The system automatically assigns an account number, in sequence, for each military service period; you can override it. If, for example, an employee served in Panama, Grenada, and Desert Storm, when you define the three different accounts, the system assigns them account numbers: *1, 2,* and *3,* in that respective order.

Status Account Select *Open* if the account record is active.

Select *Cancelled* if the employee chooses to stop payments and cancel the previously opened record.

Select *Closed* if the employee paid the full amount. If the employee has a balance, the system does not let you select *Closed.* When the account is closed, the system opens the Data Control page to create the PAR request to adjust the service computation dates.

Status Date The default is the system date when you establish the account and is used as the date of computation on OPM Form 1514. The system will not change the date when the status changes, but you can update it when the account closes or leave the original date.

Buy Back Retirement Plan Select the retirement plan that the employee is buying into for military service credit. Values are:

CS: CSRS (Civil Service Retirement System)

FS: FERS (Federal Employees Retirement System)

Period of Service

Start Date/End Date Select the start and end date for the service period. You obtain period of service information from the employee's military documentation, and the system prints it on the IRR and on OPM Form 1514.

Total Days in Service The total days in service appears. The system calculates the total days in service between the start and end dates. If an employee's DD-214 was produced before 1979 and therefore indicates lost days, you must manually adjust the end date to account for the lost days.

Interest Accrual Date The Interest Accrual Date (IAD) is the annual date when interest is added to the deposit that is owed by the employee. It is recorded on OPM Form 1514.

The initial IAD for CSRS employee is three years from the date the employee returns to a position subject to CSRS retirement deductions. The FERS law provides a two-year interest free grace period on deposits.

The initial date must be entered manually. The Calculate Military Service Deposit Interest process updates the IAD for the remaining years.

Entering Service Period Earnings and Deduction Information

Access the Earnings Information page.

Retirement Plan This field value is set by default from the employee's election on the FEGLI/Retirement Data page.

Service Comp Date-Retire (service computation date-retire) This field value is set by default from the Employee Data 1 page.

Service Period Earnings Information

Amount of Earnings Enter earnings (in dollars) for each service period, based on verified documentation that is supplied by the employee. This is the cumulative total amount that the employee earned while in the service branch for this account. This field value appears on OPM Form 1514.

Withhold % (withholding percent) Enter the withholding percent, either 3 percent for FERS or 7 percent for CSRS, determined by the retirement service that is in effect during the military service period. This field value appears on OPM Form 1514.

Amount Balance The system multiplies earnings amount by withholding percent to calculate the amount balance. This field value appears on OPM Form 1514.

Take Deduction Select this check box if the employee elects to pay military deposits through a payroll deduction. If this check box is not selected, enter the promissory amount in the Deduction Amount field.

Deduction Amount Enter a deduction amount that is greater than 50 USD if the employee elects to pay military deposits through a payroll deduction. The system creates a new row in the employee's General Deduction Data page with the deduction code that you previously set up (for example, MILDEP) and populates the Flat/Addl Amount (flat/additional amount) field with the deduction amount that you enter on this page.

Multiple Military Service Deposit Accounts

For multiple Military Service deposit accounts, the employee can only pay one account at a time through payroll deductions. If you have multiple accounts and select the Take Deduction check box, the system makes the Deduction Amount field and Take Deduction check box unavailable for entry for all other accounts.

When an account closes, the system applies deductions to the next account. It makes the Take Deduction check box and Deduction Amount field unavailable on the closed account and makes available for entry these fields on the next account. For this next account, the system selects the Take Deduction check box and populates the Deduction Amount field with the amount from the most recently closed account. You can enter a different deduction amount if necessary. When you save the page, the system automatically reflects the value on the General Deduction Data page.

Viewing Deposit and Interest Information

Access the Transaction Information page.

The first transaction is type *A* which is the account opening information including the status date and deposit balances. As payroll is processed, transaction information is updated with the pay period end date, transaction type *S,* deduction amount, and remaining balances. Interest adjustments and unscheduled payments can be added in the Transaction Information, which will update the balance in the Transaction page and the General Deduction page.

For employees with military deposit payroll deductions, the system maintains current values of the goal amount and current goal balance for military deposit deductions on the employee's General Deduction Data page. The goal amount value is the total amount to be paid by payroll deductions: the sum of the initial deposit amount and interest adjustments, less any unscheduled payments, for all military service accounts. This automatic updating occurs when you save the Military Service Deposit component. The system also adjusts the current goal balance during pay confirmation after posting the military service deduction. Current goal balance displays the total amount already paid by payroll deduction.

Trans Date (transaction date) The transaction date is the status date when the account was opened.

The date is populated differently depending on the type of transaction; for scheduled payments it is the pay period end date, for unscheduled payments it is the system date, for interest adjustments it is pay end date of the last confirmed payroll.

You can change this date because it might not be the true historical date that the employee started making deposits.

Trans Type (transaction type) Select a transaction from the available options.

The system creates *A* the first row to record the initial balance. The transaction date is the status date when the account was opened. You can change this date, because it might not be the true historical date that the employee started making deposits. Both the Begin Balance and End Balance fields show the amount balance from the previous page. The Trans Amount (transaction amount) field is left blank.

	Select *I* if this is an interest adjustment. Enter the interest calculation date in the Trans Date column and the manually calculated interest amount in the Trans Amount column. You must enter this information, the system does not calculate interest. Transaction type *S* is a scheduled payment. The system enters automatic payroll deductions here during pay confirmation. The transaction date is the date the deduction is posted. The transaction amount comes from the employee's General Deduction Data page. Select *U* if this is an unscheduled payment. Enter the transaction date and transaction amount for all other payments, for example, check payments. For employees transferring into your agency, use this transaction type to document payments that are made while with the previous federal employer.
Trans Amount (transaction amount)	This is the dollar amount the employee owes.
Begin Balance	Displays the previous row's end balance. The beginning balance is first calculated from the amount of earnings and withhold percent that you defined for the deposit on the Earnings Information page.
End Balance	The system calculates this by subtracting the transaction amount from the begin balance, or for interest payments, adding the transaction amount to the begin balance.
Comments	Enter comments here. When the system enters a scheduled payment row, it inserts a comment that the row is a payroll deduction.

Running the Calculate Military Service Deposit Interest Process (FGPY020)

Access the Calc Military Service Interest page.

Select the appropriate pay run ID. The pay run ID identifies the next open pay period.

Click Run to run this request. PeopleSoft Process Scheduler runs the Calculate Military Service Deposit Interest process at user-defined intervals.

Interest is calculated for employees with an IAD that is within the next open pay period. The interest is calculated on the ending balance, reporting in the transaction field, and then added to the end balance. The transaction date is the pay end date of the last payroll the RITS Interface was run.

If the interest period crosses multiple years, the process calculates accordingly. The process increases the IAD date by one year, if applicable.

Listing Closed Accounts

Access the Military Deposit Closed Accts page.

Use the Military Deposits Closed Accounts report (FGPY012) to identify accounts that were closed during RITS Interface processing. For the accounts identified, you must process a PAR to change the SCD-Retire, print OPM Form 1514, and generate an IRR. You can produce the OPM Military Deposit Worksheet report (FG1514), for reporting to OPM when the military service deposit is completed.

Click Run to run the report by using PeopleSoft Process Scheduler.

As of Date	The report identifies military deposit accounts closed on, or before, this date. The default value is the system date.

Generating an OPM Military Deposit Worksheet

Access the Military Deposit OPM-1514 Rpt page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Status Account	*Cancelled:* Prints canceled Military Service Deposit reports. *Closed:* Prints closed Military Service Deposit reports. *Open:* Prints open Military Service Deposit reports. *None:* Prints all reports.
Print All Status 1514 Reports	Select to print a report for each employee of the designated status.
EmplID (employee ID)	Select the employee ID of each employee for whom you want to print a report.

Processing Closed Military Service Deposit Accounts

When the end balance on the Transaction Information page reaches zero, the military deposit account must be closed.

If the balance drops to zero when a payroll deduction is posted during RITS Interface processing, the system changes the status account to *Closed.* To identify accounts that have closed during RITS Interface processing, run the Military Deposits Closed Accounts report (FGPY012) as often as you need to, most likely after your payroll runs are completed for the pay period. This report alerts you to take further action to fulfill your regulatory requirements. You must process a PAR to change the employee's service computation date for Retirement (SCD-Retire). Use a Nature of Action (NOA) Code 882 and adjust the date earlier by the total days in service listed on the Service Information page.

If you enter an unscheduled payment that zeroes the account balance online, the system changes the status account on the Service Information page to *Closed* and makes the field unavailable for entry when you save the page. It then transfers you to the HR Processing USF page, where you create a PAR with NOA code 882.

When the system changes the status to *Closed,* it also creates a Military Deposit IRR control record. This IRR is separate from any other that the employee may have, and each different period of military service has its own IRR. The IRR includes military deposit payroll deductions by year and service period information. Print the final IRR for transfer to OPM. Consult the OPM CSRS/FERS Handbook for guidance on preparing the Military Deposit IRR.

Process the Military Deposit (OPM1514) report to print the OPM Military Deposit Worksheet.

See Also

Chapter 31, "(USF) Generating IRR and ROST Reports," page 689

Viewing Reemployed Annuitant Information

This section discusses how to:

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

Pages Used to View Reemployed Annuitant Information

Page Name	Object Name	Navigation	Usage
Annuity Report Details	GVT_ANNUITY_DTL	Payroll for North America, Payroll Processing USF, Pay Period Reports, Retired Employed Annuitant, Annuity Report Details	View details about reemployed annuitants (federal retirees that are reemployed by the U.S. federal government) to ensure that they are not receiving pay from more than one U.S. federal government source. This page is display-only.
Annuity Report Totals	GVT_ANNUIT_TOT	Payroll for North America, Payroll Processing USF, Pay Period Reports, Retired Employed Annuitant, Annuity Report Totals	View totals pertaining to reemployed annuitants. This page is display-only.

Viewing Annuity Report Details

Access the Annuity Report Details page.

Hire Date, Rehire Date, and **Termination Date** — Displays the hire or termination date if the date is equal to, or between, the pay period start and end dates.

FEHB Participant (Federal Employee Health Benefits participant) — This check box is selected if the employee belongs to a health plan.

Viewing Annuity Report Totals

Access the Annuity Report Totals page.

Total Reemployed Annuitants — Displays the total number of employees reported.

Total New Hires — Displays the total number of newly hired employees. A date also displays in the Hire Date field on the Annuity Report Details page.

Total Separations — Displays the total number of employees who have separated. A date also displays in the Termination Date field on the Annuity Report Details page.

FERS Reemployed Annuitants (Federal Employee Retirement System reemployed annuitants) — Displays the total number of employees who have a retirement type of K, L, M, or N.

CSRS Reemployed Annuitants (Civil Service Retirement System reemployed annuitants)	Displays the total number of employees who have a retirement plan type of 1, 6, C, E, R, or T.
Total Annuity Amount — FERS	Displays the FERS annuity offset amount.
Total Annuity Amount — CSRS	Displays the CSRS annuity offset amount.

Viewing Semiannual Headcount Report Details

This section provides an overview of semiannual headcount reports and lists the pages used to generate various semiannual headcount reports.

Understanding Semiannual Headcount Reports

Public law 105-33 requires that, for headcounting purposes, you must produce a 2812-A report that separates enrollees who pay the full FEHB premium amount from those for whom the employing agency pays a portion. When you run the Temp Employees buying FEHB (temporary employees buying Federal Employee Health Benefits) Structured Query Report (SQR) Report process (FGPY019), the system creates a separate report for each of the following categories:

- Employee and annuitants
- Former spouses
- Temporary continuation of coverage
- Temporary employees

The Semi-Annual Headcount report (FGPY021) provides the OPM with a snapshot of agency-wide enrollment in FEHB, FEGLI, and retirement programs semiannually.

The report extracts data from the last payroll period that you paid during the first 15 days of March and September. If you paid two payrolls during the period, report the headcount data for the second payroll period that you paid.

You must attach and submit this report with SF2812 and SF2812A.

Pages Used to Generate Various Semiannual Headcount Reports

Page Name	Object Name	Navigation	Usage
Temp Employees Buying FEHB Rpt (temporary employees buying federal employee health benefits report)	GVT_RUN_FGPY019	Payroll for North America, Payroll Processing USF, Pay Period Reports, Temp Employees Buying FEHB, Temp Employees Buying FEHB Rpt	Run the Temp Employees buying FEHB process, which provides up to four separate 2812A reports, based on four categories of employees. The Temporary Employee Buying FEHB report (FGPY019) differentiates enrollees for whom the employing agency contributes a portion of the FEHB premium from those for whom it does not.
Semi-Annual Headcount	GVT_RUN_FGPY021	Payroll for North America, Payroll Processing USF, Pay Period Reports, Semi-Annual Headcount, Semi-Annual Headcount	Generate the Semi-Annual Headcount report (FGPY021), which details life insurance and health benefits withholding contribution data for the CSRS and FERS. Additionally, the report provides aggregate base salary amounts for each category of CSRS and FERS coverage.

CHAPTER 15

(E&G) Administering Contract Pay

This chapter provides an overview of the Contract Pay feature and discusses how to:

- Set up contract pay.
- Process contract pay.
- Administer contract prepay.
- Adjust contract employee prepay balances.

Understanding the Contract Pay Feature

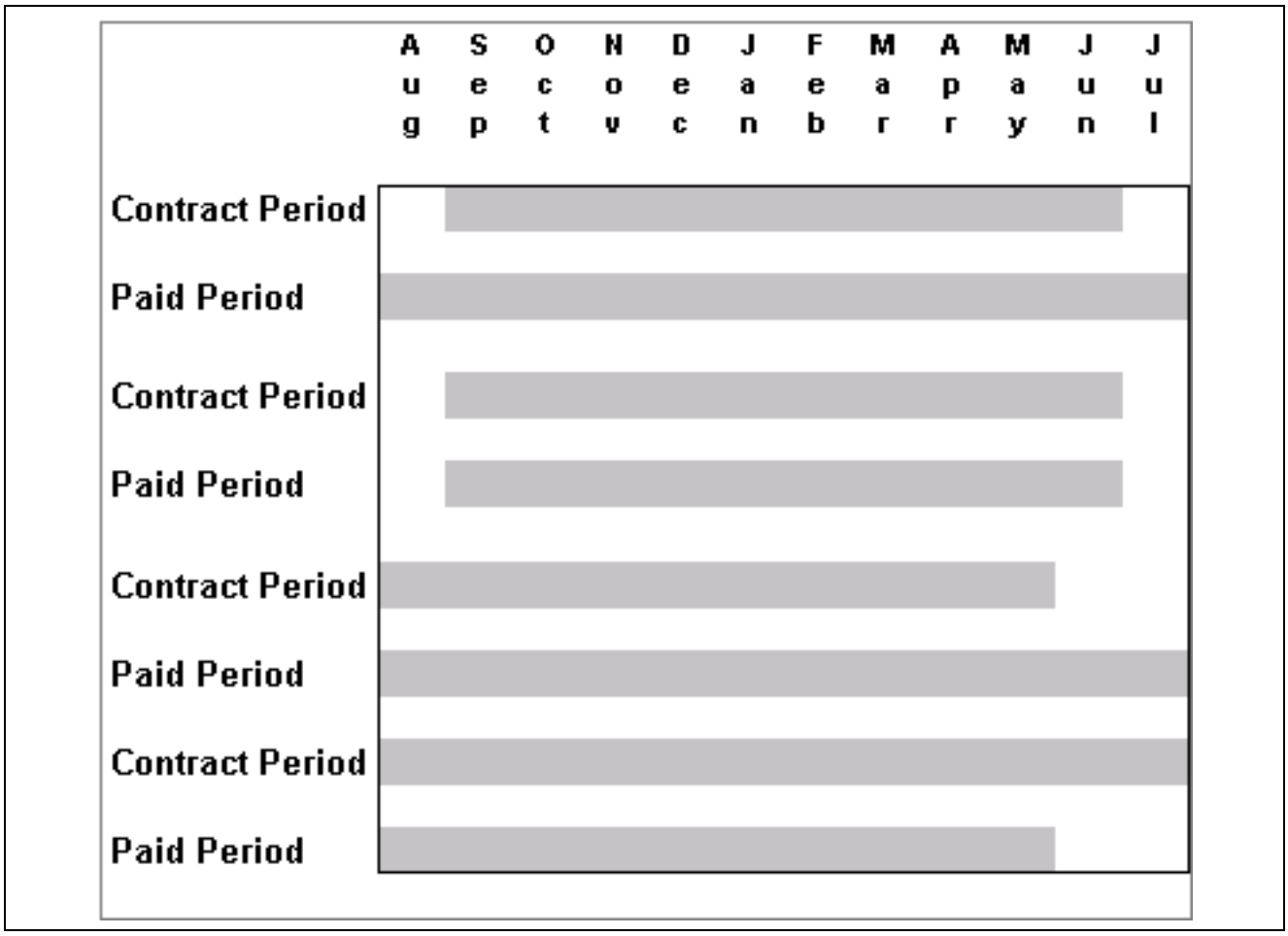
This section discusses:

- Contract periods.
- Interaction between PeopleSoft Human Resources and contract pay.
- Taxation based on each paycheck.
- Contract pay example.

Contract Periods

Employers in higher education must often process payroll and benefits over a period of time that differs from the employee's contract period. Payroll for North America addresses this need with the Contract Pay feature.

This chart illustrates the flexibility that the Contract Pay feature provides:



Defining the paid period of a contract

You can define the paid period of a contract independent of the actual contract period.

Interaction Between PeopleSoft Human Resources and Contract Pay

To pay an employee by contract, select the contract compensation frequency on the Job Data - Compensation page. The system uses the Contract Pay page to determine how to pay the employee.

Taxation Based on Each Paycheck

Payroll for North America enables you to tax an Education and Government employee based on each paycheck. In the annualization process of the U.S. tax calculation routine, the system considers the number of pay periods in the contract rather than assuming that the employee is paid the same amount for the entire year.

Contract Pay Example

The following are the details of the scenario of this example:

Contract Amt (contract amount)	12,000 CAD
Payment Begin	January 1

Payment End December 31

Contract Begin May 1

Contract End August 31

Pay Frequency Monthly

Month	Gross Pay =	Regular Pay (CRG) +	Paid Not Earned (PNE) +	Earned Not Paid (ENP)
January	1000 CAD	0	1000	0
February	1000 CAD	0	1000	0
March	1000 CAD	0	1000	0
April	1000 CAD	0	1000	0
May	1000 CAD	3000 CAD	−1000 CAD	−1000 CAD
June	1000 CAD	3000 CAD	−1000 CAD	−1000 CAD
July	1000 CAD	3000 CAD	−1000 CAD	−1000 CAD
August	1000 CAD	3000 CAD	−1000 CAD	−1000 CAD
September	1000 CAD	0	0	1000 CAD
October	1000 CAD	0	0	1000 CAD
November	1000 CAD	0	0	1000 CAD
December	1000 CAD	0	0	1000 CAD
Total	12,000 CAD	12,000 CAD	0	0

Setting Up Contract Pay

This section discusses how to:

- Define contract pay types.
- Enter employee contracts.
- View employee contract earnings and payments.

Pages Used to Set Up Contract Pay

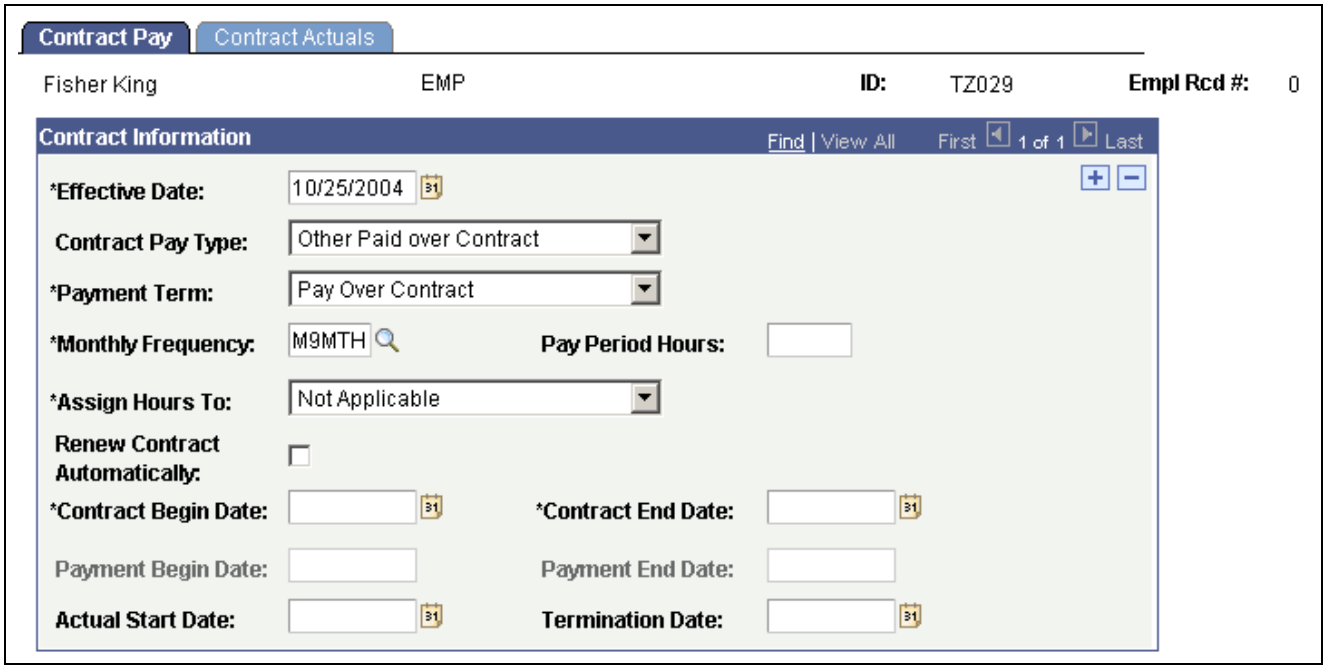
Page Name	Object Name	Navigation	Usage
Contract Pay Type	CONTRACT_PAY_TYPE	Set Up HRMS, Product Related, Workforce Administration, Labor Administration, Contracts / Union, Contract Pay Type CAN & USA	Define contract types of varying periods and payment terms.
Contract Pay	CONTRACT	Workforce Administration, Job Information, Contract Administration, Update Contract Pay NA, Contract Pay	Enter employee contracts for any period, including durations of less than one year.
Contract Actuals	HP_CONTRACT_ACTUAL	Workforce Administration, Job Information, Contract Administration, Update Contract Pay NA, Contract Actuals	View what an employee has earned and what they've been paid to date.

Defining Contract Pay Types

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Entering Additional Data in Human Resources Records," Setting Up and Tracking Workforce Contracts.

Entering Employee Contracts

Access the Contract Pay page.



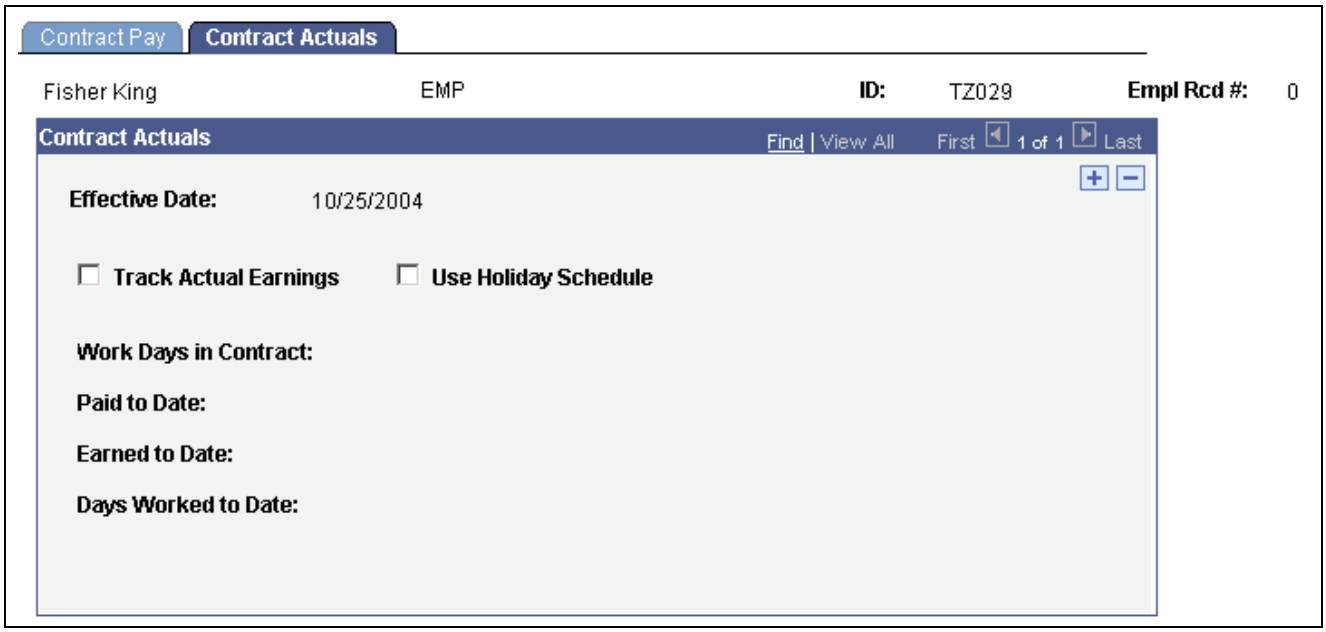
Contract Pay page

Payment Term Select:

	Pay Over 12 Months: Pay contracts over 12 months, starting on or before the contract begin date, and ending on or after the contract end date. *Pay Over Contract:* Pay contracts over the length of the contract, as defined in the Contract Begin Date and Contract End Date fields. *Pay Over X Months:* Pay contracts over a greater time period than the contract period, but less than a year. *Pay with Lump Sum:* Pay contracts as a lump sum payment.
Pay Period Hours	If you require hours data for other processes (for example, leave accruals), enter the pay period hours for this contract.
Renew Contract Automatically	Select to automatically renew the contract using the Contract Renewal batch process.
Assign Hours To	If you specify pay period hours, select whether to specify the hours over only the contract period or over the entire paid period.
Contract Begin Date and **Contract End Date**	You can enter these dates, or the system can calculate them.
Payment Begin Date and **Payment End Date**	Enter begin and end dates for when to make a payment to the contractor, according to the selected payment term. The system can calculate the payment end date, based on the information that you provide. You can also enter an end date for contracts paid over *X* months.
Actual Start Date	Enter the date the employee actually starts work, if different from the contract begin date.
Termination Date	Enter the date the employee terminates the contract, if different from the contract end date.

Viewing Employee Contract Earnings and Payments

Access the Contract Actuals page.



Contract Actuals page

Track Actual Earnings Select to have the system track actual earnings versus paid earnings.

Use Holiday Schedule Select to have the system use the holiday schedule when calculating days worked.

Work Days in Contract Displays the number of work days in a contract, using the contract begin and end dates on the Contract Pay page.

Paid to Date Displays the amount paid to the employee to date, using the total of all contract earnings paid to the employee.

Earned to Date Displays the amount earned by the employee to date, calculated using the following formula:

total contract amount × days worked to date / work days in contract

Days Worked to Date Displays the number of days the employee has worked since the actual start date.

Processing Contract Pay

This section provides an overview of the Batch Renewal of Pay Contracts process and discusses how to:

- Run the Contract Additional Pay process.
- Run the Contract Renewal process.
- Update contract pay actuals.
- Recalculate actual days in a contract.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Understanding the Contract Renewal Process

The Contract Renewal process completes the following tasks:

- Generates a new effective-dated entry on the Contract Pay (CONTRACT_PAY) component and on the Job Data (JOB_DATA) component for the next contract period.
- Decreases the number of renewals on the Contract Type Table page by one (unless 99 is specified, in which case it is left untouched).
- The new data row uses the same information from the old contract to create a new contract based on the new contract dates that are supplied in the run control.

Pages Used to Process Contract Pay

Page Name	Object Name	Navigation	Usage
Create Contract Additional Pay	RUNCTL_PAYINIT3	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Create Contract Additional Pay, Create Contract Additional Pay • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Create Contract Additional Pay, Create Contract Additional Pay	Run the Contract Additional Pay process to generate Contract Pay records. Run this process before creating paysheets.
Contract Renewals	RUNCTL_CNTPAY02	Workforce Administration, Job Information, Contract Administration, Renew Pay Contracts NA, Contract Renewals	Run the Contracts Renewal process. This process enables you to automatically renew contracts that meet the criteria that you specify.
Contract Pay Actuals Update	RUNCTL_CNTPAY03	• Payroll for North America, Payroll Processing USA, Produce Payroll, Update Contract Pay Actuals, Contract Pay Actuals Update • Payroll for North America, Payroll Processing CAN, Produce Payroll, Update Contract Pay Actuals, Contract Pay Actuals Update	Run the Update Contract Pay Actuals Accumulators process after each pay period.
Contract Work Days	PRCSRUNCNTL	Workforce Administration, Job Information, Contract Administration, Recalc Contract Work Days NA, Contract Work Days	Run the Update Work Days/Daily Rt (update work days/daily rate) process to recalculate the actual days in a contract when you modify a holiday schedule.

Running the Contract Additional Pay Process

Access the Create Contract Additional Pay page.

Click Run to run this request.

On-Cycle Run

Pay Run ID — If you are running the process by on-cycle run, enter the pay run ID that you are processing.

Off-Cycle Pay Calendar

Company, Pay Group, and **Pay End Date** — If you are running the process by off-cycle pay calendar, enter the company, pay group, and pay end date of that you are processing.

Payroll Cycle

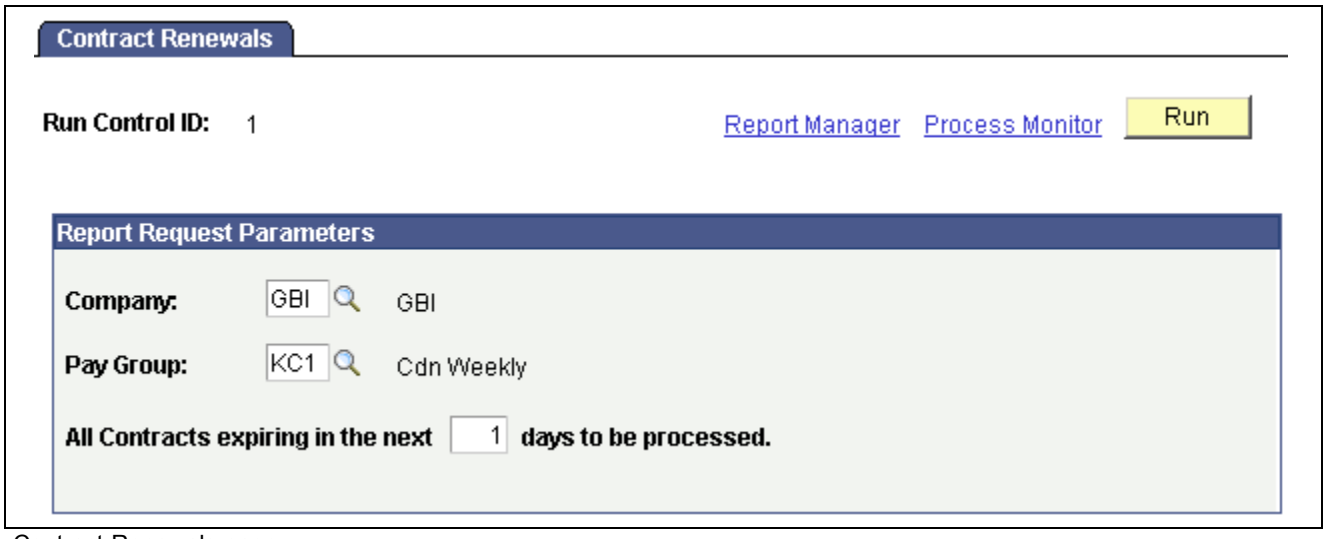
On-Cycle, Off-Cycle, and **Both** — Select if you are running this process for on-cycle or off-cycle payroll runs, or both.

Lump Sum Retro Payments

Separate Check — Indicate if you are running this process for a lump sum payment to be paid using a separate check.

Running the Contract Renewal Process

Access the Contract Renewals page.



Contract Renewals page

Enter selection criteria.

Click Run to run this request.

Updating Contract Pay Actuals

Access the Contract Pay Actuals Update page.

Click Run to run this request.

On-Cycle Run

Pay Run ID If you are processing an on-cycle pay period, select a pay run ID.

Off-Cycle Pay Calendar

Company, Pay Group, and **Pay End Date** If you are processing an off-cycle pay period, select the company, pay group, and pay end date that you want to process.

Recalculating Actual Days in a Contract

When you modify a holiday schedule that affects contractors, you must run the Contract Work Days process to update actual number of days in the contracts.

Access the Contract Work Days page.

Click Run to run this request.

Administering Contract Prepay

This section provides an overview of contract prepay and discusses how to use the prepay option.

Understanding Contract Prepay

The Contract Prepay page enables employees who are paid only during their contract period to prepay their deductions for benefits that extend past the term of their contract. For example, if benefits coverage is 12 months and an employee has a six-month contract and is paid only during the contract period, the employee can choose to prepay the remaining six months benefits deductions during the contract (and pay) period. This prepayment option is only available to employees who are paid over the contract period and who have *Pay Over Contract* selected as the payment term on the Contract Pay page.

The contract prepay option functionality does not allow for gross-up checks.

Note. The contract prepay option is not recommended for employees that have multiple contracts that, taken together, span the benefits period.

The balance that is accrued with the prepayment deductions covers benefits deductions after the contract period ends. The system doesn't take the prepay deductions to cover them if there are insufficient funds in the paycheck. The system takes all current deductions first. The following situations outline when the system takes deductions and when it uses the prepay balance to cover deductions:

- If there are sufficient funds in the paycheck to take the prepay deductions, the system takes the prepay deductions, but only up to the prepay limit (a percentage of the net pay).
- If there are funds in the paycheck for the prepay limit to cover some of the prepaid deduction, the system takes a partial deduction, if the prepay deduction is set up for partial deductions.

- If there are insufficient funds in the paycheck to cover the prepaid deduction, the system does not take the deduction.
- If there are insufficient funds to cover all of the current deduction, the system takes as much as possible of the deduction from the prepaid balance.
- When the employee no longer receives a paycheck (the contract and payment period have ended), the system takes current deductions from the prepaid balance.

It is possible to prepay too much or too little in some circumstances, such as:

- The deduction rates are based on age.
- The deductions are based on current pay earnings, and there is a pay change.
- The deduction rate changes after the contract is over.
- The prepayment factor causes over payment.

If an employee prepays too much for benefits, use paysheets to make a one-time deduction refund. If an employee prepays too little, make a one-time benefits payment.

Prerequisite

You must set up the Company General Deductions page to use PREPAY as a deduction code.

See Also

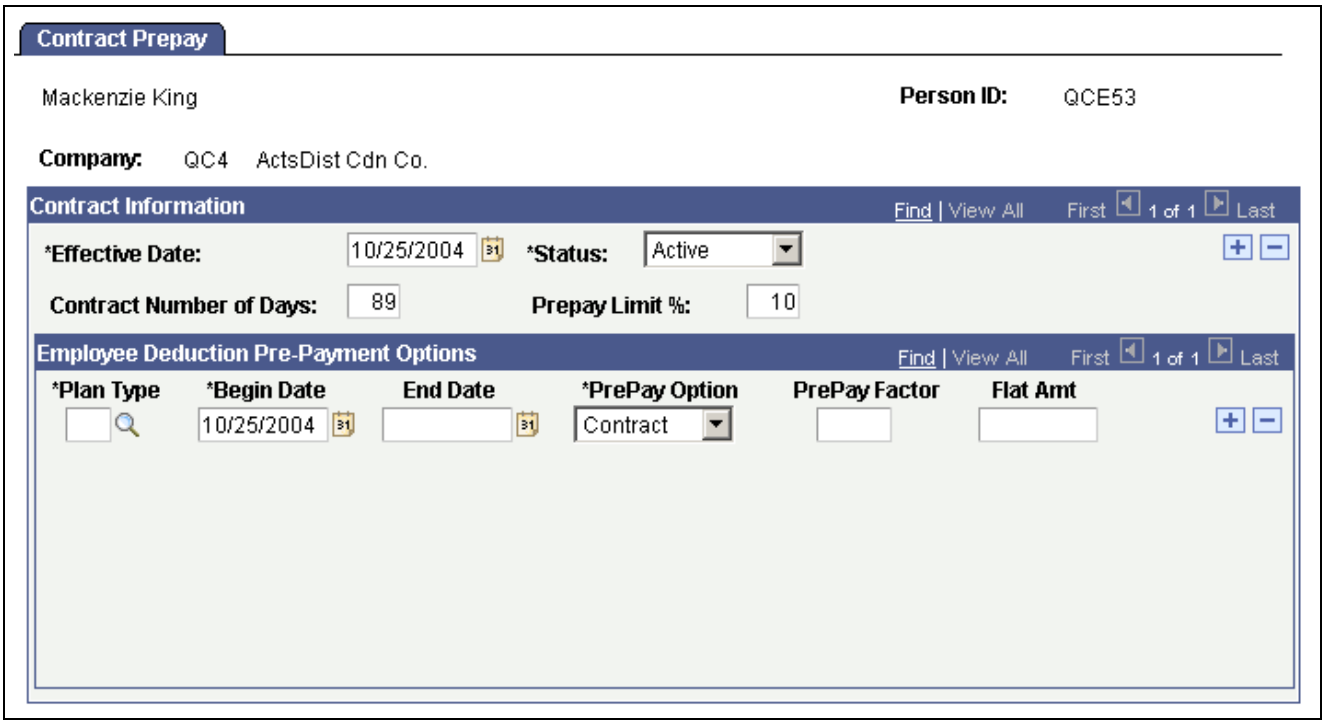
Chapter 4, “Defining Deductions,” Assigning General Deductions to a Company, page 85

Page Used to Prepay Deductions

Page Name	Object Name	Navigation	Usage
Contract Prepay	CONTRACT_PREPAY	Workforce Administration, Job Information, Contract Administration, Contract Prepay Options NA, Contract Prepay	Enable a contract employee to prepay benefits over the course of the contract and pay period when the employee’s benefits coverage extends past the term of the contract.

Using the Prepay Option

Access the Contract Prepay page.



Contract Prepay page

Contract Number of Days The default value is the length of the contract period for the contract that is effective on the prepay options effective date. You can override this field.

Prepay Limit % (prepay limit percent) Enter the percentage of the net pay amount that you can use to prepay benefits. For example, if this value is *15,* then you can use a maximum of 15 percent of the net pay amount to prepay benefits. If the prepay benefits amount exceeds 15 percent of the net pay amount, the system takes up to the 15 percent limit.

Employee Deduction Pre-Payment Options

PrePay Option Indicate how to calculate the prepaid deductions for this benefit:

Contract: The system prorates the deductions that extend past the term of the contract across the contract pay period.

Factor: The system adds a factor of the regular deduction to each pay period that falls in the time period in the Begin Date and End Date fields.

The following are three possible prepay scenarios in the case of a 9-month contract with monthly payroll and 12-month benefits coverage. Assume the monthly benefits deductions are 60 USD:

- If you select *Contract,* the system prorates the cost of the remaining three months of benefits deductions over the course of the contract. In our example, the total pay period benefits deductions are 80 USD, which is calculated as:

  60 USD x frequency factor / number of days in contract

  Use the frequency factor of the monthly frequency on the Contract Pay page.

- If you select *Factor,* indicate the time period during which the system should apply the prepayment calculations. If you decide to pay the benefits

deductions for the remaining three months of the year in the first six months of the contract, indicate the dates of those months in the Begin Date and End Date fields. Then decide the factor of the deduction to add to the regular benefits deduction for each month in the period. If you enter *0.5* in the PrePay Factor field, the system adds 30 USD (0.5 × 60 USD) to the regular monthly deductions of 60 USD for the first six months, for a total of 90 USD. For the remaining three months of the contract and pay period, the system deducts only the regular benefits deduction of 60 USD.

- You can also indicate a prepay factor and a flat amount. If you indicate the middle seven months of the contract in the Begin Date and End Date fields, you might use a factor and a flat amount to spread the prepaid deductions across those seven months. If you enter *0.4* in the PrePay Factor field and *1.72* USD in the Flat Amt (flat amount) field, the system deducts 24 USD (0.4 × 60 USD) and 1.72 USD, for a total of 25.72 USD, for each of the seven months.

PrePay Factor Enter the prepay factor of the deductions that you are prepaying. For example, if you enter *2,* the system deducts twice the pay-period deduction amount, in addition to the regular pay-period deduction, for each pay period between the begin and end dates. Use this field only when you select *Factor* in the PrePay Option field.

Note. Using the PrePay Factor option might cause an overpayment of deductions.

Adjusting Contract Employee Prepay Balances

This section provides an overview of contract employee prepay balance adjustments and discusses how to:

- Review contract prepay balances.
- Review contract prepay balance adjustments.
- Enter a reason for prepay balance adjustments.
- Change prepay balances.

Understanding Contract Employee Prepay Balance Adjustments

The system creates a prepay balance record when the Pay Confirmation process is run, and it shows a benefits deduction prepayment. The Pay Confirmation process continues to update the prepay balance record with each run. When the prepay balance reaches zero, the system deletes the record.

You cannot make an adjustment to issue a refund for overpayment using the PrePays component (ADJ_PREPAY_BAL). Use paysheets to make a one-time deduction refund.

Note. You must set up a PREPAY deduction code on the Company General Deductions Table to use PREPAY as a deduction code.

Pages Used to Adjust Contract Prepay Balances

Page Name	Object Name	Navigation	Usage
Prepay Balances	BALANCES_PREPAY1	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, PrePays, Prepay Balances • Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, PrePays, Prepay Balances	Review a contract employee's benefits deduction prepay balances if you use the Contract PrePay feature. Before using this page, you must set up the Contract PrePay page.
Prepay Balance Adjustments	BALANCES_PREPAY2	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, PrePays, Prepay Balance Adjustments • Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, PrePays, Prepay Balance Adjustments	Review a contract employee's benefits deduction prepay balance and balance history if you use the Contract PrePay feature. Before using this page, you must set up the Contract PrePay page.
Adjust Prepay Balance1	ADJ_PREPAY_BAL1	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, PrePays, Adjust Prepay Balance1 • Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, PrePays, Adjust Prepay Balance1	Enter a reason for adjustments to an employee's benefits prepayment balance.
Adjust Prepay Balance2	ADJ_PREPAY_BAL2	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, PrePays, Adjust Prepay Balance2 • Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, PrePays, Adjust Prepay Balance2	Adjust an employee's benefits prepayment balance.

Reviewing Contract Prepay Balances

Access the Prepay Balances page.

Company The company that issued the contract.

PrePay Balance The employee's benefits deduction prepay balance (how much the employee has overpaid in anticipation of benefits coverage that extends past the pay period).

Reviewing Contract Prepay Balance Adjustments

Access the Prepay Balance Adjustments page.

Sequence Number The sequence number of the adjustment reason. If more than one adjustment occurs in a day, the number in this field indicates which adjustment took place first.

Prepay Balance Adjustment

Adjustment The amount of the prepay balance adjustment. For example, if you increase prepayments by 20 USD per month for the remaining six months of the contract period, this field displays *$120.00* (20 USD × 6 months = 120 USD).

PrePay Balance, Before and **After** Displays the prepay balance before and after the adjustment.

Entering a Reason for Prepay Balance Adjustments

Access the Adjust Prepay Balance1 page.

Adjustment Reason Enter the reason for the adjustment to the benefits deduction prepayments.

Changing Prepay Balances

Access the Adjust Prepay Balance2 page.

PrePay Enter the amount of the prepay adjustment in either positive or negative amounts.

Balance Displays the balance of the prepaid deduction amount after taking into consideration the prepay adjustment amount.

CHAPTER 16

Administering the Interface with PeopleSoft Enterprise Time and Labor

This chapter provides an overview of the interface with Time and Labor and discusses how to:

- Set up the interface with Time and Labor.
- Load payable time into paysheets.
- Extract time and labor costs.

Understanding the Interface with Time and Labor

This section discusses:

- Processing steps.
- Processing summary.
- Consolidation.

Processing Steps

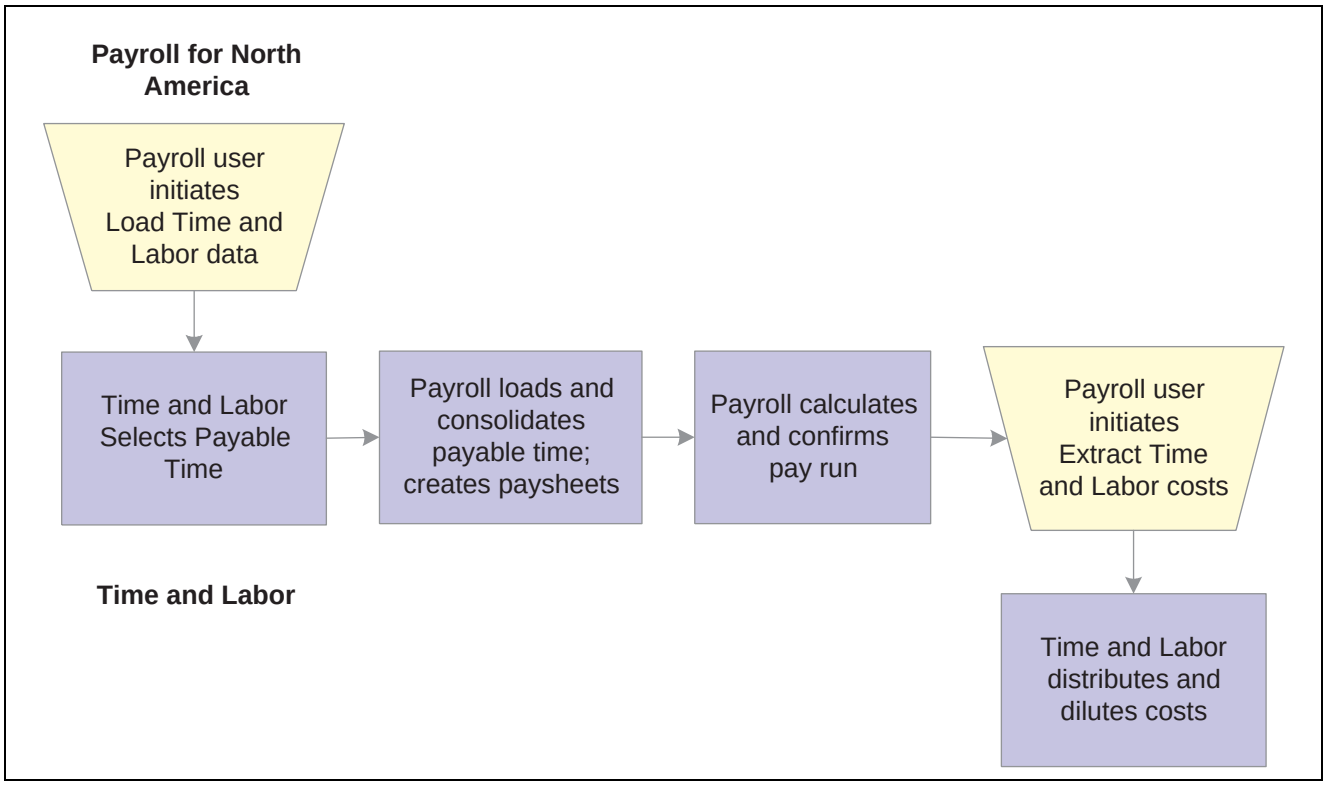
To process a payroll in Payroll for North America using Time and Labor data:

1. Set up the interface between Time and Labor and Payroll for North America.
2. Load time and labor data into paysheets.

   PeopleSoft recommends executing the Time & Labor / Payroll Update COBOL SQL process (PSPLDTL1) immediately before executing the payroll calculation. This ensures that the payroll system receives the most current information for processing.
3. Review payroll messages.

   If errors result from payable time, resolve them in Time and Labor and load data again.
4. Run the Pay Calculation COBOL SQL process (PSPPYRUN) and the remaining phases of the payroll cycle through confirmation.
5. Extract time and labor costs from Payroll for North America into Time and Labor.

This graphic shows the relationship between Payroll for North America and Time and Labor:



Relationship between Payroll for North America and Time and Labor

Note. The system excludes non-employee data from being updated in Payroll for North America.

Processing Summary

Time and Labor generates payable time that can be transmitted to a payroll application by using an integration feature between the two applications. All interactions between Time and Labor and Payroll for North America are initiated from the payroll pages.

Load Time and Labor Data for On-Cycle or Off-Cycle Processing

Initiate the loading of the time and labor data from the Load Time and Labor component (PY_LDTL_RC). The process uses the pay run ID as the identifier for which data you want to load from Time and Labor.

The data load from Time and Labor can be performed on-cycle or off-cycle. For on-cycle processing, the system selects all employees that were active at any time during the pay period. For off-cycle processing, the system selects the employees that you specifically indicate on the Off-Cycle Data page.

You can run and rerun the update process on an iterative basis. The first time that you run the update process, the system updates all time and labor earnings for the corresponding pay calendar (pay run ID) for all employees to the paysheets. Then, any subsequent load runs under the same pay run ID update only data that needs to be updated, such as earnings for employees who have a Job change or whose time and labor earnings have changed since the last pay update process was run. Data is also updated if there are new rows of time and labor data that are eligible to be transferred to paysheets.

Based on the options that you select on the Load Time and Labor page and the Off-Cycle Data page, the appropriate payable time is selected from Time and Labor records.

Time and Labor as Other Earnings

After being selected, the payable time is consolidated, and the appropriate paysheets are created/updated. Time and labor data is loaded into the paysheets as Other Earnings. The paysheets are marked as Other Earnings. After processing is complete, the system identifies the time and labor data in Pay Other Earnings by selecting the TL Records (time and labor records) check box on the parent Pay Earnings record.

Additional paysheet transactions, unique other earnings lines on the paysheet, are generated for time and labor data based on any of the following information in effect for the employee during the pay period:

- Tax distribution.
- Earnings distribution.
- Prior period adjustments.
- Task element overrides to paysheets.
- Fair Labor Standards Act (FLSA) adjustments.
- Job change (pay group, department, rate change, and so on).

If a paysheet already exists for the employee, that paysheet is updated. If the paysheet does not exist for the employee, the Create Paysheet COBOL SQL process (PSPPYBLD) creates one for both on-cycle and off-cycle runs.

Hourly and Exception Hourly Employees

For hourly or exception hourly employees, any regular hours that are created by the Create Paysheet process, posted in the Reg Hrs (regular hours) field on the paysheet, are set to zero during the loading of time and labor payable time to paysheets.

You should report the hours, units, or dollars that represent regular time through Time and Labor.

Salaried Employees

Because salaried employees are not paid on an hourly basis, it is not appropriate to pay them based on the number of regular hours that are reported in Time and Labor. In this case, the Time & Labor / Payroll Update process does not set to zero any regular earnings that are created by the Create Paysheet process, nor does it load paysheets with any time and labor earnings mapped to the default regular earnings code for the salaried employee's pay group. Salaried employees are paid the amount that is posted in the Reg Salary (regular salary) field on the paysheet earnings line. However, salaried employees can also get payroll costs labor distributed in Time and Labor.

Holiday Hours

Regardless of employee type, any holiday hours that are created by the Create Paysheet process are removed prior to loading time and labor earnings through the Time & Labor / Payroll Update process. It is expected that all holiday time be reported through Time and Labor or created by Time and Labor system processes.

Consolidation

Time and Labor maintains employee time information at the work day and task levels to meet a variety of requirements such as project costing and various accounting functions. However, this level of detail is not required for payroll processing. Because such detail is not necessary, and to minimize payroll processing time, the Time & Labor / Payroll Update process selects and consolidates time and labor data to load into paysheets.

Consolidation of Time and Labor Data for Paysheets

The system uses the Time and Labor date under report and pay calendar pay begin and end dates to identify which daily time transactions to select for consolidation to the paysheets. Any current period information that has been paid in a previous off-cycle pay run is not included in an on-cycle pay run for the current period. Only daily Time and Labor time records with the following criteria are selected:

- A payable status of *Estimate, Approved, Rejected by Payroll, Taken by Payroll, Paid-Labor Distributed,* or *Paid-Labor Diluted.*
- Prior period adjustments that have a date under report less than the pay begin date.
- Payable status of *Sent to Payroll* or *Closed* and payroll request number is zero (time has not already been paid) and record-only adjustment is "N" (No).

Both the corresponding adjustment amounts for prior period adjustments and any offsets are updated to the paysheets.

Consolidation Criteria

Time and Labor selects the appropriate payable time and transfers the data to Payroll for North America and consolidates the data. Consolidation of data entries takes place when the following criteria are met:

- The date under report (the date for which time was reported) is the same for multiple rows of payable time (the rows are consolidated).
- The employee's Job information has not changed during the pay period.
- The earnings codes are the same.
- The payment types for the earnings code match (Either Hours or Amount OK; and Hourly Only).
- The state, locality, override rate, and compensation rate code, if entered for the payable time, match.
- The account code, business unit, department, job code, and position number, if entered for the payable time, match.

  Payroll for North America only checks these five task-related elements if they have been defined on the Pay Group Table - Time and Labor page. For example, if Entry 1 has an account code of 123, and Entry 2 has an account code of 456, the system combines these entries if all of the other consolidation requirements are met, unless account code has been defined on the Pay Group Table - Time and Labor page.

Prior period adjustments are consolidated separately from current period earnings. In addition, positive and negative prior period adjustments are consolidated separately.

Prior period adjustments are always consolidated one day at a time, so the earnings begin and end dates in Payroll for North America are always equal to the adjustment's date under report in Time and Labor. This provides Payroll for North America with enough information to recalculate FLSA rates.

Link Consolidated Entries to Original Entries

The system keeps track of how it consolidates payable time and informs Time and Labor which entries are combined by passing back a set of sequence and cross-reference numbers for each time entry. This information is important to the labor distribution process.

Setting Up the Interface with Time and Labor

This section provides an overview of pages with related time and labor fields and discusses how to define which time and labor elements are loaded into paysheets.

Understanding Pages with Related Time and Labor Fields

There are some pages in the system that are not used exclusively in the Time & Labor / Payroll Update process, but that do have impact on the process. While those pages are not fully documented in these sections, we provide links to the relevant sections.

Installation Table Time and Labor Fields

There are five check box fields in the T&L/NA Payroll Paysheet Opt (Time and Labor and North American payroll paysheet options) group box on the second (Product Specific) page of the Installation Table component (INSTALLATION_TBL). These five fields relate specifically to how the Time and Labor to Payroll for North America integration functions.

On the Product Specific page (in the Installation Table component), select the paysheet options that you want to use. PeopleSoft recommends:

- Do not select the Change Final Check, Change Online Check, or Change Reversal Adjustments options.

  These options let you control whether users can make paysheet changes to data that is retrieved from Time and Labor. Any changes made directly to the paysheets aren't transmitted back to Time and Labor.

- Select the Load in Preliminary Calc (load in preliminary calculations) option.

  This option enables the automatic loading of payable time. Payroll for North America automatically loads time and labor data each time a user initiates the preliminary Pay Calculation process. It only loads payable time not previously sent to payroll.

Pay Calendar Table Time and Labor Field

There is a display-only T&L Extract costs (time and labor extract costs) check box on the Pay Calendar Table page that indicates whether labor distribution has been run for this pay calendar. The system selects this check box if the labor distribution process has been run.

Final Check Program Table Time and Labor Field

There is an Include T&L Payable Time (include time and labor payable time) check box on the Final Check Program Table - Program Definition page that should be selected if you want to include time and labor payable time during a Final Check process.

See Also

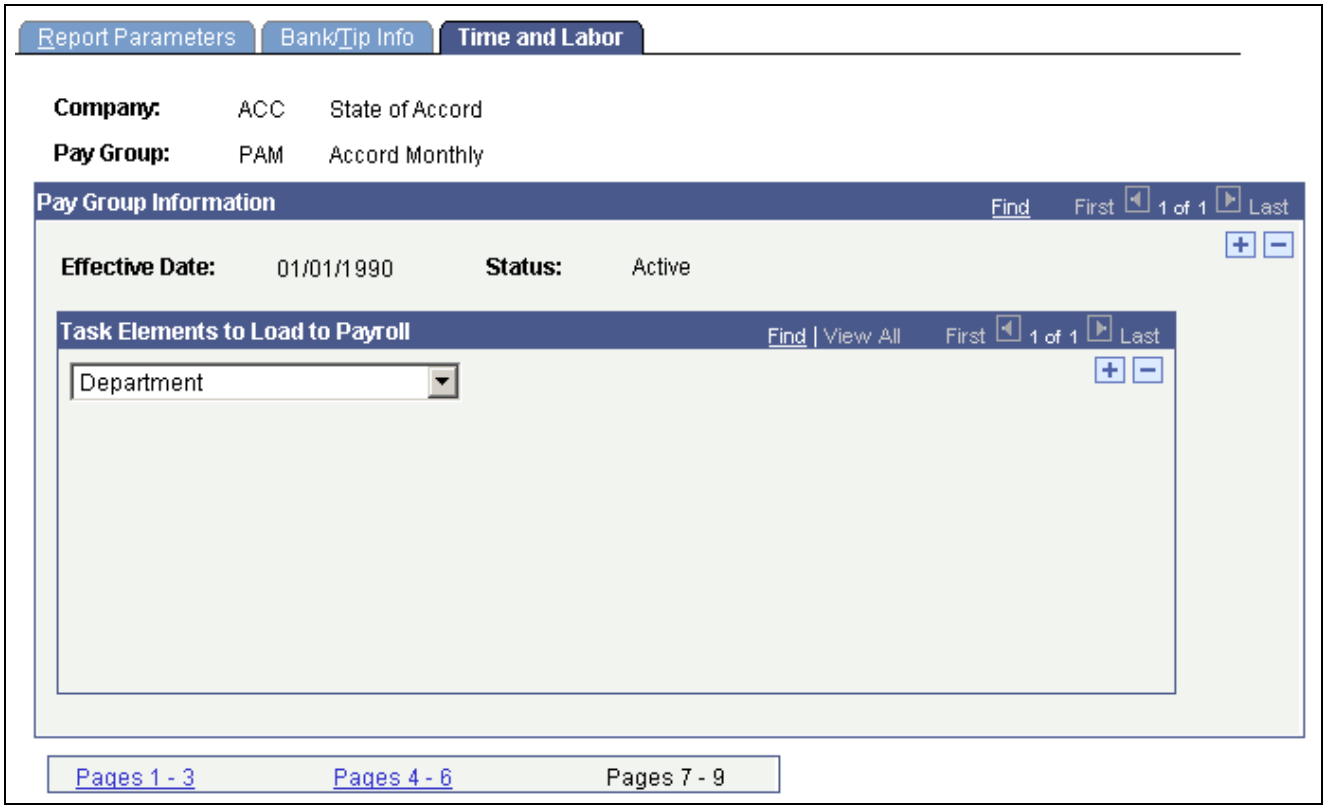
Chapter 5, "Setting Up the Payroll Process," Defining the Final Check Process, page 104

Page Used to Set Up the Pay Group Table for the Time and Labor Interface

Page Name	Object Name	Navigation	Usage
Pay Group Table - Time and Labor	PAYGROUP_TABLE9	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table Click the Pages 7–9 link. Select the Time and Labor page.	Define which time and labor elements are loaded into paysheets. This page is also used to define pay groups.

Defining Which Time and Labor Elements Are Loaded Into Paysheets

Access the Pay Group Table - Time and Labor page.



Pay Group Table - Time and Labor page

Task Elements to Load to Payroll

Insert a row for each time and labor element that you want to be loaded onto paysheets: *Account Code, Business Unit, Department, Job Code, Locality, Position Number,* and *State.*

Separate lines are created on the paysheets whenever a new set of time and labor elements is encountered. For example, if you select *Business Unit* and then put a different business unit on the regular hours reported for each day (for five days), five lines would be created on the paysheet. However, if you

select *Business Unit* and *Department,* then enter the same business unit and department on all hours reported for the pay period, one line would be created on the paysheet.

Certain values also have dependencies. If you select *Department,* you must also select *Business Unit.* If you select *Job Code,* you must also select *Business Unit.* If you select *Locality,* you must also select *State.*

Note. The Payroll for North America system is delivered with the default values of *State* and *Locality* already inserted on this page. If you designate multiple task elements on this page, it may cause problems with the array size. Take this into consideration when defining this page.

Loading Payable Time into Paysheets

This section provides overviews of processing steps, processing guidelines, and refresh request, lists prerequisites, and discusses how to:

- Load payable time for payroll processing.
- Select employees or earnings codes for off-cycle processing.
- Review results and correct errors.
- View loaded on-cycle time and labor data.
- View loaded off-cycle time and labor data.

Understanding Processing Steps

To process a payroll in Payroll for North America using time and labor data:

1. Load time and labor data into paysheets.
2. Review results and correct errors.
3. Start the Pay Calculation process and the remaining phases of the payroll cycle.

Understanding Processing Guidelines

Use the following guidelines to ensure an accurate transfer of time and labor data to Payroll for North America paysheets.

Payroll Processes That Load Time and Labor Time

The following Payroll for North America processes load payable time from Time and Labor:

- Final Check.
- Online Check.
- Pay Calculation.
- Time & Labor / Payroll Update process—on-cycle and off-cycle pay runs.

Iterative Processing

The update process is iterative. When you update payroll with new time and labor information the system selects only those employees who have had a change in Time and Labor since the last time you updated Payroll for North America. Any processing errors or messages that are related to payable time that is received from Time and Labor appear on the Payroll for North America system's error pages.

Running the Time & Labor / Payroll Update process iteratively makes sense if you administer a salaried group of employees who have a very low exception rate. In this situation, you can run the Time & Labor / Payroll Update process after you create time at the beginning of a pay period, then run a preliminary pay calculation and do some cleanup. Then, at the end of the pay period, you can run the Time & Labor / Payroll Update process again to select only those employees who have reported exceptions during the period, such as the odd vacation or sick leave. Even with the odd exception time, remember that the Time & Labor / Payroll Update process performs a complete reupdate of the employee's time to ensure that the time is properly summarized.

Prior Period Adjustments

Prior period adjustments in Time and Labor are automatically updated through the Time & Labor / Payroll Update process. The Time & Labor / Payroll Update process populates the paysheet with both the negative and positive hours, amounts, or unit in Other Earnings. The process summarizes all negative and positive adjustment entries by date and by earnings code.

The Time & Labor / Payroll Update process creates a new earnings entry for each prior period adjustment and sets the pay earning's begin/end dates equal to the prior period adjustments date under report.

Single Online Check

When you request a single online check, you first see a message box that asks if you want to use the Create Paysheet process. If you answer Yes, and the Time and Labor application is installed, you get a second message box that asks if you want the process to retrieve available time and labor data.

Final Check

You can use an existing on-cycle calendar to run the Final Check process. The Final Check process takes any existing paysheets, including Time and Labor, and copies them to an off-cycle paysheet. Then it marks the source paysheets as Not OK to Pay. In effect, the Final Check process generates an off-cycle request for one employee. It uses the same logic as the final check currently uses to determine the pay end date to use for the creation of the Time and Labor paysheets. The system always asks if you want to use existing paysheets or create new ones.

The Final Check Request page includes a Include T&L Payable Time check box which you select if you want to include time and labor payable time in the Final Check Paysheet Creation process. This option brings a separate Pay Other Earnings Rows sourced from Time and Labor.

See Also

Chapter 21, "Working with Checks and Direct Deposit," page 491

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Integrating with Payroll Applications"

Understanding Refresh Request

A refresh request is a method of recapturing lost data. It is not generally a normal stage in the regular processing cycle.

A refresh request enables you to reselect all of the data that was passed in the original request, current and prior period adjustments, plus any new unclaimed payable time entries (where payable status is set to *Estimate, Closed, Sent to Payroll,* or *Rejected by Payroll*).

Use the Review T/L Load History - Load Time Labor (review time and labor load history - load time labor) page and the Review T/L Load History - Off Cycle Data (review time and labor load history - off-cycle data) page to determine the correct run to refresh prior to running the refresh process.

The selection process for refresh requests is the same as an original request. The only difference is that prior to the loading of data, a process runs that performs the following functions:

- Deletes the payroll request number and pay system value on the Payable Time record.
- Deletes all applicable transactions in Pay Earnings and Pay Other Earnings.
- Resets payable status.

Prerequisites

In addition to other setup steps previously discussed, you must define the pay run ID and pay calendars prior to running this process.

See Also

Chapter 16, "Administering the Interface with PeopleSoft Enterprise Time and Labor," Setting Up the Interface with Time and Labor, page 353

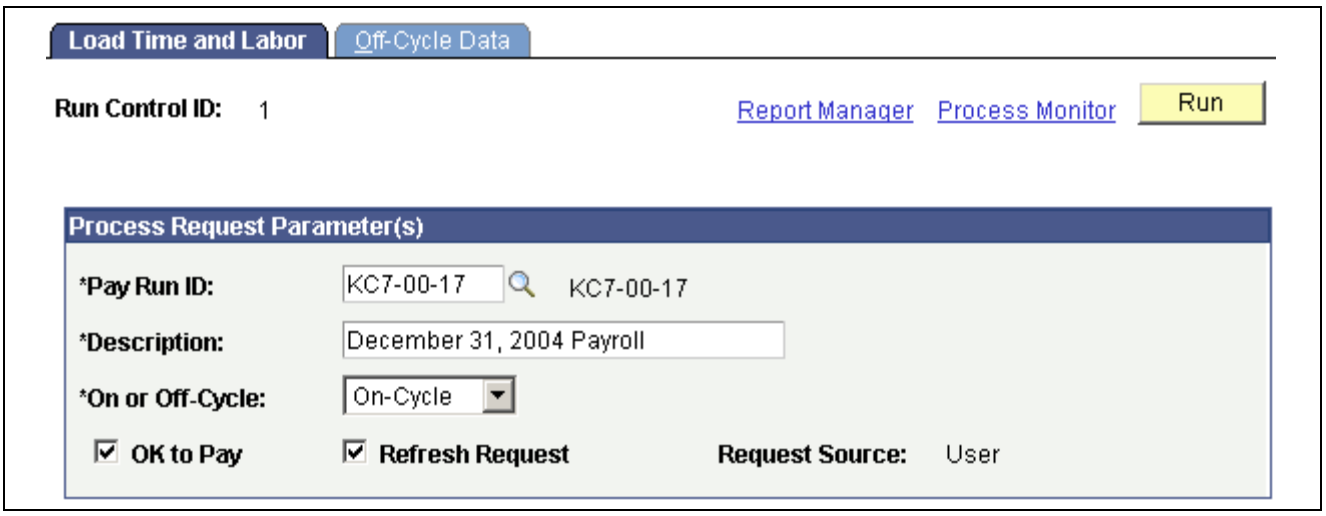
Pages Used to Load Payable Time Into Paysheets

Page Name	Object Name	Navigation	Usage
Load Time and Labor	PY_LDTL_RC	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Time and Labor, Load Time and Labor • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Time and Labor, Load Time and Labor • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Time and Labor, Load Time and Labor	Run the Time & Labor / Payroll Update process to load payable time from Time and Labor into Payroll for North America paysheets for on-cycle processing.

Page Name	Object Name	Navigation	Usage
Off-Cycle Data	PY_LDTLEMP_RC	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Time and Labor, Off-Cycle Data • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Time and Labor, Off-Cycle Data • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Time and Labor, Off-Cycle Data	Select employees or earnings codes to load payable time from Time and Labor into Payroll for North America paysheets for off-cycle processing.
Review Time and Labor Load - Time and Labor Load	PY_LDTL_TBL	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Review Time and Labor Load, Time and Labor Load • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Review Time and Labor Load, Time and Labor Load • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Review Time and Labor Load, Time and Labor Load	View the on-cycle time and labor data that has been loaded. You must have already loaded the time and labor data using the Load Time and Labor page.
Review Time and Labor Load - Off-Cycle Data	PY_LDTLEMP_TBL	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Review Time and Labor Load, Off-Cycle Data • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Review Time and Labor Load, Off-Cycle Data • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Review Time and Labor Load, Off-Cycle Data	View the off-cycle time and labor data that has been loaded. You must have already loaded the time and labor data using the Off-Cycle Data page.

Loading Payable Time for Payroll Processing

Access the Load Time and Labor page.



Load Time and Labor page

Click Run to run this request. PeopleSoft Process Scheduler runs the Time & Labor / Payroll Update process at user-defined intervals.

Pay Run ID

Select the pay run ID that identifies the pay calendars that you want to process. Each pay calendar identifies a company, pay group, and the start and end dates of the pay period. This selects employees that have been active any time during the pay period.

Description

Use this field to discriminate between multiple instances of loading time and labor data when using the Review Time and Labor Load - Load Time Labor page and Review Time and Labor Load - Off-Cycle Data page.

On or Off-Cycle

Values are:

On-Cycle: Select to process a regularly scheduled payroll for a pay group and pay period.

Off-Cycle: Select to process a payroll outside the normal pay group's pay period schedule. Typically, off-cycle payroll processing is performed for on-demand or final payments to employees who are leaving the company.

If you select *Off-Cycle,* use the Off-Cycle Data page to select only those employees that you want to process and/or only those earnings codes that you want to process.

While you could conceivably select *Off-Cycle* here and not use the Off-Cycle Data page to narrow the population for which paysheets are created, it is strongly discouraged. This is because not using the Off-Cycle Data page in such a situation results in the system selecting all employees for the pay run ID. This could result in paying employees you did not intend to pay.

OK to Pay

Select if you want all time and labor earnings to be marked as OK to Pay on the paysheet. If you do not select this check box, you must manually mark every paysheet as OK to Pay on the Paysheet page.

Refresh Request Select to restart the selection process for all employees in the pay run. This should be used only when you must recover data if paysheets have been corrupted. This option should not be used on a normal rerun of the Time & Labor / Payroll Update process, when more time is to be updated.

A refresh request enables you to reselect all of the data that was passed in the original request, current and prior period adjustments, plus any new unclaimed payable time entries (where payable status is set to *Estimate, Closed, Sent to Payroll,* or *Rejected by Payroll*).

See Chapter 16, "Administering the Interface with PeopleSoft Enterprise Time and Labor," Understanding Refresh Request, page 356.

Request Source This is a display-only field. It displays the source of the request: *Pay Calc* (pay calculation), *Final Calc* (final calculation), *Online Check,* or *User.* It indicates whether you or someone else generated the loading of time and labor data or if the system did it automatically through the Pay Calculation, final Pay Calculation, or Online Check process.

Note. If you do not want to run labor distribution and dilution and do not select these options on the Pay System page in Time and Labor, then when the Time & Labor / Payroll Update process runs to completion, it sets the payable status to *Closed* in Payable Time. When time is set to *Closed,* it can be published to PeopleSoft Projects as actuals.

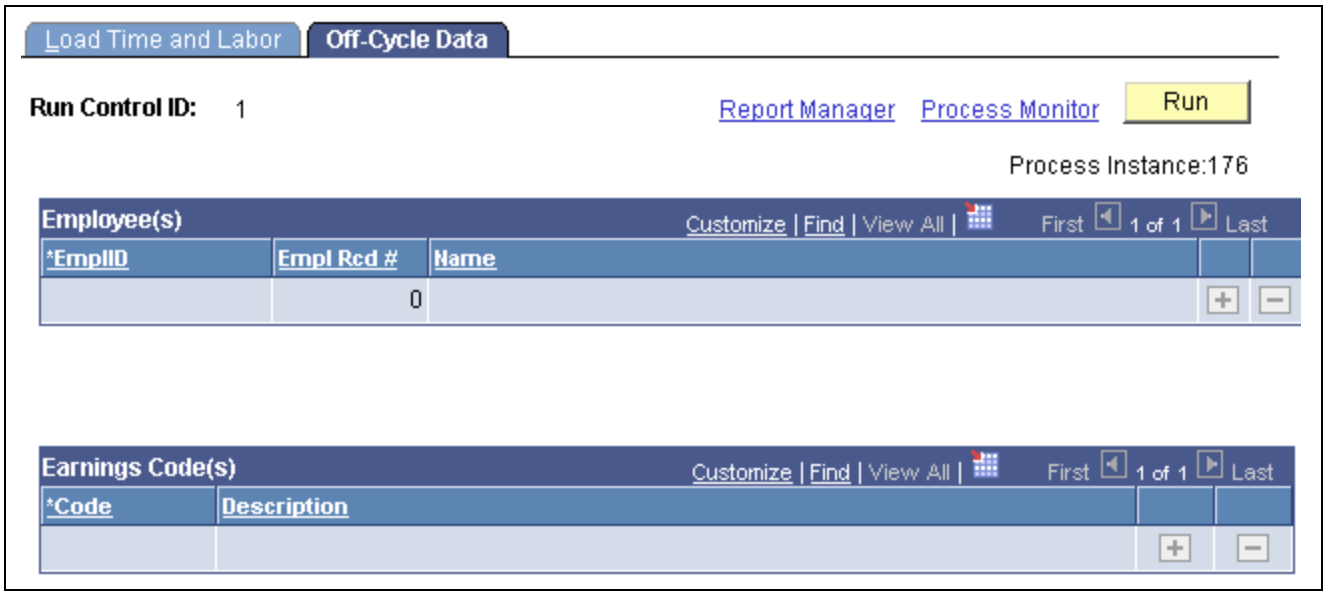
See Also

Chapter 16, "Administering the Interface with PeopleSoft Enterprise Time and Labor," Reviewing Results and Correcting Errors, page 361

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Selecting Employees or Earnings Codes for Off-Cycle Processing

Access the Off-Cycle Data page.



Off-Cycle Data page

Note. The fields on this page are not available if you selected *On-Cycle* in the On or Off-Cycle field on the Load Time and Labor page.

Click Run to run this request. PeopleSoft Process Scheduler runs the Time & Labor / Payroll Update process at user-defined intervals.

EmplID (employee ID) and **Empl Rcd #** (employee record number)
Enter the employee ID for the employees that you want to process. The employee must be in a company and pay group within the selected pay run ID. Off-cycle paysheets are created only for employees who have available payable time.

The employee record number value is set by default to *0* (zero). If the employee has multiple jobs within the company, and you want to load off-cycle time and labor data for that employee for a particular job, enter the employee record number corresponding to that job.

Earnings Code(s)
Add earnings codes, if you want to load data for a special payment, such as a bonus run. If no earnings codes are selected, the system assumes that you want to load data for all earnings codes.

See Also

Chapter 16, "Administering the Interface with PeopleSoft Enterprise Time and Labor," Reviewing Results and Correcting Errors, page 361

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Reviewing Results and Correcting Errors

Access the Payroll Error Messages page.

Review the Payroll Error Messages page after each Time & Labor / Payroll Update process is run.

You can check the status of the process with Process Monitor. However, the only error conditions that Process Monitor recognizes are those that affect the successful completion of the programs.

Note. If you encounter errors or discrepancies after you run pay calculation, PeopleSoft recommends that instead of making corrections on the paysheets, you make any time and labor corrections in Time and Labor, then rerun the Time & Labor / Payroll Update process. The Time and Labor records and Payroll for North America records will then be synchronous.

Interpreting and Correcting Errors

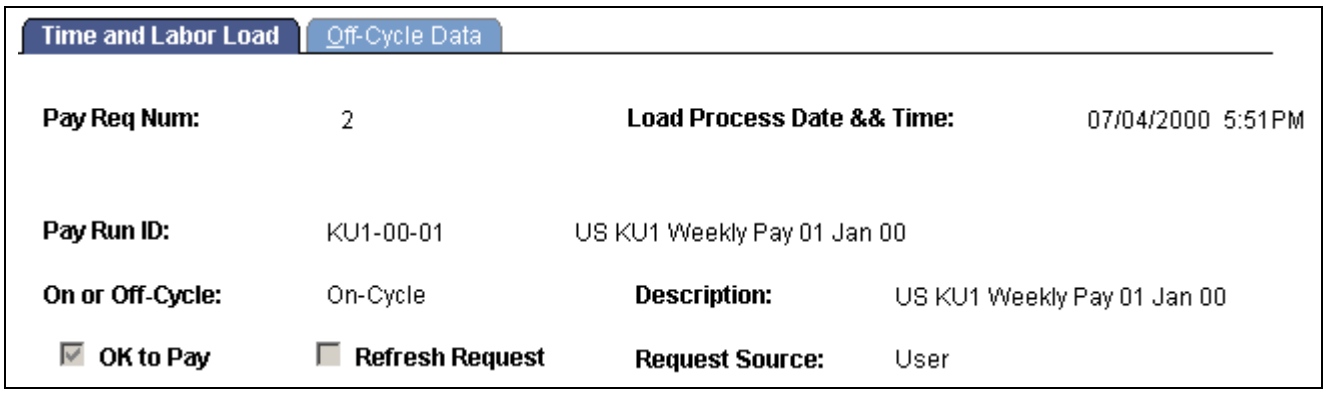
For payable time that does not map to an earnings code, the system changes the payable time status to *Rejected* and generates an error message that can be reviewed through Payroll for North America's error message page.

If you receive an "Invalid Mapping of TRC to NA Earnings Code" error message during processing, you must correct the time reporting code (TRC) to NA earnings code mapping and rerun the Time & Labor / Payroll Update process.

If you receive an "Invalid Currency of TRC for the NA Pay Group" error message during processing, you have a conflict between the default currency for the pay group and the TRC currency. You must resolve this conflict, then rerun the Time & Labor / Payroll Update process.

Viewing Loaded On-Cycle Time and Labor Data

Access the Review Time and Labor Load - Time and Labor Load page.



Review Time and Labor Load - Time and Labor Load page

Enter the appropriate last payroll request number. When the page appears and you click OK, a list of already processed payroll request numbers appear with a description and/or a request source. Only time and labor data loads that are user-generated display a description. For those time and labor data loads that are system generated, you use the displayed request source to help determine which payroll request number to select. This page is a display-only version of the Load Time and Labor page.

Cleanup for Restart This check box displays only if the Time & Labor / Payroll Update process does not complete, and the payable time from Time and Labor remains in a *SP* (sent to payroll) payable status.

By selecting this check box, you can refresh the payable status to *RP* (rejected by payroll). You also need to save the page to complete the refresh of payable time. If you reenter the page for the same payroll request number, the check box should no longer appear if the payable time refresh is complete. This enables you to reload the payable time to paysheets when the Time & Labor / Payroll Update process is run again.

Viewing Loaded Off-Cycle Time and Labor Data

Access the Review Time and Labor Load - Off-Cycle Data page.

Enter the appropriate last payroll request number. When the page appears and you click OK, a list of already processed payroll request numbers appear with a description and/or a request source. Only time and labor data loads that are user-generated display a description. For those time and labor data loads that are system generated, you use the displayed request source to help determine which payroll request number to select. This page is a display-only version of the Off-Cycle Data page.

Extracting Time and Labor Costs

This section provides an overview of how to extract time and labor costs and discusses how to extract time and labor costs from Payroll for North America to Time and Labor.

Understanding How to Extract Time and Labor Costs

After you have loaded time and labor payable time into Payroll for North America and then run the Pay Calculation and Pay Confirmation processes, you can extract the time and labor costs from Payroll for North America into Time and Labor. This process updates the Payable Time record in Time and Labor and flags the data with an indicator that the data originated from Payroll for North America. The extracting of time and labor costs is also referred to as labor distribution.

Note. You define that you want labor distribution and labor dilution to be processed on the Pay System page in Time and Labor.

Costs are returned to Time and Labor during the Pull Payroll Cost Application Engine process (PY_PULL_COST) from the following processes:

- Pay Calculation (on-cycle and off-cycle).
- Reversal Processing COBOL SQL process (PSPPYREV) (Time and Labor would get a zero cost for reversal and would get a new value for an adjustment to time and labor sourced time).
- Online Check.
- Final Check.

See Also

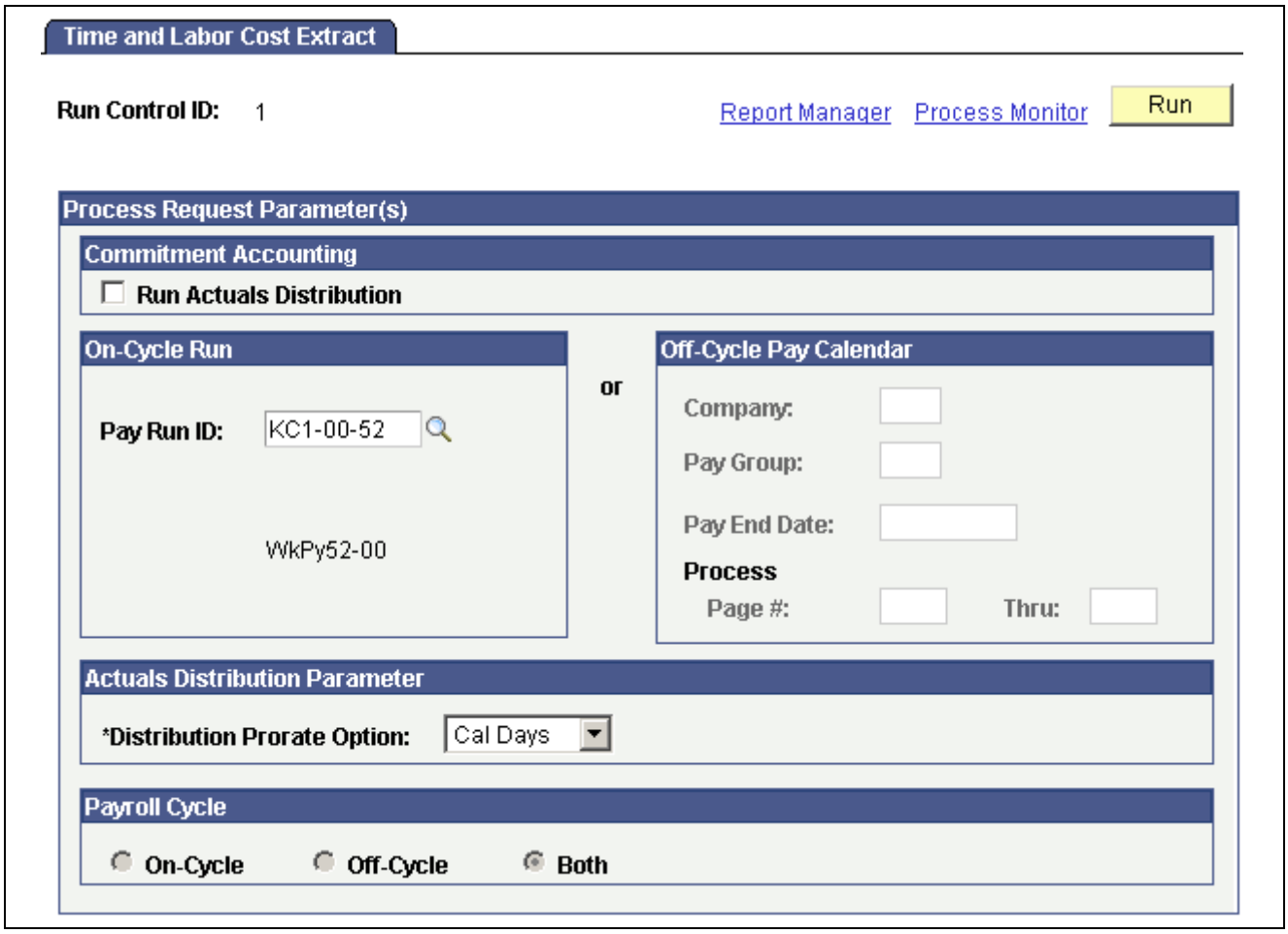
PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Understanding Payable Time"

Page Used to Extract Time and Labor Costs

Page Name	Object Name	Navigation	Usage
Time and Labor Cost Extract	PY_TL_XTRACT_COST	• Payroll for North America, Payroll Distribution, Additional Integrations, Extract Time and Labor Costs, Time and Labor Cost Extract • North American Payroll, Payroll Distribution, Additional Integrations CAN, Extract Time/Labor Costs, Extract TL Costs	Extract time and labor costs from Payroll for North America to Time and Labor. You must have already loaded time and labor data and finalized the payroll calculation before you can extract the costs.

Extracting Time and Labor Costs from Payroll for North America to Time and Labor

Access the Time and Labor Cost Extract page.



Time and Labor Cost Extract page

Click Run to run this request. PeopleSoft Process Scheduler runs the Pull Payroll Cost process at user-defined intervals.

Commitment Accounting

Run Actuals Distribution If you use PeopleSoft Enterprise Human Resources Manage Commitment Accounting, select to have the labor distribution process run first from Time and Labor, which then triggers the Actuals Distribution COBOL SQL process (PSPPFUND), which summarizes the rows of payable time that are linked to a Manage Commitment Accounting account code (funding source) and prepares it for the interface to PeopleSoft Enterprise General Ledger. After the Actuals Distribution process runs, then the ACTUAL_TIME_BATCH_ADD message is triggered to publish to PeopleSoft Projects, if that application is installed.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Commitment Accounting*, "Creating and Posting Actuals Data to PeopleSoft Enterprise Financials," Running the Actuals Distribution Process.

On-Cycle Run

Use this group box for on-cycle or off-cycle earnings. If you use this group box, the process references the pay run ID and not all of the associated pay calendars that are attached to the pay run ID. The pay run ID can be attached to on-cycle and off-cycle pay calendars. The process extracts all of the pay calendars that are related to the pay run ID and checks the earnings that are attached.

The Pull Payroll Cost process can be run for on-cycle earnings, off-cycle earnings, or both.

Pay Run ID Select the pay run ID that identifies the pay calendars from which you want to extract time and labor costs.

On-Cycle If you select this option, on-cycle earnings are distributed only once.

Off-Cycle If you select this option, off-cycle pay earnings that are attached to an on-cycle pay calendar are rerun again, as there might be additional off-cycle pay earnings that have been added. If the off-cycle pay earnings are associated to an off-cycle pay calendar, the T&L Extract costs check box on the Pay Calendar Table page is selected when it is first run, and those costs aren't rerun through labor distribution.

Both If you select this option for an on-cycle pay calendar, any associated off-cycle earnings to that calendar are resent, but on-cycle earnings aren't resent.

Off-Cycle Pay Calendar

Use this group box to specify the selection criteria for the extraction of time and labor costs for an off-cycle run. With this group box you can control the extraction of time and labor costs for multiple off-cycle runs that are attached to a single on-cycle run.

Process Page # (process page number) Enter the page numbers that correspond to the paysheets from which you want to extract time and labor costs.

Note. If you receive a "Multiple currencies cannot be distributed" error message during processing, you have a conflict between currencies. You must correct the conflict, then rerun the process.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

CHAPTER 17

Administering Interfaces with PeopleSoft HRMS and PeopleSoft Enterprise Expenses

This chapter provides an overview of interfaces with PeopleSoft Human Resources Management (PeopleSoft HRMS) and Expenses and discusses how to:

- Administer the interface with PeopleSoft Enterprise Human Resources Manage Variable Compensation.
- Administer the interface with PeopleSoft Enterprise Human Resources Recruit Workforce.
- Administer the interface with PeopleSoft Enterprise Stock Administration.
- Administer the interface with PeopleSoft Enterprise Expenses.
- Administer the interface with PeopleSoft Enterprise Sales Incentive Management.
- Administer the interface with PeopleSoft Enterprise Absence Management.
- Administer the interface with PeopleSoft Enterprise Student Financials.

See Also

Chapter 18, "Working with Paysheets," Loading Paysheet Transactions, page 409

Chapter 16, "Administering the Interface with PeopleSoft Enterprise Time and Labor," page 349

Chapter 22, "Administering the Interface with PeopleSoft Enterprise General Ledger," page 535

Chapter 24, "Administering the Interface with PeopleSoft Payables," page 555

PeopleSoft Enterprise Components PeopleBook, "PeopleSoft Enterprise Integration"

Understanding Interfaces with PeopleSoft HRMS and Expenses

When you use PeopleSoft Human Resources, Stock Administration, or Expenses with Payroll for North America, you can load the following types of data directly into paysheets:

- Monetary and nonmonetary awards (with the exception of stock).
- Refunds for stock purchase contributions.
- Taxes related to stock options.
- Expense advances and reimbursements.
- Absence Management payment.
- Student Financials payment.

Load data into paysheets using the Load Paysheets Transactions PSJob process (PYLOAD). Both on-cycle and off-cycle processing is fully supported. Payroll performs gross-ups and issues payments in a separate check or consolidated check, according to the instructions that are entered in the source application. After a pay cycle is confirmed, with the exceptions of Stock Administration, Absence Management and Student Financials, you can send processed data back to the originating application, keeping records in all your applications complete and up-to-date.

Enterprise Integration

Communication between Payroll for North America and Expenses and Human Resources is accomplished through the use of PeopleSoft Integration Broker messaging, which works in the background to quickly transfer data back and forth. Communication with Stock Administration is accomplished through the use of shared tables.

Administering the Interface with Manage Variable Compensation

This section provides an overview of the interface with the Manage Variable Compensation business process in PeopleSoft Human Resources and discusses how to:

- Validate or reject award data.
- Load Manage Variable Compensation data into paysheets.
- Notify Manage Variable Compensation of paid awards.

Understanding the Interface with the Manage Variable Compensation Business Process in PeopleSoft Human Resources

If you're using the Manage Variable Compensation business process in PeopleSoft Human Resources, you can load data for monetary awards and nonmonetary/nonstock awards into Payroll for North America before a pay run. Payment is always made in the currency that is associated with the employee's pay group.

The interface begins when the Manage Variable Compensation administrator publishes awards to Payroll for North America. The following procedure explains what to do after the records are sent:

1. Access Integration Broker Monitor Message to confirm receipt of the award records.
2. Run the validation process from the Variable Comp Award Validation page.
3. Load data into paysheets using the Load Paysheet Transactions process.
4. Run the rest of the payroll process and issue checks or advices.
5. Publish a verification of payment to the Manage Variable Compensation administrator using the Notify Var Comp of Payments page.

Validation of Awards

During the Process VC Awards Application Engine process (PY_200_VC), Payroll for North America validates the records, rejecting records that are not acceptable. The validation process publishes an acknowledgement of rejected or errored awards to the Manage Variable Compensation administrator. The administrator makes any corrections that are necessary and resubmits the revised records to payroll.

The following are the valid payroll rejection reason codes:

- Invalid Earning Code.
- Invalid Employee ID & Record#.
- Invalid Currency Code.
- Transaction already exists.
- Amount Exceeds Payroll Maximum (If the converted value of the amount is longer than 8.2 digits, it should be split into smaller amounts).
- Reject All − Requested by User.

After an award passes the validation process, it cannot be changed or canceled other than rejecting all records for the selected Variable Compensation plan ID and payout period ID.

You can view any error messages that are produced during the validation process through the Integration Broker Monitor Message , though these messages are intended for the Manage Variable Compensation administrator. The administrator also receives an email notice if there are any errors.

Rejection of All Award Records

If the Manage Variable Compensation administrator submits the wrong set of awards records to payroll, use the Reject All option on the Validate Variable Comp Awards page to reject all records for a selected plan ID and payout period before running the Load Paysheets process. This prevents further processing of the data and should be used only at the request of the administrator.

Notification

The Notify Variable Compensation Application Engine process (PY_300_VC) publishes the following information to PeopleSoft Human Resources with a status of paid:

- Employee ID and employee record number.
- Variable compensation plan ID.
- Variable compensation payout period.
- Group Build group ID.
- Variable compensation award payment date (pay period end date).

Integration Points

The interface between Payroll for North America and Manage Variable Compensation employs two integration points:

Integration Point Name	Message Name	Message Definition
Variable Comp Request for Payment	VAR_COMP_PAYMENT_ REQUEST	The PeopleSoft Human Resources application publishes data to the PS_VCPY_RQT_PUB table for subscription by the Payroll for North America application.
Acknowledgement/Verification of Variable Comp Payment	VAR_COMP_PAYMENT_ ACKNOWLEDGE	The Payroll for North America application publishes validation and payment data to the PS_PYVC_ACK_PUB table. PeopleSoft Human Resources then subscribes to the table to retrieve payroll data.

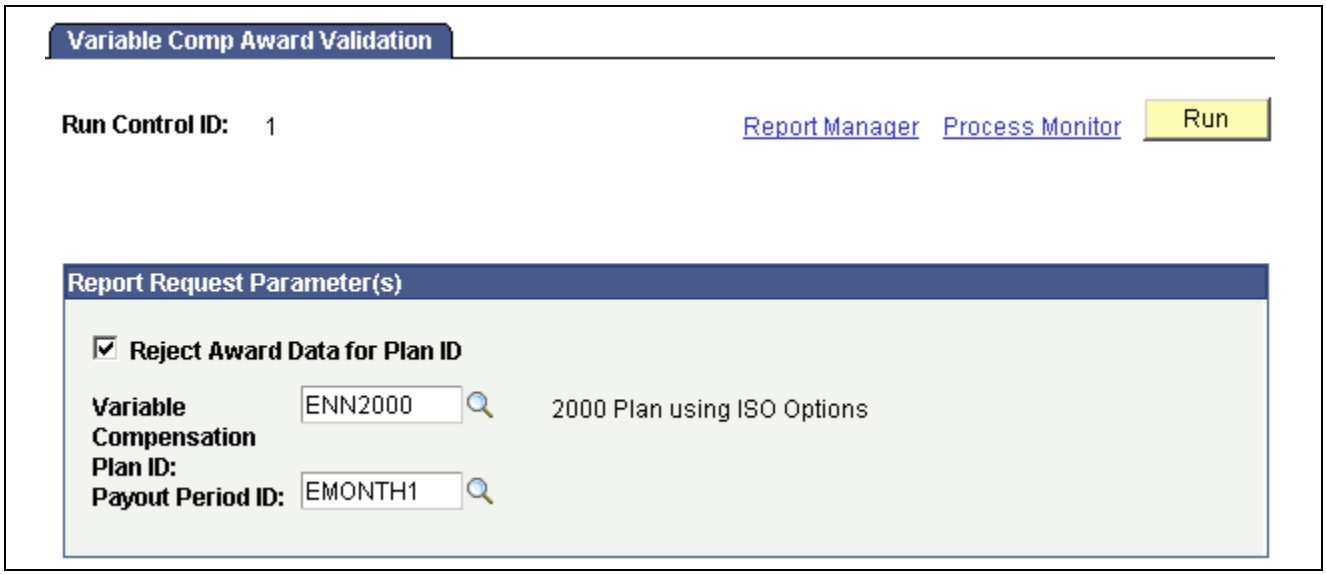
Note. To research the technical details of any integration point used by PeopleSoft applications, refer to the online integration point Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

Pages Used to Administer the Interface with Manage Variable Compensation

Page Name	Object Name	Navigation	Usage
Variable Comp Award Validation (variable compensation award validation)	RUNCTL_VCAWARD	Payroll for North America, Payroll Distribution, Additional Integrations, Validate Variable Comp Awards, Variable Comp Award Validation	Run the Process VC Awards process to validate award data submitted by Manage Variable Compensation and send acknowledgement of validation. Also use to reject an entire transmission of awards data.
Load Paysheet Transactions	RUNCTL_PSHUP	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions	Load Manage Variable Compensation data into paysheets. Use after you receive data from Manage Variable Compensation.
Var Comp Payment Notification (variable compensation payment notification)	RUNCTL_PAYSHEET	Payroll for North America, Payroll Distribution, Additional Integrations, Notify Var Comp of Payments, Var Comp Payment Notification	Run the Notify Variable Compensation process to send a verification of payment to the Manage Variable Compensation administrator, notifying them that awards have been paid.

Validating or Rejecting Award Data

Access the Variable Comp Award Validation page.



Variable Comp Award Validation page

Reject Award Data for Plan ID Select this option only if you want to reject award data for a selected plan ID and payout period that has been sent by the Manage Variable Compensation administrator since you last ran the Load Paysheets process.

You cannot save this page if any awards for the plan ID and payout period that you select in the next two fields have already been processed through payroll, regardless of the stage of payroll processing.

Variable Compensation Plan ID This field appears only if you select the Reject Award Data for Plan ID check box. Select the variable compensation plan for which you want to reject awards.

Payout Period ID This field appears only if you select the Reject Award Data for Plan ID check box. Select the payout period for which you want to reject awards.

Run Click to run this request. PeopleSoft Process Scheduler runs the Process VC Awards process at user-defined intervals.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Loading Manage Variable Compensation Data into Paysheets

Access the Load/Reset Paysheet Trans page.

See Chapter 18, "Working with Paysheets," Loading Paysheet Transactions, page 409.

Notifying Manage Variable Compensation of Paid Awards

Access the Var Comp Payment Notification page.

Pay Run ID Select the pay run ID that is associated with awards data that you want to send to PeopleSoft Human Resources. This process runs successfully only if on-cycle and off-cycle are confirmed for the selected pay run ID. If necessary, you can start this process more than once for the same pay run ID.

Click Run to run this request. PeopleSoft Process Scheduler runs the Notify Variable Compensation process at user-defined intervals.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Administering the Interface with Recruit Workforce

This section provides an overview of the interface with the Recruit Workforce business process in PeopleSoft Human Resources and lists the page used to send notification of payment data to Recruit Workforce.

Understanding the Interface with the Recruit Workforce Business Process in PeopleSoft Human Resources

If you're using the employee referral program functionality of Recruit Workforce, you can load data for monetary awards and nonmonetary/nonstock awards into Payroll for North America before a pay run. Payment is always made in the currency that is associated with the employee's pay group. The earnings begin and end dates on the paysheet are set based on the on-cycle pay run or an off-cycle pay run selected on the run control page.

The interface begins when the employee referral program administrator publishes employee referral program awards to payroll. The following procedure explains what to do after the records are sent:

1. Check Integration Broker Monitor Message page to confirm receipt of validated records.
2. Load data into paysheets using the Load Paysheet Transactions process.
3. Run the rest of the payroll process as usual and issue checks and advices.
4. Publish a verification of payment to the employee referral program administrator using PeopleSoft Candidate Gateway.

Validation of Awards

The payroll system receives the employee referral program records, validates them, and posts a message on PS Application Message Monitor to inform you that the records have arrived. Records that do not pass the validation for any of the following reasons are returned to the employee referral program administrator automatically so they can be corrected and resent:

- Invalid Earning Code.
- Invalid Employee ID & Record#.
- Invalid Currency Code.
- Transaction already exists.
- Amount Exceeds Payroll Maximum (If the converted value of the amount is longer than 8.2 digits, it should be split into smaller amounts).

Notification of Payment

The Candidate Gateway Payment Notification Application Engine process (PYER_NOTIFY) publishes the following information to PeopleSoft Human Resources when awards have been paid:

- Employee ID and employee record number.
- Applicant ID.
- Award amount.

  If a paycheck has been reversed, the reversed amount is returned. PeopleSoft Human Resources is not notified if a paycheck is adjusted.
- Award date.
- Award currency.
- Earnings code.
- Department ID.
- Gross-up indicator.
- Separate check indicator.

  If gross-up is requested, a separate paycheck is for the award.
- Paycheck status.
- Paycheck number and check date.

Integration Points

The interface between Payroll for North America and Recruit Workforce employs three integration points:

Integration Point Name	Message Name	Message Definition
Candidate Gateway Request for Payment	PAYMENT_ERECRUIT_ REQUEST	Employee referral programs publish award data to the PYER_RQT_SUB staging table.
Acknowledgment/Verification of Candidate Gateway Payment	PAYMENT_ERECRUIT_ ACKNOWLEDGE	Payroll for North America validates the requested awards and publishes the results of validation to the PYER_ACK_PUB staging table.
Payroll Issued Candidate Gateway Payment	PAYMENT_ERECRUIT_ISSUED	Payroll for North America publishes notification of payment to the PYER_ISS_PUB staging table.

Note. To research the technical details of any integration point, used by PeopleSoft applications, refer to the online integration point Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

Pages Used to Administer the Interface with Recruit Workforce

Page Name	Object Name	Navigation	Usage
Load Paysheet Transactions	RUNCTL_PSHUP	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions	Load Recruit Workforce data into paysheets. Use after you receive data from Recruit Workforce.

Administering the Interface with Stock Administration

This section provides an overview of the integration with Stock Administration and lists the pages used to administer the interface with Stock Administration.

Understanding the Integration with Stock Administration

Integration with Stock Administration is accomplished through table sharing.

Loading Refunds to Stock Purchase Contributions

To load data for refunds to stock purchase contributions:

1. Confirm that your Stock Administration administrator has prepared the refund data.

   Before you initiate the load process, check with your administrator to ensure the refund data has been generated.
2. Use the Load Paysheets process to load data into the paysheets.
3. Run the rest of the payroll process as usual.

Calculating Taxes for Stock Options

Stock Administration enables users to calculate the taxes that result from the exercise of stock options. The Stock Administration administrator clicks the Calculate Taxes button on the Exercise Taxes page and the employee's tax liability is calculated by Payroll for North America and displayed on the Exercise Taxes page.

Loading Tax Data for Exercised Stock Options

To load tax data for exercised stock options:

1. Confirm that your Stock Administration administrator has sent the tax data to Payroll for North America.

   After the administrator is satisfied with the tax amounts that appear in the Stock Administration system's Exercise Taxes page, the administrator clicks the Update Payroll button to send the tax data to Payroll for North America. Before you initiate the load process, check with the administrator to ensure the tax data has been sent.

2. Use the Load Paysheets process to load tax data into the paysheets.
3. Run the rest of the payroll process as usual.

   The payroll system updates the employee's balances, but does not issue a check.

See Also

PeopleSoft Enterprise Stock Administration 8.9 PeopleBook, "Administering Exercises"

Pages Used to Administer the Interface with Stock Administration

Page Name	Object Name	Navigation	Usage
Load Paysheet Transactions	RUNCTL_PSHUP	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions	Load Stock Administration data into paysheets. Use after you receive data from Stock Administration.

Administering the Interface with Expenses

This section provides an overview of the interface with Expenses and lists the pages used to notify Expenses.

See Also

PeopleSoft Expenses PeopleBook

Understanding the Interface with Expenses

When you use the Expenses with Payroll for North America interface, you can pay approved expense advances and reimbursements in on-cycle or off-cycle pay runs. Payroll for North America processes the unique taxation and reporting requirements of each type of reimbursement based on the transactions that are received from Expenses. The earnings code indicates the tax status of each payment.

The interface begins when someone enters a request in Expenses to send expense data to payroll. The following procedure explains what to do after the records are sent:

1. Check Integration Broker Monitor Message to confirm receipt of records.
2. Load data into paysheets using the Load Paysheet Transactions process.
3. Run the rest of the payroll process.
4. If you use PeopleSoft General Ledger interface, you must generate and load accounting lines after the pay run is confirmed.
5. Publish payment data back to Expenses using the Expenses Payment Notification page.

Validation of Data

The payroll system receives the expense records, validates them, and posts a message on PS Application Message Monitor to inform you that the records have arrived. Records that do not pass the validation for any of the following reasons are returned to Expenses automatically so that they can be corrected and resent:

- Invalid Earning Code.
- Invalid Employee ID & Record#.
- Invalid Currency Code.
- Transaction already exists.
- Expenses Sheet in Error (If an Emplid/Empl Rcd # has one or more error in the Expense Document ID, Expense Document Type being processed).
- Amount Exceeds Maximum (If the converted value of the amount is longer than 11.2 digits, it should be split into smaller amounts).

Rules for Processing

Processing rules for expenses are as follows:

- If gross-up instructions have been entered in Expenses, payroll creates a separate check for the expense.

  Gross-up items cannot be combined with other earnings that are not to be grossed-up.
- Negative adjustments to expenses previously sent to payroll must be processed in an on-cycle pay run with other items that offset the negative amount.

GL Interface

Running GL interface before sending payroll data to Expenses enables you to send the GL account number along with the expense data sent to Expenses. If you use GL Interface, you must run both the GL Interface PSJob process (PAYGL01A) and the HR Accounting Line Report Structured Query Report (SQR) Report process (PAY039) before sending payment notification to Expenses.

See Chapter 22, "Administering the Interface with PeopleSoft Enterprise General Ledger," Preparing and Transferring Payroll Data to General Ledger, page 543.

Notification of Payment

The Expenses Payment Notification Application Engine process (PYEX_NOTIFY) publishes the following payment data back to Expenses:

- Employee ID and employee record number.
- Reimbursement amount.

- Reimbursement currency.
- Document ID (sheet ID or advance ID).
- Document type (sheet or advance).
- Sequence number.
- Status (paid).
- Check status (confirmed, reversed, etc).
- Check number.
- Check date.
- Check/advice stock.
- GL account (if using PeopleSoft General Ledger Interface).

Integration Points

The interface between Payroll for North America and Expenses employs three integration points:

Integration Point Name	Message Name	Message Definition
Expenses Request for Payment	PAYMENT_EXPENSES_ REQUEST	Expenses publishes data.
Acknowledgment/Verification of Expenses Payment	PAYMENT_EXPENSES_ ACKNOWLEDGE	Payroll for North America validates the data and publishes the results of validation.
Payroll Issued Expenses Payment	PAYMENT_EXPENSES_ISSUED	Payroll for North America publishes notification of payment.

Note. To research the technical details of any integration point used by PeopleSoft applications, refer to the online integration point Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

Pages Used to Administer the Interface with Expenses

Page Name	Object Name	Navigation	Usage
Load Paysheet Transactions	RUNCTL_PSHUP	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions	Load Expenses data into paysheets. Use after you receive data from Expenses.
Expenses Payment Notification	PRCSRUNCNTL	Payroll for North America, Payroll Distribution, Additional Integrations, Notify Expenses of Payments, Expenses Payment Notification	Run the Expenses Payment Notification process, which publishes a verification of payment to Expenses. Use this page after you confirm a pay run.

Administering the Interface with Sales Incentive Management

This section provides an overview of the interface with the Sales Incentive Management business process in PeopleSoft Human Resources and lists the page used to send notification of payment data to Sales Incentive Management.

Understanding the Interface with the Sales Incentive Management Business Process in PeopleSoft Human Resources

The interface begins when the compensation administrator or payroll manager runs routine Sales Incentive Management processing. Sales Incentive Management transmits approved Incentive Payout Amounts and/or adjustments to Payroll for North America for processing. Payroll for North America will then transmit a message back to Sales Incentive Management either accepting or rejecting these transactions. All accepted transactions will be added to paysheets and calculated with the proper tax withholdings withheld. Payments can be processed with the next scheduled on-cycle or off-cycle pay run and included with another check or on a separate check.

After the paycheck is confirmed a payment message is transmitted to Sales Incentive Management advising that the monies have been successfully paid.

The interface begins when someone enters a request in Sales Incentive Management to send approved payout amounts to Payroll for North America. The following procedure explains what to do after the records are sent:

1. Check PS Application Message Monitor to confirm receipt of validated records.
2. Load data into paysheets using the Load Paysheets process.
3. Run the rest of the payroll process as usual and issue checks and advices.
4. Publish a verification of payment to Sales Incentive Management.

Validation of Awards

Payroll for North America receives the approved Incentive Payout Amounts and/or adjustments, validates them, and posts a message on PS Application Message Monitor to inform you that the records have arrived. Records that do not pass the validation for any of the following reasons are returned to the Sales Incentive Management automatically so they can be corrected and resent:

- Invalid Earning Code.
- Invalid Employee ID & Record#.
- Invalid Currency Code.
- Transaction already exists.
- Amount Exceeds Payroll Maximum (If the converted value of the amount is longer than 8.2 digits, it should be split into smaller amounts).
- Negative amount.

Notification of Payment

The Sales Incentive Management Notification process (PYEIM_NOTIFY) publishes the following information to PeopleSoft Human Resources when awards have been paid:

- SIM Sequence Number.
- Employee ID.
- Employee record number.
- Earnings code.
- Incentive amount.
- Currency code.
- Earnings begin date.
- Earnings end date.
- Department ID.
- SIM payout date.
- Separate check indicator.

  If gross-up is requested, a separate paycheck is for the award.
- Check date.
- Check or advice number.
- Check type.
- Paycheck reprint.

Integration Points

The interface between Payroll for North America and Sales Incentive Management employs three integration points:

Integration Point Name	Message Name	Message Definition
Sales Incentive Management Request for Payment	PAYMENT_EIM_REQUEST	Incentive payout amounts will be published to the PAY_EIM_RQT_SUB staging table.
Acknowledgment/Verification of Sales Incentive Management Payment	PAYMENT_EIM_ ACKNOWLEDGE	Payroll for North America validates the requested incentive payouts and publishes the results of validation to the PAY_EIM_ACK_PUB staging table.
Payroll for North America Issued Sales Incentive Management Payment	PAYMENT_EIM_ISSUE	Payroll for North America publishes notification of payment to the PAY_EIM_ISS_PUB staging table.

Note. To research the technical details of any integration point, used by PeopleSoft applications, refer to the online integration point Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

See Also

Chapter 18, “Working with Paysheets,” Loading Paysheet Transactions, page 409

Pages Used to Administer the Interface with Sales Incentive Management

Page Name	Object Name	Navigation	Usage
Load Paysheet Transactions	RUNCTL_PSHUP	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions	Load incentive payment data into paysheets. Use after you receive data from Sales Incentive Management.
SIM Payment Notification	RUNCTL_EIM_NOTIFY	Payroll for North America, Payroll Distribution, Additional Integrations, Notify SIM of Payments, SIM Payment Notification	Run the SIM Payment Notification process to populate the staging table PAY_EIM_ISS_PUB with payment data and publish the payment notification.

See Also

PeopleSoft Enterprise Sales Incentive Management PeopleBook

Administering the Interface with Absence Management

This section provides an overview of the interface with the Absence Management business process in PeopleSoft Human Resources and lists the pages used to configure Absence Management to work with Payroll for North America.

Understanding the Interface with the Absence Management Business Process in PeopleSoft Human Resources

Integration with Absence Management and Payroll for North America is accomplished through table sharing. The integration can occur either directly or through Time and Labor. Absence Management delivers the ability to export computed absence results, by Reported Time, to enable direct integration between Absence Management and Payroll for North America.

The interface begins when the absence conversion process is run and makes the absence results available to Payroll for North America. After this process is completed, the Absence Management data resides in the Paysheet Load Holding Record (PSHUP_TXN) in Payroll for North America.

The Payroll for North America administrator can then load paysheet transactions by selecting *Absence Management* in the Paysheet Update Source field in the Calculate Options group box on the Load Paysheet Transactions page in Payroll for North America.

Paysheets containing absence management payout are calculated and confirmed via the normal payroll process.

Time and Labor Processes

If your organization uses Time and Labor in conjunction with Payroll for North America, Absence Management exports computed absence results to Time and Labor. Time and Labor converts this information into payable time and adds sequence and reference numbers for eventual cost distribution.

When payees are enrolled in Time and Labor, the system creates Time and Labor Reported Time when you run the Absence Conversion process, instead of creating PSHUP data, as is the case for employees who are not enrolled in Time and Labor.

The Time Administration process uses the Time and Labor reported time to generate payable time, which the payroll administration can load to paysheets to complete the Paysheet process.

See Also

PeopleSoft Enterprise Absence Management 8.9 PeopleBook, "Integrating Absence Management and the Payroll System," Configuring Absence Management Integration with PeopleSoft Enterprise Payroll Systems

Chapter 18, "Working with Paysheets," Loading Paysheet Transactions, page 409

Pages Used to Administer the Interface with Absence Management

Page Name	Object Name	Navigation	Usage
Load Paysheet Transactions	RUNCTL_PSHUP	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions	Load Absence Management data into paysheets. Use after you receive data from Absence Management.
Job Data — Payroll	JOB_DATA2	Workforce Administration, Job Information, Job Data. Payroll page	Identify Absence Management as the absence system for a payee.

Administering the Interface with Student Financials

This section provides an overview of the interface with the Student Financials business process in PeopleSoft Human Resources and lists the pages used to configure Student Financials to work with Payroll for North America.

Understanding the Interface with the Student Financials Business Process in PeopleSoft Human Resources

Student Financials provides the ability to refund credit balances to students, customers, or external organizations. You can choose to refund credit account balances using Accounts Payable, Payroll for North America, or electronically via eCheck and Credit Card processing.

The interface between Student Financials and Payroll for North America enables you to refund desired amounts to students in the form of physical checks or direct deposit and process those refunds in both batch and online (real-time) modes.

The interface begins when refund requests are validated and processed in Student Financials. The refund data is then made available to Payroll for North America and resides in the Paysheet Load Holding Record (PSHUP_TXN) in Payroll for North America.

The Payroll for North America administrator can then load paysheet transactions by selecting *Other Sources* in the Paysheet Update Source field in the Calculate Options group box on the Load Paysheet Transactions page in Payroll for North America.

The paysheets are then calculated and confirmed via the normal payroll process. The refund is updated with check information (following confirmation process) either online or via the new batch confirmation process.

See Also

Chapter 18, “Working with Paysheets,” Loading Paysheet Transactions, page 409

Pages Used to Administer the Interface with Student Financials

Page Name	Object Name	Navigation	Usage
Load Paysheet Transactions	RUNCTL_PSHUP	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions	Load refund data into paysheets. Use after you receive data from Student Financials.

See Also

PeopleSoft Enterprise Student Financials PeopleBook

CHAPTER 18

Working with Paysheets

This chapter provides overviews of compensation rates, paysheets and paylines, and deduction override processing, and discusses how to:

- Create paysheets automatically.
- Enter hours or amounts using rapid entry paysheets.
- Load or reset paysheet transactions.
- View and update paysheets and paylines.
- Record one-time deductions, garnishments, and taxes.
- Set up and process payback deductions.
- Process gross-ups.
- Create final check paysheets.
- Review paysheet balances.
- Generate paysheet reports.

Understanding Compensation Rates

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

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

You typically assign compensation rates to an employee, a job code, or the general employee population. Each rate might represent an hourly rate, a flat amount, or an addition to the base hourly rate. Use the Compensation Rate Code table to establish compensation rate codes that identify the compensation rates you assign to employees and their job codes.

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

You can view totals of:

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

Paysheets reflect total base compensation and any rate code that you specify on an Additional Pay record to indicate an alternate rate of pay. You can apply an alternate rate of pay to various earnings (such as regular, overtime, other earnings). This rate can represent earnings from a prior or future period. You can enter this rate manually on the paysheet or derive it from the compensation rate codes specifically defined for the job code, employee ID, or the general employee population.

The payroll calculation derives the necessary rates to calculate earnings.

All types of check processing, except manual checks, support additional rates. This includes:

- On-cycle
- Off-cycle
- Online
- Reversal
- Reversal and adjustment
- Gross-up
- Final check

All rates of pay used during the Pay Calculation COBOL SQL process (PSPPYRUN) are available for reviewing, reporting, and audit trails.

See Also

PeopleSoft Enterprise Human Resources PeopleBook: Administer Compensation

Understanding Paysheets and Paylines

This section discusses:

- Paysheets.
- Differences between paylines and paysheets.
- Paysheet page messages.

Paysheets

Before you run payroll calculations, you must create paysheets. Paysheets contain the data required to calculate employee pay for each pay period.

To create a paysheet automatically, use the Create Paysheet COBOL SQL process (PSPPYBLD). This process gathers information about the employees for whom to process payroll from system tables and generates the pay earnings information for each payline.

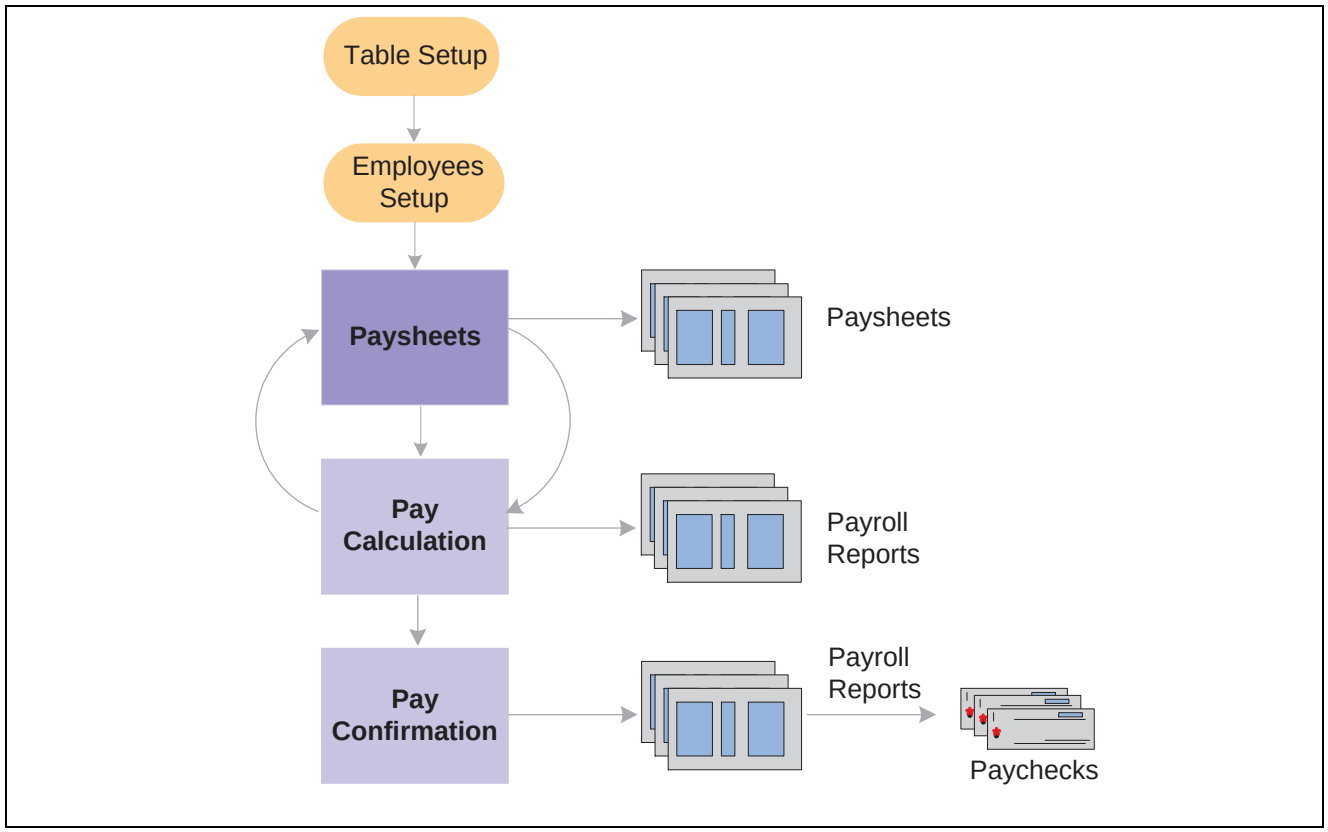
To create a paysheet manually, create a blank paysheet with only the pay begin and end dates specified.

Use the paysheets in the Payroll Processing menu to enter time and any additional payroll-related information for the current pay period (such as earnings, frequency, one-time deductions, one-time garnishments, one-time taxes, accounting data, and tax periods) before you run the Pay Calculation process.

Use the rapid entry paysheet functionality to quickly input basic payroll data entry information based on hours worked, amounts, or a combination of both.

After you create paysheets, you can print them for review.

This diagram illustrates how paysheets fit into the payroll process:



Paysheets in the payroll process

See Appendix A, "Configuring Batch Processes," Payroll Processes, page 734.

Differences Between Paylines and Paysheets

Before automated data processing, payroll departments used sheets of ruled paper to compile the information required to calculate pay and produce paychecks for the employees scheduled to be paid in a pay period. These were called paysheets, and each horizontal row of data on the paysheet, typically representing one employee, was called a line or payline. Payroll for North America uses an online version of the pencil-and-paper paysheets and paylines.

Before running the Pay Calculation process, you can make pay-related adjustments for the current pay period. Paysheet and Payline pages display the same content, but you access them differently. The Paysheet page includes many paylines. You can view only one payline at a time on the Payline page.

Use the Paysheet pages to scroll through paylines for a paysheet run, entering any required data. After the initial calculation run, use the Payline pages to enter corrections and last-minute adjustments for employees, because you can access the employee much faster through the individual payline.

If you use paysheet reports to enter payroll information, use one of the Paysheet pages. However, to review pay earnings entries for an employee or group of employees, use one of the Payline pages.

Paysheets

The By Paysheet - Paysheet page brings together information from many different sources in the system. The default information appears as a payline for each employee when you access the page. Paysheets are arranged by pages and lines. A paysheet contains many lines. Each employee appears on a separate line that contains standard pay information, such as the amount of regular pay, number of regular hours, and job data.

When you view a printed paysheet report, several paylines appear on the same page. When you view paysheets online, you only see one payline per page on the By Paysheet - Paysheet page. Specify the number of paylines to appear on a paysheet in the Company table. Specify the sort sequence for paysheets in the Pay Group table.

During the Create Paysheet process, the system creates one payline for each employee to be paid:

- Active employees.
- Employees who are on leave with pay.
- Employees who were terminated or on unpaid leave for only part of the pay period.

For terminated employees or new hires who did not appear on the paysheet, create a new By Paysheet - Paysheet page to include last-minute pay data for the terminated employee, or to indicate how much to pay a new hire who you hired after creating the paysheets. If you select the Automatic Paysheet Update check box on the Pay Group Table - Paysheets page, the system creates paysheets for new hires and updates paysheets with employee job, deduction, and other changes during the Pay Calculation process.

In some cases, depending on the data provided, the system automatically creates multiple pay earnings. Otherwise, enter additional records manually before running the calculation. The system automatically creates the following:

- Multiple paylines, if the employee has multiple Job records and additional Employment records.
- Multiple Pay Earnings records, if the following criteria are valid:
  - The pay is charged to different departments and account codes as specified in the Job Data record in the Workforce Administration menu.
  - The employee has different rates of pay due to a pay rate change during the pay period.
  - The employee worked in multiple departments, states, or locations during the pay period, resulting from a Job record or location change.
- Other Earnings records, if the employee has additional pay entries.

Paylines

A payline consists of:

- Line number.
- Employee ID.
- Employment record number (used for multiple jobs).
- Benefit record number.
- Employee name.
- Manual check indicator.

A payline is associated with one or more Pay Earnings records. Each Pay Earnings record that is associated with a payline contains the following information:

- Amount of regular pay.
- Number of regular hours.
- Additional pay.
- Other earnings.
- Tax information.
- Job data, such as department and job code.

Note. Each employee who you scheduled to pay during a pay period must have at least one payline and one Pay Earnings record. Otherwise, the system has no information with which to calculate earnings, taxes, and deductions.

Paysheet Page Messages

Paysheet pages display messages that might appear for each pay earnings on the paysheet. The messages indicate either the status of the pay earnings, or what the pay earnings represent.

Normal Payroll Processing Messages

The following table lists the normal payroll processing messages:

Message	Explanation
No Message	The standard message indicates that nothing unusual has happened.
Partial Period	Indicates that the employee was not active for the entire pay period, or that the employee's Job record was updated with an effective date that falls between the pay period begin and end dates.
Pay Data Change	Indicates that one or more of the employee's records was updated since the last time you ran the Pay Calculation process. If you haven't already recalculated the employee's pay, the system recalculates it the next time you run the Pay Calculation process. To select all employees whose pay data changed and requires recalculating, select the *Calculation Required* value in the Job Pay Data Change field on the Payline Update/Display page. Entering *Y* in the same field selects all employees whose pay was recalculated due to a change in one of their pay-related records.
Pay Data Change - Partial Period	Indicates, for employees who received a Pay Data Change message, that a change was made to their Job records with an effective date falling between the pay period begin and end dates, and they have already been recalculated.

Reversal Message

This reversal message appears in the Payline record when you run the Reversal Processing COBOL SQL process (PSPPYREV) for a check reversal:

Message	Explanation
Reversal	Indicates that the check is a reversal check.

Reversal and Adjustment Messages

The following messages might appear when you run the Reversal batch process for a check adjustment:

Message	Explanation
Reversing Adjustment	Indicates that a Pay Earnings record that was adjusted. It appears in the original Pay Earnings record.
Adjustment	Indicates that the Reversal Processing process created a Pay Earnings record. It appears in the Pay Earnings record that you use to recalculate an employee's pay.
Adjustment - Partial Period	Indicates that the employees with the adjusted Pay Earnings record had changes to their Job records, with an effective date that falls between the pay period begin and end dates prior to running the Reversal/Adjustment process.
Adjustment - Pay Data Change	Indicates that at least one of the employee's adjusted records was updated since the last time you ran the Pay Calculation process. The system recalculates this employee during the next Pay Calculation process if it hasn't already. To select all employees whose pay data changed and requires recalculating, enter *R* in the Job Pay Data Change field on the Payline Update/Display page. Entering *Y* in the same field selects all employees whose pay was recalculated due to a change in one of their pay-related records. (See the previous example).
Adj - PayChg - Partl Period (adjustment - pay change - partial period)	Indicates, for an employee who received an Adjustment - Pay Data Change message, that a change was made to that Job record, with an effective date falling between the pay period begin and end dates, and has already been recalculated.

Manual Check Message

The following table lists the manual check message:

Message	Explanation
Manual Check	This message appears when you selected the Manual Check option.

Understanding Deduction Override Processing

This section discusses:

- Fields for specifying deductions.
- Deduction override evaluation hierarchy.
- Deduction override processing in paysheet creation.
- Deduction override status indicators.
- Deduction override processing in pay calculation.
- Deduction override processing related to unconfirmed pay runs.

Note. If some method other than the delivered Create Paysheet process is used to create/load paysheets into the system, this other method will need to be modified to mirror the paysheet with the latest information, including setting the new deduction status indicator to *I* (initial).

Fields For Specifying Deductions

Specify general deductions and benefit deductions separately. The following are the four fields used for specifying deductions:

- General Deductions Taken.
- General Ded Subset ID (general deduction subset ID).
- Benefit Deductions Taken.
- Benefit Ded Subset ID (benefit deduction subset ID).

Note. These fields are collectively referred to as "deduction taken" fields. Which of these fields appear on a particular page and the values available for selection vary according to the purpose of the page.

Deduction Override Evaluation Hierarchy

To determine deduction overrides, the Create Paysheet and Pay Calculation processes use a deduction override evaluation process, which reads values entered in the General Deductions Taken, General Ded Subset ID, Benefit Deductions Taken, and Benefit Ded Subset ID fields on a succession of pages.

The following list presents the order of deduction override evaluation. The value listed on each successive page overrides the value on the previous pages in this list:

1. Pay Calendar Table page—general and benefits deductions at the pay calendar level.
2. Payroll Data 2 page—general deductions at the employee level.
3. Benefit Ded Proc Override (benefit deduction processing override) page—benefit deductions at the employee level.
4. Create Additional Pay component (ADDITIONAL_PAY)—general and benefit deductions at the employee level for a separate check only.
5. One-Time Deductions page—general and benefit deduction manual overrides on the paysheet at the employee level.

Note. For off-cycle runs, select the Off-Cycle Ded Override (off-cycle deduction override) check box to enable the deduction taken fields on the Pay Calendar to be overriden by employee level overrides.

Deduction Override Processing in Paysheet Creation

The Create Paysheet process enters and overrides the values in the general and benefits deduction taken fields on the paysheet from the values in the Pay Calendar table page, Payroll Data 2 page, Benefit Ded Proc Override page, and Create Additional Pay component (for separate check) respectively. The deduction taken fields are then accessible for manual overrides on the By Paysheet - One-Time Deductions overrides page at the employee level.

Example of Deduction Override Evaluation Processing in the Create Paysheet COBOL SQL Process (PSPPYBLD)

The details of deduction override evaluation processing in the Create Paysheet process are outlined below in the form of an example.

1. Pay Calendar Table

The default deduction taken values on the paysheet are the Pay Calendar settings as defined on the Pay Calendar Table page. This example assumes the following values:

General Deductions Taken *Deduction*

Benefit Deductions Taken *Subset*

Benefit Ded Subset ID *ABC*
(benefit deduction subset ID)

2. Payroll Data

The process reviews each employee's payroll data for overrides, as established on the Payroll Data 2 page:

Deductions Taken Value	Effect on Paysheet
NoOverride	No change to the General Deductions Taken field.
Deduction	The General Deductions Taken field is overridden with *Deduction.*
Subset with the subset ID of *XYZ*	The General Deductions Taken field is overridden with *Subset* and the Subset ID field is overridden with *XYZ.*
None	The General Deductions Taken field is overridden with *None.*

3. Benefit Deduction Processing Overrides

The Create Paysheet process reviews the values established on the Benefit Ded Proc Override page. For employees with multiple jobs that have different benefit plans, each payline is processed separately for benefit deduction overrides:

Deductions Taken Value	Effect on Paysheet
NoOverride	No change to the Benefit Deductions Taken field.
Deduction	The Benefit Deductions Taken field is overridden with *Deduction.*
Subset with the subset ID of *LMN*	The Benefit Deductions Taken field is overridden with *Subset* and the Subset ID field is overridden with *LMN.*
None	The Benefit Deductions Taken field is overridden with *None.*

4. Additional Pay

The Create Paysheet process pulls in the values established on the Create Additional Pay component.

- If the Create Additional Pay component is not set up for a separate check (the Sep Chk # [separate check number] field is empty), the general and benefit deductions taken values for the additional pay on the paysheet default to the values that are established for the regular pay payline.
- If the Create Additional Pay component is set up for a separate check (the Sep Chk # field has a value from *1* to *9*) the payline for regular pay would remain at the override(s) determined in the review of payroll data and benefit deduction processing override in steps two and three.

  The process then reviews the Deductions Taken values on the Create Additional Pay component for the override(s) to apply on that additional pay payline only.

a. General Deductions Taken on the Create Additional Pay Component

General Deductions Taken Value	Effect on Paysheet
NoOverride	No change to the General Deductions Taken field.
Deduction	The General Deductions Taken field is overridden with *Deduction.*
Subset with a subset ID of *GHI*	The General Deductions Taken field is overridden with *Subset* and the Subset ID field is overridden with *GHI.*
None	The General Deductions Taken field is overridden with *None.*

b. Benefit Deductions Taken on the Create Additional Pay Component

Benefit Deductions Taken Value	Effect on Paysheet
NoOverride	No change to the Benefit Deductions Taken field.
Deduction	The Benefit Deductions Taken field is overridden with *Deduction*.
Subset with a subset ID of *RST*	The Benefit Deductions Taken field is overridden with *Subset* and the Subset ID field is overridden with *RST*.
None	The Benefits Deductions Taken field is overridden with *None*.

5. Paysheet One-Time Manual Overrides

The final general deduction and benefit deduction value established for the paysheet in the Create Paysheet process remains available to be manually overridden on the By Paysheet - One-Time Deductions page. Any manual override to the General Deductions Taken or Benefit Deductions Taken field on a paysheet sets the corresponding deduction status indicator to *U* (user update), so that the calculation process will not override this manual value.

The manual override on the By Paysheet - One-Time Deductions page overrides individual deduction codes to be taken on this check only.

Deduction Override Status Indicators

The system uses two invisible deduction status indicators to tell the Pay Calculation process whether the benefit and/or general deduction taken information has been modified after running the Create Paysheet process. The two indicators are the General Deduction Status (GENL_DED_STATUS) and Benefit Deduction Status (BEN_DED_STATUS) fields on the PAY_EARNINGS record.

The Create Paysheet process initially sets the status of both deduction status indicators to *I* (initial). The status of the appropriate indicator changes when you save a modification of the deduction taken fields after the initial paysheet creation.

The Pay Calculation process performs the deduction override evaluation process to determine if deduction overrides apply to the paysheets being processed. The following table shows the deduction status indicator values and the response in the Pay Calculation process:

Status	Explanation
I (initial)	This value is set by the Create Paysheet process or by manually adding a paysheet. This status indicates that no modifications have been made to deduction taken values. The Pay Calculation process does not check for possible update to paysheets.

Status	Explanation
U (user update)	Deduction taken value(s) have been manually updated on the One-Time Deductions page. The Pay Calculation process does not modify the values on the paysheet.
L (pay calendar update)	Deduction taken value(s) on the Pay Calendar Table page have been modified. The Pay Calculation process checks the deductions taken values for possible update to paysheets.
D (employee data update)	Deduction taken value(s) on the Payroll Data 2 page or the Benefit Ded Proc Override page have been modified. The Pay Calculation process checks the deduction taken values for possible update to paysheets.
A (additional pay update)	Deduction taken value(s) on the Additional Pay page have been modified. The Pay Calculation process checks the deduction taken values for possible update to paysheets only for additional pays to be paid on a separate check.
C (calculated)	Update to the deduction taken value(s) on the paysheet has been processed by the Pay Calculation process.

If you change and save the value in the General Deductions Taken, General Ded Subset ID, Benefit Deductions Taken, or Benefit Ded Subset ID field, then restore the original value, the value of BEN_DED_STATUS and GENL_DED_STATUS will still indicate that a modification has been made and processing will proceed accordingly.

Deduction Override Processing During Pay Calculation

The Pay Calculation process first uses the deduction override evaluation and the paysheet update processes to update the Benefit Deductions Taken, Benefit Ded Subset ID, General Deductions Taken, and General Ded Subset ID on the paysheets. The Pay Calculation process uses these values on the paysheet to select deductions for pay calculation.

Paysheet Update Process

During the paysheet update process in pay calculation, the program accesses the deduction status indicators to determine if the General Deductions Taken and/or Benefit Deductions Taken field(s) have been manually overridden (*U*). If a field has been manually overridden, the paysheet update process does not override the field. If a field has not been manually overridden, the paysheet update process performs the override evaluation process to pick up any changes that may have occurred in Payroll Data, Benefit Deduction Processing Override, or Additional Pay.

Deduction Calculation Process

After the paysheet update process has determined which deduction codes to apply, the deduction calculation process uses the selections on the General Ded Code Override (general deduction code override) page to calculate deductions. The options that are selected for each individual deduction code are the final override for that code in the deduction calculation and no changes are made to the Deductions Taken field on the paysheet.

See Also

Chapter 19, "Calculating Pay," page 455

Deduction Override Processing During Pay Unconfirmation

After a paycheck is confirmed, if you continue to make changes to the deduction taken fields on the Pay Calendar Table, Payroll Data 2, Benefit Ded Proc Override, or Additional Pay (for a separate check) pages, then paysheets for that paycheck would not be marked for deduction override evaluation (deduction override status indicators are not set to tell the system to process overrides).

Consequently, if this paycheck is unconfirmed later and the paycheck recalculated, benefit and general deductions for this paycheck would be calculated based on the deduction taken values on the paysheet, rather than on the updated deduction taken value on the Pay Calendar Table, Payroll Data 2, Benefit Ded Proc Override, or Additional Pay (for a separate check) pages.

Specifying Deduction Overrides for Additional Pay on a Separate Check

Deduction override processing applies only to additional pay that is paid on a separate check. The Create Paysheet process and the Pay Calculation process first determine whether the additional pay is to be paid on a separate check, then proceeds as follows:

- Not a separate check.

  If the additional pay is not to be paid on a separate check, then there is no override to the paysheet as the deductions taken value for additional pay follows the value selected for the regular pay line.

- Separate check.

  If the additional pay is to be paid on a separate check, then the deductions taken value on the Create Additional Pay component overrides the appropriate paysheet deductions taken value (either the original Pay Calendar default or overrides from Payroll Data and/or Benefit Deduction Processing Override) for that payline only.

Employees with Multiple Additional Pays

In the case of employees with multiple additional pays with the same separate check number and varying deductions taken values, the deductions taken value used for the paysheet is the deductions taken value from the additional pay with the lowest additional pay sequence number with the same separate check number.

For example, an employee's additional pay data is represented in the following table:

Additional Pay Sequence Number	Separate Check Number	General Deduction Taken	Benefit Deduction Taken
1	1	Subset (ABC)	NoOverride
2	1	None	NoOverride

For this employee's separate check number one, the general deductions taken value on the paysheet is *Subset* and the general deduction subset ID is *ABC*. The benefit deductions taken value is as specified on the Pay Calendar table.

See Also

Chapter 10, "Maintaining Payroll Data," Defining Additional Pay Earnings, page 243

Chapter 5, "Setting Up the Payroll Process," Handling Employees with Multiple Jobs in the Same Organization, page 113

Creating Paysheets Automatically

This section provides overviews of the Create Paysheet process and pay run IDs and discusses how to:

- Run the Create Paysheet process.
- Check for payroll errors.

Note. You can run the Create Paysheet process only for on-cycle pay runs. You must enter paysheets for off-cycle pay runs individually.

See Also

Chapter 18, "Working with Paysheets," Understanding Deduction Override Processing, page 393

Understanding the Create Paysheet COBOL SQL Process (PSPPYBLD)

During the Create Paysheet process, the system scans all employees and selects the employees that are scheduled to be paid for the specified pay period. It recognizes them because their pay groups are assigned to a pay calendar entry that is associated with the pay run ID.

When you create paysheets, the system performs the following tasks:

- Initializes input for salary or hourly rates, hours, additional earnings, tax methods, and accounting information.
- Provides a data entry point for hours, additional earnings, one-time deductions, one-time garnishments, one-time taxes, and overrides to previously established employee-level data (such as the department to which it charges earnings).
- Provides for earnings and hours to be divided among two or more departments, accounts, locations.

- Uses the pay calendar and holiday schedule to automatically set up the holiday earnings code and hours for pay periods that contain holidays, using the holiday earnings code from the Pay Group Table - Calc Parameters (Pay Group table - calculation parameters) page.
- Establishes prorations for employees who work for only part of a pay period or have a data change (such as a pay increase or department change).
- Creates multiple lines for employees who work at multiple jobs during a pay period (if you use the Multiple Job feature and established multiple jobs, or employment record numbers, for the employees).
- Provides for printing turn-around or data-entry documents, which you can distribute to department managers or supervisors.
- Automatically approves paysheet data, as specified by the Confirmation Required check box on the Pay Group Table - Process Control page.
- Automatically creates multiple lines for Fair Labor Standards Act (FLSA) employees when the FLSA period is smaller than the pay period.

Understanding Pay Run IDs

To indicate for whom you want to create paysheets, specify a pay run ID on the Paysheet Creation page. This pay run ID groups together pay calendar entries from different pay groups for payroll processing.

When you set up the payroll process tables, you assigned a pay run ID to each pay calendar entry. At this point, you already know how to organize the payroll cycles, and whether to run paysheets for multiple pay groups and companies at the same time by combining them under the same pay run ID.

All pay calendar entries that share a pay run ID generally have the same pay period end date, but not necessarily the same pay frequency. In most cases, you set up a different pay run ID for each pay period end date on the Pay Calendar Table page.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up Pay Calendars,” Understanding Pay Calendars

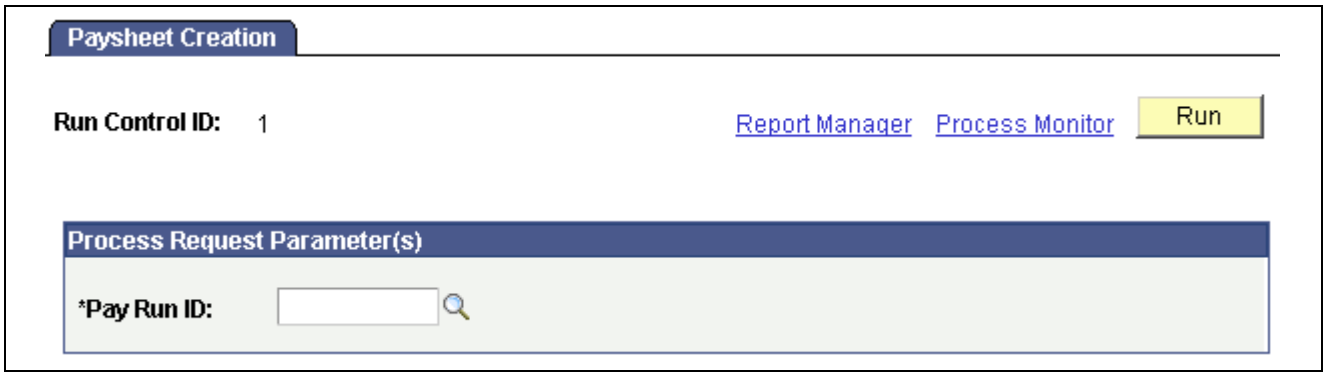
Pages Used to Create Paysheets Automatically

Page Name	Object Name	Navigation	Usage
Presheet Audit Report - Run Control	RUNCTL_PRESHEET	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Presheet Audit Report, Presheet Audit Report • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Presheet Audit Report, Presheet Audit Report • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Presheet Audit Report, Presheet Audit Report	Run PAY034 to generate a report to verify the integrity of the payroll and benefits setup and the employee data. Before creating paysheets, run this optional report. This report scans all the tables required by the Create Paysheet process and identifies orphan records and codes.
Paysheet Creation	RUNCTL_PAYSHEET	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Create Paysheets, Paysheet Creation • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Create Paysheets, Paysheet Creation • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Create Paysheets, Paysheet Creation	Specify a pay run ID and create a paysheet. This page is also used to confirm a pay run that processed paysheets loaded with variable compensation data.

Page Name	Object Name	Navigation	Usage
Error Messages - Payroll Error Messages	PAY_MESSAGES	• Payroll for North America, Payroll Processing USA, Review Processing Messages, Review Payroll Error Messages, Payroll Error Messages • Payroll for North America, Payroll Processing CAN, Review Processing Messages, Review Payroll Error Messages, Payroll Error Messages • Payroll for North America, Payroll Processing USF, Review Processing Messages, Review Payroll Error Messages, Payroll Error Messages	View payroll error messages that arise when creating paysheets.

Running the Create Paysheet COBOL SQL Process (PSPPYBLD)

Access the Paysheet Creation page.



Paysheet Creation page

Click Run to run this request. PeopleSoft Process Scheduler runs the Create Paysheet process at user-defined intervals.

Pay Run ID You already set up pay run IDs and associated them with pay calendar entries.

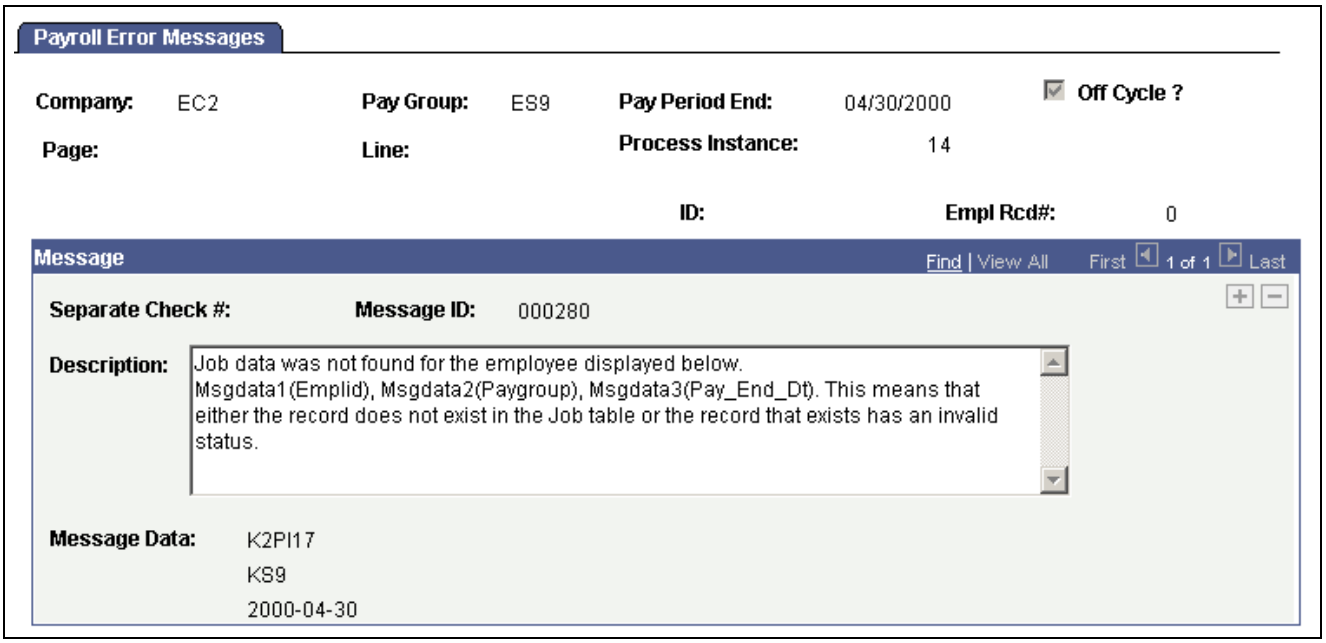
Note. Use the Pay Run table to verify the accuracy of the selected group to be processed. This table displays every company and pay group calendar entry that you linked to the pay run ID.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Checking for Payroll Errors

Access the Payroll Error Messages page.



Payroll Error Messages page

Page If the error is for a specific employee, this field displays the paysheet page number.

Line If the error is for a specific employee, this field displays the paysheet payline number.

Message

Separate Check # (separate check number) This field appears if the error is for an employee and the error occurred on a separate check.

Message ID The Management Information Systems department uses this to find and correct errors.

Message Data If the error is associated with an object, such as an earnings code, this field displays the object ID.

Note. The Payroll Error Messages report (PAY011) also lists errors related to employee data.

Entering Hours or Amounts Using Rapid Entry Paysheets

This section provides an overview of rapid entry paysheets, lists prerequisites and common elements, and discusses how to:

- Use the rapid entry paysheet based on hours.
- Use the rapid entry paysheet based on amounts.
- Use the rapid entry paysheet based on hours or amounts.
- View validation results.
- Load or reset payroll data from rapid entry paysheets into paysheets.

Understanding Rapid Entry Paysheets

Rapid entry paysheets enable you to quickly input hours worked, amounts, or a combination of both for any number of employees. These are the steps to use rapid entry paysheets:

1. Access the Rapid Entry Paysheet page using the template that is defined with the earnings codes that you plan to enter.
2. Enter employees and their earnings.
3. Run the validation process and view validation results.
4. Use the Load Paysheets PSJob process (PYLOAD) to load this information into the standard paysheets created within Payroll for North America.

Fields Displayed on the Rapid Entry Paysheet Page

The fields available for entering earnings information on the Rapid Entry Paysheet page vary according to the type of template that you select to enter the page. The following table lists the important fields that vary by template type:

Rapid Entry Template Type	Fields on the Rapid Entry Paysheet Page
Hours	Up to three columns for the earnings codes defined on the template. Optional Earnings Code field for an additional earnings code. Hours: Use with the optional additional earnings code.
Amounts	Up to two columns for the earnings codes defined on the template. Optional Earnings Code field for an additional earnings code. Earnings Amount: Use with the optional additional earnings code.
Hours or Amounts	Up to three columns for the earnings codes defined on the template.

Prerequisites

Before you can use rapid entry paysheets, you must:

- Define the rapid entry paysheet templates for the type of earnings you are entering.

  See Chapter 5, “Setting Up the Payroll Process,” Setting Up Rapid Entry Paysheet Templates, page 98.

- Make sure you have defined a Pay Run ID for the payroll that you’re processing.

  For example, if you’re processing payroll for the month ending December 2004, you should have defined a Pay Run ID for this timeframe.

- (Optional) If you plan to load employees into the rapid entry paysheet by groups, you must first create the groups using Group Build pages.

  See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Group Definitions and Security".

Common Elements Used in This Section

Earnings Code (optional) Use this field to select an additional earnings code not defined on the Rapid Entry Template.

Note. You can add an additional earnings code to a Rapid Entry Template based on Hours only or Amounts only.

Earnings Begin Date and **Earnings End Date** Enter applicable dates in these fields. Both are required fields.

Note. For FLSA employees, the beginning and end dates must fall within the same FLSA period.

When adding entries to on-cycle paysheets from rapid entry paysheets, the earnings begin/end dates entered here must match the existing paysheet. If there is not a match, then a new pay earnings row will be created using these earnings beginning and ending dates.

Group ID (optional) To load the employees in a group that has been defined in Group Build pages, select a predefined group ID.

After you've entered the Group ID, click the Get Group button to populate the EmplID, Empl Rcd#, and Name fields.

EmplID (employee ID) To load individual employees, manually enter the EmplID.

Sep Chk # (separate check number) Enter a check number from *1* to *9* in this field if you want the earnings to be paid on a separate check. In one payroll run, the system can produce up to nine separate checks per employee in addition to the regular paycheck. The earnings are put on the check that you specify here.

If you leave this field blank, the earnings are included with regular pay in one paycheck.

Gross-Up Select this check box to gross-up a check for this pay earnings.

Validate on Save Select this check box to initiate a process that validates the entries for each employee.

After the validation process is complete, the Validation Results page displays.

Note. You must validate the earnings codes before running the Load Paysheet Transaction process; otherwise the load process will not select the rapid entry paysheets.

The validation process will not execute a second time if you click the Save button after a Validate on Save has just been performed. If you update the Rapid Paysheet rows after the validation, then you can revalidate on save as many times as you need.

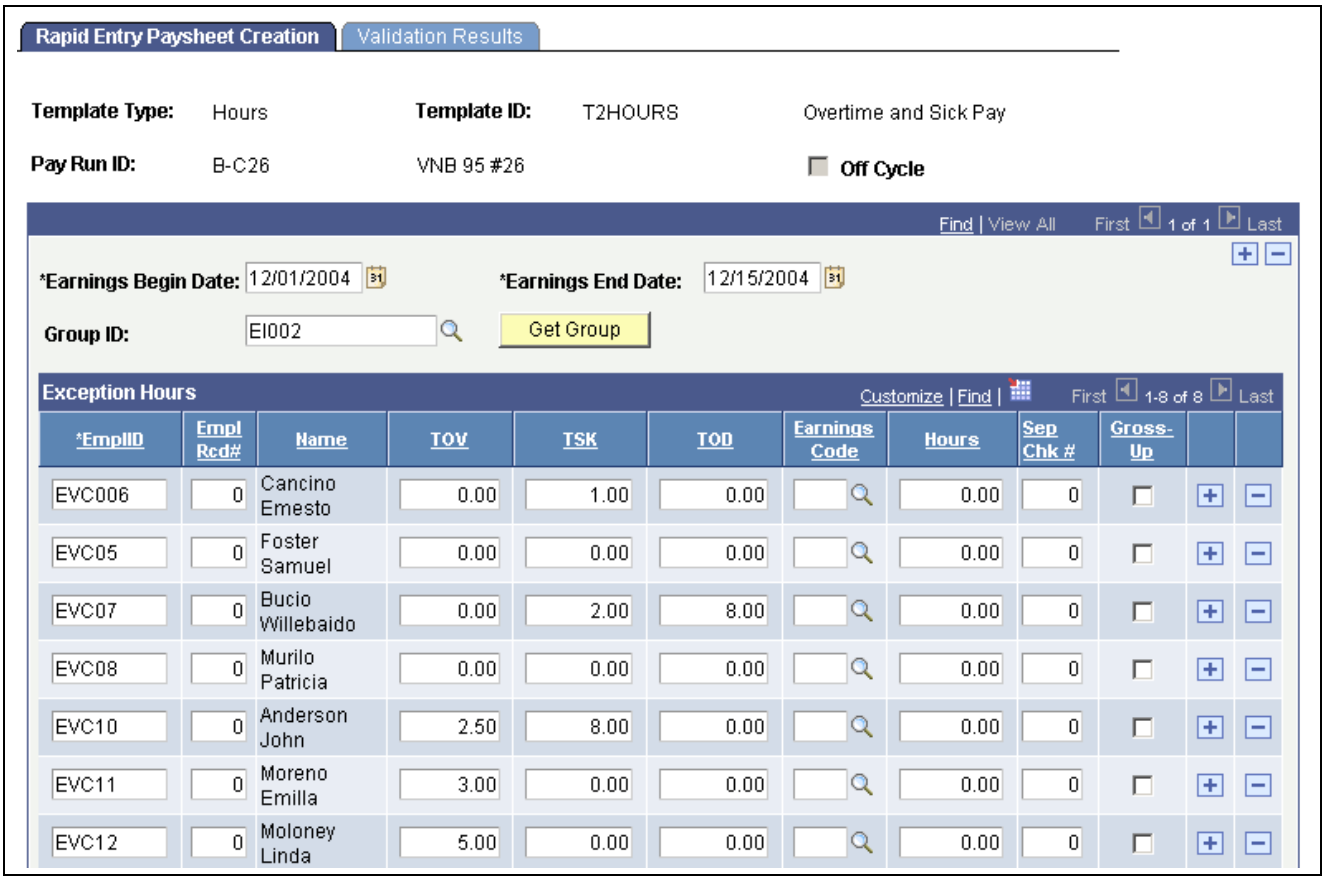
Pages Used to Enter Hours or Amounts Using Rapid Entry Paysheets

Page Name	Object Name	Navigation	Usage
Rapid Entry Paysheet Creation	PYRE_AMT_ENTRY, PYRE_HRS_ENTRY, PYRE_BOTH_ENTRY	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Create Rapid Entry Paysheets, Rapid Entry Paysheet Creation • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Create Rapid Entry Paysheets, Rapid Entry Paysheet Creation • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Create Rapid Entry Paysheets, Rapid Entry Paysheet Creation	Enter hours, amounts, or a combination of both for the earnings codes defined in a template. Use the Hours or Amounts combination if you want to include earnings defined as Hours Only and earnings defined as Amounts Only in the same template.
Validation Results	PYRE_INVALID	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Create Rapid Entry Paysheets, Validation Results • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Create Rapid Entry Paysheets, Validation Results • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Create Rapid Entry Paysheets, Validation Results	View employee and earning code errors relating to rapid entry paysheets. Use this page to identify errors to be corrected. You will be automatically transferred to this page upon save if you have selected the Validate on Save check box. Only validated entries are loaded into the standard paysheets. **Note.** Rows with uncorrected errors will not be loaded to standard paysheets, and will be deleted during the Pay Confirmation COBOL SQL process (PSPCNFRM).

Page Name	Object Name	Navigation	Usage
Load Paysheet Transactions (load/reset paysheet transaction)	RUNCTL_PSHUP	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions	Load data from rapid entry paysheets into paysheets.

Using the Rapid Entry Paysheet Based on Hours

Access the Rapid Entry Paysheet Creation page.



Rapid Entry Paysheet Creation page

Exception Hours

Hours Enter the number of hours for the additional earnings code.

Using the Rapid Entry Paysheet Based on Amounts

Access the Rapid Entry Paysheet page.

Exception Amount

Earnings Code Enter dollar amounts in the columns for earnings codes defined on the template.

Earnings Amount Use this column to enter the appropriate dollar amount that is associated with the additional earnings code.

FLSA Employees Being Paid Bonuses

When bonuses paid to FLSA employees need to be spread over several FLSA periods, enter the earnings begin and end dates to reflect the *entire* period covered by the bonus. The Pay Calculation process spreads the bonus amount over the FLSA periods encompassed by the earnings begin and end dates.

See Also

Chapter 2, "Setting Up Pay Groups," page 9

Using the Rapid Entry Paysheet Based on Hours or Amounts

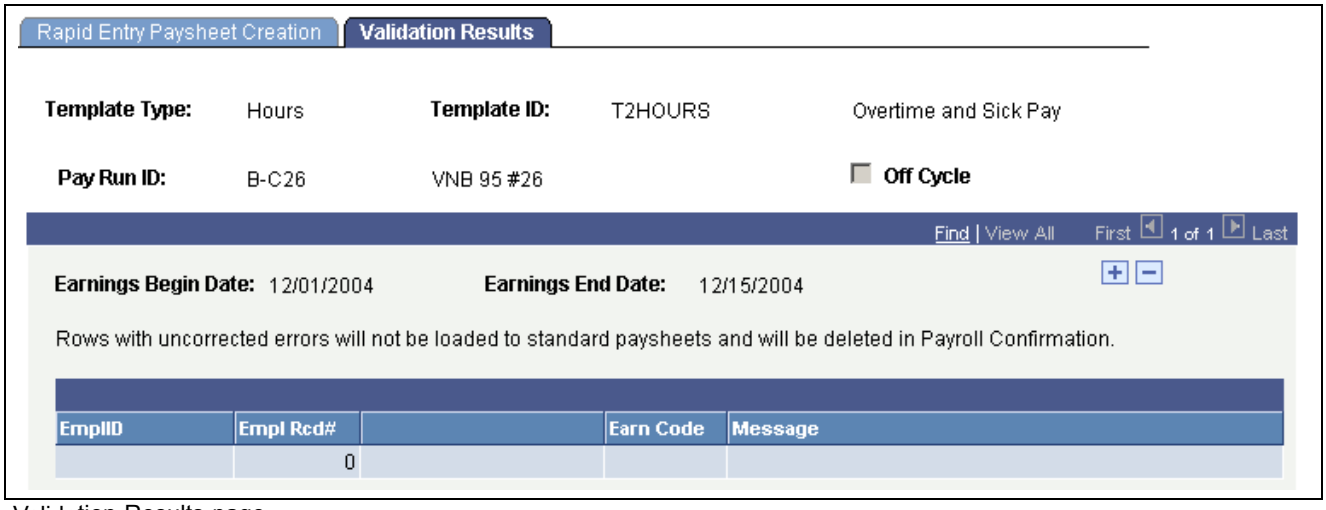
Access the Rapid Entry Paysheet page.

Exception Amount

Enter the appropriate hours or amounts for each earnings code.

Viewing Validation Results

Access the Validation Results page.



Validation Results page

Note. If no errors are found, a "No errors found in validation process" message displays on this page.

Loading or Resetting Payroll Data from Rapid Entry Paysheets into Paysheets

See Chapter 18, "Working with Paysheets," Loading Paysheet Transactions, page 409.

Loading Paysheet Transactions

This section provides an overview of the Load Paysheets PSJob process (PYLOAD) and discusses how to:

- Use the Load Payheets process with rapid entry paysheets.
- Use the Load Paysheets process with Expenses and PeopleSoft HRMS applications.
- Use the Load Paysheets process with sources other than PeopleSoft applications.
- Load data into paysheets.
- View loaded and preloaded transactions.

Understanding the Load Paysheets PSJob Process (PYLOAD)

This section discusses:

- Description of the Load Paysheets process.
- On-cycle and off-cycle processing.
- Resetting transactions.
- Maintaining the PSHUP_TXN record.

Description of the Load Paysheet Process

The Load Paysheets process (PYLOAD) runs:

1. An Application Engine program (PYRE_PRELOAD) that loads the rapid entry paysheet transactions into the PSHUP_TXN record.
2. A COBOL SQL process (PSPPSHUP) that loads transactions that are in the PSHUP_TXN record onto paysheets.

   The records in PSHUP_TXN include transactions from other update sources, such as Expenses and other HRMS applications.

On-Cycle and Off-Cycle Processing

Rapid entry paysheets are the only source where the selection for on-cycle or off-cycle processing drives which transaction rows will be loaded. For example, if you select to process a rapid entry paysheet load for on-cycle transactions, then only on-cycle transactions will be selected. If you select to process a rapid entry paysheet load for off-cycle transactions, then only off-cycle transactions will be selected.

For all other sources, all transactions for that source are selected and become on-cycle if you select On-Cycle in the load or become off-cycle if you select Off-Cycle.

Resetting Transactions

The reset transactions process option performs differently for rapid entry paysheets than for other transaction sources:

- Rapid entry paysheets.

  The reset transactions process option resets rapid entry paysheets transactions from inactive to active, and then re-creates the paysheets.

- Transaction sources other than rapid entry paysheets.

  In the event of a pay unsheet, use the reset transactions process option to reset transactions from inactive to active, then run the Load Paysheets process again.

Maintaining the PSHUP_TXN Record

Transaction records remain in the PSHUP_TXN record in the system until you delete them. When you run the load process, their status is converted from active to inactive. Only active records are loaded to paysheets.

You are responsible for deleting the data in record PSHUP_TXN according to your organization's business practices. You can archive the data that has been loaded into paysheets after a period of time that you determine based on such factors as:

- The volume of transactions being processed.
- Performance.
- Disk storage requirements.

You can use Data Mover or PeopleSoft Archive Manager to manage the data.

Using the Load Paysheets PSJob Process (PYLOAD) with Rapid Entry Paysheets

Keep the following in mind if you're loading rapid entry paysheet records:

- You must validate the earnings codes before running the Load Paysheets process; otherwise the load process will not select the rapid entry paysheets.

  Use the Validate on Save check box on the Rapid Entry Paysheet page.

- On-cycle paysheets must have been created prior to running an on-cycle load process.
- All valid employee-level rapid entry paysheet records are deleted at the end of the load process.
- For on-cycle rapid entry paysheet records, invalid rows are deleted when the on-cycle payroll is being confirmed.
- For off-cycle rapid entry paysheet records, invalid rows are deleted when the calendar is closed for off-cycle processing (at the confirm of the next on-cycle payroll).
- Rapid entry paysheets are the only source where the earnings begin and end dates must match the existing pay earning row for the amount to be added to that Pay Earning record.

  If there is not an exact match of earnings begin and end dates, then a new pay earnings row is added to the employee's existing paysheet pay line row with the new beginning and ending earnings dates from the rapid entry paysheet.

Using the Load Paysheets PSJob Process (PYLOAD) with Expenses and PeopleSoft HRMS Applications

You can load earnings and expense data into Payroll for North America from the following PeopleSoft applications:

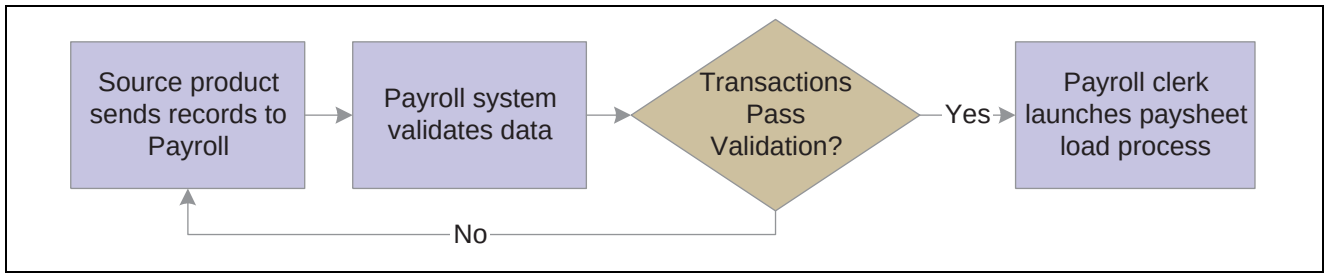
- Expenses.
- Stock Administration.
- Manage Variable Compensation.
- Recruiting Solutions.
- Sales Incentive Management.

Before you can load earnings and expense data into Payroll for North America, you must map items in the source application to payroll earnings or deduction codes. For example, if you use the Manage Variable Compensation business process of PeopleSoft Human Resources, you map each compensation plan to the appropriate earnings code. Mapping instructions and any other setup requirements that must be met before data can be loaded are discussed in the documentation for the source application.

Communication between Payroll for North America, Expenses, Sales Incentive Management, and PeopleSoft Human Resources is accomplished through the use of PeopleSoft Integration Broker messaging, which works in the background to quickly transfer data back and forth. Communication with Stock Administration is accomplished through the use of shared tables.

Expenses, Sales Incentive Management, and PeopleSoft Human Resources always initiate communication with payroll by sending data, such as awards or expense advances, to a temporary file that can be accessed by payroll. Payroll validates the data and returns records that do not pass the validation process so they can be updated and resent. A payroll clerk then uses the Load/Reset Paysheet Trans run control page to start a batch process that loads the validated records into existing paysheets or creates new paysheets, as needed.

This diagram illustrates how data is loaded into the payroll system:



Loading data into the payroll system

When you run the Load Paysheets process, Payroll for North America selects Job data for each active employee in the transaction file. Transactions for inactive employees are not processed.

Regular pay and hours are not loaded from Job; instead, all amounts are pulled from the transactions created in the source application. The contents of the transaction record determine whether the system creates a Pay Other Earnings record or a Tax/Deduction Override record. The system creates a new paysheet for the employee or loads data into the current paysheet, if one exists.

Transaction records remain in the system until you delete them. When you run the Load Paysheets process, their status is converted from active to inactive. Only active records are loaded to paysheets.

See Also

Chapter 17, “Administering Interfaces with PeopleSoft HRMS and PeopleSoft Enterprise Expenses,” page 367

Using the Load Paysheets PSJob Process (PYLOAD) with Sources Other than PeopleSoft Applications

You can load paysheet data into Payroll for North America from sources outside of PeopleSoft applications, such as stock option payments, positive time reporting entries, or bonus payments.

If you plan to use the process to load third-party transactions without investing in customization, you must populate record PSHUP_TXN following the data input requirements for a paysheet update source of Other Sources.

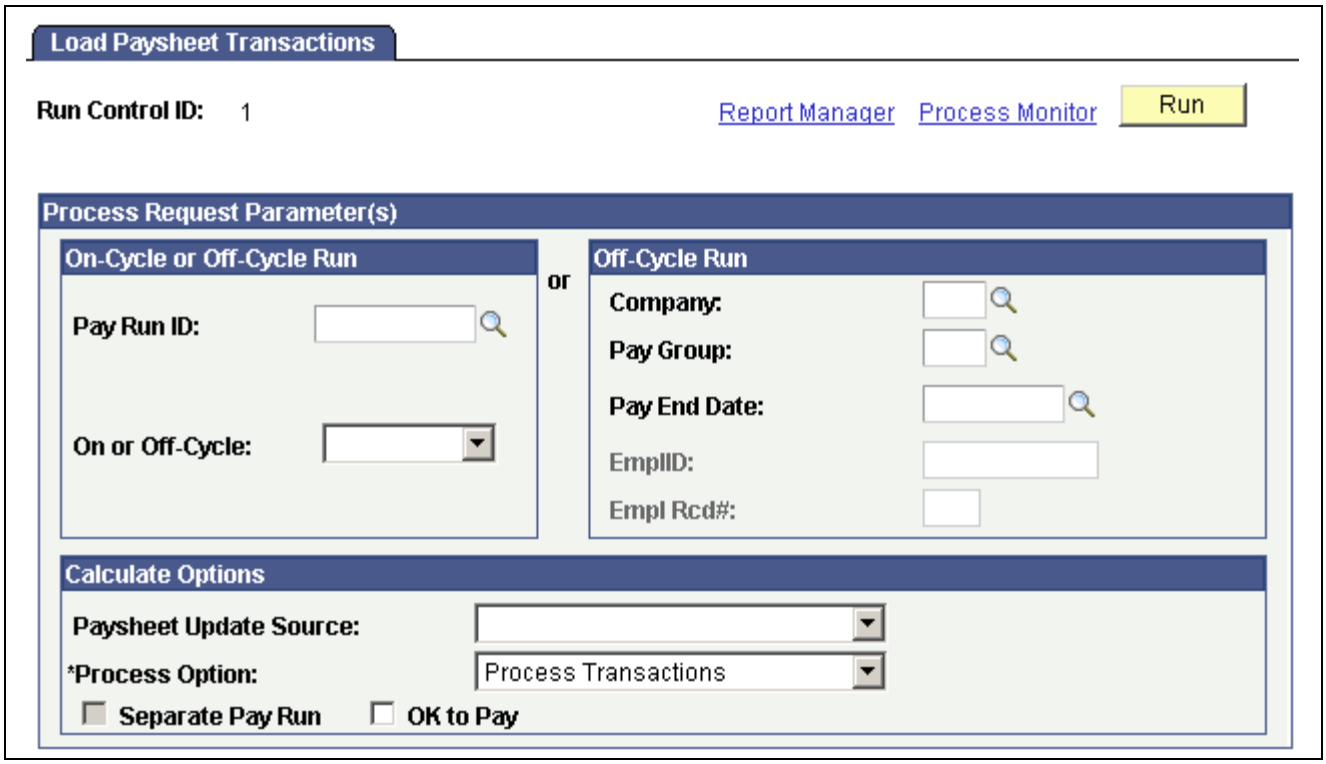
See Appendix A, "Configuring Batch Processes," Data Input Requirements for a Paysheet Update Source of Other Sources, page 762.

Pages Used to Load Paysheet Transactions

Page Name	Object Name	Navigation	Usage
Load Paysheet Transactions	RUNCTL_PSHUP	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Paysheet Transactions, Load Paysheet Transactions	Load data into paysheets or reset previously sent transactions from inactive to active status. Use after you receive data from Manage Variable Compensation, Expenses, Stock Administration, Recruiting Solutions, or third-party applications, or to load data from rapid entry paysheets.
Paysheet Transactions Report (load paysheet transaction report)	RUNCTL_PSHUPLD	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Paysheet Transactions Report, Paysheet Transactions Report • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Paysheet Transactions Report, Paysheet Transactions Report • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Paysheet Transactions Report, Paysheet Transactions Report	Generate the PAY305RT report that lists transactions loaded from other applications or from Rapid Entry Paysheets. If run before the load process, the report lists transactions that originated in other applications that are being loaded into paysheets.

Loading Data into Paysheets

Access the Load Paysheet Transactions page.



Load Paysheet Transactions page

On-Cycle or Off-Cycle Run

Use this group box or the Off-Cycle Run group box to the right to specify which transactions you want to load into paysheets. For on-cycle runs, you must use the On-Cycle or Off-Cycle Run group box; for off-cycle runs, you can use either group box.

Pay Run ID Select the pay run ID that identifies the pay calendars for which you want to load data. The system loads data for all employees in the companies and pay groups represented by the pay run ID.

On or Off-Cycle Your selection here performs differently depending on whether you're loading rapid entry paysheet transactions or transactions from other sources.

See Chapter 18, "Working with Paysheets," Understanding the Load Paysheets PSJob Process (PYLOAD), page 409.

Off-Cycle Run

For off-cycle runs, use this group box if you want to load data for a single employee. If you complete the fields in this group box, you cannot use the On-Cycle or Off-Cycle Run group box to the left.

Note. Do not use the fields in this group box when loading data from rapid entry paysheets.

Pay End Date Select the pay end date through which you want to retrieve data for the employee. The date that you select in this field appears as the pay end date on the paysheet.

Process EmplID (process employee ID) Enter the employee's EmplID. (You must complete the Company field before you can enter the EmplID).

Empl Rcd# (employee record number) Enter the employee's record number. (You must complete the Process EmplID field before you can enter the employee record number).

Calculate Options

Paysheet Update Source Select the source of the data from which you want to create paysheets or leave this field blank to load data from all sources. Values include:

Absence Management: Load absence data from Absence Management.

Expense Interface: Load expense data from Expenses. When you select *Expense Interface,* the Separate Pay Run check box becomes available.

Other Sources: Load data from third-party applications.

Rapid Paysheets: Load data from rapid entry paysheets.

SIM Interface: (Sales Incentive Management Interface): Load sales incentive pay data from Sales Incentive Management.

Stock Admin - ESPP Refunds (stock administration - employee stock purchase plan refunds): Load data for issuing refunds of ESPP contributions from Stock Administration.

See Appendix A, "Configuring Batch Processes," Data Input Requirements for a Paysheet Update Source of Other Sources, page 762.

Stock Admin - Options & ESPP (stock administration - options and employee stock purchase plan): Load tax data for stock purchased and stock options exercised through Stock Administration.

Variable Compensation: Load data from the Manage Variable Compensation business process of PeopleSoft Human Resources.

What If: Load tax data through Stock Administration. Calculated taxes will be written to stock tax record and the paysheet will be deleted.

Recruiting Interface: Load award data from Employee Referral Programs in PeopleSoft Human Resources.

Note. A blank entry will load *all* sources except rapid entry paysheets and Manage Variable Compensation. Rapid entry paysheets and Manage Variable Compensation must always be loaded separately.

Process Option Enter instructions for creating, loading, or resetting transactions:

Process Transactions: Select this option to load data and create paysheets.

Reset Transactions: Select this option to reset transactions from inactive to active so that you can create paysheets again. For rapid entry paysheets, this option re-creates the paysheets after changing the status.

Separate Pay Run If you select *Expense Interface* or *Variable Compensation* as the paysheet update source, and you're running an off-cycle process, select this check box to create a separate pay run for expense or variable compensation payments.

OK to Pay Select if you want the load process to automatically mark the paysheets as OK to Pay. The Pay Calculation process processes only those transactions that are marked OK to Pay.

Leave this check box clear to review the paysheets and manually mark them OK to Pay.

Additional Page Elements

Run Click to run this request. PeopleSoft Process Scheduler runs the Load Paysheets process at user-defined intervals.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Viewing Loaded and Preloaded Transactions

Access the Paysheet Transactions Report page.

To see the contents of the file that holds the transactions that are loaded into the paysheets, print the Paysheet Transactions report.

Transactions from PeopleSoft HRMS and Expenses

The report lists transactions received from PeopleSoft HRMS and Expenses. Transactions that have an active status have not yet been loaded to paysheets; transactions with an inactive status have been loaded.

Rapid Entry Paysheets

For rapid entry paysheet transactions, you must load the transactions to paysheets before running this report.

Viewing and Updating Paysheets and Paylines

This section provides an overview of paysheet updates and discusses how to:

- View and update a paysheet.
- View and update a payline.
- Change default information.
- View and update a payline.

Understanding Paysheet and Payline Updates

Because the Pay Calculation process uses paysheets, it is important to use caution when entering data on a paysheet. The data that you enter on a paysheet is contingent upon whether it is a final or online check, and whether you automatically or manually created the paysheet.

For example, if you modify a paysheet that you created automatically, you must add only additional earnings to it, as opposed to a manual check paysheet, which requires more extensive data entry.

PeopleSoft provides several ways to access and view paysheet and payline information.

See Chapter 18, “Working with Paysheets,” Pages Used to View and Update Paysheets and Paylines, page 417.

The search criteria vary for the pages. On the search page, the Off Cycle check box is selected if the pay period end date that you enter is not current.

Accessing Payline Data

The By Payline - Payline page offers some search criteria not available for other paysheet and payline pages:

Job Pay Data Change

Calculation Required: To select all employees whose pay data changed and requires recalculating, select this value.

Yes: Selects all employees whose pay was recalculated due to a change in one of their pay-related records.

Partial Pay Period

Select to display a list of all employees who were not active for the entire pay period, or whose Job record was updated with an effective date that falls between the pay period begin and end dates.

The system activates the partial pay period flag when a new Job record is created for an employee during the pay period, assuming paysheets are built. When you select the Partial Pay Period field, the subsequent list includes only those employees for whom the partial pay period flag is activated.

See Also

Chapter 18, "Working with Paysheets," Recording One-Time Deductions, page 425

Chapter 18, "Working with Paysheets," Understanding Paysheets and Paylines, page 388

Pages Used to View and Update Paysheets and Paylines

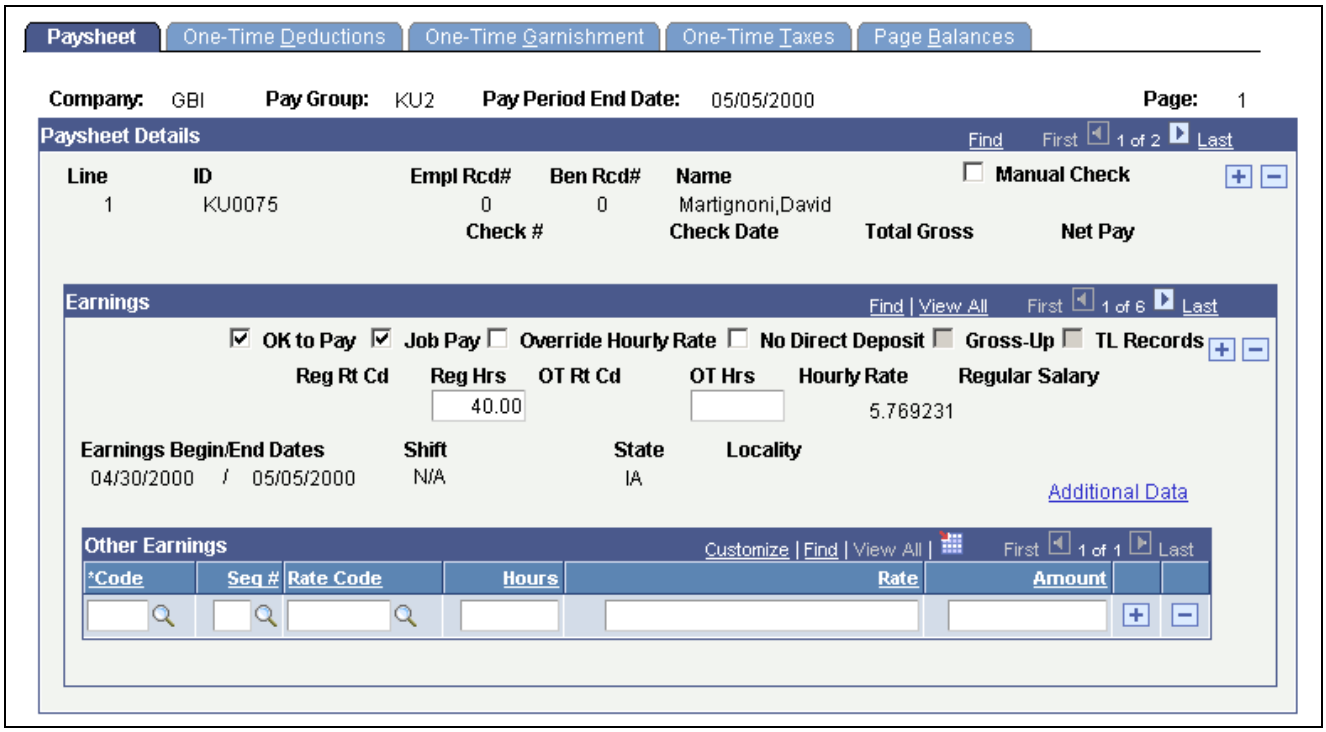
Page Name	Object Name	Navigation	Usage
By Paysheet - Paysheet	PAY_SHEET_ADD_S	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Paysheet, Paysheet • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Paysheet, Paysheet • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paysheets, Paysheet	View and update the paysheet to affect the Pay Calculation process. Normally, you run the Create Paysheet process before accessing this page, but it is not required. You can create one paysheet using these pages.
By Payline - Payline	PAY_SHEET_LINE_S	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Payline, Payline • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Payline, Payline • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paylines, Payline	View and update employee paylines.

Page Name	Object Name	Navigation	Usage
Additional Data	PAY_SHEET_ADD_S1	• Click the Additional Data link on the By Paysheet - Paysheet page. • Click the Additional Data link on the By Payline - Payline page.	Alter default information, such as department and taxes.
Payline Earnings (Account)	PAY_SHEET_LINE_S	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Payline Earnings, Payline Earnings (Account) • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Payline Earnings, Payline Earnings (Account) • Payroll for North America, Payroll Processing USF, Update Paysheets, By Payline Earnings, Payline Earnings (Account)	Access payline information by account code.
Paysheet Earnings (Short Form)	PAY_SHEET_MULT_S	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Paysheet Earns Short Form, Paysheet Earnings (Short Form) • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Paysheet Earns Short Form, Paysheet Earnings (Short Form) • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paysheet Earns Short Form, Paysheet Earnings (Short Form)	Make changes to the paysheet that affect the Pay Calculation process. This page provides an abbreviated view of the By Paysheet - Paysheet page. It limits the number of items you can change for an employee, but provides less complicated data entry.

Page Name	Object Name	Navigation	Usage
Payline Earns (Acct) Security	PAY_SHEET_LN_S	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Payline Earnings Security, Payline Earns (Acct) Security • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Payline Earnings Security, Payline Earns (Acct) Security • Payroll for North America, Payroll Processing USF, Update Paysheets, By Payline Earnings Security, Payline Earns (Acct) Security	Identify paysheet data for review by company, pay group, and pay end date.
By Payline Security - Payline	PAY_SHEET_LN_S	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Payline Security, Payline • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Payline Security, Payline • Payroll for North America, Payroll Processing USF, Update Paysheets, By Payline Security, Payline	Identify paysheet data for review by company, pay group, and pay end date.
Pay Unsheet	RUNCTL_PAY_UNSHT	• Payroll for North America, Payroll Processing USA, Update Paysheets, Pay Unsheet, Pay Unsheet • Payroll for North America, Payroll Processing CAN, Update Paysheets, Pay Unsheet, Pay Unsheet • Payroll for North America, Payroll Processing USF, Update Paysheets, Pay Unsheet, Pay Unsheet	Initiate the Payroll Unsheet SQR Report process (PAYUNSHT), typically as an emergency measure only or during testing. See Appendix A, "Configuring Batch Processes," Payroll Processes, page 734.

Viewing and Updating a Paysheet

Access the By Paysheet - Paysheet page.



By Paysheet - Paysheet page

Note. If one of the paylines on the paysheet is a reversal payline, you cannot add or delete paylines on the page.

Paysheet Details

Payline details are displayed in this area.

Manual Check Select this check box to identify that the paysheet was prepared outside of the payroll system. If you select this check box, the Check # (check number), Check Dt (check date), Total Gross, and Net Pay fields become available for entry.

Earnings

Ok to Pay You must select this check box to calculate pay for this record. If you clear the check box, the system bypasses the record and does not perform a calculation. Then, the Pay Confirmation process deletes this record. If you have an employee who is not receiving pay, select this check box to calculate deductions only.

The default depends on how you set up employee types for pay groups on the Pay Group Table - Process Control page.

Job Pay Select this check box to check the job data each time you run the Pay Calculation process. During each calculation, the system automatically compares paysheet data to the Job record. The system automatically selects this check box when you create a paysheet. However, if you clear this check box, it disappears from the page, and the Reg Rt Cd (regular rate code), OT Rt Cd (overtime rate code), Hourly Rate, Reg Salary (regular salary), Earnings Begin/End Dates, Shift, State, and Locality fields become available for entry.

The check box disappears from the page because the system assumes that you cleared it to enter data other than that specified in the Job record (to do a one-time override of the Job record). The system assumes that you don't want the next Pay Calculation process to replace your manual entries with the default Job Data. The default comes from the pay group or additional pay.

Note. This check box works together with the Automatic Paysheet Update check box on the Pay Group Table - Paysheets page.

Override Hourly Rate Select this check box to override an employee's current hourly rate for this pay.

If you select this check box, the Hourly Rate field becomes available for entry.

Note. The new rate replaces the rate from the Job record, and is used in the payroll calculations for this particular paysheet.

The Override Hourly Rate function works differently, depending on whether you clear or select the Job Pay check box. The following table represents how the Override Hourly Rate check box works with the Job Pay check box:

Job Pay Check Box	Override Hourly Rate Check Box	Results of the Pay Calculation Process on the Paysheet
Cleared	Cleared	The system updates the paysheet with changes to the current hourly rate in the Job record each time you run the Pay Calculation process, if the rate change is effective on the first day of the pay period. However, it doesn't update the hours from the Job record.
Selected	Cleared	The system updates the paysheet with changes to the current hourly rate, hours in the Job record each time you run the Pay Calculation process.
Cleared	Selected	The Pay Calculation process uses the override hourly rate on the paysheet, regardless of the current rate in the Job record. The system doesn't update the paysheet with changes to hours in the Job record.
Selected	Selected	The Pay Calculation process uses the override hourly rate on the paysheet, regardless of the current rate in the Job record. The system updates the paysheet with changes to hours from the Job record.

No Direct Deposit The default is cleared.

Gross-Up Select this check box to gross-up a check for this pay earnings. The default is cleared.

TL Records (time and labor records) — The system automatically selects this check box when paysheets are created by the process that loads time from PeopleSoft Enterprise Time and Labor.

Reg Rt Cd (regular rate code) — Select a rate code to override the regular rate from the Job for regular hours. To specify a regular hours rate code, clear the Job Pay check box and select Override Hourly Rate.

Reg Hrs (regular hours) — Enter the number of regular hours worked (for hourly employees only). The system calculates hours by frequency. If the employee is exception hourly, this field is populated, but unavailable for entry. The default comes from Job Data.

OT Rt Cd (overtime rate code) — Select a rate code to override the regular rate from the Job for overtime hours. To specify an overtime hours rate code, clear the Job Pay check box and select Override Hourly Rate.

Hourly Rate and **Reg Salary** (regular salary) — The default comes from Job Data.

Earnings Begin/End Dates — The defaults come from the pay calendar (Job Data for prorated pay). Select pay calendar begin and end dates for this payline, or split dates if a change took place mid-period. You can also enter a prior or future period, and the system automatically obtains the appropriate rate for that period.

If you add a prior period payline for an earnings (such as REG) that contributes to a special accumulator when there is an existing payline for a companion earnings based on the special accumulator (such as SHF), you must change the begin and end dates for the companion earnings payline (SHF) to cover both the prior and current periods of the special accumulator earnings (REG).

Note. The system automatically creates these dates, based on the pay calendar for the current pay period. Only enter them if the paysheet is used to record a manual check or to enter time for a prior or future pay period.

Shift — Select the appropriate shift associated with the earnings: *N/A* (not applicable), *1, 2, 3, Compressed,* or *Rotating.* The default comes from Job Data.

(CAN) Province — Select the work province associated with the earnings. The default comes from Job Data.

(CAN) El Period Correction (Employment Insurance period correction) — Select this check box to allocate the insurable earnings and hours for the pay corrections to the prior pay periods for which they are paid—not the pay periods in which they are paid.

Other Earnings

Information in this group box can come from the Create Paysheet process, additional pay data, or from loading transactions via the Load Paysheets process. You enter additional other earnings by adding rows.

Earnings based on special accumulators are calculated depending on the paysheet's earnings begin and end dates. This is important to remember when you add such an earning for a prior period.

For example, Shift (SHF) is based on the special accumulator to which REG contributes. The system uses the paysheet begin and end dates entered for SHF to determine the REG amount to be used to calculate SHF. The paysheet shows two rows for REG:

- First row: current pay period (February 15 – February 28).
- Second row: previous pay period (February 1 – February 14).

When you add a payline and enter SHF as other earnings, the earnings begin and end dates must include both periods of REG—the current pay period as well as the previous pay period. In this example, the earnings begin date should be February 1 and the earnings end date should be February 28. With this setup, the system calculates SHF for both the current and previous pay periods.

Note. (USF) The Other Earnings group box can contain awards and bonuses or other earnings codes designated on the Compensation page of the Personnel Action Request.

Seq # (sequence number) The sequence number on the By Paysheet - Paysheet page corresponds to the additional sequence number on the Additional Pay page. The system does not require you to enter a sequence number, but if you don't, the system does not update the employee's current goal balance on the Additional Pay page when you run the Pay Confirmation process.

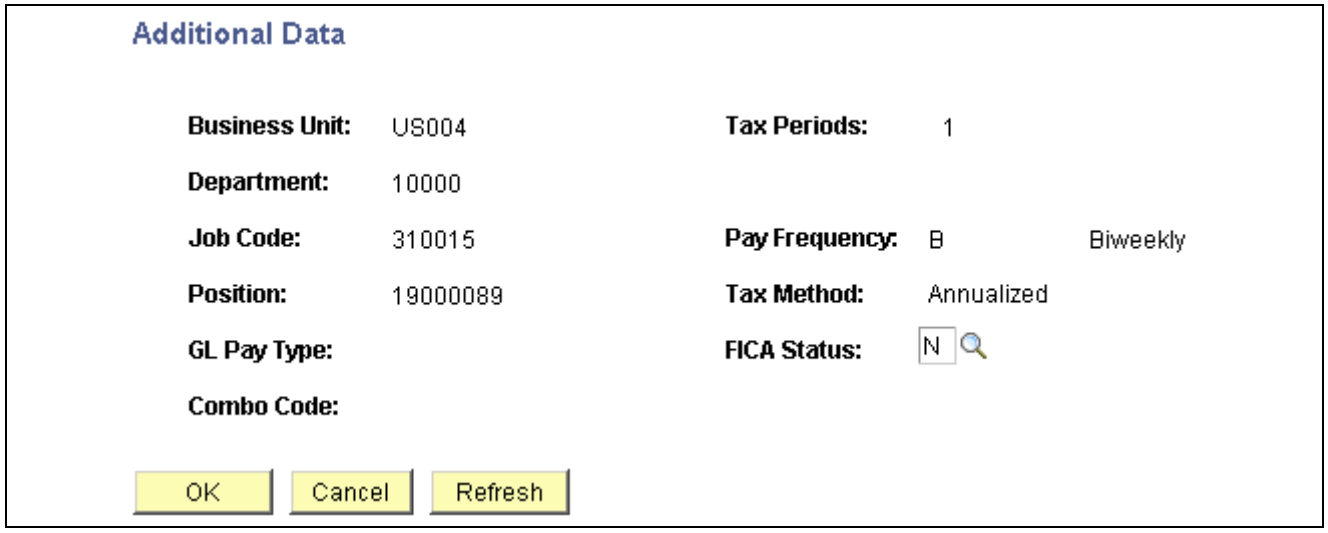
See Also

Chapter 16, "Administering the Interface with PeopleSoft Enterprise Time and Labor," page 349

Chapter 17, "Administering Interfaces with PeopleSoft HRMS and PeopleSoft Enterprise Expenses," page 367

Changing Default Information

Access the Additional Data page.



Additional Data page

Note. Changes to any information on this page might require that you insert an additional payline if the changes do not apply to the entire period covered by the begin and end dates on the payline.

Note. Unless otherwise noted, default values for these fields come from the Job Data.

GL Pay Type (general ledger pay type) and **Account Code** Enter the type and code for the PeopleSoft Enterprise General Ledger account to which the system charges salaries and wages.

Tax Periods and **Pay Frequency** The default number of tax periods is *1*. The default frequency comes from the pay group. Do not change it unless the payline contains only other earnings (no regular pay).

Note. The Tax Periods field and the Pay Frequency field work together on paysheets to determine how to tax earnings. The tax period refers to how many pay periods this earnings payment covers, and the frequency refers to how often the employee is paid during the year. Normally, use the paysheet defaults for the taxing period and frequency. However, you might change the way you tax earnings in some cases, such as when earnings cover a period of time longer than a standard pay period.

The Tax Periods field can be used in conjunction with the annualized tax method when you want to pay an employee for more than one regular pay period on the same check. For example, a weekly-paid employee is going on vacation for three weeks, and you want to pay the employee his current regular pay plus three weeks of vacation pay in advance. By setting the Tax Periods field to *4,* you're indicating that this check represents pay for four regular payroll periods, and withholding taxes will be calculated correctly as if the employee had received four separate regular weekly wage payments.

(CAN) The Tax Periods field is also used in conjunction with the cumulative wages method for calculating withholding tax. When using the cumulative wages tax method, enter in the Tax Periods field the number of payroll periods that have already occurred in the calendar year, including the current payroll period.

Note. (CAN) For Canadian customers, the Pay Frequency field is display-only, and you cannot override it. This maintains the integrity of the application of Canada Pension Plan (CPP) exemptions. The default comes from Job Data.

(E&G) Annl Tax Prds (annual tax periods)
Indicates the number of tax periods for contract pay employees who are paid over less than one year. The system calculates this field from the dates on the Contract Pay page and uses it to annualize taxable gross for contract pay employees.

Tax Method
Select the tax method. The default comes from the paysheet.

Note. This field works together with the Tax Periods field to determine how to tax earnings.

(E&G) FICA Status (Federal Insurance Contributions Act status)
(E&G) Select *E (exempt), M (Medicare only),* or *N (subject).* The default comes from Job Data.

Viewing and Updating a Payline

Access the Payline page.

Paylines can be accessed through any of the components for updating paysheets and paylines. The page elements are as defined for paysheets.

Note. You cannot delete a reversal payline.

See Also

Chapter 18, "Working with Paysheets," Viewing and Updating Paysheets and Paylines, page 416

Chapter 18, "Working with Paysheets," Understanding Paysheets and Paylines, page 388

Recording One-Time Deductions

This section provides an overview of one-time deduction overrides and discusses how to enter one-time deductions.

See Also

Chapter 18, "Working with Paysheets," Understanding Deduction Override Processing, page 393

Understanding One-Time Deduction Overrides

The system computes regular deductions based on deduction data at the company level and the employee level. You can make permanent or one-time changes to deduction data.

One-Time Deduction Overrides

While each One-Time Deduction record corresponds to a Pay Earnings record, the one-time deduction is based on all the pay earnings that are associated with the employee. The only exception is when you associate the one-time deduction with a pay earnings that you pay on a separate check.

For example, Jan has two Pay Earnings records:

- One for her regular salary of 1,000 USD.
- One for a bonus of 500 USD.

Assume Jan received the bonus for her work in the Controller's department and you don't want to charge it to her regular department, the Office of the President. Jan also decided to take an additional 10 percent from her regular pay for this pay period to apply to her loan payback.

To accommodate Jan's request:

1. Access her payline, using the Payline Earnings page.
2. In her regular Pay Earnings record, select the By Paysheet - One-Time Deductions page.
3. Enter the 10 percent loan payback.
4. Create a second Pay Earnings record for the 500 USD bonus.
5. Because you don't want the loan payback to affect her bonus check, enter a separate check number of 1 and a Bonus reason code.

   Otherwise, the one-time deduction applies to all her Pay Earnings records.

Note. When an employee transfers mid-period, the system creates two paysheets and takes all deductions on both paysheets. To prevent the system from taking deductions on both paychecks, use the one-time deduction override option for one of the paysheets and set the deductions to *None.*

Permanent Deduction Overrides

To make a permanent change to deduction data, use:

- The Deduction Table pages to change the basic attributes of a deduction.
- One of the Benefits Table pages or the General Deduction Table page to change how the system calculates a deduction.
- The General Ded Code Override page (for nonbenefit deductions) or the Benefit Ded Proc Override page (for benefit deductions) to override processing parameters at the employee level that are normally controlled by the Deduction table.
- The General Deduction Data page to change employee-specific deduction data not governed by the Deduction table.

(CAN) Canadian One-Time Before Tax Deductions

Consultation with the Canada Revenue Agency (CRA) has prompted PeopleSoft to revise our treatment of one-time before-tax deductions associated with specific taxation methodologies.

- PeopleSoft's basic methodology is to derive Pay Period Taxable Gross as: Taxable Earnings plus Taxable Benefits less Before-Tax Deductions.
- The calculation methodology the system uses to derive Annual Taxable Income depends on the tax method that is used (annualized, bonus, or both annualized and bonus on a single cheque).

See Appendix E, "(CAN) Canadian Tax Method Calculations," page 843.

See Also

Chapter 10, "Maintaining Payroll Data," Setting Up Employee General Deductions, page 231

Pages Used to Record One-Time Deductions,

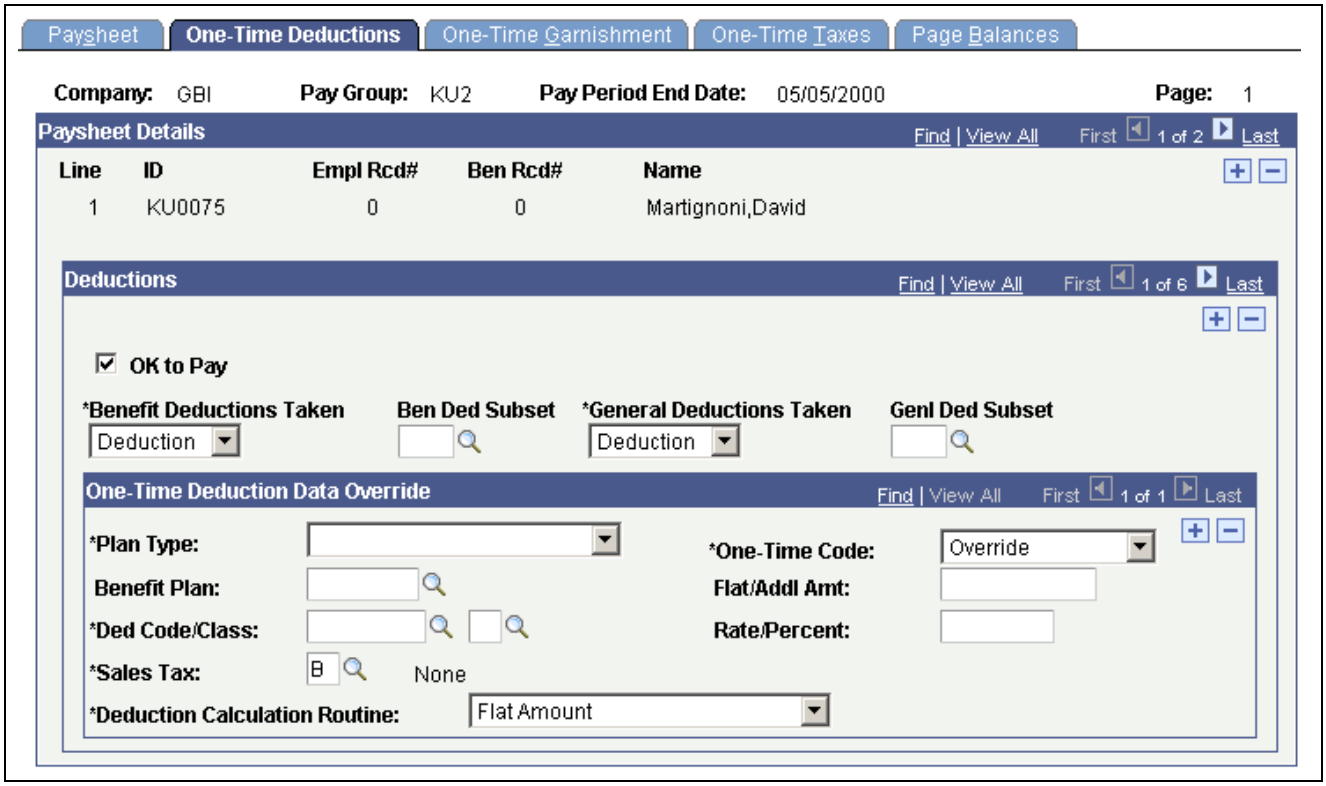
Page Name	Object Name	Navigation	Usage
By Paysheet - One-Time Deductions	PAY_SHEET_ADD_D	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Paysheet, One-Time Deductions • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Paysheet, One-Time Deductions • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paysheets, One-Time Deductions	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.
By Payline - One-Time Deductions	PAY_SHEET_LINE_D	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Payline, One-Time Deductions • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paylines, One-Time Deductions	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.
Payline One-Time Deductions	PAY_SHEET_LINE_D	Payroll for North America, Payroll Processing CAN, Update Paysheets, By Payline, Payline One-Time Deductions	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.
By Payline Security - One-Time Deductions	PAY_SHEET_LN_D	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Payline Security, One-Time Deductions • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Payline Security, Payline One-Time Deductions • Payroll for North America, Payroll Processing USF, Update Paysheets, By Payline Security, One-Time Deductions	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.

See Also

Chapter 18, "Working with Paysheets," Understanding Paysheets and Paylines, page 388

Entering One-Time Deductions

Access the One-Time Deductions page.



One-Time Deductions page

Deductions

OK to Pay The default comes from the paysheet.

Benefit Deductions Taken During the Create Paysheet process, the initial value comes from the deduction override evaluation processing. When a paysheet is manually entered, the initial value comes from pay calendar. You can override it after the paysheet is created. Values include:

- *None:* Select to specify no benefit deductions.
- *Deduction:* Select to have the Deduction table govern benefit deductions.
- *Subset:* Select this value if you want to use a specified benefit deduction subset. If you select this value, you must specify the subset ID in the Benefit Ded Subset ID field.

General Deductions Taken During the Create Paysheet process, the initial value comes from the deduction override evaluation processing. When a paysheet is manually entered, the initial value comes from pay calendar. You can override it after the paysheet is created. Values include:

- *None:* Select to specify no general deductions.
- *Deduction:* Select to have the Deduction table govern general deductions.
- *Subset:* Select this value if you want to use a specified general deduction subset. If you select this value, you must specify the subset ID in the General Ded Subset ID field.

One-Time Deduction Data Override

Ded Code/Class (deduction code and class)

The deduction code must match the code for the deduction type that you are adjusting. To create a one-time override for both the 401(k) before-tax and after-tax deductions, create two entries: one for a deduction classification of after-tax, the other for before-tax.

(CAN) Sales Tax

For one-time deductions that attract sales tax (provincial sales tax on insurance, provincial sales tax, provincial premium tax, Quebec sales tax on insurance, Quebec sales tax, , Quebec provincial tax, goods and services tax, or harmonized sales tax), you do not need to enter the sales tax classification here. The Pay Calculation process generates the sales tax amounts. If you enter a one-time sales tax deduction only, the system processes it accordingly.

Deduction Calculation Routine

Define how to calculate the deduction: *Flat Amount, Percent of Net Pay,* or *Percentage.* If you select a calculation routine that uses a rate or percent, you can enter an additional flat dollar amount to deduct.

One-Time Code and **Flat/Addl Amt** (flat or additional amount)

Addition: Select this value to add the calculated amount specified on this page to the regular calculation.

Arrs Paybk (arrears payback): Select this value to ignore standard arrears processing and calculate arrears to be processed as specified on this page. The system limits the arrears payback to the amount that you specify in the Flat/Addl Amt field. For example, if an employee has an arrears balance of 1000 CAD and you specify a one-time arrears payback deduction of 400 CAD, the system takes only up to 400 CAD for that pay period.

Note. The One-Time Arrears Payback feature is not for situations when an employee gives you a check to pay back an owed arrears amount.

Override: Select this value to ignore the regular calculation and replace it with the calculation specified on this page. To stop a deduction, use this option, set the deduction calculation routine to *Flat Amount,* and leave the Flat/Addl Amt field blank. Apply the same technique to stop an arrears payback one time.

Refund: Select this value to calculate the deduction normally, according to Deduction table rules, and apply the refund amount. For example, if the normal deduction is 100 USD and you entered a one-time deduction refund of 75 USD, the resulting deduction amount is 25 USD. If the normal deduction is 0 USD (the employee does not currently have this deduction), the system refunds the amount that is entered here.

Recording One-Time Garnishments

This section provides overviews of one-time garnishment overrides and garnishment overrides that ignore exemptions and discusses how to enter one-time garnishments.

Understanding One-Time Garnishment Deduction Overrides

This section discusses how to:

- Make a one-time change in processing a garnishment.
- Take only a garnishment deduction.
- Process only selected garnishments.
- Process a garnishment refund.

Making a One-Time Change in a Garnishment

You cannot override a garnishment deduction on the One-Time Deductions page. Although you can enter and save a garnishment deduction code on the page, the Pay Calculation process generates error message 000010, indicating that the override is invalid.

To change a garnishment, such as overriding the calculation or amount, use the One-Time Garnishment page.

Taking Only a Garnishment Deduction

To take only the garnishment deduction and no other deductions:

1. Select *Subset* in the General Deductions Taken field on the One-Time Deductions page.
2. Enter a deduction subset that you have defined to include only the garnishment deduction code.

Processing Selected Garnishments

Some employees have more than one garnishment. If you want to take one or more but not all of the employee's garnishment deductions, you must suspend the garnishment deductions that you don't want to take. To process selected garnishments:

On the One-Time Garnishment page, enter a garnishment override with the One-Time Code of *Suspend* for each active garnishment that you don't want to process.

Processing a Garnishment Refund

To process a garnishment refund:

1. Enter the garnishment ID on the One-Time Garnishment page.
2. Select *Refund Garnishment Amount* as the one-time code.
3. Enter the amount to be refunded for the garnishment and/or for the company and payee fees.
4. If the employee has other garnishments, select *Suspend* as the garnishment override for each of them if necessary.

(USA) Understanding Garnishment Overrides That Ignore Exemptions and Limitations

Some U.S. garnishment orders related to support require that all of an employee's bonus or other special payment be garnished, over and above the garnishment rule limitations. The order might require that all or a defined part of a certain check be paid toward the garnishment order, without regard for the normal exemptions and allowances usually permitted. Examples of special payments include checks for bonuses, dividends, commissions, and so forth.

This section discusses how to use two special deduction calculation routines to garnish:

- All of a special payment.
- A specific amount without exemptions.
- The entire special check while garnishing the regular check normally.
- All of a check after taxes and specified other deductions.

Note. To process this type of garnishment override, the earnings to which the garnishment override applies must be on a separate check. The override is applied to all earnings on a check; it cannot be applied to only part of the earnings on a single check.

Example 1: Garnish All of the Special Payment

To process a garnishment when a court has ordered that all of a bonus or special payment check is to go to a support order:

1. Select Subset in the General Deductions Taken field on the One-Time Deduction page.
2. Enter a deduction subset that you have defined to include only your garnishment deduction code.
3. If the employee has other garnishments that are not to be taken, on the One-Time Garnishment page, enter a garnishment override with the One-Time Code of *Suspend Garnishment* for each active garnishment that you don't want to process.
4. On the One-Time Garnishment page, select a value in the Deduction Calculation Routine field:
   - If the earnings are taxable, you can select either *No exempt; % of Gross* (no exemptions; percent of gross) or *No exempt; % DE + Amt* (no exemptions; percent of disposable earnings plus amount) and enter 100 percent.

     The system calculates and takes all applicable taxes and the remainder of the check then goes to the garnishment.
   - If the earnings are not taxable, select *No exempt; % of Gross* (no exemptions; percent of gross) and enter 100 percent.

Example 2: Garnish a Specific Amount Without Exemptions

To take a specific amount without regard to the limits imposed by exemptions and/or allowances, On the One-Time Garnishment page:

1. Select *No exempt; % DE + Amt* (no exemptions; percent of disposable earnings plus amount) in the Deduction Calculation Routine field.
2. Do not enter a percentage.
3. Enter the amount you want to be taken.

If there is not enough net amount of the check to take the specified amount, the system performs the appropriate proration processing.

Example 3: Garnish the Regular Check Normally and Garnish the Entire Special Check

To pay an employee's regular pay from which you take the regular garnishment deduction and also a bonus from which you take the entire amount after taxes for a particular garnishment:

1. On the paysheet, enter the bonus as a separate check.
2. Enter the deduction subset and garnishment overrides as described in Example 1 for the bonus check only.

The system takes the regular garnishment from the regular paycheck and the entire amount from the bonus paycheck.

Example 4: Garnish All of a Check After Taxes and Specified Other Deductions

If you want to take all of a check after taxes and after other deduction such as medical insurance have been deducted, you could:

1. Use a garnishment rule that allows the deduction(s) in calculating the disposable earnings.
2. Use the override of *No exempt; % DE + Amt* and enter 100%.

If the rule does not allow the other deduction(s) you want to take, you could use the override as follows:

1. Set up a deduction override with a deduction subset that includes the garnishment deduction code and any others you want to process.
2. Set up garnishment overrides to suspend all of the garnishments except the one you want to process.
3. Set up an override for the garnishment you want to take using No exempt; % DE + Amt and enter a small dollar amount in the Amount box, such as $10.
4. Calculate the check.
5. Look at the net amount of the check; go back to the One-Time Garnishments page for the garnishment you want to take and add the net check amount to the $10 you entered previously.
6. When you calculate the check again, you should have the correct garnishment amount and a net check amount of zero.

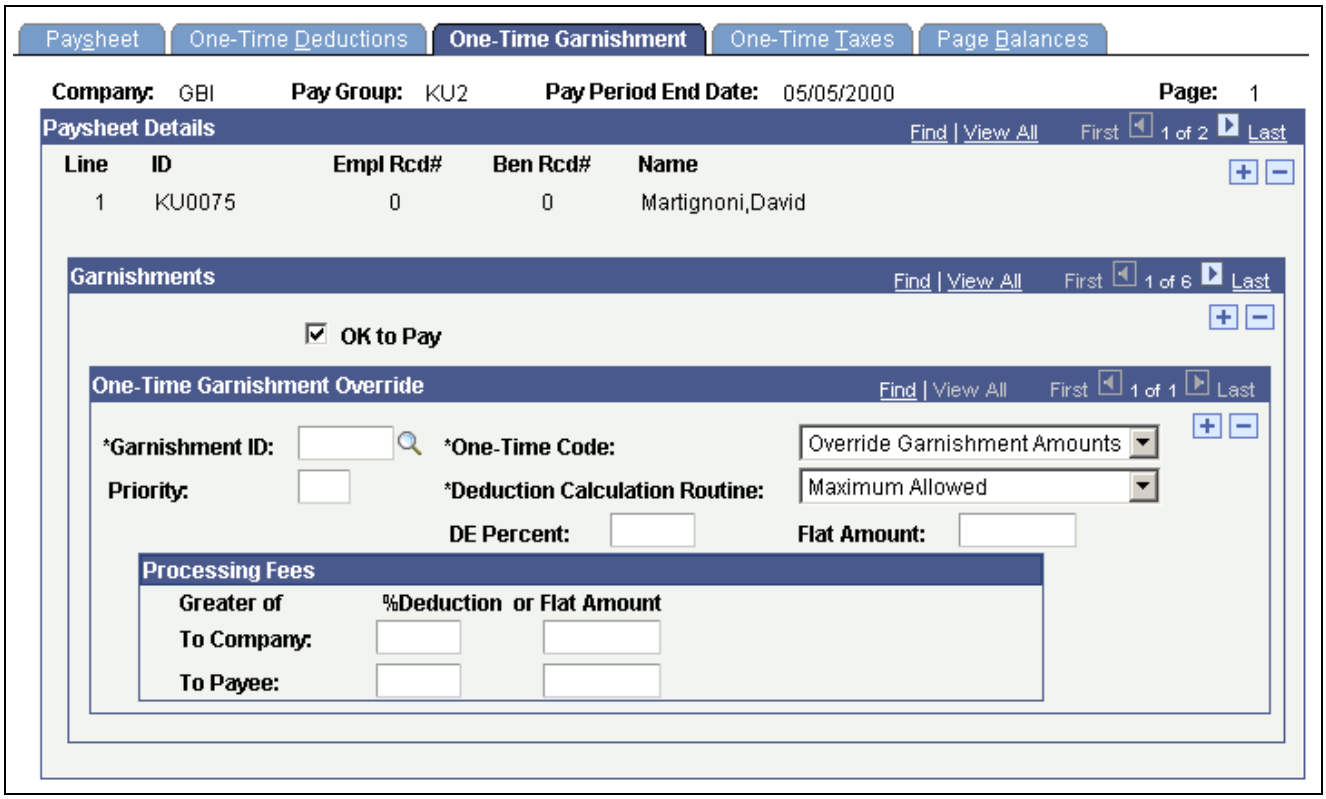
If your first calculation resulted in some "deduction not taken" amounts, you'll have to hand calculate how much is available for the garnishment and/or for the other deductions on the check and redo your overrides to produce the results you need. You might have to repeat the process until the correct amount is calculated.

Pages Used to Record One-Time Garnishments

Page Name	Object Name	Navigation	Usage
By Paysheet - One-Time Garnishment	PAY_SHEET_ADD_G	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Paysheet, One-Time Garnishment • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Paysheet, One-Time Garnishments • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paysheets, One-Time Garnishment	Enter a one-time garnishment to take in the current pay period only, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.
By Payline - One-Time Garnishments	PAY_SHEET_LINE_G	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Payline, One-Time Garnishments • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Payline, Payline One-Time Garnishments • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paylines, One-Time Garnishments	Enter a one-time garnishment to take in the current pay period only, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.
By Payline Security - One-Time Garnishments	PAY_SHEET_LN_G	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Payline Security, One-Time Garnishments • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Payline Security, Payline One-Time Garnishments • Payroll for North America, Payroll Processing USF, Update Paysheets, By Payline Security, One-Time Garnishments	Enter a one-time garnishment to take in the current pay period only, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.

Entering One-Time Garnishments

Access the One-Time Garnishment page.



One-Time Garnishment page

One-Time Garnishment Override

Garnishment ID Select the Garnishment Specification Data record to override.

Priority Enter the priority to override from the Garnishment Spec Data pages.

One-Time Code *Override:* Select this value to ignore the regular calculation and replace it with the calculation specified on this page.

Refund: Select this value to refund a garnishment amount. Enter the amount to refund to the employee. The system does not calculate the refund amount.

Suspend: Select this value to stop the garnishment deduction for the current pay period.

Note. If you override or refund this garnishment, the system uses all the calculation and processing fees fields on this page to calculate the garnishment, even if they are blank. For example, if you leave the fields in the Processing Fees group box blank, the system treats them as though you entered *0*.

Deduction Calculation Routine Select the deduction calculation routine for the one-time garnishment:

% DE + Amount (percent of disposable earnings plus amount): Deduction = percent of disposable earnings + flat amount.

% Gross + Amount (percent of gross plus amount): Deduction = percent of earnings subject to garnishment + flat amount.

Greater of % DE or Amount (greater of percent of disposable earnings or amount): Deduction = greater of a percent of disposable earnings OR a flat amount.

Greater of % Grs or Amount (greater of percent of gross or amount): Deduction = greater of a percent of earnings subject to garnishment OR a flat amount.

Maximum Allowed: Deduction = disposable earnings – exemptions.

No exempt; % of Gross (no exemptions; percent of gross): (USA) Allows no exemptions and calculates the deduction as a percent of the gross amount subject to garnishment. This value is for U.S. one-time support order garnishment overrides only. The system issues an error message if you select it for Canadian deductions.

No exempt; % DE + Amt (no exemptions; percent of disposable earnings plus amount): (USA) Allows no exemptions and calculates the deduction as a percent of disposable earnings + flat amount. This value is for U.S. one-time support order garnishment overrides only. The system issues an error message if you select it for Canadian deductions.

DE Percent (disposable earnings percent) Enter the percent of disposable earnings to use in the override calculation.

Flat Amount Enter the flat amount to use in the override calculation.

Processing Fees

Use this group box to override the normal processing fees. If the order requires you to withhold the greater of the percent of the garnishment amount or a flat amount, enter both; the system withholds the greater of the two.

See Also

Chapter 18, "Working with Paysheets," Understanding One-Time Garnishment Deduction Overrides, page 430

Chapter 18, "Working with Paysheets," (USA) Understanding Garnishment Overrides That Ignore Exemptions and Limitations, page 431

Recording One-Time Tax Deductions

This section provides an overview of one-time tax overrides and discusses how to enter one-time taxes.

Understanding One-Time Tax Overrides

The system computes regular taxes based on tax data at the company level and the employee level. To make a permanent change to tax data, use the appropriate tax page, depending on which data you change.

While each One-Time Tax record corresponds to a Pay Earnings record, the one-time deduction is based on all the pay earnings that are associated with the employee, unless you pay the pay earnings on a separate check. In this case, the one-time deduction that is associated with the pay earnings affects only the pay earnings on that separate check.

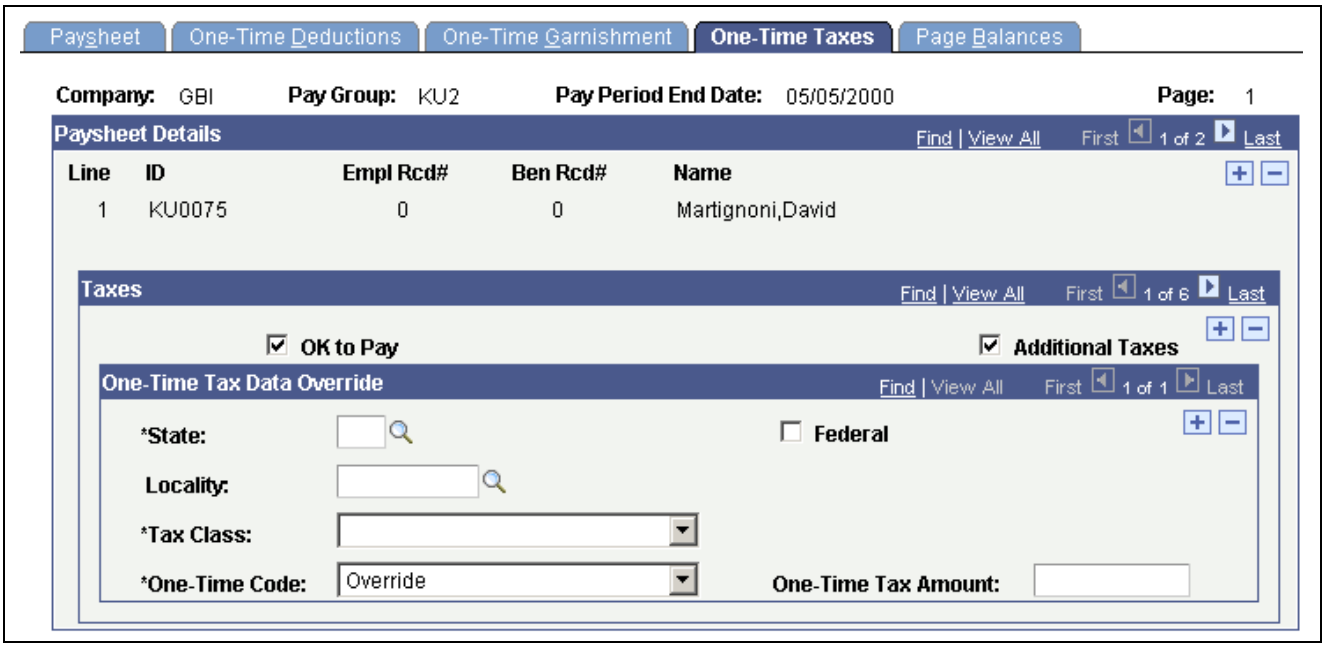
To make a one-time tax for the same tax apply to only one pay earnings, pay the pay earnings on a separate check. If you enter more than one one-time tax for the same tax on multiple pay earnings, but don't enter separate check information, the system produces an error message during the Pay Calculation process.

Pages Used to Record One-Time Taxes

Page Name	Object Name	Navigation	Usage
By Paysheet - One-Time Taxes	PAY_SHEET_ADD_O	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Paysheet, One-Time Taxes • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Paysheet, One-Time Taxes • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paysheets, One-Time Taxes	Review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.
By Payline - One-Time Taxes	PAY_SHEET_LINE_O	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Payline, One-Time Taxes • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Payline, Payline One-Time Taxes • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paylines, One-Time Taxes	Review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.
By Payline Security - One-Time Taxes	PAY_SHEET_LN_O	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Payline Security, One-Time Taxes • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Payline Security, Payline One-Time Taxes • Payroll for North America, Payroll Processing USF, Update Paysheets, By Payline Security, One-Time Taxes	Review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.

Entering One-Time Taxes

Access the One-Time Taxes page.



One-Time Taxes page

Taxes

Additional Taxes This check box determines whether the system takes, on an individual check, the additional withholding specified on the Federal Tax Data 1 page, State Tax Data 1 page, and the Canadian Income Tax Data pages.

The default is selected. If you do not want to take the employee's regular additional taxes out of a check, clear this check box.

The system ignores this check box in the following situations:

- The one-time code is *Override.*
- The Maintain Taxable Gross option on the employee Tax Data page is selected.

One-Time Tax Data Override

(CAN) Canadian Tax Type Select from the available values:

Canada Pension Plan: Employee's Canada Pension Plan contributions.

Canadian Bonus Tax: Income taxes specific to the Bonus tax method.

Canadian Income Tax (T4): Income taxes to be reported on the year-end slip T4.

Canadian Income Tax (T4A): Income taxes to be reported on the year-end slip T4A.

Canadian Pension Plan - ER: Employer's Canada Pension Plan contributions.

Employee EI Premium: Employee's employment insurance premium.

Employer EI Premium: Employer's employment insurance premium.

Health Tax: Provincial health taxes paid by the employer.

Payroll Tax: Territorial payroll taxes paid by the employee.

Quebec Bonus Tax: Income taxes specific to the Bonus tax method for employees taxed in Quebec.

Quebec Income Tax: Provincial income taxes to be reported on the year-end slip RL-1.

Quebec Income Tax (RL-2): Provincial income taxes to be reported on the year-end slip RL-2.

Quebec Pension Plan: Employee's Quebec Pension Plan contributions.

Quebec Pension Plan - ER: Employer's Quebec Pension Plan contributions.

Take No CPP/QPP Exemption: Pay period exemption amounts relative to the Canada or Quebec Pension Plan taxable grosses apply but should only be taken into account once per pay period. Select this value to enable the exemption amount to be by-passed in determining the CPP/QPP taxable gross.

One-Time Code and **One-Time Tax Amount**

Addition: Select this value to add the amount specified on this page to the regular calculation. You cannot use this value if the system did not take normal taxes. If the system did not take normal taxes, it does not take the additional amount that you enter here.

Override: Select this value to ignore the regular calculation and replace it with the amount specified on this page. Entering *0* (or leaving the One-Time Tax Amount field blank) is a valid override amount.

Refund: Select this value to calculate the taxes normally and then apply the refund amount. For example, if the normal tax is 100 CAD and you entered a one-time tax refund of 75 CAD, the resulting tax amount is 25 CAD. You cannot use this value if the system did not take normal taxes. If the system did not take normal taxes, it does not refund the amount you enter here.

Note. (USA) In general, do not use the One-Time Taxes page to change taxes that have wage limits associated with them, such as FICA, state disability, and state unemployment. The system recalculates taxes with maximums every time you run the Pay Calculation process. If you make an adjustment this pay period, the system corrects it in the next pay period.

Note. (CAN) In general, do not use the One-Time Taxes page to change taxes with associated wage limits, such as CPP, Quebec Pension Plan, and Employment Insurance. The system recalculates taxes with maximums every time you run the Pay Calculation process. If you make an adjustment this pay period, the system corrects it in the next pay period.

See Also

Chapter 10, "Maintaining Payroll Data," page 193

Setting Up and Processing Payback Deductions

This section provides an overview of payback deduction processing and discusses how to:

- Set up payback deduction and earnings codes.

- Use payback deduction and earnings codes on the paysheet.

Understanding Payback Deduction Processing

When you enter an earnings on the paysheet using a payback earnings code, the system associates that amount with the corresponding payback deduction code that you entered on the Earnings Table -Taxes page. The system attempts to recover the arrears that are associated with a payback deduction code during subsequent payrolls until it becomes zero. The actual amount that you deduct each payroll is based on the maximum arrears payback amount, which you enter for the payback deduction code on the Deduction table (or on the General Ded Code Override page at the employee level).

Setting Up Payback Deduction and Earnings Codes

This example illustrates the steps required to set up a payback deduction code and associate it with a corresponding payback earnings code. It describes how to define an earnings code for salary advance (ADV) and create a salary advance payback deduction code (ADVPB):

1. Define the ADVPB deduction code in the Deduction table and indicate arrears information.

   Enter a flat dollar amount or a percentage to indicate the maximum amount to deduct.

   See Chapter 4, “Defining Deductions,” Setting Up Deductions, page 57.

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

   See Chapter 4, “Defining Deductions,” Defining General Deductions, page 78.

3. Create the ADV earnings code in the Earnings table.

   Enter ADVPB as the payback deduction code on the Earnings Table - Taxes page for the ADV earnings code.

   See Chapter 3, “Defining Earnings Codes and Earnings Programs,” Establishing Earnings Codes, page 34.

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

Using Payback Deduction and Earnings Codes on the Paysheet

After you set up the Earnings and Deduction tables to reflect the salary advance earnings and advance payback deduction codes, the first employee to take advantage of the advance program is Terry, who requests a salary advance of 500 USD. Here’s how you use the payback deduction and earnings codes that you set up to process Terry’s advance:

1. During the first pay period, update Terry’s paysheet to include other earnings of 500 USD, with the ADV earnings code.

   The Pay Confirmation process automatically creates a payback arrears balance of 500 USD under the ADVPB deduction code because you linked that payback deduction code to the ADV earnings code.

2. In subsequent pay periods, the system automatically tries to recover any outstanding arrears based on the ADVPB deduction code, which you defined with a flat maximum payback amount of 50 USD.

In Terry's case, the system takes the deduction amount of 50 USD as arrears payback in the second pay period, and reduces the payback arrears balance to 450 USD. It continues to take 50 USD a pay period until the arrears balance is zero.

Processing Gross-Ups

This section provides an overview of gross-up processing and discusses how to:

- Select processing options on the paysheet.
- Override taxes for a gross-up.
- Override deductions for a gross-up.

Understanding Gross-Up Processing

Use the gross-up process to create a check for an exact net amount, including zero net amounts, and have the system calculate the taxes and subsequent gross pay.

Gross-ups are processed along with all other paysheet transactions during on-cycle, off-cycle, or online check runs. If, during a normal on-cycle payroll run, you're processing a gross-up for an employee in addition to the regular check, you must create an additional check for the gross-up. All earnings included in the gross-up must be on a separate check; you cannot combine a gross-up with an ordinary check that's calculated gross-to-net.

Net Pay Gross-Ups

A net pay gross-up is paid with an earnings code that is set up with Add to Gross Pay selected on the Earnings Code - Taxes page.

For example, you might want to give an employee a bonus of 1000 CAD net pay. The system would gross up from the net of 1000 CAD by determining which tax method is specified for the earnings and calculating the gross based on the tax variables.

In a gross-up you are indicating, in effect, that the company is paying all employer and employee taxes. That is, the employee is getting an actual net bonus of 1000 CAD, as opposed to 1000 CAD minus taxes.

Zero Net Gross-Ups

A zero net gross-up is paid with an earnings code that is set up with Add to Gross Pay not selected on the Earnings Code - Taxes page.

For example, you might award a vacation cruise worth 1,500 USD to the employee of the year. The 1,500 USD would be added to the employee's taxable wage base, but you would not want the employee to pay the taxes incurred on this additional income. You could do a zero net gross up that calculates the taxes on the 1,500 USD and the additional gross incurred by the employee as a result of the company paying the taxes.

Gross-Up Steps

These are the basic steps in running a gross-up:

1. Add a Paysheet page.
2. Enter tax overrides.
3. Enter deduction overrides.

4. Run the Pay Calculation process.
5. Run the Pay Confirmation process.
6. View results of the gross-up on the Review Paycheck pages.

Selecting Processing Options on the Paysheet

With gross-ups, you have a number of processing options with regard to taxes and deductions:

- You can use any earnings code that you need.

  It can be Regular, Bonus, Gifts, or any special earnings code that you've set up.

- You can select any tax method.

  The default tax method is usually annualized. (The earnings code itself may determine the tax method). If you select either *Annualized* or *Cumulative,* the system uses the employee's federal and state marital status and number of exemptions.

  For the U.S., if you select *Supplemental* or *Special Supplemental,* the system ignores the employee's filing status and uses the supplemental rates in the Federal/State Tax tables.

  For Canada, the recommended tax methods to use would be *Annualized* or *Bonus.*

- You can specify the exact tax period for the gross-up.
- The system takes deductions automatically, unless you override them on the One-Time Deductions page.

  These deductions *will* reduce the net pay.

- The system may not be able to calculate additional tax amounts or percents.

  When calculating gross-ups, the calculation program may go through several iterations to arrive at the requested net. If, after a number of attempts, the gross-up cannot be calculated, you receive an error message. To correct this situation, you should clear the additional tax amounts or percents on the Employee Tax Data pages.

Note. You can not override a tax amount using the Paysheet/Payline One-Time Taxes override pages. You can, however, stop a particular tax from being applied.

Example 1: Paysheet for a Net Pay Gross-Up

Access the By Paysheet - Paysheet page.

1. Select Gross-Up.
2. Use an earnings code that has Add to Gross Pay selected on the Earnings Code - Taxes page.
3. Enter the amount to be grossed up.
4. To enter the tax periods, pay frequency, and tax method that you want to use, click Additional Data.

   If the tax method desired is already defined on the earnings code, it is not necessary to enter it in the Additional Data page.

5. If you're ready to pay the employee, select OK to Pay.

Note. (CAN) The gross-up process for Canada considers only legislated deductions (both employee and employer contributions) when determining gross pay. Nonstatutory deductions (both employee and employer contributions) are deducted from the desired net pay unless deductions taken is set to *None.*

Example 2: Paysheet for a Zero Net Gross-Up

Access the By Paysheet - Paysheet page.

1. Select Gross-Up.
2. Use an earnings code that does not have Add to Gross Pay selected on the Earnings Code - Taxes page.
3. Enter the amount to be grossed up.
4. Click Addl Data to display a page where you can select the appropriate tax method.
5. If you're ready to pay the employee, select OK to Pay.

See Also

Chapter 18, "Working with Paysheets," Viewing and Updating Paysheets and Paylines, page 416

Overriding Taxes for a Gross-Up

Access the One-Time Taxes page.

Determine what taxes you want grossed up. By default, the system attempts to take all taxes normally associated with the employee. You may indicate only what taxes not to take. You cannot indicate an override amount, additional amount, or refund amount.

See Also

Chapter 18, "Working with Paysheets," Recording One-Time Deductions, page 425

Overriding Deductions for a Gross-Up

Access the One-Time Deductions page.

The system takes deductions automatically from a grossed-up check unless you override them. So you must determine whether you want deductions taken from net pay. If you do not want any deductions taken, go to the By Paysheet - One-Time Deductions page and select *None* for deductions taken.

See Also

Chapter 18, "Working with Paysheets," Recording One-Time Deductions, page 425

Creating Final Check Paysheets

This section provides overviews of the Final Check Build COBOL SQL process (PSPFCBLD), the Create Final Check Paysheet process, the Final Check Extract process, and the Check Load Paysheets process, and discusses how to:

- Create final check paysheets.
- Rerun the Final Check Build process.
- Generating the Final Check Requests report.

Understanding the Final Check Build Process

Before you can review paysheet and payline information for final check requests, run the Final Check Build process to create final check paysheets that are associated with the final check requests. You can create final check paysheets only for existing final check requests. You must enter at least one final check request before creating final check paysheets. You can create final check paysheets in either on-cycle or off-cycle processes.

Warning! If you create final check paysheets in an off-cycle process, create your regular paysheets before creating your final check paysheets. The Final Check Build process obtains important information from the regular paysheets.

The Final Check Build process runs three batch processes to create final check paysheets for the Pay Calculation and Pay Confirmation processes:

- The Create Final Check Paysheet process creates final check paysheets for the employee.
- The Final Check Extract process extracts:
  - Leave accruals and deduction refunds to pay to the employee.
  - Deductions to collect from the employee.
- The Final Check Load Paysheets process loads the extracted leave accruals and deductions to the paysheets.

To ensure that the balance records reflect correct information, PeopleSoft recommends that you complete manual checks, reversals, or adjustments before processing a final check. Because the Final Check Build process uses information from regular paysheets, PeopleSoft also recommends that you first run the regular Create Paysheet process.

See Also

Chapter 5, “Setting Up the Payroll Process,” Defining the Final Check Process, page 104

Chapter 21, “Working with Checks and Direct Deposit,” Processing a Final Check Request, page 509

Understanding the Create Final Check Paysheet Process

The Create Final Check Paysheet process:

- Creates new final check paysheets.

  In creating the new final check paysheets, the system calls the Create Paysheet process to generate the standard paysheets with prorated regular earnings.
- Validates earnings on the new paysheets.
- Applies all validated earnings from preexisting paysheets onto the new final check paysheets.

This batch process creates the final check paysheets. It prorates regular earnings for all employees (salaried, exception hourly, and hourly) based on the pay period begin and end dates and the termination date on final check requests.

After creating the new final check paysheets, the system determines whether the earnings on the new paysheets are defined in the employee’s final check program. The system deletes from the paysheet earnings that are not defined in the employee’s final check program and generates a warning message.

Note. It is your responsibility to verify the regular earnings for hourly employees and to update the paysheets to reflect the actual hours worked.

After verifying the new final check paysheets, the system determines whether the employee has any preexisting uncalculated, or unconfirmed, OK to Pay paysheets (either on-cycle or off-cycle).

If so, the system determines whether the pay end date on the paysheet equals the current final check pay end date for any earnings codes that are not on the newly created final check paysheets (but are in the preexisting paysheets such as Time and Labor, Retro Pay). If these earnings codes are defined on the final check program, the system copies them to the final check paysheet and marks the preexisting paysheet as Not OK to Pay.

If the pay end date on the existing paysheet is earlier than the current pay end date of the final check paysheet, and the earnings code is defined on the final check program, the system copies all appropriate earnings from the preexisting paysheets to the final check paysheet and marks the preexisting paysheet as Not OK to Pay. If the pay end date on the paysheet is later than the current pay end date, the system generates a warning message.

Note. The system generates a warning message for every earnings code on the preexisting paysheets that is not defined in the final check program, and marks the existing paysheets as Not OK to Pay.

The Create Final Check Paysheet process copies all one-time garnishments and one-time taxes that are associated with the processed, preexisting paysheets to the final check paysheets. The system verifies one-time deductions against the final check program and copies only those one-time deductions that are in the final check program.

After creating the final check paysheets and copying the preexisting paysheets, the system validates all the earnings codes on the paysheets to determine the correct earnings amount. Depending on the pay-out option on the Program Earnings Definition page of the final check program, the pay-out amount is either the flat earnings amount on the paysheet or the difference between the goal amount and the goal balance.

If you defined a dollar override limit for an earnings code on the Earnings Definition page of the final check program and the pay-out amount is greater than the dollar override limit, the system overrides the pay-out amount with the dollar override limit and displays a message to inform you. If there are multiple occurrences of the same earnings code associated with a dollar override limit, the system prorates the dollar override limit proportionately among those earnings.

The system clears the Job Pay check box at the earnings level on all final check paysheets. On all preexisting paysheets where the system modified information through validation when copying it to the final check paysheets, the system also clears the Job Pay check box at either the earnings level or the other earnings level, depending on the level at which the modification was applied.

Warning! All final check paysheets are created with OK to Pay activated, regardless of how you defined the Pay Group Table - Process Control page or the Additional Pay table. Even if an earning was defined as Not OK to Pay, that earnings becomes OK to Pay when you create the final check paysheet.

Special Considerations for Time and Labor Paysheets

These processes are generally the rule for handling preexisting paysheets in the Final Check Build process. Preexisting paysheets that are created by Time and Labor, however, require special considerations.

Time and Labor enters all pay information onto the payroll paysheets as other earnings. Therefore, for salaried employees whose pay end date equals the current pay end date, the system does not enter Time and Labor REG other earnings from the current pay period into the new final check paysheets as regular earnings.

However, when processing Time and Labor REG other earnings for exception hourly and hourly employees when the pay end date equals the current pay end date, the system uses those REG other earnings and overlays the regular earnings on the new final check paysheet.

The system copies Time and Labor prior period adjustments (represented as Other Earnings records with identical earnings begin and end dates) as they are, if the earnings codes are identified in the final check program.

The system adds to the final check paysheet any earnings codes (other than regular or holiday) from preexisting, unconfirmed Time and Labor paysheets, if the pay end date is the same for both the Time and Labor paysheet and the final check paysheet. The system does not replace the earnings code amount if it already exists on the final check paysheet, but adds to it.

The system does replace holiday pay and hours earnings codes on the final check paysheet with the information from preexisting, unconfirmed Time and Labor paysheets, if the earnings code is for holiday and the Time and Labor paysheet and the final check paysheet have the same pay end date.

When copying Time and Labor paysheets onto the final check paysheets, the system selects the TL Records check box on the paysheets.

After copying preexisting Time and Labor pay earnings onto final check paysheets, the system marks the Time and Labor paysheets as final check paysheets. It does this by changing the paysheet source on the paysheets to either *Batch Final Check* or *Online Final Check.* Additionally, it marks the Time and Labor paysheet as Not OK to Pay. Any paysheet marked Not OK to Pay is an original—it was copied from a prior Time and Labor upload.

After creating the final check paysheets and copying onto them the preexisting paysheets, the system validates the earnings codes on the paysheets to arrive at the correct earnings amount.

Depending on the pay-out option in the final check program earnings definition, the pay-out amount is either the flat earnings amount as defined on the paysheet, or the difference between the goal amount and the goal balance.

If you defined a dollar override limit for an earnings code in the earnings definition of the final check program, and the pay-out amount is greater than the dollar override limit, the system overlays the pay-out amount with the dollar override limit and generates a message to inform you.

If the dollar override limit applies to multiple occurrences of the same earnings code, the system prorates the dollar override limit proportionately among those earnings.

Manual Check and Reversal Paysheets

The system does not copy manual check paysheets onto final check paysheets, and it does not mark them as Not OK to Pay. If they meet all the conditions described in this section, the system copies reversal and reversal/adjustment paysheets to the final check paysheets, marks the original paysheets Not OK to Pay, and generates a message to inform you.

PeopleSoft recommends that you complete all manual check, reversal, and reversal/adjustment processing for an employee before processing a final check paysheet. Otherwise, the balance records might not contain the correct information. This could be a problem for items that have limits, such as FICA.

Understanding the Final Check Extract Process

The Final Check Extract process:

- Extracts leave accruals
- Extracts deductions

This batch program extracts all leave accruals and deductions for an employee's final paycheck. The system checks the processing status on the final check request and processes only those employees whose status is *Created.* The system writes the extracts to a work table, which it loads to the paysheets. After extracting an employee's deductions and accruals, the system sets the processing status in both the final check request and final check extracts to *Extracted.* When the system loads the extracts to paysheets in the Final Check Load Paysheets process, it deletes the extracts in the work table and updates the final check request processing status to *Loaded to Paysheets.*

Extract Leave Accruals

The system extracts all leave accruals for which the plan type and benefit plan are defined in the final check program. The pay-out hours include either or both:

- Fully earned and awarded leave accruals.

  These are always paid if they are defined in the final check program. The system uses the following formula to determine the number of available hours to be paid:

  hours carried over from previous year

  + earned year-to-date

  − taken year-to-date

  + adjusted year-to-date

  + bought year-to-date

  − sold year-to-date

  − unprocessed hours taken

  + unprocessed hours adjusted

  + unprocessed hours bought

  − unprocessed hours sold

- Accrued, but not awarded, leave accruals.

  Pay from these accruals (the months or hours incurred from the last leave accruals run until the present) is optional. If you do this, define a proration method for the system in the Final Check Program table.

Extract Deductions

You can refund or collect all deductions, both general and benefit, for an employee upon termination. Specify a processing rule for each deduction that you include on the Deduction Definition page of a final check program. The final check processing rule that you specify for a deduction determines whether the system refunds or collects that deduction. The processing rule also specifies how the system calculates this deduction.

If the plan type and deduction code are not defined in the final check program, the system creates a one-time deduction override extract row with a zero amount to override the deduction that it collects in the Pay Calculation process.

Final check processing extracts all deductions in which an employee is enrolled and processes each according to the final check program, regardless of whether the deduction is scheduled for processing.

Understanding the Final Check Load Paysheets Process

The Final Check Load Paysheets process:

- Loads other earnings.

- Loads deductions to collect to one-time deductions.
- Loads deductions to refund to one-time deductions.

This batch program loads all the extracted leave accruals, deduction refunds, and deduction collections to paysheets. This process is driven by the processing status in the Final Check Extract table. It selects only those rows from the extract table for which the status is *Extracted.* The system adds all deductions and accruals from the Final Check Extract process to the final check paysheets. Leave accruals are added as other earnings. Deductions are added as one-time deductions (overrides or refunds).

If the system copied a one-time deduction override from a preexisting paysheet onto the final check paysheets, and the Final Check process creates another one-time deduction override for the same deduction, you receive a message informing you of the amount calculated for the deduction. In this case, make adjustments before you run the Pay Calculation process, because multiple one-time deductions for the same deduction are not allowed.

The system performs all FLSA distributions, job earnings distributions, and tax distributions for the paysheets created in the Create Paysheet process. However, for earnings associated with leave accruals that were extracted in the Final Check Extract process, this program performs only the tax distributions as defined on the Employee Tax Distribution page. The system does not perform FLSA distributions and job earnings distributions. It is your responsibility to perform distributions.

After loading the paysheets for an employee, the system sets the processing status in the final check request to *Loaded* and deletes final check extracts from the worktable.

If a preexisting paysheet displays a company or pay group that differs from the one currently in effect for the employee, the system uses the currently effective company and pay group when copying that paysheet to the final check paysheet. It also displays a message to inform you. You can change any final check component before running the Pay Calculation process.

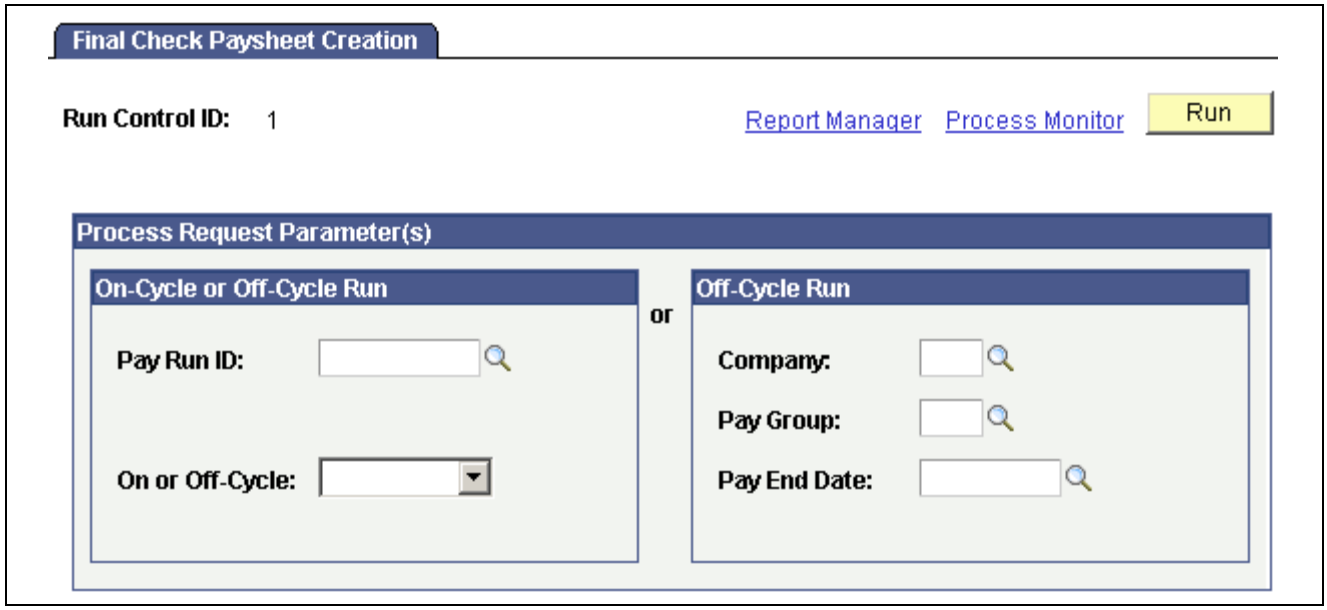
Pages Used to Create Final Check Paysheets

Page Name	Object Name	Navigation	Usage
Final Check Paysheet Creation	RUNCTL_TERM	• Payroll for North America, Payroll Processing USA, Create Final Checks, Create Final Check Paysheet, Final Check Paysheet Creation • Payroll for North America, Payroll Processing CAN, Create Final Cheques, Create Final Cheque Paysheet, Final Cheque Paysheet Creation • Payroll for North America, Payroll Processing USF, Create Final Checks, Create Final Check Paysheet, Final Check Paysheet Creation	Run the Final Check Build process to create final check paysheets.

Page Name	Object Name	Navigation	Usage
Final Check Request	TERM_RQST	• Payroll for North America, Payroll Processing USA, Create Final Checks, Request Final Check, Final Check Request • Payroll for North America, Payroll Processing CAN, Create Final Cheques, Request Final Cheque, Final Cheque Request • Payroll for North America, Payroll Processing USF, Create Final Checks, Request Final Check, Final Check Request	Run the online or batch Final Check Request process.
Final Check Requests Report	RUNCTL_PAY056	• Payroll for North America, Payroll Processing USA, Create Final Checks, Final Check Requests Report, Final Check Requests Report • Payroll for North America, Payroll Processing CAN, Create Final Cheques, Final Cheque Requests Report, Final Cheque Requests Report • Payroll for North America, Payroll Processing USF, Create Final Checks, Final Check Requests Report, Final Check Requests Report	Generate the PAY056 report that lists final check requests for which an employee's final check processing status is either N (not processed) or P (loaded to paysheets).
Final Check Requests Report	RUNCTL_PAYINIT	• Payroll for North America, Payroll Processing USA, Create Final Checks, Final Check Reconcile Report, Final Check Requests Report • Payroll for North America, Payroll Processing CAN, Create Final Cheques, Final Cheque Reconcile Report, Final Cheque Reconcile Report • Payroll for North America, Payroll Processing USF, Create Final Checks, Final Check Reconcile Report, Final Check Requests Report	Generate the PAY057 report that reconciles employees who have final checks processed, based on pay calendar information that you specify with data from their Employment records. A warning message appears in the report when an employee is not really terminated, but has a final check produced.

Creating Final Check Paysheets

Access the Final Check Paysheet Creation page.



Final Check Paysheet Creation page

Click Run to run this request. PeopleSoft Process Scheduler runs the Final Check Build process at user-defined intervals.

On-Cycle or Off-Cycle Run

If you use this group box, the Off-Cycle Run group box becomes unavailable for entry.

Pay Run ID Select a pay run ID to create final check paysheets for the pay calendars that are associated with the ID.

Off-Cycle Run

If you use this group box, the On-Cycle or Off-Cycle Run group box becomes unavailable for entry.

Note. The Final Check Build process gathers information from system tables about the employees for whom you processed final check requests and generates the pay earnings information for each payline.

Note. After creating final check paysheets, run the normal Pay Calculation and Pay Confirmation processes.

See Also

Chapter 19, “Calculating Pay,” page 455

Chapter 25, “(USF) Setting Up and Processing Agency Interfaces,” page 571

PeopleTools PeopleBook: Using PeopleSoft Applications

Rerunning the Final Check Build COBOL SQL Process (PSPFCBLD)

To rerun the Final Check Build process:

1. Select the Reprocess check box on the Final Check Request page.

   Note. This check box does not appear on the page unless the employee has an unconfirmed final check paysheet.

2. Mark preexisting paysheets as OK to Pay.
3. Run the Final Check Build process again.

   After reprocessing the request, the system hides the Reprocess check box.

See Also

Chapter 21, "Working with Checks and Direct Deposit," Processing a Final Check Request, page 509

Generating the Final Check Requests Report

Access the FC Requests Report page.

Final Check Processing Status

Extracted: All employees whose final check request processing status is *Not Processed* or *Loaded to Paysheets.*

Loaded to Paysheets: All employees whose final check processing status is *Loaded to Paysheets.*

Not Processed: All employees whose final check processing status is *Not Processed.*

Paysheet Created: All employees whose final check processing status is *Paysheet Created.*

Reviewing Paysheet Balances

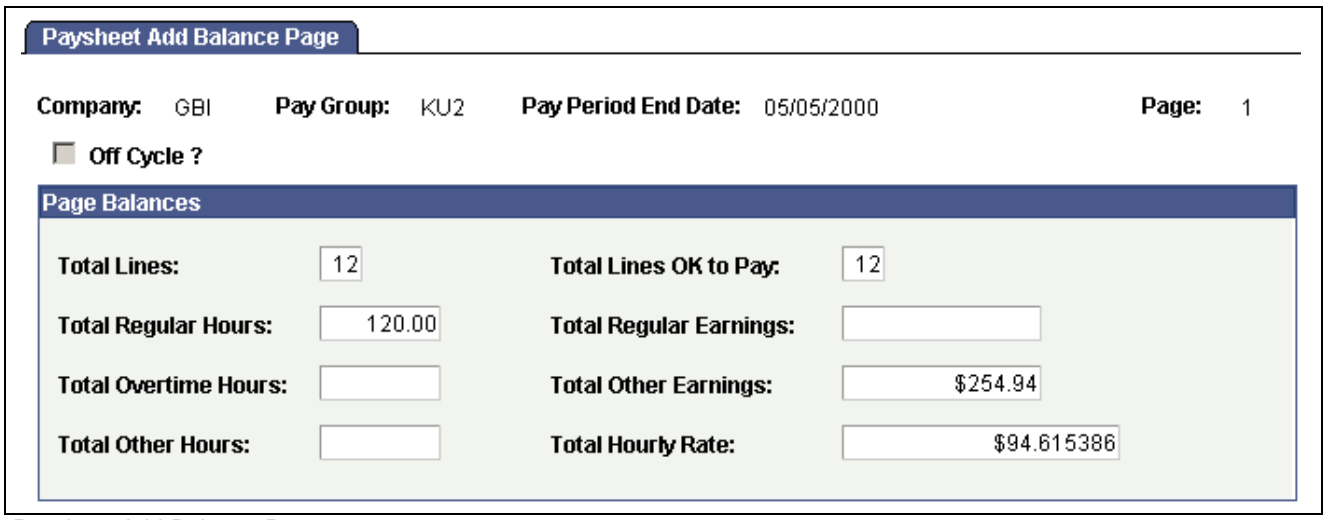
This section discusses how to review paysheets for accuracy.

Pages Used to Review Paysheet Balances

Page Name	Object Name	Navigation	Usage
Paysheet Add Balance Page	PAY_SHEET_ADD_PAGE	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Add Balance Page, Paysheet Add Balance Page • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Add Balance Page, Paysheet Add Balance Page • Payroll for North America, Payroll Processing USF, Update Paysheets, By Add Balance Page, Paysheet Add Balance Page	Audit paysheets for accuracy.
Paysheet Page Bals (Shrt Form) (paysheet page balances [short form])	PAY_SHEET_MULT_P	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Paysheet Earns Short Form, Paysheet Page Bals (Shrt Form) • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paysheet Earns Short Form, Paysheet Page Bals (Shrt Form)	Display the Paysheet - Page Balances page from the Paysheet Earnings (Short Form) page.
Paysheet Page Bals (Short Form) (paysheet page balances [short form])	PAY_SHEET_MULT_P	Payroll for North America, Payroll Processing CAN, Update Paysheets, By Paysheet Earns Short Form, Paysheet Page Bals (Shrt Form)	Display the Paysheet - Page Balances page from the Paysheet Earnings (Short Form) page.
By Paysheet - Page Balances	PAY_SHEET_ADD_P	• Payroll for North America, Payroll Processing USA, Update Paysheets, By Paysheet, Page Balances • Payroll for North America, Payroll Processing CAN, Update Paysheets, By Paysheet, Page Balances • Payroll for North America, Payroll Processing USF, Update Paysheets, By Paysheets, Page Balances	Display paysheet balances.

Reviewing Paysheets for Accuracy

Access the Paysheet Add Balance Page page.



Paysheet Add Balance Page page

Generate Paysheet Reports

This section provides overviews of multiple pay earnings on paysheet reports and preprinted paysheet forms and lists the pages used to generate paysheet reports.

See Also

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859

Understanding Multiple Pay Earnings on Paysheet Reports

When you read paysheet reports, the information that you see on the By Paysheet - Paysheet page is reduced to one line in a report.

If an employee has additional earnings on the paysheet, the payline number doesn't change; it is merely extended. The second pay earnings entry becomes a second line in the report and is prefaced with the employee's payline number and a hyphen (for example, 1, 1-1, 1-2, 1-3).

The first number (in this example, 1) represents the initial pay earnings information for the payline, which is entered in the Job record. Subsequent pay earnings (1-1, 1-2) refer to additional data defined by that person's Job record or Additional Pay Earnings records.

Understanding Preprinted Paysheet Forms

The standard Paysheets report (PAY009) displays all the information that is associated with paylines. Each line on this report represents a different payline or pay earnings entry, identified by employee ID. In the Company table, indicate how many lines should appear on each page. On the Pay Group table, determine how to sort the pages (by employee ID, department).

For each By Paysheet - Paysheet page, the system creates a By Paysheet - Page Balances page that includes the total number of:

- Paylines
- Regular hours
- Regular pay

This By Paysheet - Page Balances control provides a total based on what the paysheet batch process creates. These totals are not updated by paysheet entries that you make after you create paysheets.

Pages Used to Generate Paysheet Reports

Page Name	Object Name	Navigation	Usage
Paysheet Print	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Print Paysheets, Paysheet Print • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Print Paysheets, Paysheet Print • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Print Paysheets, Paysheet Print	Generate the PAY009 report that details the results of the Create Paysheet process.
Paysheet Earnings Dist Print (paysheets earnings distribution print), Paysheets Earnings Distribution	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Print Paysheet Earnings Dist, Paysheet Earnings Dist Print • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Print Paysheet Earnings Dist, Paysheet Earnings Dist Print • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Print Paysheet Earnings Dist, Paysheet Earnings Dist Print	Generates paysheets for distributed earnings. PAY017 is similar to PAY009 (Print Paysheets), but it scans employee records for paylines related to distributed earnings.

CHAPTER 19

Calculating Pay

This chapter provides an overview of the pay calculation business process and discusses how to:

- Run pay calculation.
- Review pay calculation results.
- Review payroll messages and correct errors.
- Run final pay calculation.

Understanding the Pay Calculation Business Process

This section discusses:

- Business process summary.
- How pay calculation works.
- General processing information.
- Balance updates.
- Deduction priority and deduction classification.
- Insufficient net pay and pay calculation.
- (USA) Fair Labor Standards Act (FLSA) calculations.
- Imputed income for group-term life insurance calculations.

See Also

Chapter 18, "Working with Paysheets," Deduction Override Processing During Pay Calculation, page 397

Business Process Summary

In Payroll for North America, pay calculation is an iterative process. You can run and rerun calculations repeatedly until you're confident that the payroll data is correct. Here are the basic steps:

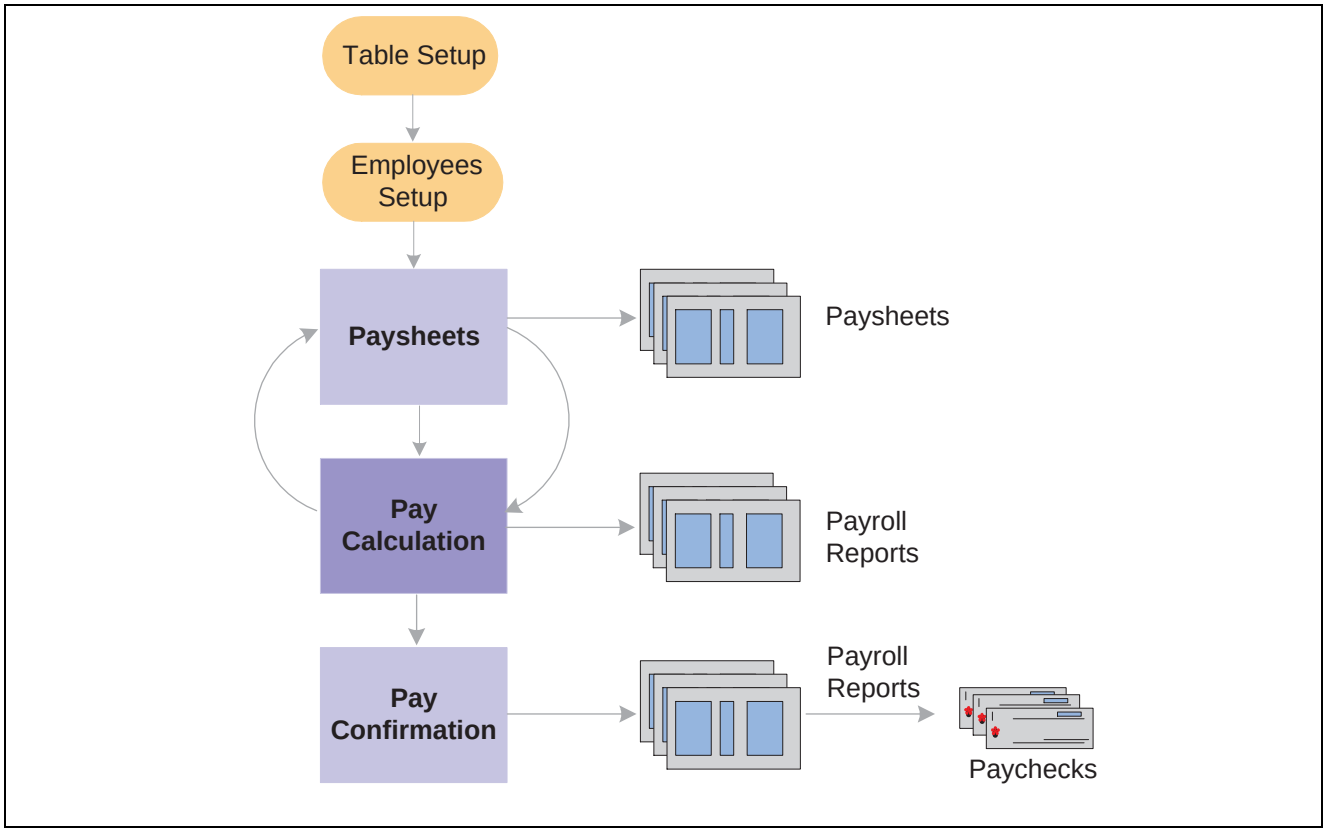
1. Enter employee payroll information, create paysheets, and make updates and adjustments for the pay period.
2. (Optional) Identify and fix potential errors using the Precalculation Audit Report (PAY035).
3. Run the Pay Calculation COBOL SQL process (PSPPYRUN).
4. Review calculation results and check for errors.

   Check payroll error messages online or print the Payroll Error Messages report (PAY011).

View the results of paycheck earnings, deductions, and taxes using the Paycheck pages and various standard reports that you can print to verify the results of the pay calculation.

5. Make adjustments on the paysheets.
6. Repeat these steps until you're confident that the payroll data is correct, then confirm pay.

This diagram shows where pay calculation fits in the payroll process:



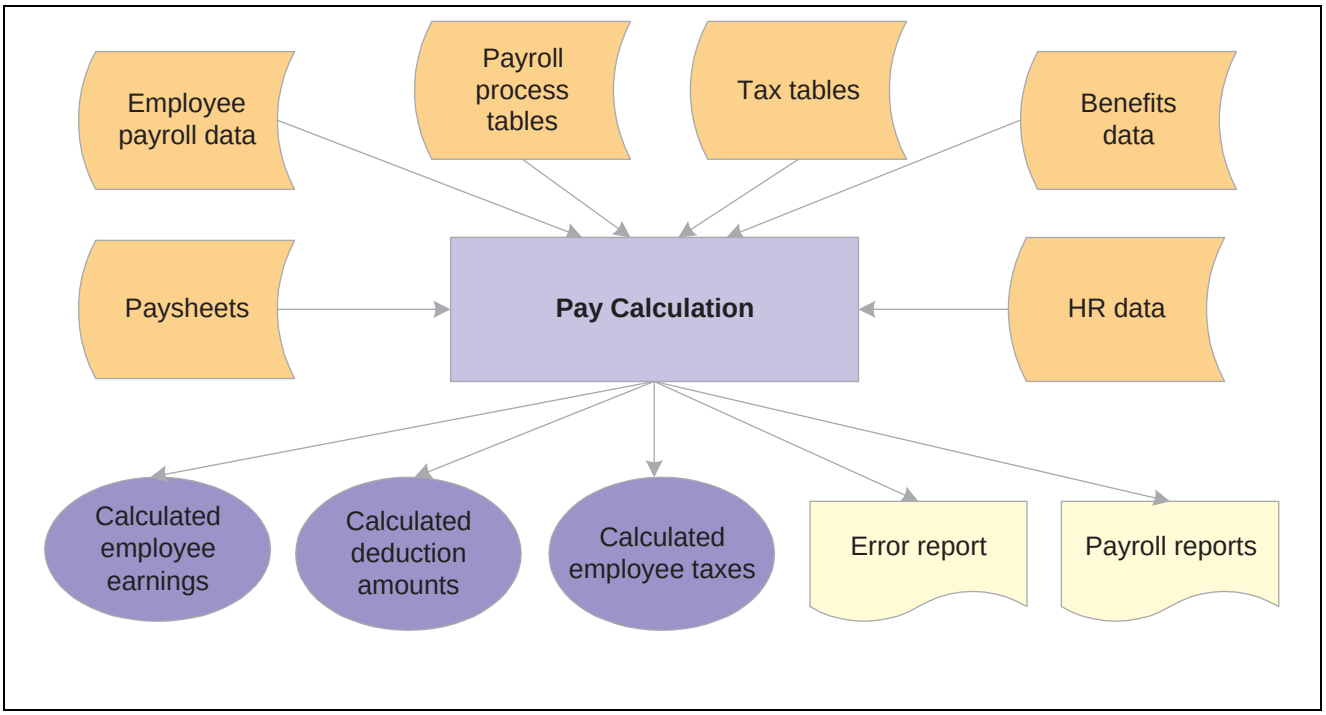
Pay calculation in the payroll process

How Pay Calculation Works

Pay calculation processes:

- All the information that you set up in the PeopleSoft Human Resources Management (PeopleSoft HRMS) and Payroll for North America tables and at the employee level.
- The additional information that is provided on paysheets.

This diagram shows the information that is used in pay calculation:



Performing pay calculation

Pay Run IDs

The pay calculation is driven by the pay run IDs that you use to group pay groups together for payroll processing. Generally, all pay calendar entries that share a pay run ID have the same pay end date, but not necessarily the same pay frequency. Generally, set up different pay run IDs each pay period end date on the Pay Calendar Table page. The pay run ID should be identical for the Paysheet Creation COBOL SQL process (PSPPYBLD), the Pay Calculation process, and the Pay Confirmation COBOL SQL process (PSPCNFRM).

Off-Cycle Processing

Off-cycle payroll processing refers to calculating and creating a paycheck for one or more employees outside the normally scheduled (on-cycle) payroll run for their pay group. You typically use off-cycle payroll processing to create checks for the following employees:

- Employees who are being terminated.
- New hires that were not entered into the system in time for the last on-cycle payroll run.
- Employees who received an incorrect payroll check during a normal payroll.

The steps for processing an off-cycle payroll are similar to the steps for processing a normal on-cycle payroll. Specify off-cycle processing run parameters.

Options for Calculating Pay

To make the pay calculation as efficient as possible, the system contains safeguards and options. For example, you can specify whether to:

- Calculate pay in preliminary or final mode.
- Calculate for all employees, or only for employees with changes to their payroll data.
- Transfer calculation errors.

The Continue with Errors feature moves paylines containing certain errors to an off-cycle pay calendar for separate processing.

See Chapter 5, "Setting Up the Payroll Process," Reviewing and Modifying Payroll Messages, page 112.

You can select any combination of options, and you can run payroll calculation as many times as you need in any mode. The only restriction is that you must correct all pay calculation errors that are not included in the Continue With Errors definition before beginning the pay confirmation.

Definition of Payroll Data

When you run pay calculation with the Only Calculate Where Needed option selected, the system recalculates employees for whom there are changes since the last pay calculation in the following records:

- Paysheet.
- Additional pay.
- Personal data.
- Employment data.
- Job (if Job pay is selected).
- Job earnings distribution.
- Federal, state, or local tax data.
- Garnishment rule, schedule, or specification.
- General deductions.
- Health benefit.
- Disability benefit.
- Flexible spending account (FSA) benefit.
- Life benefit.
- Pension benefit.
- Retirement benefit.
- Savings benefit.
- Vacation benefit.
- Beneficiaries.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Understanding Pay Calendars

General Processing Information

During the pay calculation, the system determines earnings, deductions, taxes, and net pay for all employees with pay earnings in a payline marked OK to Pay.

The system processes one company at a time, and within each company, every pay group that is assigned to that pay run ID. As it processes each pay group, the system indicates the number of checks to be calculated and how many have already been calculated.

The system commits the calculations after processing the number of employees that are specified in the Installation table. In other words, it updates the physical database with the results of the calculations.

Note. Any online change to an employee's pay data that deletes rows or alters an OK to PAY check box may not be reflected in an updated paysheet. In these cases, you must verify that the paysheet reflects the desired change and, if it does not, change the paysheet directly.

Balance Updates

The system updates balances based on the check date of the pay calendar to which they are associated. The actual check date is not a factor.

On-Cycle Payroll Example

Period End Date December 31, 2004

Check Date December 31, 2004 (on the pay calendar)

Balances for December 2004 are updated

Off-Cycle Payroll Example

Period Ends December 31, 2004

On-Cycle Check Date December 31, 2004 (on the pay calendar)

Off-Cycle Check Date January 2, 2005 (on the actual checks)

Off-cycle payroll is tied to the on-cycle payroll for payroll period end date December 31, 2004. The on-cycle payroll has a check date of December 31, 2004. So the balances for December 2004 are updated. If the off-cycle is tied to the first payroll in 2005, then the January 2005 balances are updated.

Deduction Priority and Deduction Classification

The system uses the deduction priority number and deduction classification to determine the order in which it takes deductions in a pay calculation. Define deduction priority numbers on the Deduction Table - Setup page and deduction classifications on the Deduction Table - Tax Class page.

The deduction priority and deduction classification function in a pay calculation as follows:

1. The system builds a temporary table that enables it to run calculations and store information.

   The system stores the deduction code, classification (before-tax, after-tax, or taxable benefit), priority number, and deduction amount in the table.

   For example, Mark receives 401(k), medical, dental, and life insurance benefits. He also contributes a portion of his earnings to union dues and a charity. The system interprets the information and stores it in a temporary table:

Type	Deduction Amount	Classification	Priority
401(k)	7%	Before-tax	5
Medical	100 USD (flat amount)	Before-tax	7

Type	Deduction Amount	Classification	Priority
Dental	50 USD (flat amount)	Before-tax	8
Life insurance	100 USD (flat amount)	Before-tax	6
Union dues	2%	After-tax	9
Charity	25 USD (flat amount)	After-tax	10

2. The system locates all deductions (not including taxes) and calculates their value.

   The system calculates the value of the deduction, based on gross earnings or a special accumulator.

Note. Taxes are not included with deductions. Although taxes reduce gross pay, they are distinct in their categorization.

Mark receives 2000 USD in gross earnings. The system calculates the deductions, based on the 2000 USD gross earnings:

Type	Deduction Amount	Classification	Priority
401(k)	7% × 2000 USD = 140 USD	Before-tax	5
Medical	100 USD	Before-tax	7
Dental	50 USD	Before-tax	8
Life insurance	100 USD	Before-tax	6
Union dues	2% × 2000 USD = 40 USD	After-tax	9
Charity	25 USD	After-tax	10

3. The system calculates the employee's taxable gross income.

   To calculate an employee's taxable gross income, the system locates only those deductions with before-tax classifications and subtracts them from the gross income.

Note. The system does not actually deduct anything from the employee's gross income; it only runs a calculation.

Type	Deduction Amount	Classification	Priority
401(k)	Subtract 140 USD	Before-tax	5
Medical	Subtract 100 USD	Before-tax	7
Dental	Subtract 50 USD	Before-tax	8
Life insurance	Subtract 100 USD	Before-tax	6
	Total deduction: 390 USD		

2000 USD (gross income) − 390 USD (total of all before-tax deductions) = 1610 USD (taxable gross income).

Note. Seriously consider the deduction priority of before-tax deductions, because it affects the tax calculation.

4. The system calculates taxes, based on the taxable gross income:

Type	Priority	Deduction Amount
Federal tax	1	31% × 1610 USD = 499.10 USD
State tax	2	12% × 1610 USD = 193.20 USD
Local tax	3	3% × 1610 USD = 48.30 USD

Note. As you assign deduction priorities, remember that PeopleSoft assigned priorities for federal, state or provincial, and local taxes on payroll tax tables. These taxes have a higher priority to ensure that taxes take precedence over other deductions.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables".

5. The system withholds taxes, before-tax deductions, and after-tax deductions from gross pay.

   The system calculates only the deductions. After the system completes these calculations, it withholds all of the deductions and taxes from an employee's gross pay in sequential order, using deduction priority numbers.

   The system withholds all of Mark's precalculated deductions and taxes from his 2000 USD gross pay as follows:

Type	Classification	Priority	Sequence	Withholding Amount
Federal tax	NA	1	First	499.10 USD
State tax	NA	2	Second	193.20 USD
Local tax	NA	3	Third	48.30 USD
401(k)	Before-tax	4	Fourth	140 USD
Life insurance	Before-tax	5	Fifth	100 USD
Medical	Before-tax	6	Sixth	100 USD
Dental	Before-tax	7	Seventh	50 USD
Union dues	After-tax	8	Eighth	40 USD
Charity	After-tax	9	Ninth	25 USD
				Total withholdings: 1195.60 USD

2000 USD (gross income) − 1195.60 USD (total of all withholdings) = 804.40 USD (net pay).

Note. At this point, the system takes deductions that have both a before-tax and after-tax classification in the following order: before-tax deduction, then after-tax deduction.

The final result is the employee's net pay.

(USA) Insufficient Net Pay and Pay Calculation

At times, there might be insufficient net pay to cover all withholdings during pay calculation. If the system encounters such a deficiency during pay calculation, it identifies the first deduction that it cannot completely withhold and recalculates new tax values to compensate for the lack of net pay.

Using the previous example, suppose Mark has insufficient net pay to cover all withholdings during pay calculation. The system withholds all of the deductions and taxes from an employee's gross pay, in sequential order, using deduction priority numbers. In this example, Mark has insufficient net pay to withhold all deductions starting with his 401(k):

Type	Classification	Priority	Deduction Sequence	Amount To Withheld	Actual Amount Withheld
Federal tax	NA	1	First	241.50 USD	499.10 USD
State tax	NA	2	Second	161 USD	193.20 USD
Local tax	NA	3	Third	48.30 USD	−48.30 USD
401(k)	Before-tax	4	Fourth	140 USD	−70 USD
Life insurance	Before-tax	5	Fifth	100 USD	0 USD
Medical	Before-tax	6	Sixth	100 USD	0 USD
Dental	Before-tax	7	Seventh	50 USD	0 USD
Union dues	After-tax	8	Eighth	40 USD	0 USD
Charity	After-tax	9	Ninth	25 USD	0 USD
				Total withholdings: 810.60 USD	

Using this example, the system takes the following steps when encountering insufficient pay during pay calculation:

1. The system encounters a deduction that it cannot completely withhold and identifies it for tax recalculation.

   In the example, 401(k) is the first deduction to have insufficient funds for complete withholding. If you selected the Partial Deductions Allowed check box on the Deduction Table - Process page, the system takes as much of the deduction as it can—in this case 70 USD—and moves the remaining unpaid balance to arrears. Therefore 70 USD goes into arrears, and the system notes that Mark paid 70 USD to the 401(k) deduction.

2. The system also identifies all deductions subsequent to the partial deduction and moves the unpaid balances to arrears.

   In the example, the system identifies the life insurance, medical, and dental deductions and sends a total of 250 USD (in before-tax deductions) to arrears. It also notes that Mark paid 0 USD for each of these deductions.

3. The system recalculates taxable gross income.

   The system calculates taxable gross income by locating all before-tax deductions and subtracting them from Mark’s gross income. It calculates all before-tax deductions by a percentage of Mark’s gross income or a flat amount.

This time, however, instead of using the original percentage or flat amount to calculate before-tax deductions, the system uses the amount that it noted in the previous steps (the actual amount Mark paid toward those deductions):

Type	Deduction Amount (Amount Noted By The System)	Classification	Priority
401(k)	70 USD	Before-tax	4
Life insurance	0 USD	Before-tax	5
Medical	0 USD	Before-tax	6
Dental	0 USD	Before-tax	7
	Total Deduction: 70 USD		

Originally, the system subtracted 390 USD (the original total of all before-tax deductions) from Mark's gross income to arrive at his taxable gross income. However, using the amounts noted from previous steps (the amount Mark actually paid towards the deductions), it only subtracts 70 USD from his gross income. Therefore, the system arrives at a new taxable gross income that is larger than the original.

4. The system calculates taxes, based on the new taxable gross income.

   The taxes calculated from the new, larger taxable gross income are higher than the first time.

Note. The remaining steps are documented in the Running Pay Calculation section.

See Chapter 19, "Calculating Pay," Running Pay Calculation, page 465.

(CAN) Insufficient Net Pay and Pay Calculation

For Canadian processing, if a before-tax deduction results in insufficient net pay, the deduction calculation process will restart and process each deduction in sequential order, based on the deduction priority number. If there is insufficient net pay to cover a before-tax deduction entirely, it will be ignored. No partial before-tax deduction amounts will be processed.

(USA) FLSA Calculations

The FLSA and Alternative Overtime appendix includes examples of calculations.

See Also

Appendix D, "(USA) FLSA and Alternative Overtime Calculations," page 817

Imputed Income for Group-Term Life Insurance Calculations

Group-term life insurance setup instructions include examples of calculations.

See Also

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Understanding Imputed Income Calculation for U.S. Group-Term Life Insurance, page 157

Running Pay Calculation

This section provides an overview of the precalculation audit and discusses how to run pay calculation.

Understanding the Precalculation Audit

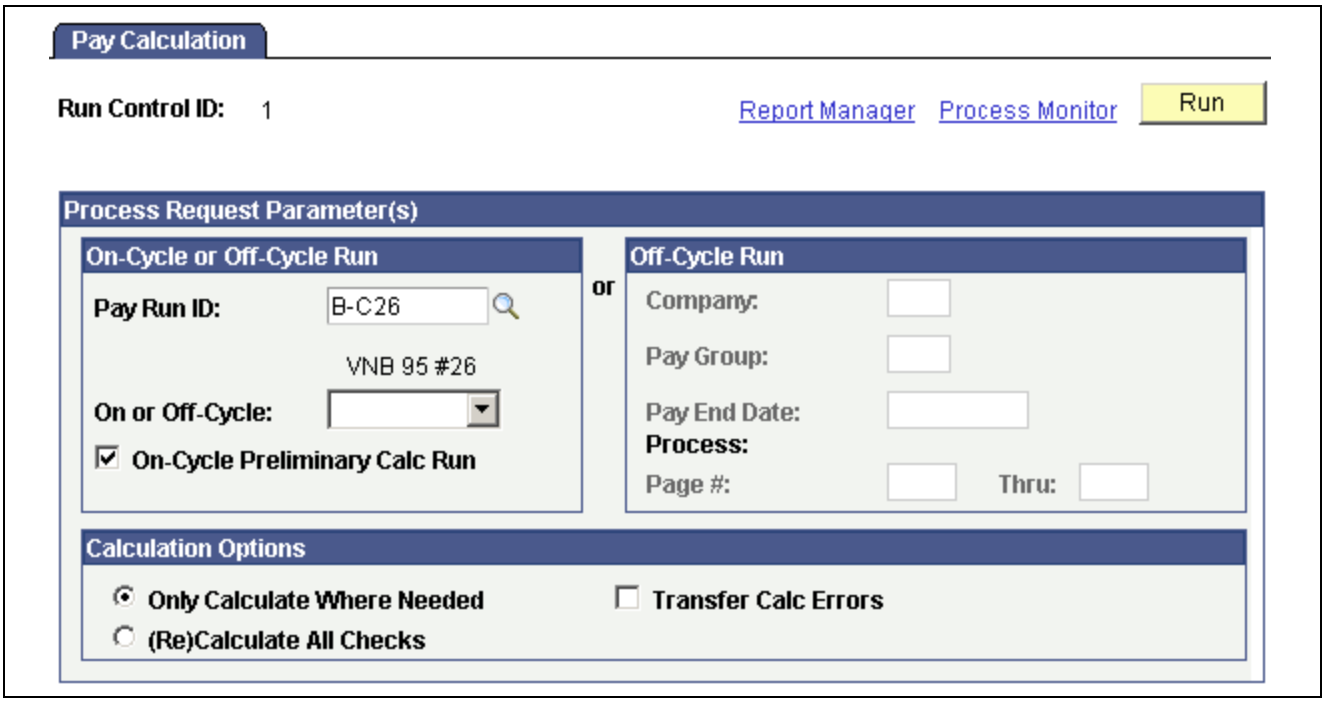
The Precalculation Audit Report (PAY035) is an optional report that you should run before the pay calculation to identify records that could cause errors during pay calculation. The Precalculation Audit Report verifies the integrity of the paysheet entries. It checks employee data for valid company, tax location code, state or provincial tax data, unemployement insurance jurisdiction, and so on.

Pages Used to Run Pay Calculation

Page Name	Object Name	Navigation	Usage
Precalculation Audit Report	RUNCTL_AUDIT	• Payroll for North America, Payroll Processing USA, Produce Payroll, Precalculation Audit Report, Precalculation Audit Report • Payroll for North America, Payroll Processing CAN, Produce Payroll, Precalculation Audit Report, Precalculation Audit Report • Payroll for North America, Payroll Processing USF, Produce Payroll, Precalculation Audit Report, Precalculation Audit Report	Run PAY035, which provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process.
Pay Calculation	RUNCTL_PAY_CALC	• Payroll for North America, Payroll Processing USA, Produce Payroll, Calculate Pay, Pay Calculation • Payroll for North America, Payroll Processing CAN, Produce Payroll, Calculate Pay, Pay Calculation • Payroll for North America, Payroll Processing USF, Produce Payroll, Calculate Pay, Pay Calculation	Specify pay calculation parameters and run the Pay Calculation process.

Running Pay Calculation

Access the Pay Calculation page.



Pay Calculation page

Click Run to run this request. PeopleSoft Process Scheduler runs the Pay Calculation process at user-defined intervals.

Note. The system removes run control data after each run. Therefore, you must re-create control data before each run.

On-Cycle or Off-Cycle Run

Pay Run ID

Select this option to run the pay calculation for the pay calendars that are associated with a pay run ID. Define the values in the Pay Run table. Use this table to verify the accuracy of the groups that you selected for processing. This table displays every company and pay group calendar entry that is associated with each pay run ID.

For an off-cycle run, you can leave this field blank and use the Off-Cycle Run group box to specify parameters for the calculation.

On-Cycle Preliminary Calc Run (on-cycle preliminary calculation run)

You can run on-cycle pay calculations in preliminary mode as many times as required to correct errors and adjust payroll information.

Clear this check box only after you have corrected all errors from the preliminary runs and are ready to process the final pay calculation run. Both preliminary and final modes perform identical calculations. However, final mode signals to the system that you are ready to progress to the pay confirmation and it sets the Locked for Confirm indicator to prevent automatic updates to the paysheet when certain employee pay data are changed, unless final calculation is rerun.

See Chapter 18, "Working with Paysheets," Understanding Deduction Override Processing, page 393.

Calculation Options

Only Calculate Where Needed Select this option to process the pay calculation only for employees for whom you must recalculate payroll. To minimize processing time, select this option. The system calculates pay for employees who have not yet been calculated, employees with errors, or employees who have had changes since the last pay calculation, even if you have previously run a final pay calculation.

(Re)Calculate All Checks If you select this option, the system calculates or recalculates payroll for all eligible employees. Select this option if this is the first time you are calculating final pay for a payroll run or you have changed one of the nonemployee-level tables affecting payroll processing, such as an insurance rate adjustment.

When you select the Only Calculate Where Needed option, the system recalculates all employees for whom you made changes in these records since the last pay calculation run. However, after you run the final pay calculation, the system stops automatically updating paysheets. The system processes only changes to the paysheet and does not process most of these record changes.

Transfer Calc Errors (transfer calculation errors) This applies to the Continue With Errors feature. If you select this check box when running the final pay calculation, the pay calculation transfers the paylines containing errors that are identified on the Pay Message table as eligible for transfer to an off-cycle pay calendar, according to specifications in the Pay Calendar and Pay Group tables. You can then correct the errors and process these paylines at a later time in an off-cycle pay run.

See Chapter 5, "Setting Up the Payroll Process," Reviewing and Modifying Payroll Messages, page 112.

Warning! If this check box is selected, you should not rerun the preliminary or final calculation for any reason.

Note. (USF) When an employee has worked less than a full pay period, the pay calculation prorates Federal Employee Health Benefits and Federal Employee Group Life Insurance deductions, according to Office of Personnel Management rules.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Run IDs

Chapter 21, "Working with Checks and Direct Deposit," page 491

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits

PeopleTools PeopleBook: Using PeopleSoft Applications

Reviewing Pay Calculation Results

This section provides an overview of Paycheck pages and discusses how to:

- View paycheck deductions.

- (USA) View earnings by FLSA period.

Understanding Paycheck Pages

After running the pay calculation, view the results of paycheck earnings, deductions, and taxes using the Review Paycheck pages in the Payroll for North America, Payroll Processing menu.

Each page displays different information for a check. For example, one page displays earnings data, while another displays deduction data. The pages also contain paysheet data so that you can access the pages by pay group, pay period end date, page number, and line number. You can also access Paycheck pages by employee ID or check number.

Note. Paycheck numbers are not assigned until you complete the confirmation process. The pages also displays the calculation status and the type of check that is being calculated.

You can't view the Paycheck pages for a check that you changed on the paysheets since the last time you ran the pay calculation. If you try, you receive a message stating that no records match your specified keys.

In other words, when you change an employee's pay data on the paysheets, the system doesn't immediately update the corresponding Paycheck page. It updates this information when you run the pay calculation. Until then, you cannot view the Paycheck page. This is to avoid the confusion that might arise if an employee's paysheet contains updated information and the Paycheck page contains information that is not updated.

Pages Used to Review Pay Calculation Results

Page Name	Object Name	Navigation	Usage
Paycheck Earnings	PAY_CHECK_E	• Payroll for North America, Payroll Processing USA, Produce Payroll, Review Paycheck, Paycheck Earnings • Payroll for North America, Payroll Processing USF, Produce Payroll, Review Paycheck, Paycheck Earnings	View detailed earnings information and totals for calculated taxes, deductions, and net pay.
Paycheque Earnings	PAY_CHECK_E	Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Paycheque, Paycheque Earnings	View detailed earnings information and totals for calculated taxes, deductions, and net pay.
Paycheck Earnings: Additional Data,	PAY_CHECK_E1	Click the Additional Data link on the Paycheck Earnings page.	View paycheck earnings information that does not appear on the Paycheck Earnings page.
Paycheque Earnings: Additional Data,	PAY_CHECK_E1	Click the Additional Data link on the Paycheque Earnings page.	(CAN) View paycheck earnings information that does not appear on the Paycheque Earnings page.

Page Name	Object Name	Navigation	Usage
Paycheck Taxes	PAY_CHECK_T	• Payroll for North America, Payroll Processing USA, Produce Payroll, Review Paycheck, Paycheck Taxes • Payroll for North America, Payroll Processing USF, Produce Payroll, Review Paycheck, Paycheck Taxes	View detailed tax information and totals for calculated earnings, deductions, and net pay.
Paycheque Taxes	PAY_CHECK_T	Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Paycheque, Paycheque Taxes	View detailed tax information and totals for calculated earnings, deductions, and net pay.
Paycheck Deductions	PAY_CHECK_D	• Payroll for North America, Payroll Processing USA, Produce Payroll, Review Paycheck, Paycheck Deductions • Payroll for North America, Payroll Processing USF, Produce Payroll, Review Paycheck, Paycheck Deductions	View detailed deduction information and totals for calculated earnings, taxes, and net pay.
Paycheque Deductions	PAY_CHECK_D	Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Paycheque, Paycheque Deductions	View detailed deduction information and totals for calculated earnings, taxes, and net pay.
Paycheck Summary	PAY_CHECK_SUMM	• Payroll for North America, Payroll Processing USA, Produce Payroll, Review Paycheck Summary, Paycheck Summary • Payroll for North America, Payroll Processing USF, Produce Payroll, Review Paycheck Summary, Paycheck Summary	View information such as earnings, taxes, and deductions for a single paycheck. Research problems and respond to employee questions regarding a check without viewing multiple pages.
Paycheque Summary	PAY_CHECK_SUMM_CN	Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Paycheque Summary, Paycheque Summary	View information such as earnings, taxes, and deductions for a single paycheck. Research problems and respond to employee questions regarding a check without viewing multiple pages.

Page Name	Object Name	Navigation	Usage
Review FLSA Pay Data (review fair labor standards act pay data)	FLSA_PAY	• Payroll for North America, Payroll Processing USA, Produce Payroll, Review FLSA Pay Data, Review FLSA Pay Data • Payroll for North America, Payroll Processing USF, Produce Payroll, Review FLSA Pay Data, Review FLSA Pay Data	View an employee's earnings by FLSA period. Only paycheck data eligible for FLSA calculation appears on this page. Before viewing this page, you must run the Pay Calculation COBOL SQL process (PSPPYRUN).
Online Results	PAY_OL_CHECK_S	• Payroll for North America, Payroll Processing USA, Create Online Checks, View/Print Online Check, Online Check Print • Payroll for North America, Payroll Processing CAN, Create Online Cheques, View/Print Online Cheque, Online Cheque Print • Payroll for North America, Payroll Processing USF, Create Online Checks, View/Print Online Check, Online Check Print	View the calculation results of the Online Check process. This page appears automatically each time that you submit an online check for calculation.

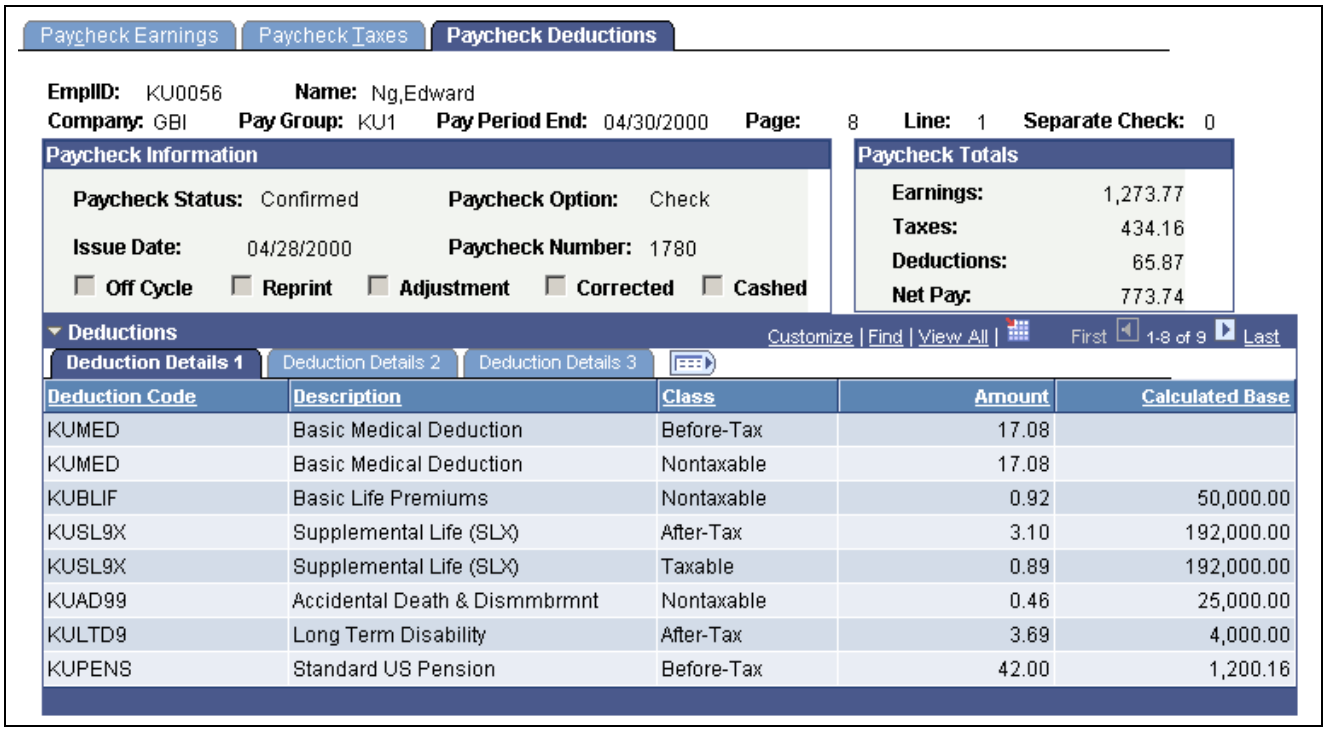
See Also

Chapter 21, "Working with Checks and Direct Deposit," page 491

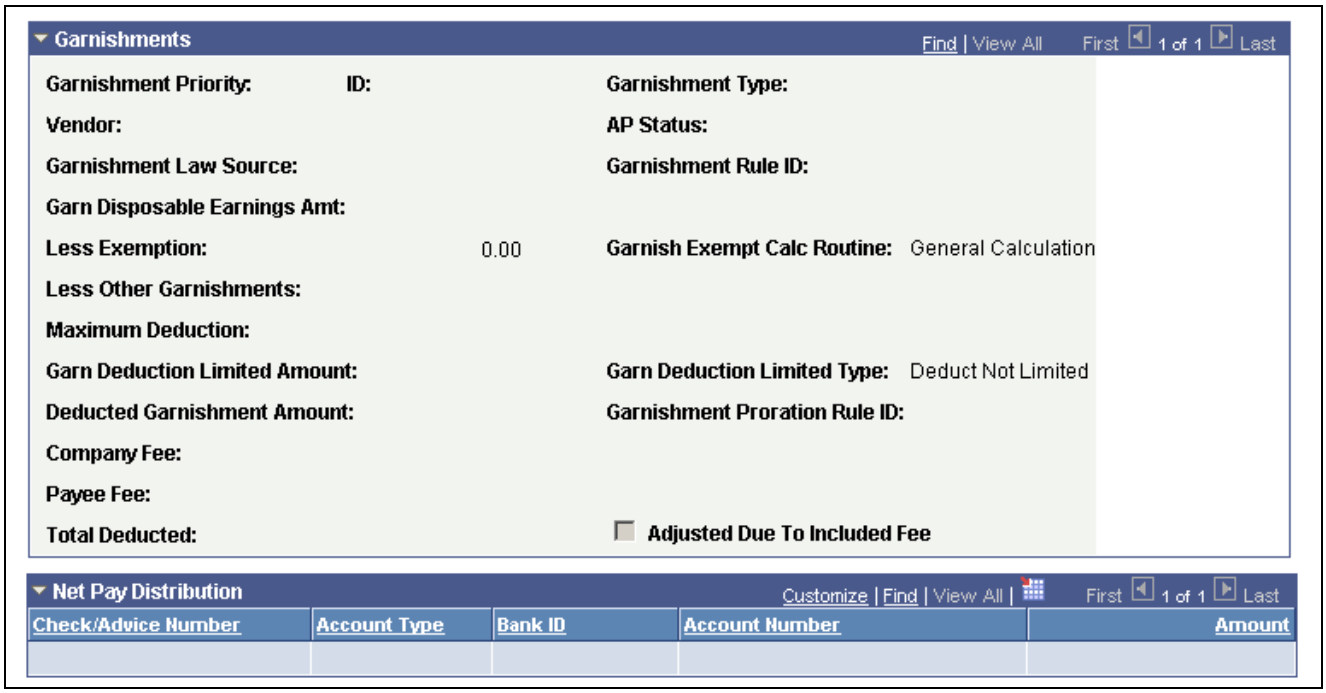
Viewing Paycheck Deductions

Access the Paycheck Deductions page.

Note. (CAN) The Paycheque Deductions page is identical to the U.S. version, with the addition of sales tax amounts.



Paycheck Deductions page (1 of 2)



Paycheck Deductions page (2 of 2)

Note. When an employee has child support orders from two or more states, the system uses the Garnishment Proration process to select the maximum deduction that provides the most money for the children. For example, if state A has a maximum deduction of 1200 USD, and state B has a maximum deduction of 900 USD, the system uses the maximum deduction of 1200 USD for both child support orders.

Maximum Deduction Displays messages indicating the presence or absence of limitations placed on the garnishment after the system calculated the maximum deduction:

Deduct Not Limited: Indicates that no further limitations were placed on the garnishment.

Deduct Limited by Calculation: Indicates that the deduction was limited by one of the deduction calculation amounts or percentages from the Garnishment Spec Data 4 or 5 pages.

Deduct Limited by Total Amount and *Deduct Limited by Monthly Amount:* Indicate that the system used the limitations from the Garnishment Spec Data 3 page.

Deduction Limited by Proration: Indicates that the deduction was limited by the proration rule displayed in the Prorate Rule ID field.

Adjusted Due To Included Fee

If the system adjusted the calculation for fees included in disposable earnings, this check box is selected. There are two ways the system takes fees:

- In disposable earnings.
- On top of disposable earnings.

Specify whether to include the company and payee fees in disposable earnings on the Garnishment Spec Data 3 page.

If the sum of the calculated garnishment amount and the fee is greater than the maximum allowed (disposable earnings minus exemptions), the system makes an adjustment.

If you take the fees on top of the disposable earnings, then the fees that the system takes have no impact on the garnishment amount. For example, if the system determines that you can take a garnishment of 177.00 CAD, and you have fees that are not included in the disposable earnings, then the garnishment amount remains 177.00 CAD.

However, if the order specifies that you take 5.00 CAD for the company fee, but that fee must be included in disposable earnings, then the system adjusts the amount to be garnished and selects the Adjusted Due To Included Fee check box.

If the system has adjusted the garnishment amount based on a percentage of the deduction, the Adjusted Due To Included Fee check box is selected, and the garnishment amount differs from the maximum deduction amount by the amount of the adjustment.

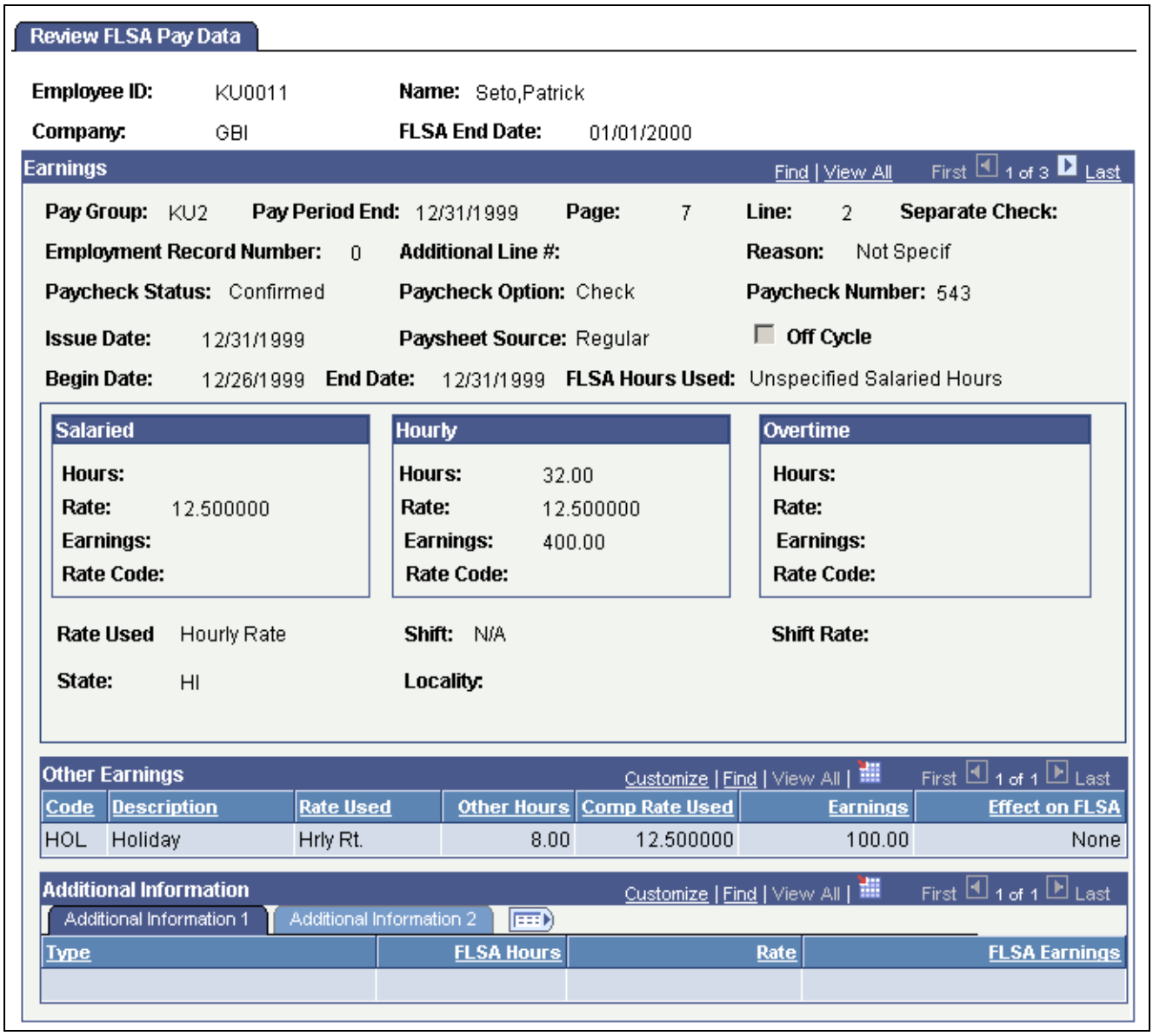
See Also

Chapter 6, “Setting Up Garnishments,” page 121

Chapter 11, “Administering Garnishments,” page 257

(USA) Viewing Earnings by FLSA Period

Access the Review FLSA Pay Data page.



Review FLSA Pay Data page

Most of the fields on this page are identical to those on the Paysheet page. This section documents only the additional fields.

Note. For employees in multiple jobs, earnings from jobs that belong to pay groups for which FLSA is not required and jobs not having an FLSA status of nonexempt are not visible on the page.

See Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up for FLSA Calculation, page 161.

Dynamic Field Display for FLSA Rate and Alternative Rate

When Alternative Overtime processing has been used, the Alternative Rate field label and rate will dynamically display on the employee's pay check inquiry pages instead of FLSA Rate.

Rate Used Displays the rate used to calculate overtime. When the overtime has been calculated by the alternative method, the rate is displayed with the label Alternative Rate rather than FLSA Rate.

Additional Information

Information in the first column identifies the type of calculation. Values are:

Pay Period Average Reg Earns (pay period average regular earnings) Provides additional information when the annualized allocation of standard hours and rate for regular earnings does not reflect the actual hours and rate worked for a monthly or semimonthly period.

The following fields are populated: FLSA Hours (Fair Labor Standards Act hours), Rate, FLSA Earnings, (Fair Labor Standards Act earnings), Days in Period, Work Day Hours, and Pay Period Earn (pay period earnings).

See Appendix D, "(USA) FLSA and Alternative Overtime Calculations," Calculate FLSA Rates for Hourly and Exception Hourly Employees, page 823.

Basic Formula Earnings Provides information to help compute the Basic Formula FLSA Rate for salaried employees.

The following fields are populated: Days in Period, Work Day Hours, and Pay Period Earn.

See Appendix D, "(USA) FLSA and Alternative Overtime Calculations," Basic Rate Formula for Fixed Salaried Hours, page 829.

Weekly Wage Equivalent Provides information to compute the weekly wage equivalent when calculating for semimonthly and monthly salaried employees with fixed or unspecified hours.

For fixed hours calculations, the FLSA Hours field displays the standard hours.

For unspecified hours calculations, the FLSA Hours field is empty because the actual hours in pay check is used.

For both fixed and unspecified hours calculations, the FLSA Earns field displays the weekly wage equivalent earnings.

See Appendix D, "(USA) FLSA and Alternative Overtime Calculations," Calculate FLSA Rates for Salaried Employees, page 827.

See Also

Chapter 18, "Working with Paysheets," Understanding Paysheets and Paylines, page 388

Appendix D, "(USA) FLSA and Alternative Overtime Calculations," page 817

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up for FLSA Calculation, page 161

Reviewing Payroll Messages and Correcting Errors

This section provides an overview and discusses how to correct errors in pay calculation.

Understanding Corrections in Pay Calculation

There are many reasons why you might correct information on paysheets, in employee data, or in payroll process tables. Some reasons might be pay calculation errors, late paperwork, or data entry errors.

This section discusses:

- Automatic recalculation.
- Types of errors and corrections.

Automatic Recalculation

The system always automatically recalculates paylines with errors when you rerun the pay calculation. It also automatically recalculates the pay for employees with the following:

- Changes made to paylines when you rerun the Pay Calculation process.
- Changes made to employee data unless you've run the Pay Calculation process in final mode.

Note. It is possible to include employee data changes entered after calculating pay in final mode.

See Chapter 19, "Calculating Pay," Understanding Online Updates and Final Calculation, page 479.

Types of Errors and Corrections

Depending on the results of the preliminary calculation run, you might take one or more corrective actions.

There are two types of errors that can result from the pay calculation:

- Errors that the pay calculation detects.
- Errors that pay calculation doesn't detect.

An example of an error that pay calculation detects is when an employee is scheduled to have a deduction taken, but no corresponding Benefit or General Deduction table entry exists. If the pay calculation detects an error, *Check Messages* appears after the pay calculation. View messages online, or print the Payroll Error Messages report (PAY011). After you review the messages, take the appropriate action, and rerun the pay calculation.

You discover errors that pay calculation does not detect while reviewing the results of the pay calculation.

For example, the system doesn't detect that:

- You forgot to pay an employee for 10 hours of overtime.
- The Health Plan table does not have the new rates.
- The employee's life insurance rate was inaccurate.
- The employee's hourly rate is incorrect.
- Employees are missing specific deductions.
- Taxation is in the wrong state or province.

You can usually correct this type of errors by making changes to any of the following records:

- Pay earnings on a paysheet.
- Benefit rate and calculation tables.
- One-time general and benefit deductions.
- One-time garnishments.

- One-time taxes.
- Job Data table.
- Employee tax data (income tax data, and employee tax distribution).
- Personal data.

Benefit rate and calculation table changes and other errors at the pay group, company, or higher levels require a recalculation using the (Re)Calculate All Checks option.

Pages Used to View and Print Payroll Error Messages

Page Name	Object Name	Navigation	Usage
Error Messages - Payroll Error Messages	PAY_MESSAGES	• Payroll for North America, Payroll Processing USA, Review Processing Messages, Review Payroll Error Messages, Payroll Error Messages • Payroll for North America, Payroll Processing CAN, Review Processing Messages, Review Payroll Error Messages, Payroll Error Messages • Payroll for North America, Payroll Processing USF, Review Processing Messages, Review Payroll Error Messages, Payroll Error Messages	View online the error messages generated during payroll processing.
Error Messages Report - Payroll Error Message Report	RUNCTL_RPT_RUNID	• Payroll for North America, Payroll Processing USA, Review Processing Messages, Payroll Error Message Report, Payroll Error Message Report • Payroll for North America, Payroll Processing CAN, Review Processing Messages, Payroll Error Message Report, Payroll Error Message Report • Payroll for North America, Payroll Processing USF, Review Processing Messages, Payroll Error Message Report, Payroll Error Message Report	Generate the PAY011 report, which lists the system error messages generated during the payroll process. **Note.** Use this report to analyze and resolve payroll problems before you run the Pay Confirmation process. This report lists only errors for individual employees. If an error does not relate to an employee, it is visible online but doesn't appear in the printed report. For example: "Calculation Run Control Missing."

Correcting Errors

If you receive a system-generated error message indicating that the system detected an error in the Payline record:

1. Check the payline listed in the error message.
2. Make the necessary correction.

   Here are some typical errors and corrections:

Error	Action
The deduction code displayed below is not found in the Deduction Table.	Add the corresponding deduction code to the appropriate Benefit or General Deduction table.
There is no birth date provided for this employee. The employee participates in the life plan identified below. That plan uses an age-graded rate table to determine costs and requires a birth date.	Correct the employee's personal data by adding a date of birth.
Too many Earnings	Reduce the number of earnings codes; combine or segregate onto a separate check if acceptable.
Inactive Earnings Type	Activate the applicable earnings type on the Earnings table; or replace with an active earnings type.
Negative Gross Pay	Process as a manual check or increase earnings.
Dependant not enrolled	Enroll the dependant in the required plan type/ benefit plan.

3. Rerun the Pay Calculation process as many times as you need after you address a set of errors.

   Remember to set up the run control each time before running the process.
4. After running the pay calculation, run and review the reports to ensure the accuracy of the payroll.
5. Continue processing the pay calculation until you are satisfied with the results.

Note. You must correct pay calculation errors before you begin the pay confirmation. If you cannot correct an error for an employee, or lack information to process the employee, clear the OK to Pay check box for the employee on the paysheet. The Pay Confirmation process ignores the employee and deletes the paysheet, so you can continue processing the payroll on schedule. You can issue a manual or off-cycle check to the employee with the problem pay earnings.

See Also

Chapter 19, "Calculating Pay," Reviewing Pay Calculation Results, page 468

Chapter 21, "Working with Checks and Direct Deposit," Processing Online Single Checks, page 502

Running Final Pay Calculation

This section provides an overview of online updates and final calculation and discusses how to run the final pay calculation process.

Understanding Online Updates and Final Calculation

PeopleSoft's final calculation functionality enables you to access the database seven days a week, 24 hours a day, without interrupting payroll processing. This means that you can confirm a payroll while people continue to modify employee pay data, even though a final calculation or confirmation is underway. If you want last minute online changes to be included in a payroll for which the final calculation process has already been run (but not confirmed), you can rerun the final calculation process before confirming.

Behind the Scenes Indicators

Payroll for North America uses the following behind-the-scenes indicators to mark paysheets with the final calculation status and with the status of any online changes to employee data:

Locked for Confirm Indicator

The final calculation process sets this invisible indicator on the paysheets at the beginning of a final calculation.

The preliminary calculation process clears this indicator.

Paysheet Recalculation Indicator

This indicator, which is also not visible on the paysheet, is set when online changes are made to employee pay data. Relevant values are:

Available for Update: Indicates online updates made when the Locked for Confirm indicator is set (final calculation has been run) at the time the update is made.

Needs Update: Indicates online updates made when the Locked for Confirm indicator is not set (final calculation has *not* been run) at the time the update is made.

When you make modifications to employee pay data, PeopleCode on the employee data pages reads the paysheet to see if the Locked for Confirm indicator is set. If it is, the system enables you to confirm the payroll without recalculation. If you rerun the final calculation selecting either the Only Calculate Where Needed or (Re)Calculate All Checks option on the Pay Calculation run control page, the system applies all appropriate changes to the paysheets and ignores the Locked for Confirm indicator.

The Locked for Confirm indicator is set at the beginning of the final calculation process for on-cycle payroll runs. Employee pay data changes made after the indicator is set are not included in the pay calculation unless final calculation is rerun.

The Pay Confirmation process clears the Locked for Confirm indicator.

Example

Here's an example to show how these indicators work together:

1. You run final calculation.

   The Locked for Confirm indicator is set on the paysheets at the beginning of the final calculation run.

2. You make online changes to employee pay data.

You get a message that tells you that the changes will not be picked up until the next payroll calculation (for this pay run or the next).

The Paysheet Recalculation indicator is set to *Available for Update.*

3. You either confirm the payroll or recalculate the payroll.
   - If you confirm the payroll, the online changes are not included.

     The confirmation process also clears the Locked for Confirm indicator and the Paysheet Recalculation indicator.
   - If you rerun the final calculation, the changes are included.

     The changes are included whether you select Only Calculate Where Needed or (Re)Calculate All Checks on the Pay Calculation run control page.

Payroll Messages

When you change employee pay data, the system reads the paysheet to see if the Locked for Confirm indicator is set. If the Locked for Confirm indicator is set, the following warning message appears:

Warning -- A Payroll is currently in process for this EE. This data will not be processed until next payroll. (2000,478)

The final calc process has been completed for the EE and payroll is currently locked for confirm. This data will not be processed until the next payroll.

This message means that the online changes to payroll data will not be picked up until the next calculation run—either a recalculation of the current payroll run or the initial (preliminary) calculation of the next payroll run. In other words, if you recalculate the same payroll run after running final calculation, the pending changes (with the Paysheet Recalculation indicator set to *Available for Update*) are included in the calculation.

Pages Used to Run Final Pay Calculation

Page Name	Object Name	Navigation	Usage
Pay Calculation	RUNCTL_PAY_CALC	• Payroll for North America, Payroll Processing USA, Produce Payroll, Calculate Pay, Pay Calculation • Payroll for North America, Payroll Processing CAN, Produce Payroll, Calculate Pay, Pay Calculation • Payroll for North America, Payroll Processing USF, Produce Payroll, Calculate Pay, Pay Calculation	Specify pay calculation parameters and run the Pay Calculation process.

Running the Final Pay Calculation Process

Access the Pay Calculation page.

When you are satisfied with the results of the preliminary pay calculation runs, and you have corrected all errors, you can run the final pay calculation and proceed to pay confirmation.

To run final calculation, clear the On-Cycle Preliminary Calc Run check box on the Pay Calculation page and run the calculation process again.

If you do not address all the errors found during the pay calculation, you receive the following error message during confirmation:

All of the checks for a pay calendar have not been calculated and therefore cannot be confirmed.

If you forget to run the pay calculation in final mode and try to run the pay confirmation, you receive this error message:

Pay Calculation Is Not Final.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

CHAPTER 20

Confirming Pay

This chapter provides an overview of pay confirmation and discusses how to confirm and unconfirm pay.

Understanding Pay Confirmation

This section discusses:

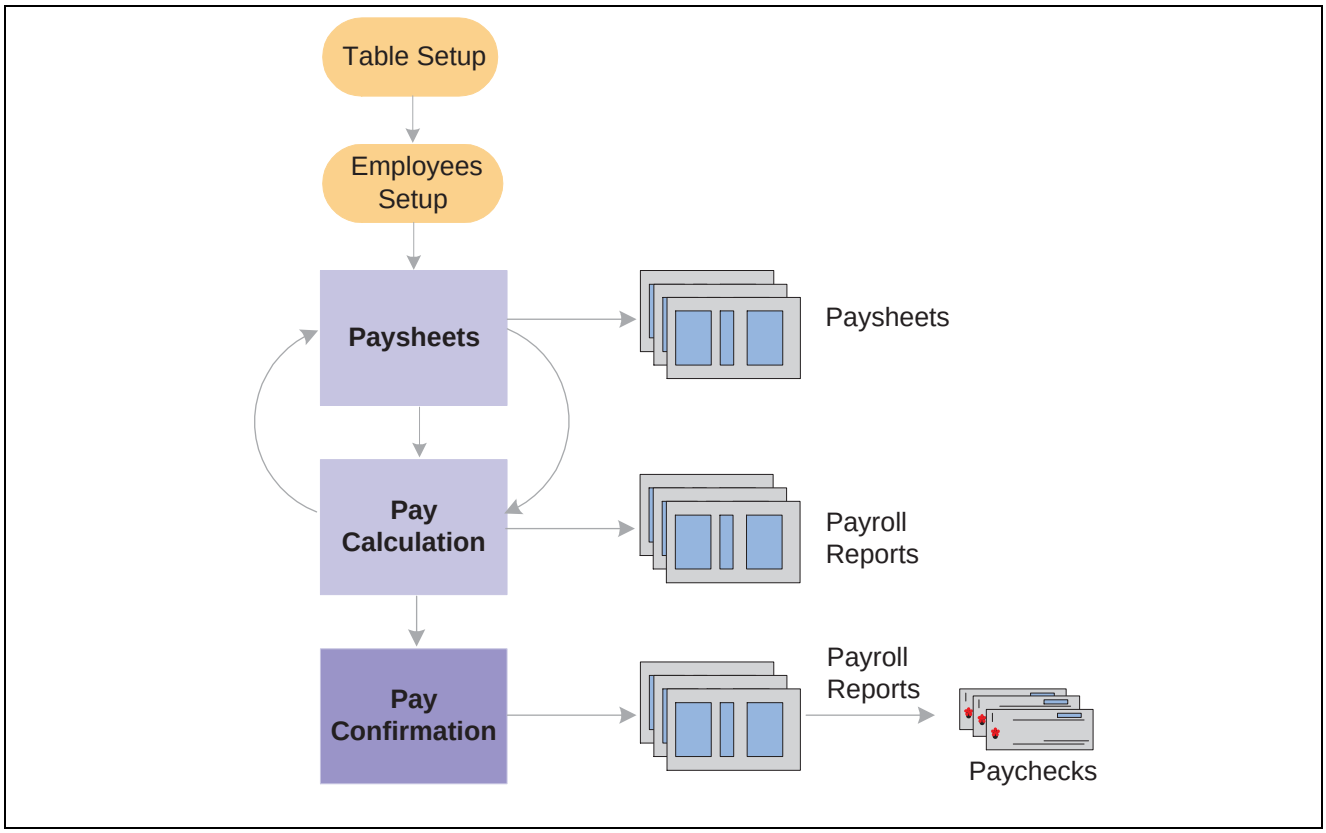
- Where pay confirmation fits in the payroll process.
- A summary of the Pay Confirmation COBOL SQL process (PSPCNFRM).
- The order of pay calendar confirmation.

Where Pay Confirmation Fits in the Payroll Process

After you verify that the payroll calculation is correct and you run the Pay Calculation COBOL SQL process (PSPPYRUN) in final mode, you can run the Pay Confirmation process. Pay confirmation is the final step in running your payroll. Running the Pay Confirmation process indicates that you've reviewed and approved all payroll information for this pay run, and that you're ready to produce paychecks.

After a payroll has been confirmed, you can generate checks, advices, and any other payroll reports. You can also generate the direct deposit, general ledger, or any other interface. You can review an employee's check totals and payroll balances online.

This diagram shows where pay confirmation fits in the payroll process:



Pay confirmation in the payroll process

Warning! Do not run the Pay Confirmation process unless you are confident that the amounts have been calculated properly. After the Pay Confirmation process is complete, you cannot update paysheet information unless you first run the Pay Unconfirm COBOL SQL process (PSPUNCNF).

A Summary of the Pay Confirmation COBOL SQL Process (PSPCNFRM)

Manage the Pay Confirmation process with a pay run ID, just as you do for pay calculation and paysheets. Use the identical pay run ID in the Pay Confirmation process that you used during both the Paysheet Creation COBOL SQL process (PSPPYBLD) and Pay Calculation process.

During pay confirmation, the system:

- Processes one company at a time and, within each company, every pay group that is assigned to that pay run ID.

  As it processes each pay group, the system indicates how many checks are being confirmed and how many have already been confirmed.

- Updates all balances for earnings, deductions, check year-to-date, taxes, garnishments, arrears, and leave accruals.

- Assigns check and/or advice numbers.

  It checks the value of the Last Form Number Used field in the Form table, increments that by one, and assigns this number to the first person in the check sequence order. The remaining check or advice numbers are assigned sequentially according to the check print sequence options that you've defined in the Pay Group table.

Note. The Online Check process cannot be run while other pay confirmations are running. The processes may not finish in sequential order, and may not update the Last Form Number Used field accordingly. Thus, processes that are run simultaneously may use duplicate check numbers.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Run IDs

Chapter 21, "Working with Checks and Direct Deposit," page 491

The Order of Pay Calendar Confirmation

When a check is processed for an employee, the system updates the various balance records (earnings, deductions, taxes, and so on). Balance records are stored by year, quarter, and balance period or month. For Canada, balance records are stored by year, wage loss plan, province, quarter, and balance period or month.

After you have posted to a month, you cannot post to a previous month. For example, after you have posted an April balance, the system does not allow you to update a March balance of the same type. If you try to post to a previous month, the Pay Confirmation process stops with an error. This may occur for semimonthly and monthly pay groups.

Example - Semimonthly Pay Group

An employee is in a semimonthly pay group for the first three weeks of the month. He is then transferred to a monthly pay group. He has a paysheet for the semimonthly pay group for the third week of the month and a monthly paysheet for the fourth week of the month. The semimonthly pay group has a pay end date of March 31 and a check date of April 5, and therefore a balance Period of 4 on the pay calendar. The monthly pay group has a pay end date of March 31 and a check date of March 31, and therefore a balance Period of 3 on the pay calendar.

If the semimonthly pay group is confirmed before the monthly pay group, the April balance record is created before the March balance is updated. As a result, when you try to confirm the monthly pay group, the Pay Confirmation process stops with an error.

To prevent the problem, you need to confirm the monthly pay group first, because the check date is in March.

Example - Monthly Pay Group

An employee is in the monthly pay group for the month of March. This payroll has a pay end date and check date of March 31. Effective April 1, the employee is transferred to the semimonthly pay group. Before you confirm the March 31 monthly payroll, you confirm an off-cycle check that is attached to the April semimonthly payroll for this employee. This off-cycle check creates an April balance record; when you try to confirm the March monthly payroll, the Pay Confirmation process stops with an error.

To avoid this error, Pay Confirmation calendars in order, by month of the check date.

Confirming and Unconfirming Pay

This section provides an overview of pay confirmation results and discusses how to:

- Run the Pay Confirmation process.

- Run the Pay Unconfirm process.

Understanding Pay Confirmation Results

Review pay confirmation results using hard copy reports or the available online Review Paycheck pages in the Payroll Processing menu.

See Also

Chapter 19, “Calculating Pay,” Reviewing Pay Calculation Results, page 468

Chapter 18, “Working with Paysheets,” page 387

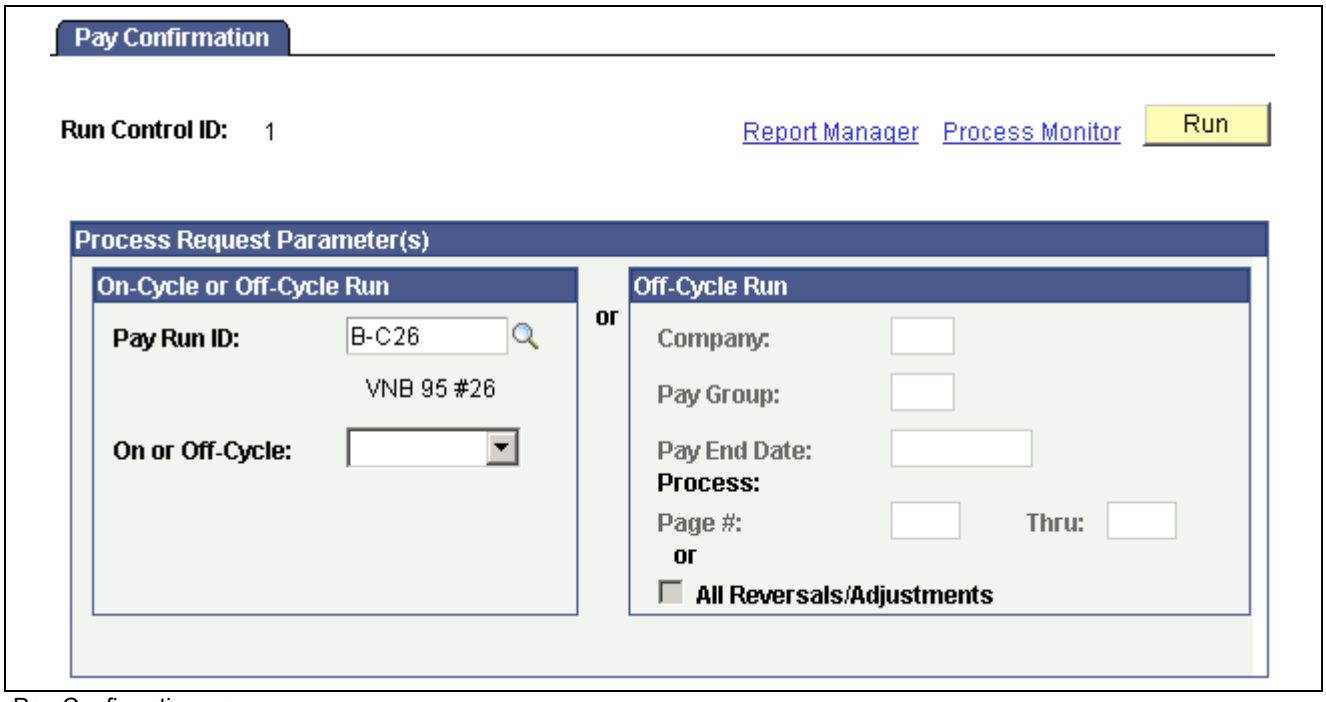
Chapter 21, “Working with Checks and Direct Deposit,” page 491

Pages Used to Confirm and Unconfirm Pay

Page Name	Object Name	Navigation	Usage
Preconfirm Audit Report	RUNCTL_AUDIT	• Payroll for North America, Payroll Processing USA, Produce Payroll, Preconfirm Audit Report, Preconfirm Audit Report • Payroll for North America, Payroll Processing CAN, Produce Payroll, Preconfirm Audit Report, Preconfirm Audit Report • Payroll for North America, Payroll Processing USF, Produce Payroll, Preconfirm Audit Report, Preconfirm Audit Report	Generate the PAY036 report which provides a detailed listing (by company, calendar year, pay group, month code, pay end date, and employee ID) of information that might cause problems during the Pay Confirmation process.
Pay Confirmation	RUNCTL_PAY_CONF	• Payroll for North America, Payroll Processing USA, Produce Payroll, Confirm Pay, Pay Confirmation • Payroll for North America, Payroll Processing CAN, Produce Payroll, Confirm Pay, Pay Confirmation • Payroll for North America, Payroll Processing USF, Produce Payroll, Confirm Pay, Pay Confirmation	Define pay confirmation process parameters and run the Pay Confirmation process.
Pay Unconfirm	RUNCTL_PAY_UNCONF	• Payroll for North America, Payroll Processing USA, Produce Payroll, Reverse Pay Confirmation, Pay Unconfirm • Payroll for North America, Payroll Processing CAN, Produce Payroll, Reverse Pay Confirmation, Pay Unconfirm • Payroll for North America, Payroll Processing USF, Produce Payroll, Reverse Pay Confirmation, Pay Unconfirm	Run the Pay Unconfirm process to update paysheet information or to make data or table changes that require recalculation after you've run the Pay Confirmation process.

Run the Pay Confirmation COBOL SQL Process (PSPCNFRM)

Access the Pay Confirmation page.



Pay Confirmation page

Click Run to run this request. PeopleSoft Process Scheduler runs the Pay Confirmation process at user-defined intervals.

On-Cycle or Off-Cycle Run

Pay Run ID For on-cycle confirmation, enter the pay run ID. Use the identical pay run ID in the Pay Confirmation process that you used during both the Paysheet Creation and Pay Calculation processes.

On or Off-Cycle To confirm all off-cycle checks that are associated with a particular period, enter a pay run ID and select *Off-Cycle.*

To confirm off-cycle checks by page range, leave the Pay Run ID field blank, select *Off-Cycle,* and use the Off-Cycle Run group box to specify parameters for the calculation: company, pay group, pay end date, and the page numbers.

Off-Cycle Run

All Reversals/Adjustments Select to process all reversals and adjustments.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Running the Pay Unconfirm COBOL SQL Process (PSPUNCNF)

Access the Pay Unconfirm page.

The Pay Unconfirm page is identical to the Pay Confirmation page.

Click Run to run this request. PeopleSoft Process Scheduler runs the Pay Unconfirm process at user-defined intervals.

Note. When you run the Pay Unconfirm process, the row is deleted, so you do not need to manually delete the future-dated rows from SQL.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

CHAPTER 21

Working with Checks and Direct Deposit

This chapter provides overviews of printing checks and advices and of paycheck reversals and adjustments and discusses how to:

- Print checks and direct deposit reports.
- Generate a direct deposit file.
- Process single checks.
- Record manual checks.
- Process a final check request.
- Reverse paychecks.
- Adjust paychecks.
- Reconcile checks.
- Reprint checks.

Understanding Printing Checks and Advices

This section discusses:

- Checks and advices.
- Check printing.
- Direct deposit advice suppression.
- Content of paychecks and advices.

Checks and Advices

The Check Print and Cheque Print reports (PAY003 and PAY003CN) and the Direct Deposit Advice Print reports (DDP003 and DDP003CN) are sample formats for printing checks and advices. These reports are intended as templates. You can modify the SQR to suit your organization's needs. After you run the Pay Confirmation COBOL SQL process (PSPCNFRM), you run these reports for that pay run.

The Pay Group table pages (Check Distribution and Check Sequencing pages) and employee Payroll Data pages 1 and 2 contain extensive choices for sorting and sequencing employees' paychecks and direct deposit advices. You can also specify which address appears on the check or advice form. The printed information on the check or advice form comes from these pages.

Note. The Check Print (PAY003 and PAY003CN) and DDP Advice Print (DDP003 and DDP003CN) SQR reports suppress the current hours and rate information from printing when you distribute salaried employees' standard hours to earnings codes other than the regular earnings code that is defined in the Pay Group table.

Note. (USF) As a general rule, federal payments that are certified by a Certifying Officer are issued through the Financial Management Service (FMS), Department of the Treasury. Authority has been delegated to specific agencies to issue payments outside of this requirement, and this is documented in the Treasury Financial Manual (TFM).

See Also

Chapter 25, "(USF) Setting Up and Processing Agency Interfaces," page 571

Check Printing

During the Pay Confirmation process, the system sorts the checks according to the options that you've selected on the Pay Group table and the Payroll Data pages and assigns check numbers. The Check Print and Cheque Print SQR Reports (PAY003CN and PAY003CN) format the data from the Paycheck file and prints the checks in numerical order, which is how they exist in the file.

Your company may have a particular kind of check stock and specific formatting requirements for printed paychecks, so you probably want to modify PAY003 or PAY003CN to reflect your company's individual in-house style.

On the paycheck stub, the Check Print and Cheque Print processes print different descriptive information for garnishment deductions, depending on whether monies were deducted. If money is deducted, *Garnishment - Tax Levy* appears. When no money is deducted, *GARN01 - Tax Levy* appears.

Direct Deposit Advice Suppression

To suppress the printing of an employee's direct deposit advice form, select the Suppress DDP Advice Print (suppress direct deposit advice print) check box on the employees's Direct Deposit page.

See Also

Chapter 10, "Maintaining Payroll Data," Setting Up Direct Deposits, page 240

Content of Paychecks and Advices

The PAY003, PAY003CN, DDP003, and DDP003CN SQRs include balance, pay group, and employee data, including the following:

- Pay group and pay period information.
- Employee home address, job, and personal tax information.
- Current period earnings, taxes, and deduction amounts.
- Year-to-date balances for noncurrent earnings/taxes/deductions, with subtotals.
- Federal taxable gross detail.
- Pay distribution between check and direct deposit.

A bank microcode appears at the bottom of the check. This microcode font is provided with your Payroll for North America system. The numbers represent the check number and the bank transit and account numbers. The paycheck SQRs get the Bank ID from the Pay Group table, the transit and account numbers from the Source Bank table, the bank information from the Bank table, and the check number from the paysheet (check numbers are assigned during pay confirmation). You must set up the Bank table to make this work.

For checks to be deemed negotiable legal tender, you must use a special ink when printing them. Banks accept only checks that have been impregnated with magnetically treated ink. The Hewlett-Packard font cartridge MICR provides such ink.

Also notice that an electronically produced signature appears at the bottom of the check. One way to have a signature print on paychecks electronically is to purchase a custom font cartridge from Hewlett-Packard. You send an electronic copy of the signature to Hewlett-Packard, and they then load it into a font cartridge that you can use on your HP laser jet printer. Because the signature resides in the font cartridge, it can easily be secured; you can keep it locked up except when processing checks.

See Also

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," DDP003 - Direct Deposit Advice Print, page 897

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY003 - Check Print, page 899

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches"

Understanding Paycheck Reversals and Adjustments

This section discusses:

- Run controls.
- Whether to reverse or adjust a check.
- Comparison of reversal and adjustment.
- Messages on the pay record.

Note. The system does not perform adjustments to online checks or manual checks.

Run Controls

Always process both reversals and adjustments using off-cycle payroll runs against an on-cycle pay calendar or a stand alone off-cycle calendar:

1. Initiate processing for both by setting up a run control for the check or checks that you want to reverse or adjust.
   - For a check reversal, select Reversal on the Paycheck Reversal/Adjustment page.
   - For a check reversal and adjustment, select Reversal/Adjustment.
2. Run the Paycheck Reversal/Adjustment COBOL SQL process (PSPPYREV).

   The Paycheck Reversal/Adjustment process produces different results, depending on whether you selected Reversal or Reversal/Adjustment for your run control.

We discuss both of these processes in greater detail in the following sections.

Warning! Reversals and adjustments must be processed using the right side of the Paycheck Reversal/Adjustment run control page. Running them from the left side of the run control page generates calculation errors later in the process.

Whether to Reverse or to Adjust a Check

Use this rule for determining which run control to select:

- If the check has not been cashed or deposited, run a reversal.
- If the check has been cashed or deposited, run an adjustment.

When to Process a Reversal

A reversal is appropriate when you've produced a check that you subsequently realize should not have been produced at all, or should not have been produced how it was, and the check has not been cashed or deposited.

Examples:

- An employee is terminated at the end of the last pay period and receives what should be her final paycheck.

  However, the Human Resources department fails to enter her termination into the system. So, when paysheets are created and processed for the next pay period, the system produces a paycheck for her. Her supervisor reports to the Payroll department that she has been terminated, and that no check should have been produced. The Payroll department runs a reversal on her check, backing it out of the system.
- An employee's check mistakenly didn't include overtime.
- An employee's check mistakenly included overtime.
- An employee wasn't paid at the right rate.
- An employee was taxed in the wrong state.

If the paycheck has not been cashed or deposited in any of these situations, you destroy the check, run a reversal, and issue an on-demand or online check for the correct amount.

When to Process an Adjustment

If the paycheck is not available in any of the previous situations—if it's already been cashed, or if it was a direct deposit—you perform an adjustment.

Example: An employee should have been paid for 20 hours of overtime, but deposited his check before realizing the overtime was not on it. He requests his overtime pay.

The adjustment process calculates the check as it should have been calculated in the first place and compares the new calculation to the calculation for the original check. In the example of unpaid overtime, you issue a single check for the difference. In some cases the employee might owe the company money, in which case you process a negative adjustment.

Note. (CAN) When processing an adjustment, a Canada Pension Plan/Quebec Pension Plan pay period exemption may be applied in error to the adjustment cheque.

Comparison of Reversal and Adjustment

The Paycheck Reversal/Adjustment process produces different results, depending on whether you select Reversal or Reversal/Adjustment for your run control:

Reversal	Produces a negative image of the original pay record, with all the amounts changed from positive to negative. This effectively backs the check out of the system.
Adjustment	Produces an off-cycle paysheet page with two pay lines: a Reversing Adjustment with a net pay of zero and an Adjustment record where you enter the information for the check as it should have been originally.

When you reverse a check, you generally either cut a new on-demand check for the correct amount or do nothing after having reversed it (if that check shouldn't have been issued at all).

When you adjust a check, three situations are possible:

- No change in net pay.

  For example, an employee's pay is incorrectly charged to Department 10100 instead of Department 10010.

- The company owes the employee money.

  The original check is for too small an amount. For example, you pay an employee for 2 hours of overtime instead of 20 hours.

- The employee owes the company money.

  The original check was for too large an amount. For example, you pay an employee for 20 hours of overtime instead of 2 hours.

See Also

Chapter 21, "Working with Checks and Direct Deposit," Reversing Paychecks, page 513

Chapter 21, "Working with Checks and Direct Deposit," Adjusting Paychecks, page 518

Messages on the Pay Record

When you reverse or adjust checks, the following messages appear on the payline and paycheck records.

Reversal	Indicates that the check is a reversal.
Reversing Adjustment	Indicates a pay earnings record that has been adjusted. It appears on the original pay earnings record.
Adjustment	Indicates a pay earnings record that is created by the Reversal Processing process. It appears on the pay earnings record that is used to recalculate an employee's pay.
Adjustment − Partial Period	Indicates that the employee with the adjusted pay earnings record has had a job record change, with an effective date that falls between the pay period begin and end dates prior to running the Reversal Processing process.
Adjustment − Pay Data Change	Indicates that one or more of the employee's adjusted records has been updated since the last time paysheets were created or the pay calculation was run. Such records are not recalculated during the next pay calculation if they have not already been recalculated. You may select all employees who have had a pay

data change and need to be recalculated by selecting *Calculation Required* in the Job Pay Data Change field of the By Payline - Payline search page. Entering *Yes* in the same field selects all employees whose pay has been recalculated due to a change in one of their pay-related records.

Adj − PayChg − Partl Period Indicates, for an employee who had an Adjustment − Pay Data Change message, that a change has been made to the job record, with an effective date falling between the pay period begin and end dates and it has already been recalculated.

Printing Checks and Direct Deposit Reports

This section discusses how to enter run controls for printing checks and direct deposit reports.

Pages Used to Print Checks and Direct Deposit Reports

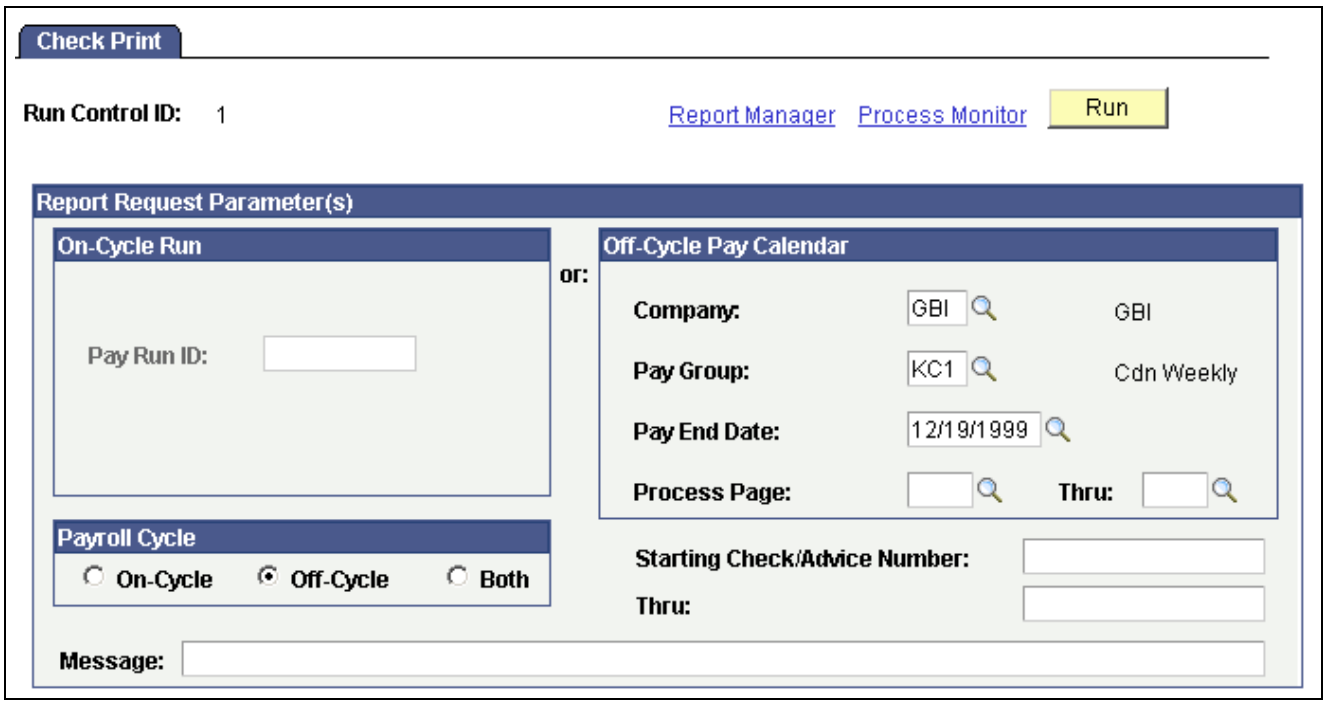
Page Name	Object Name	Navigation	Usage
Pay Group Table - Check Distribution	PAYGROUP_TABLE5	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table Click the Pages 4–6 link. Select the Check Distribution page.	Specify the order in which you want paychecks to be sorted and to select address and delivery options.
Pay Group Table - Check Sequencing	PAYGROUP_TABLE6	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Pay Group Table Click the Pages 4–6 link. Select the Check Sequencing page.	Define print sequence options.
Check Print	RUNCTL_CHK_ADV1	• Payroll for North America, Payroll Processing USA, Produce Checks, Print Checks, Check Print • Payroll for North America, Payroll Processing USF, Produce Checks, Print Checks, Check Print	Run PAY003, which is a template for printing U.S. paychecks and accompanying check stubs. Run this report after you perform pay confirmation for a payroll run.

Page Name	Object Name	Navigation	Usage
Cheque Print	RUNCTL_CHK_ADV	Payroll for North America, Payroll Processing CAN, Produce Cheques, Print Cheques, Cheque Print	Run PAY003CN, which is a template for printing Canadian paycheques and accompanying cheque stubs. Run this report after you perform pay confirmation for a payroll run. Run control parameters are the same as PAY003 - Check Print.
Check Register	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Produce Checks, Check Register, Check Register • Payroll for North America, Payroll Processing USF, Produce Checks, Check Register, Check Register	Run PAY004, which is a template for generating a report that lists all checks, in check number order, written in the pay period for each company in the organization.
Cheque Register	RUNCTL_PAYINIT	Payroll for North America, Payroll Processing CAN, Produce Cheques, Cheque Register, Cheque Register	Run PAY004, which is a template for generating a report that lists all cheques, in cheque number order, written in the pay period for each company in the organization.
Direct Deposit Register	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Direct Deposit Register, Direct Deposit Register • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Direct Deposit Register, Direct Deposit Register	Run DDP002, which generates a report that lists all direct deposits for employees in each company in the organization.
Direct Deposit Register	RUNCTL_PAYINIT	Payroll for North America, Payroll Processing CAN, Create Direct Deposits, Direct Deposit Register, Direct Deposit Register	Run DDP002, which generates a report that lists all direct deposits for employees in each company in the organization.
DDP Advice Print (direct deposit advice print)	RUNCTL_CHK_ADV1	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Print Advice Forms, DDP Advice Print • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Print Advice Forms, DDP Advice Print	Run DDP003, which prints paycheck and pay stub information onto direct deposit advice forms.

Page Name	Object Name	Navigation	Usage
DDP Advice Print (direct deposit advice print)	RUNCTL_CHK_ADV	Payroll for North America, Payroll Processing CAN, Create Direct Deposits, Print Advice Forms, DDP Advice Print	Run DDP003CN, which prints Canadian paycheque and pay stub information onto direct deposit advice forms.
DDP Advice Register (direct deposit advice register)	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Advice Register, DDP Advice Register • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Advice Register, DDP Advice Register	Run DDP004, which generates a report that lists payroll amounts paid directly into the employee's bank account as direct deposits. This report is similar to the Check Register (PAY004) report.
DDP Advice Register (direct deposit advice register)	RUNCTL_PAYINIT	Payroll for North America, Payroll Processing CAN, Create Direct Deposits, Advice Register, DDP Advice Register	Run DDP004, which generates a report that lists payroll amounts paid directly into the employee's bank account as direct deposits. This report is similar to the Cheque Register (PAY004) report.

Entering Run Controls for Printing Checks and Direct Deposit Reports

Access the Check Print page.



Check Print page

Note. The Check Print page is shown here as an example; most of the pages used for printing checks and direct deposit reports use the same parameters.

Click Run to run the report by using PeopleSoft Process Scheduler.

On-Cycle Run

If you specify only a pay run ID, the system selects checks from that run ID that are based on a payroll cycle of only on-cycle, off-cycle, or both.

If you specify a pay run ID and the check range, the system selects only the checks that are in the check number range and based on a payroll cycle of only on-cycle, off-cycle, or both.

Off-Cycle Pay Calendar

If you use this group box, you must enter:

- Company
- Pay group
- Pay end date

Available fields and completed tasks depend on which option you select in the Payroll Cycle group box:

Payroll Cycle

On-Cycle The page number fields are unavailable for entry. The system selects only the on-cycle checks for the company and pay group with the pay end date that you specify. If you specify a check number range, the system selects only those checks.

Off-Cycle The page number fields are available for entry. The system selects only the off-cycle checks for the company and pay group with the pay end date that you specify. If you specify the page number range, the system selects all checks in that page range. If you specify a check number range, the system selects only those checks.

Both The page number fields are available for entry. The system selects both off-cycle and on-cycle checks for the company and pay group with the pay end date that you specify. If you specify the page range, the system selects all checks in that page range. If you specify a check number range, the system selects only those checks.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Generating a Direct Deposit File

This section provides an overview of the Direct Deposit Create File process (DDP001 and DDP001CN) and discusses how to create a direct deposit file.

Understanding the Direct Deposit Create File Process (DDP001 and DDP001CN)

Use the Direct Deposit Create File process to create an electronic transmittal file used to transfer payroll funds directly into an employee's bank account. The file contains direct deposit records for each company and bank/branch combination within the pay run ID. The direct payment routing numbers that are generated by the program are formatted according to the routing format that you specify on the Source Bank Accounts page.

The report shows the transaction file generated, including the direct payment routing numbers used to direct deposit employee's paychecks, employee name, and all the other information the system needs to complete direct deposits of payroll funds.

(USA) Processing Order

The prenote process is a test run for direct deposits to verify that bank IDs and employee account numbers are valid. You must run the DDP Prenotification and DDP Prenote Memo reports (DDP005 and DDP006) prior to running DDP001. The direct deposit SQRs must be run in a specific order:

1. DDP005
2. DDP006
3. DDP001
4. DDP002

See Also

Chapter 21, "Working with Checks and Direct Deposit," Printing Checks and Direct Deposit Reports, page 496

Chapter 10, "Maintaining Payroll Data," Setting Up Direct Deposits, page 240

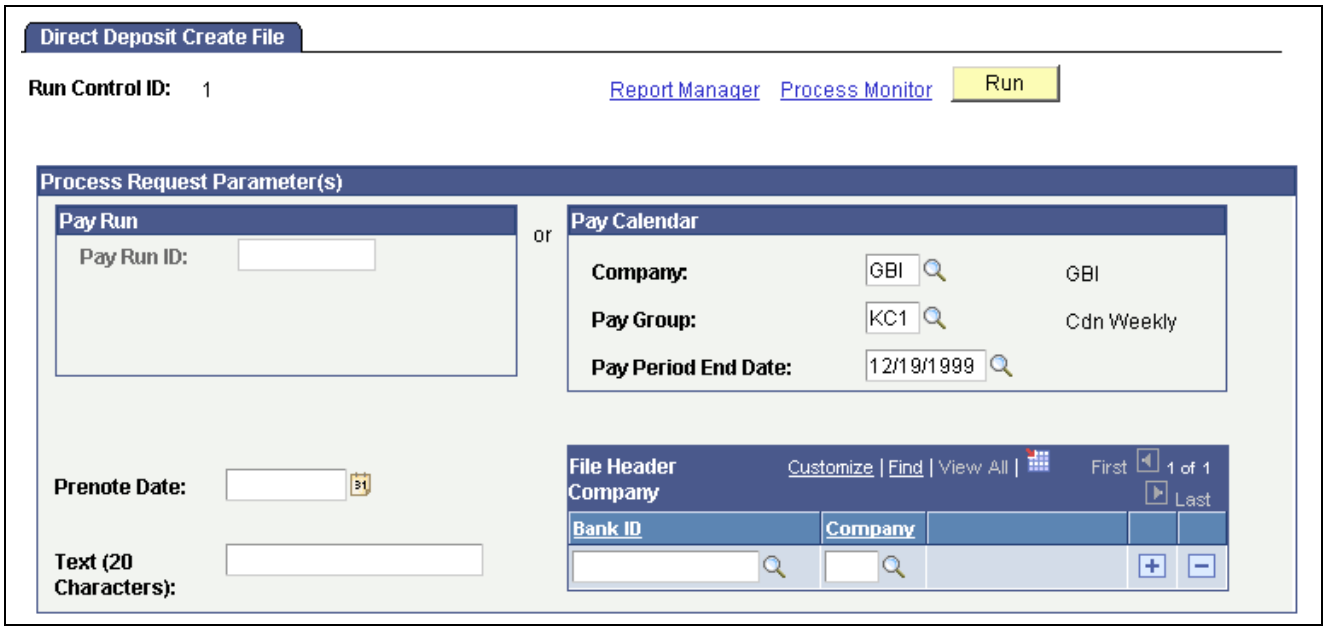
Chapter 19, "Calculating Pay," Pages Used to Review Pay Calculation Results, page 469

Pages Used to Generate a Direct Deposit Create File

Page Name	Object Name	Navigation	Usage
DDP Prenotification (direct deposit prenotification)	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Prenotification Report, DDP Prenotification • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Prenotification Report, DDP Prenotification	Run DDP005, which generates a report that provides notification of the amounts that are slated for deposit and the associated accounts before the transactions actually take place, so that your employees can verify that the information is correct and make necessary changes. **Note.** (CAN) The prenotification process does not apply in Canada.
DDP Prenote Memo (direct deposit prenotification memo)	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Prenote Memo, DDP Prenote Memo • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Prenote Memo, DDP Prenote Memo	Run DDP006, which generates a report that prints notifications for employees who have their pay deposited directly into their checking accounts for the first time.
Direct Deposit Create File	RUNCTL_DDP001	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Create Direct Deposit File, Direct Deposit Create File • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Create Direct Deposit File, Direct Deposit Create File	Run DDP001, which creates the direct deposit transmittal file.
Direct Deposit Create File	RUNCTL_DDP001CN	Payroll for North America, Payroll Processing CAN, Create Direct Deposits, Create Direct Deposit File, Direct Deposit Create File	Run DDP001CN, which creates the direct deposit transmittal file.

Creating a Direct Deposit File

Access the Direct Deposit Create File page.



Direct Deposit Create File page

Note. (CAN) Although the Canadian page displays with some differences, all fields on this page have the same functionality as the fields shown on the U.S. page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Pay Run ID	Enter either a pay run ID or pay calendar information for the desired pay period.
Company, Pay Group, and **Pay Period End Date**	Select a company, pay group, and pay end date.
Prenote Date	Optionally enter information here for your reference.
Bank ID and **Company**	Enter your bank's transit number and your company. This information appears at the beginning of the transmittal file.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Processing Online Single Checks

This section provides overviews of online single checks and paysheet options and discusses how to:

- Configure the system for online printing.
- Use online check paysheets.
- Display online check results.
- Reverse an online check.

Understanding Online Checks

With Payroll for North America, you can calculate, view, and print a single employee check interactively, online. Here's how:

1. Configure the system for online check printing.
2. Assign a pay run ID to the appropriate pay calendar.

   This is required to access the Online Check Paysheet page.
3. Enter data on the Online Check Paysheet page.
   a. Enter the hours or an amount.
   b. If necessary, override Job data, taxes, deductions, or garnishments.
   c. Click Save and Calculate.

      The Online Results page appears when the process is complete.
4. View results of the calculation on the Online Results page and proceed in one of three ways:
   - Confirm and print the check.
   - Click the Change Data button to return to the Online Check Paysheet page to make changes.
   - Delete the check.

Note. (USF) With few exceptions, federal agencies must issue all certified payment vouchers through the Department of the Treasury.

Check Modeling

To use this feature for check modeling:

1. On the Online Check Paysheet page, enter data and click Save and Calculate.
2. On the Online Results page, either click to change the data or delete the check.

Understanding Online Check Paysheet Options

The system offers several options for using the Paysheet Creation COBOL SQL process (PSPPYBLD) to access the employee's paysheet:

- Process a final check online.

  If the employee has a final check request, the system displays a message asking if you want to create the final check online. You can copy an off-cycle final check paysheet or unconfirmed final check to create the final check online.
- Process an unconfirmed online check.

  If the employee has an unconfirmed single check with the same company, pay group, pay end date, and employment record number that you specified, the system displays that paysheet.
- Process an unconfirmed off-cycle check.

  If the employee has an unconfirmed off-cycle check with the same company, pay group, pay end date, and employment record number that you specified, and this is the only payline on the page, the system displays a message offering you the option of selecting that payline.
- Have the system create the online paysheet.

If neither of the previous two conditions exist, the system displays a message asking if you want to use the Paysheet Creation process to create the data for the employee's online check.

- Create the paysheet manually on the Online Check Paysheet page.

  If you click Yes for the paysheet creation process, the Online Check Paysheet page displays the employee's paysheet information for the pay period end date that you specified. If you click No, the Online Check Paysheet page displays only default information for adding a new paysheet.

Pages Used to Process Online Checks

Page Name	Object Name	Navigation	Usage
Configure Online Printing	PAY_OL_PRNT	Set Up HRMS, Product Related, Payroll for North America, Payroll Processing Controls, Configure Online Printing, Configure Online Printing	Configure the system for online printing.
Online Check Paysheet	PAY_OL_SHEET_S1	• Payroll for North America, Payroll Processing USA, Create Online Checks, Create Online Check, Online Check Paysheet • Payroll for North America, Payroll Processing CAN, Create Online Cheques, Create Online Cheque, Online Cheque Paysheet • Payroll for North America, Payroll Processing USF, Create Online Checks, Create Online Check, Online Check Paysheet	Use an employee's online check paysheet and check.
Online Check Print	PAY_OL_CHECK_S	• Payroll for North America, Payroll Processing USA, Create Online Checks, View/Print Online Check, Online Check Print • Payroll for North America, Payroll Processing USF, Create Online Checks, View/Print Online Check, Online Check Print	When you click Save and Calculate on the Online Check Paysheet page, the system performs the calculation and displays the Online Check Print page. You can confirm and print a check, delete the check, or return to the Online Check Paysheet page to change data.

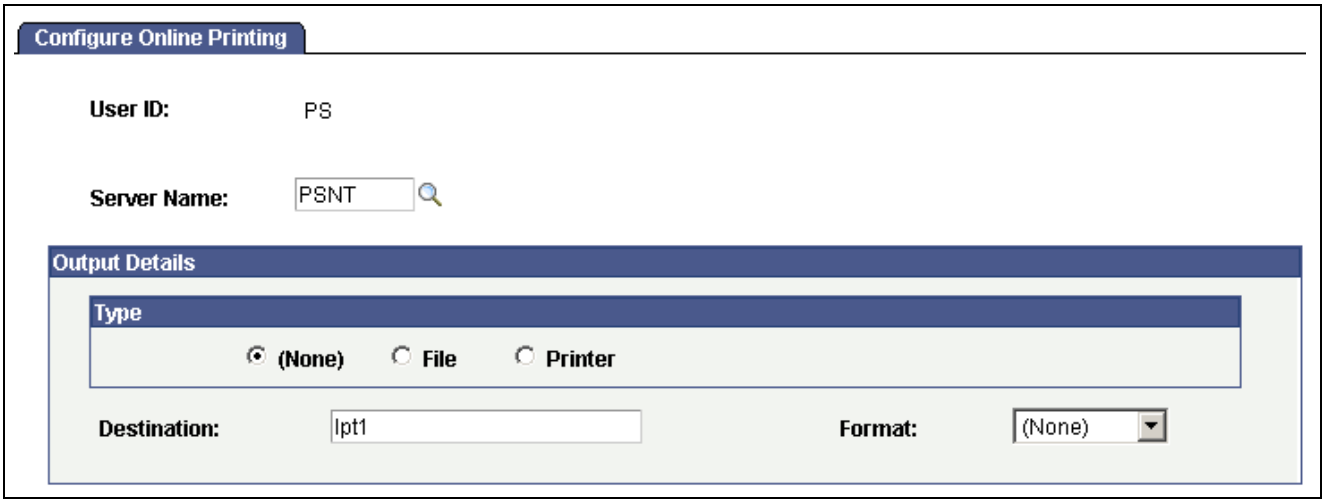
Page Name	Object Name	Navigation	Usage
Online Cheque Print	PAY_OL_CHECK_C	Payroll for North America, Payroll Processing CAN, Create Online Cheques, View/Print Online Cheque, Online Cheque Print	When you click Save and Calculate on the Online Cheque Paysheet page, the system performs the calculation and displays the Online Results page. You can confirm and print a check, delete the check, or return to the Online Cheque Paysheet page to change data.
Paycheck Reversal	PAY_OL_CHECK_S	Click the Reverse and Confirm button on the Online Check Print page.	Reverse a single check and confirm the results of the check reversal.
Paycheque Reversal	PAY_OL_CHECK_C	Click the Reverse and Confirm button on the Online Cheque Print page.	Reverse a single cheque.

See Also

Chapter 25, "(USF) Setting Up and Processing Agency Interfaces," page 571

Configuring the System for Online Printing

Access the Configure Online Printing page.



Configure Online Printing page

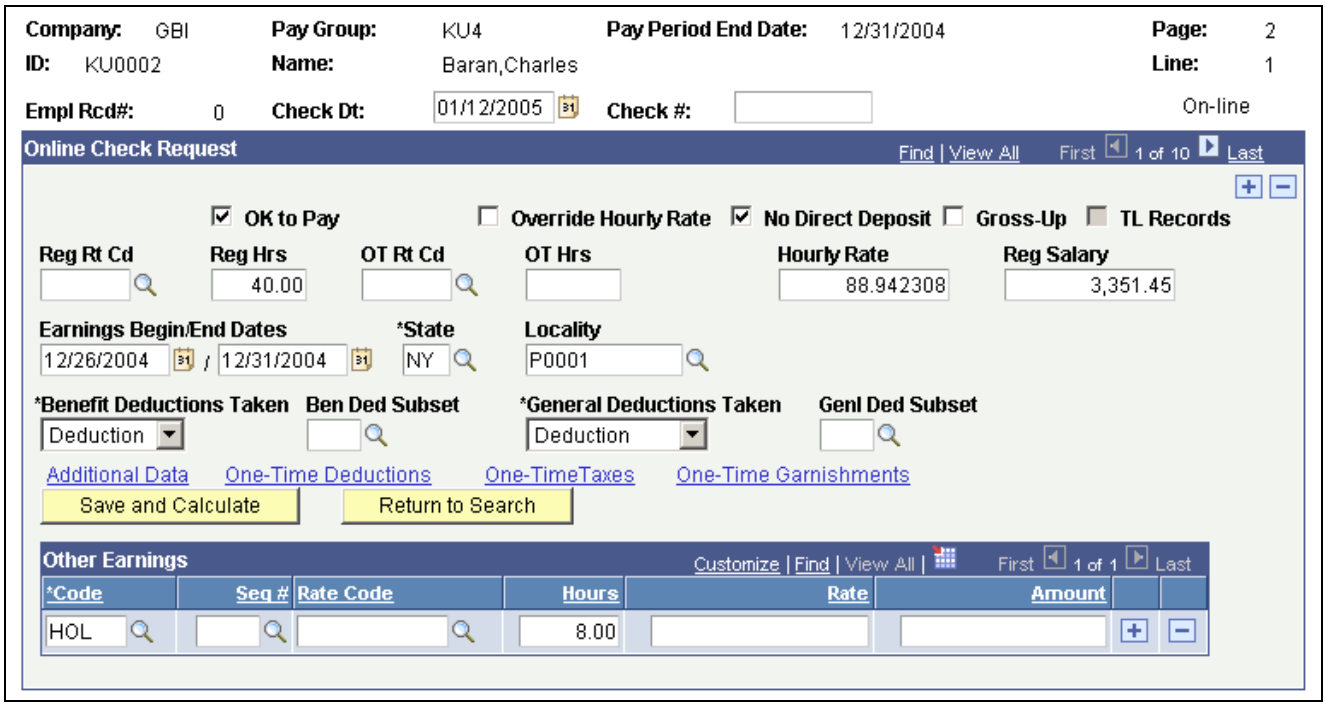
Type Select *Printer, File,* or *None.*

Destination Enter a printer port or file directory to receive your output.

Format Select the format in which you want the report printed.

Using Online Check Paysheets

Access the Online Check Paysheet page.



Online Check Paysheet page

Check # (check number) You can either specify a number or have one assigned by the system.

Benefit Deductions Taken The initial value comes from the pay calendar, but you can override it.

- *None:* Select to specify no benefit deductions.
- *Deduction:* Select to have the Deduction table govern benefit deductions.
- *Subset:* Select this value if you want to use a specified benefit deduction subset. If you select this value, you must specify the subset ID in the Ben Ded Subset (benefit deduction subset) field.

General Deductions Taken The initial value comes from the pay calendar, but you can override it.

- *None:* Select to specify no general deductions.
- *Deduction:* Select to have the Deduction table govern general deductions.
- *Subset:* Select this value if you want to use a specified general deduction subset. If you select this value, you must specify the subset ID in the Genl Ded Subset (general deduction subset) field.

Save and Calculate When you're ready to calculate the check, click this button to start the calculation process. The system then displays the Online Results page.

Return to Search If you want to set up a single check for another employee, click Return to Search to redisplay the Create Single Check selection page.

Note. Many of the fields on the Online Check Paysheet page are identical to those on the Paysheet page.

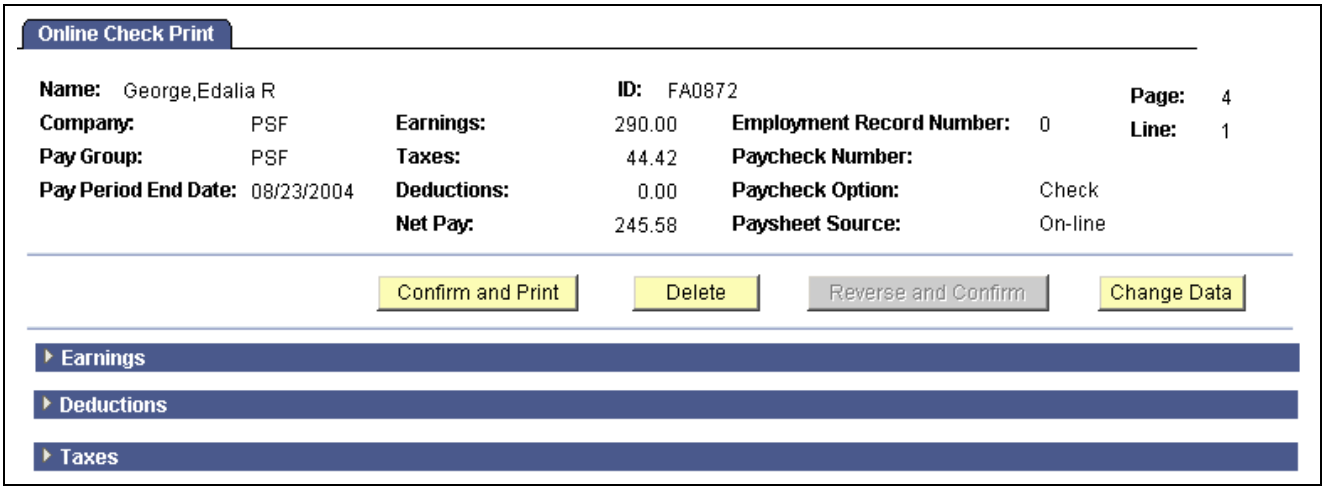
Warning! If you use the Paysheet Creation process for online checks using the same on-cycle pay calendar that's being processed in batch, the employee receives a duplicate check.

See Also

Chapter 18, "Working with Paysheets," Viewing and Updating Paysheets and Paylines, page 416

Displaying Online Check Results

Access the Online Check Print page.



Online Check Print page

Note. (USF) When you're satisfied with the results, save the page. After saving you can proceed to the normal pay certification process and then run the ECS Interface SQR Report process (FGPY004) for this payment.

You must assign a pay run ID to the appropriate pay calendar. Otherwise, the system cannot find any employee data for online single check processing. The fields on this page are display-only and are based on the data that was entered on the Online Check Paysheet page.

Important! Any uncalculated or unconfirmed online single checks are automatically calculated or confirmed by an off-cycle pay run if the online check page numbers fall within the range entered for the off-cycle pay run.

Reverse and Confirm Click to access the Check Reversal page and run the Check Reversal process. You cannot reverse a single check until it has been confirmed and printed. Until then, this button is unavailable.

Reversing an Online Check

Access the Paycheck Reversal page.

1. Enter a pay group and a pay end date.

   The reversal is posted to the company, pay group, and pay end date specified here.

2. Click OK to run the Check Reversal process.

   The system displays the Online Results page.

3. Review results of the reversal on the Online Results page.

See Also

Chapter 21, "Working with Checks and Direct Deposit," Understanding Online Check Paysheet Options, page 503

Chapter 18, "Working with Paysheets," page 387

Recording Manual Checks

This section provides an overview of manual checks and discusses how to enter manual check data into the system.

Understanding Manual Checks

A manual check is a check prepared outside of the Payroll for North America system. You might have a remote office with no access to Payroll for North America that occasionally needs to write a manual check to process a last-minute payroll adjustment. Or you might correct errors in system-produced paychecks by producing manual checks.

Because manual checks are created outside of the system, you must record them manually into Payroll for North America to update your employees' earnings, deductions, garnishments, and tax balances.

For example, employee 8101 was hired in a remote office on January 1. The clerk didn't notify the central office of the new hire. So, when the payroll was produced for the January run, the new employee didn't receive a check. The payroll clerk therefore calculated and produced a manual check to be processed in an off-cycle run. He then forwarded the check information to the central office to be entered into the system.

Although manual checks are normally processed in off-cycle payroll runs, you can record them as part of your on-cycle payroll process if you choose.

Entering Manual Check Data Into the System

To enter a manual check into the system:

1. Enter information for a specific paysheet on the Paysheet page.
   - When you access the page, we recommend that you use the Add mode.

     This keeps your manual checks separate from your regular checks and avoids confusion.
   - You must make a separate payline entry for each manual check.

     If you want to enter ten manual checks, for example, you add a paysheet page and then add ten additional paylines to that page.
   - Select the Manual Check check box on the main Paysheets page.
2. Enter the employee's earnings, taxes, and deductions into the paysheet on the One-Time Deductions, One-Time Garnishment, and One-Time Taxes pages.

   The system calculates employer-paid taxes and benefits.

Note. If garnishments were deducted from the paycheck, the description reads "Garnishment −Tax Levy." If no garnishments were deducted, but the deduction is established in the system, the description displays the general deduction code − GARN01 − Tax Levy.

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3. Run the Pay Calculation COBOL SQL process (PSPPYRUN).

   During this process, the system double-checks your entries to ensure that the gross pay minus deductions and taxes equals the net pay for each manual check.

4. Review the results.
5. Run the Pay Confirmation process.

   During this process, the system updates all balances for earnings, deductions, and taxes.

See Also

Chapter 18, “Working with Paysheets,” page 387

Chapter 19, “Calculating Pay,” page 455

Chapter 20, “Confirming Pay,” page 483

Processing a Final Check Request

This section lists prerequisites and discusses how to:

- Run the final check request process.
- Create an online final check.
- Run the final check batch process.
- Reprocess final check paysheets.
- Generate a final check request report.

See Also

Chapter 18, “Working with Paysheets,” Understanding the Create Final Check Paysheet Process, page 443

Chapter 18, “Working with Paysheets,” Creating Final Check Paysheets, page 442

Chapter 5, “Setting Up the Payroll Process,” Defining the Final Check Process, page 104

Prerequisites

Before you can begin processing final check requests, you must have completed the following setup steps:

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

See Also

Chapter 5, “Setting Up the Payroll Process,” Defining the Final Check Process, page 104

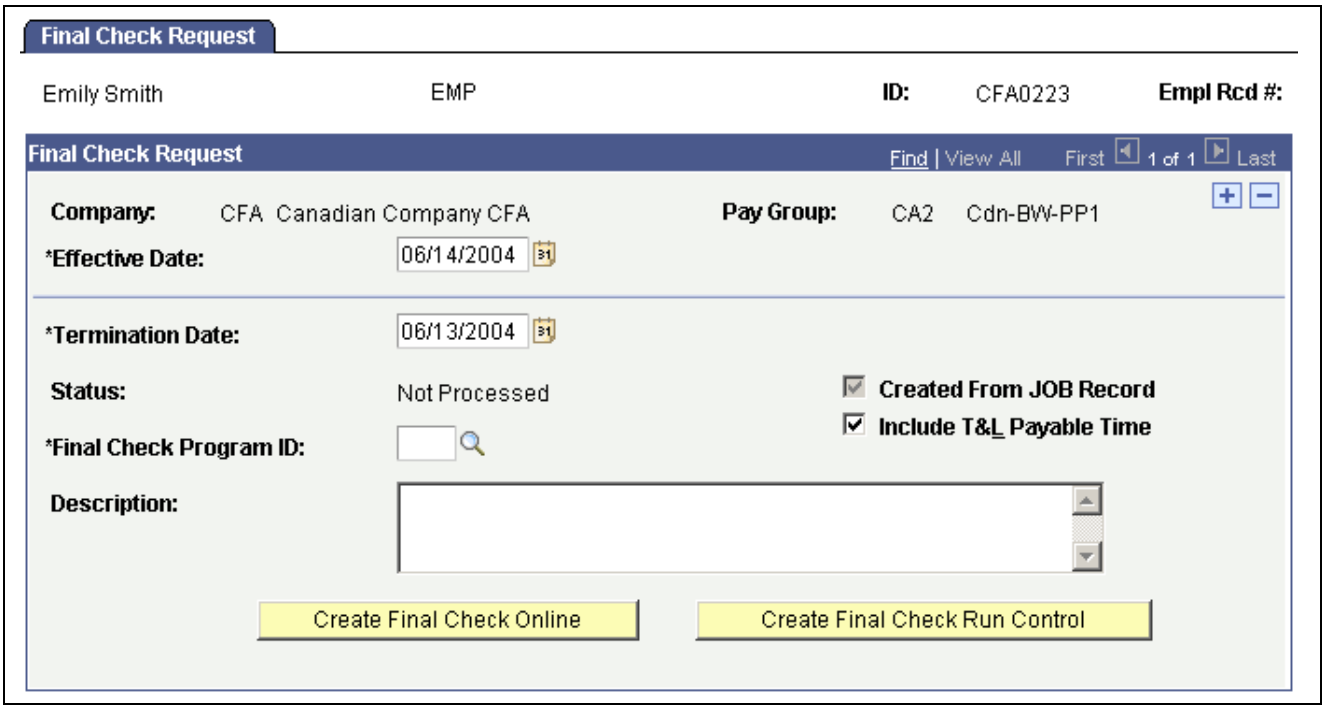
Pages Used to Process a Final Check Request

Page Name	Object Name	Navigation	Usage
Final Check Request	TERM_RQST	• Payroll for North America, Payroll Processing USA, Create Final Checks, Request Final Check, Final Check Request • Payroll for North America, Payroll Processing CAN, Create Final Cheques, Request Final Cheque, Final Cheque Request • Payroll for North America, Payroll Processing USF, Create Final Checks, Request Final Check, Final Check Request	Run the online or batch final check request process.
Final Check Requests Report	RUNCTL_PAY056	• Payroll for North America, Payroll Processing USA, Create Final Checks, Final Check Requests Report, Final Check Requests Report • Payroll for North America, Payroll Processing CAN, Create Final Cheques, Final Cheque Requests Report, Final Cheque Requests Report • Payroll for North America, Payroll Processing USA, Create Final Checks, Final Check Requests Report, Final Check Requests Report	Generate the PAY056 report that lists final check requests for which an employee's final check processing status is either *N* (not processed) or *P* (loaded to paysheets).

Page Name	Object Name	Navigation	Usage
Final Check Reconcile Report	RUNCTL_PAYINIT	• Payroll for North America, Payroll Processing USA, Create Final Checks, Final Check Reconcile Report, Final Check Reconcile Report • Payroll for North America, Payroll Processing CAN, Create Final Cheques, Final Cheque Reconcile Report, Final Cheque Reconcile Report • Payroll for North America, Payroll Processing USF, Create Final Checks, Final Check Reconcile Report, Final Check Reconcile Report	Generate the PAY057 report that reconciles employees who have final checks processed, based on pay calendar information that you specify with data from their Employment records. A warning message appears in the report when an employee is not really terminated, but has a final check produced

Running the Final Check Request Process

Access the Final Check Request page.



Final Check Request page

Note. When you add a final check request for an employee whose status on the Job Data table is not *Terminated,* Final Check Workflow automatically creates a worklist item for the Personnel Administrator role user.

Termination Date Enter the date of the last day for which the employee is to be paid.

Status	The system displays status of *Updated to Paysheets* or *Not Processed,* depending on whether you've processed the request.
Final Check Program ID	Select the final check program ID that identifies the final check rules appropriate to the employee's check.
Reprocess	Select this option to reprocess.
Created From JOB Record	The system automatically creates a final check request when you change an employee's job status to *Terminated.* The system selects this check box if the final check request you've accessed was created this way.
Include T&L Payable Time (include time and labor payable time)	Select this option if you are using data from PeopleSoft Enterprise Time and Labor.
Create Final Check Online	To access the Online Check process for the final check request, click this button.
Create Final Check Run Control	To access the batch payroll process for final check requests, click this button.

Creating an Online Final Check

The process for creating an online final check is similar to the process for creating an online single check.

To create an online final check:

1. Click the Create Final Check Online button on the Final Check Request page.
2. Click the Yes button when prompted if you would like to create a Final Check for this employee. This will run the Final Check Paysheet Creation process and the system will create an online check paysheet.
3. Update data on the paysheet and click the Save and Calculate button.
4. Confirm and print the final check either as an online check or with the regular checks in the pay run.

Running the Final Check Batch Process

The batch process for final check requests is designed to run before pay calculation. You can run this process either on-cycle or off-cycle. Then you use the Pay Calculation and Pay Confirmation processes to complete the cycle of generating final paychecks. Click the Create Final Check Run Control button on the Final Check Request page to select this process. The system displays the Create Final Check Paysheets page.

Click the Run button to run this request. PeopleSoft Process Scheduler runs the Final Check Build COBOL SQL process (PSPFCBLD) at user-defined intervals.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Reprocessing Final Check Paysheets

The system displays the Reprocess option on the Final Check Request page only after the employee's final check paysheet has been created and the status of the final check request is *Loaded to Paysheets.* Use this option to re-create an employee's final check paysheet.

Warning! Exercise caution when using the Reprocess option, because when the system originally creates the final check paysheets, it marks the preexisting paysheets Not OK to Pay. So, before you re-create the final check paysheet you must manually select the OK to Pay check box on all preexisting paysheets.

Generating a Final Check Request Report

Access the Final Check Requests Report page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Final Check Processing Status

Extracted: All employees whose final check request processing status is *Not Processed* or *Loaded to Paysheets.*

Loaded to Paysheets: All employees whose final check processing status is *Loaded to Paysheets.*

Not Processed: All employees whose final check processing status is *Not Processed.*

Paysheet Created: All employees whose final check processing status has paysheets created.

Note. Leave the field blank to report all statuses.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Reversing Paychecks

This section provides an overview of paycheck reversal and discusses how to:

- Run paycheck reversal.
- View the effects of reversal.
- Run pay confirmation.
- View confirmed reversed checks.

See Also

Chapter 21, "Working with Checks and Direct Deposit," Understanding Paycheck Reversals and Adjustments, page 493

Understanding Paycheck Reversal

Run paycheck reversal when a system-generated check is incorrect and has not been cashed or deposited. The key to reversing checks is running the Paycheck Reversal/Adjustment process, which eliminates the need to enter each check to be reversed as a manual check. This program locates the checks you've specified on a special run control and creates an off-cycle paysheet page for each reversal. The resulting paylines reflect the original paysheet entries, with negatives in the hours and amount fields. These pages are display-only.

During the Paycheck Reversal/Adjustment process, the system makes a copy of the paycheck record and reverses the signs (plus/minus) on the amount fields. The original paycheck record is retained, not deleted. You can view both the original and the reversed paycheck records from the Paycheck pages. On the reversed check, all of the amounts display as negative numbers, and the message "Calculated Check Reversal" appears in the upper-left corner.

To reverse paychecks, you do not need to run the Pay Calculation process. When you run the Paycheck Reversal/Adjustment process, the system finds the check or checks that you've specified and reverses the plus/minus signs. Because the amounts themselves have already been calculated, no additional calculation is necessary.

Deleting a Reversal

You can delete a reversal if you made a mistake. Select Delete Current Reversal/Adjustment on the Paycheck Reversal/Adjustment run control page and run the process again. If you need to make a correction after the reversal has been confirmed, you must process a manual check.

Updating Balance Records

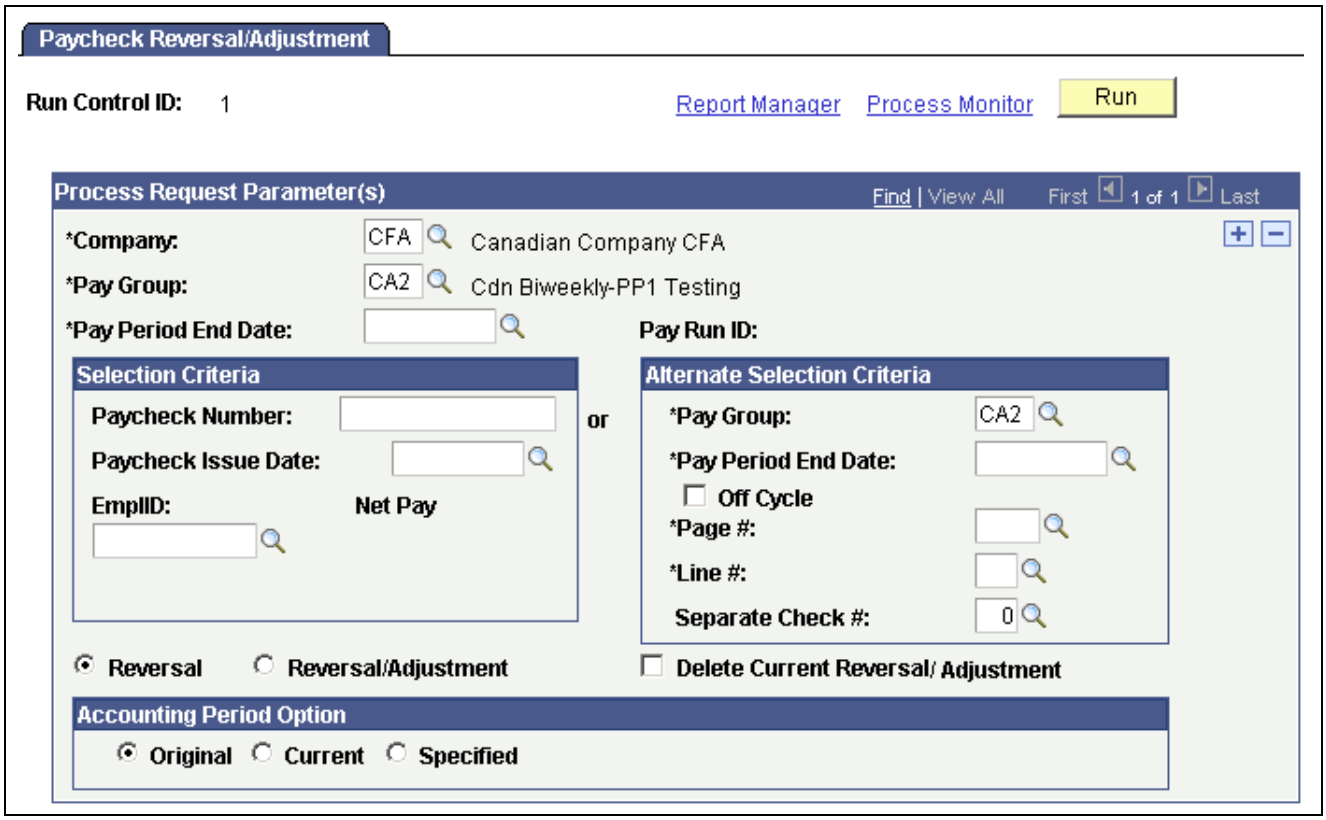
To update the balance records with the final reversal information, run the Pay Confirmation process. After confirmation, when you view the paycheck, the message "Confirmed Check Reversal" appears in the upper-left corner. You can then issue an on-demand or online check for the correct amount.

Pages Used to Reverse Paychecks

Page Name	Object Name	Navigation	Usage
Paycheck Reversal/Adjustment	RUNCTL_PAY_REV	• Payroll for North America, Payroll Processing USA, Reverse/Adjust Paychecks, Paycheck Reversal/Adjustment • Payroll for North America, Payroll Processing USF, Reverse/Adjust Paychecks, Paycheck Reversal/Adjustment	Define the parameters for the check reversal process.
Paycheque Reversal/Adjustment	RUNCTL_PAY_REV	Payroll for North America, Payroll Processing CAN, Reverse/Adjust Paycheques, Paycheque Reversal/Adjustment	Define the parameters for the cheque reversal process.
Paycheck Earnings	PAY_CHECK_E	• Payroll for North America, Payroll Processing USA, Produce Payroll, Review Paycheck, Paycheck Earnings • Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Paycheque, Paycheque Earnings • Payroll for North America, Payroll Processing USF, Produce Payroll, Review Paycheck, Paycheck Earnings	View reversed checks.

Running Paycheck Reversal

Access the Paycheck Reversal/Adjustment page.



Paycheck Reversal/Adjustment page

Note. The page is the same for reversals and adjustments.

Click Run to run this request. PeopleSoft Process Scheduler runs the Paycheck Reversal/Adjustment process at user-defined intervals.

Run Control ID
For every Paycheck Reversal/Adjustment run control you enter, the system sets up a separate off-cycle paysheet page and line.

Pay Group and **Pay Period End Date**
The pay period end date corresponds to the on-cycle pay calendar with which you want to process the reversal or reversal/adjustment. Check reversals cannot be run if the pay run ID for the specified pay period end date is blank on the Pay Calendar table. Also, the reversal must be associated with a pay calendar that is not closed for off-cycle processing.

Paycheck Number and **Paycheck Issue Date**
If you know the check number and issue date, you can search for the corresponding check to be reversed.

Pay Period End Date, Off Cycle, Page # (page number), and **Line #** (line number)
If you do not know the check number and issue date, you can locate the check by searching for these values in the fields in the right column.

Separate Check # (separate check number)
If the check to be reversed was issued as a separate check, enter a value here.

You can also find the paycheck number and paycheck issue date information either online or off-line:

Online: Use the Paycheck Data pages.

	Off-Line: Refer to your Payroll Register or Payroll Check Register reports.
Reversal	Select for a check reversal.
Reversal/Adjustment	Select for a check reversal and an adjustment check.
Delete Current Reversal/Adjustment	To delete an unwanted reversal or reversal/adjustment, set up a run control with this option selected and run the Paycheck Reversal/Adjustment process.

Accounting Period Option

Original, Current, and **Specified**	Select to process the original, current, or a specified accounting period.
Fiscal Year	Select the fiscal year of the specific accounting period that you want to process.

If you're reversing more than one check, insert a row for each additional check. After you enter all the checks to be reversed, run the Paycheck Reversal/Adjustment process.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Viewing the Effects of Reversal

Access the Paycheck Earnings page.

You can view the effects of the reversal by looking at the original check and the reversed check on the Paycheck Earnings page.

On the reversed check, all of the amounts display as negative numbers, and the message "Calculated Check Reversal" appears in the upper left corner of the first scroll box.

See Chapter 19, "Calculating Pay," Pages Used to Review Pay Calculation Results, page 469.

If you view the effects of the reversal on any of the Paysheet pages, you will not be able to add or delete any paylines if one of the paylines is a reversal.

If you view the effects of the reversal on any of the Payline pages, you will not be able to add or delete the reversal payline.

See Also

Chapter 18, "Working with Paysheets," Viewing and Updating Paysheets and Paylines, page 416

Running Pay Confirmation

When you're satisfied that the reversal is correct, confirm the reversal by running the Pay Confirmation process.

After confirming the check reversal, you can issue a check for the correct amount.

See Also

Chapter 20, "Confirming Pay," page 483

Viewing Confirmed Reversed Checks

After you run pay confirmation, you can view information, including updated balances, using the Review Paycheck pages in the Payroll Processing menu, and you can run any required reports.

Note. You cannot update paysheet information after pay confirmation has been completed.

Adjusting Paychecks

This section provides an overview of paycheck adjustment and discusses how to:

- Set up the NETPAY deduction code.
- Set up to collect negative adjustments.
- Run the paycheck reversal process.
- Enter adjustment information on the paysheet.
- Run pay calculation.
- Continue if you owe the employee.
- Continue if the employee owes you.
- Delete an adjustment payline.

Understanding Paycheck Adjustment

There are two segments to the check adjustment process: a reversal of the incorrectly issued check and an adjustment.

When you adjust a paycheck, there are three possible outcomes:

- No change in net pay (such as correction of taxing locality).
- The company owes the employee money.

  In this situation, the system produces a check for the amount owed.
- The employee owes the company money.

  In this case, you can put the amount into an arrears balance to be taken out of subsequent paychecks. Or you can attempt to get the money back from the employee by other means.

Use the Paycheck Reversal/Adjustment page to both adjust and reverse paychecks.

Note. After being confirmed, adjustment checks cannot be adjusted. The system does not perform adjustments to online checks.

See Also

Chapter 21, "Working with Checks and Direct Deposit," Understanding Paycheck Reversals and Adjustments, page 493

Pages Used to Adjust Paychecks

Page Name	Object Name	Navigation	Usage
Paycheck Reversal/Adjustment	RUNCTL_PAY_REV	• Payroll for North America, Payroll Processing USA, Reverse/Adjust Paychecks, Paycheck Reversal/Adjustment • Payroll for North America, Payroll Processing USF, Reverse/Adjust Paychecks, Paycheck Reversal/Adjustment	Run the check reversal and adjustment process.
Paycheque Reversal/Adjustment	RUNCTL_PAY_REV	Payroll for North America, Payroll Processing CAN, Reverse/Adjust Paycheques, Paycheque Reversal/Adjustment	Run the check reversal and adjustment process.
Paycheck Earnings	PAY_CHECK_E	• Payroll for North America, Payroll Processing USA, Produce Payroll, Review Paycheck, Paycheck Earnings • Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Paycheque, Paycheque Earnings • Payroll for North America, Payroll Processing USF, Produce Payroll, Review Paycheck, Paycheck Earnings	View adjusted checks.

Setting Up the NETPAY Deduction Code

To process adjustments, the system uses a special deduction called Net Pay Adjustment with a deduction code of NETPAY. Before processing adjustments, you must set up this deduction code on the Deduction and the General Deduction tables and add it to the Company General Deductions table. You can use the NETPAY deduction that is supplied with the demonstration database as an example.

During the reversal step of the adjustment process, the system reverses the original check, producing a calculated check reversal. It does this by subtracting a NETPAY deduction equal to the employee's net pay on the original check.

See Also

Chapter 4, "Defining Deductions," page 55

Setting Up to Collect Negative Adjustments

If the adjustment results in the employee owing the organization, you must have set up an adjustment deduction code and a corresponding adjustment earnings code that the system uses to process adjustments of this type.

When you set up the adjustment earnings code, you link it to the corresponding adjustment deduction code through the Payback Deduction Code field on the Earnings Table - Taxes page.

Setting Up an Adjustment Deduction Code

An adjustment deduction code is necessary to process check adjustments for which the employee owes the company money. If you have not already done so, you can set up a generic adjustment deduction code, such as PAYADJ. Alternatively, you can establish several such deduction codes, one for each negative adjustment payback situation you're likely to encounter, but each would require a corresponding adjustment earnings code. For example, if you're adjusting checks that were calculated using the wrong taxing jurisdiction, you could set up a tax adjustment deduction code: TAXADJ.

To set up the adjustment deduction code:

1. Set up the Deduction table.

   On the Deduction Table - Process page, select the Deduction Arrears Allowed check box and enter the appropriate general ledger expense and or liability accounts.

2. Set up the General Deduction table.

   If you use the generic PAYADJ code, the General Deduction table is set by default with the information needed to calculate the payback adjustment deduction.

   If you choose to specify your own deduction for this purpose, you must define the code on the General Deduction table with your own calculation routine and specifications.

3. Set up the Company General Deductions table.

   For each company, add each adjustment deduction code in the Deduction Code column.

Setting Up an Adjustment Earnings Code

An adjustment earnings code is necessary to process check adjustments for which the employee owes the company money. Use a suitable code to designate this earnings, such as ADJ.

To set up the adjustment earnings code, use the Earnings and the Earnings Program tables.

1. Define the earnings code on the Earnings Table - General page:

   Payment Type Select Either Hours or Amount OK.

   Effect on FLSA (effect on Fair Labor Standards Act) Select None.

   Eligible for Retro Pay Not used for adjustment earnings.

2. Set up the Earnings Table - Taxes Page:

   Payback Deduction Code Enter a deduction code here to link to the earnings code. During the pay calculation process for the paycheck reversal/adjustment, the system creates an arrears balance for this deduction that is equal to the amount of the adjustment. On subsequent payrolls, where the employee is paid, the system attempts to deduct the overpayment from the employee's future check(s) until the entire amount has been collected.

Tax Method	Select Specified on Paysheet. The system selects the default values from the paysheet.
Earnings	Select Add to Gross Pay and Maintain Earnings Balances. Clear all other check boxes.
(USA) U.S. Only	Clear all fields. This is important, because the adjustment earnings code should not add to any taxable gross fields.
(CAN) Canadian Only	Clear all fields. This is important, because the adjustment earnings code should not add to any taxable gross fields.

See Also

Chapter 3, “Defining Earnings Codes and Earnings Programs,” page 31

Chapter 4, “Defining Deductions,” page 55

Running the Paycheck Reversal/Adjustment COBOL SQL Process (PSPPYREV)

Access the Paycheck Reversal/Adjustment page.

It is the same page that you use to run paycheck reversals

If you’re adjusting more than one check, add a row for each additional check and then run the process.

See Also

Chapter 21, “Working with Checks and Direct Deposit,” Running Paycheck Reversal, page 515

Entering Adjustment Information on the Paysheet

Access the Paysheet page.

When you run the Paycheck Reversal/Adjustment process, the system produces an off-cycle paysheet page. The first paysheet entry appears as a Reversing Adjustment, with all fields unavailable and a net pay of zero (blank).

Use the top scroll area to move to the other system-generated paysheet entry, the Adjustment paysheet. This is where you enter the necessary adjustment information for earnings, deductions, and taxes.

For example, if you forgot to pay the employee for 10 hours of overtime, enter *10* in Overtime Hours; if you taxed her in the wrong taxing jurisdiction, enter the correct state or locality.

Save the paysheet when you finish entering your adjustments.

Running Pay Calculation

Set up a run control and run the Pay Calculation process just as you do for your normal payroll calculation.

Your next steps depend on whether you owe the employee or the employee owes you.

See Also

Chapter 19, “Calculating Pay,” page 455

Continuing If You Owe the Employee

If you owe the employee money, the system produces a calculated check for the amount that you owe. You can then complete the following steps:

1. Set up pay confirmation parameters and run the Pay Confirmation process, which updates the employee's balances and assigns a check number.
2. Print the check.

Continuing If the Employee Owes You

If the employee owes you money, the following message appears in the Paysheet, Payroll Messages page (assuming there are no other errors):

The net pay calculated for this check is a negative amount.

The Message Data field at the bottom of the page displays a negative amount, which is the amount the system has calculated the employee owes you. The system treats this as an error because it is designed to produce checks for positive or zero amounts. A negative paycheck amount is not valid.

If the employee is still employed, you can get the money back by putting it in an arrears balance and having the system attempt to take it out of the next paycheck. In effect, you "give" the employee the amount she owes by using an adjustment earnings code on the adjustment paysheet. When you run pay calculation, the system converts the earnings to the corresponding payback deduction code.

Here's how you set up the arrears balance to collect the overpayment:

1. Make sure you have set up the necessary adjustment earnings and adjustment deduction codes.

   See Chapter 21, "Working with Checks and Direct Deposit," Setting Up to Collect Negative Adjustments, page 520.
2. On the adjustment paysheet, enter the overpayment amount as Other Earnings, using the earnings code you set up for negative adjustments.

   Save the paysheet.
3. Set up off-cycle pay calculation parameters and run the Pay Calculation process.

   The system converts the earnings to a deduction (assigning it to the corresponding payback deduction code) and puts the amount the employee owes into an arrears balance to be processed in the next payroll.
4. Set up off-cycle pay confirmation parameters and run the Pay Confirmation process.
5. View results on the Review Paycheck pages.
6. The overpayment is deducted in the next pay cycle.

Deleting an Adjustment Payline

To delete the adjustment payline of a paysheet that was created with Reversal/Adjustment selected on the Paycheck Reversal/Adjustment page:

1. Run the Pay Unsheet SQR process (PAYUNSHT).

   See Chapter 18, "Working with Paysheets," Pages Used to View and Update Paysheets and Paylines, page 417.
2. Run the Paycheck Reversal/Adjustment process with Reversal selected.

Reconciling Checks

This section provides overviews of check reconciliation procedures and an example of check reconciliation and lists the pages used to reconcile checks.

Understanding Check Reconciliation Procedures

Payroll for North America has two SQR programs that, together, enable you to reconcile checks. You can see which paychecks employees have cashed and which are outstanding. You're alerted to checks the bank cashed for an amount other than the amount that your records show.

To reconcile checks:

1. From your bank, get a file on magnetic media showing cashed payroll checks and copy it to C:\TEMP\BANKFILE.TRN.
2. Run the Check Reconciliation (PAY015A) process.
3. Run the Check Reconciliation Report (PAY015B).
4. Review the reports generated by the SQRs.

These steps are further explained in the following sections.

The Bank File

To use the check reconciliation feature, you need to get a magnetic media file from your bank showing which payroll checks they've cashed.

Payroll for North America accepts Bank files in the following format:

Bank File	Number of positions
Transit#	9 positions
Account#	15 positions
Check#	15 positions; numeric
Net Pay	10 positions; numeric; implied decimal point

You can adapt the sample PeopleSoft SQR programs to accommodate a Bank file with a different format. The SQR *must* match the record layout of the Bank file.

Payroll for North America reads this Bank file and attempts to reconcile each check against the check information in your payroll database. In addition, the system verifies its own file of unprocessed manual checks to see if they've been entered into the system since the last time you ran the check reconciliation process.

The two check reconciliation SQR programs are called Check Reconciliation (PAY015A) and Check Reconciliation Report (PAY015B).

Identifying Checks with PAY015A

PAY015A identifies all system-produced and manual checks that are processed for a given pay run ID, attempting to match these checks with the Bank file. It writes entries for each cashed, reversed, or outstanding check into a temporary Check Reconciliation file on the database.

The system assumes that checks for which no match is found on the database are unprocessed manual checks, that is, cashed manual checks that haven't yet been entered into the system. The program places these in an Unprocessed Manual Checks file.

The Error Listing report that is produced by PAY015A shows checks with the wrong net amount, checks flagged as already having been cashed, and checks flagged as having been reversed.

The PAY015A process identifies:

- All computer and manual checks, including check reversals, that the system processed during the current payroll periods for a given pay run ID.
- All outstanding checks—all checks that are confirmed, are not reversing entries, and are not yet cashed.
- All unprocessed manual checks.

It inserts one entry for each check type into the temporary Check Reconciliation file.

Note. (CAN) For Canadian reports, the three-digit bank ID is reported in the Bank Transit Number field.

Note. You *must* adjust the Process-Bank-File in PAY015A to match the record layout of the file from your bank. Your requirements could be different, and the SQR must be modified.

Producing Check Reconciliation Reports with PAY015B

After you run PAY015A, run PAY015B to produce a Check Reconciliation Report listing the entries in the Check Reconciliation file produced by PAY015A. The report provides totals for item count and net pay, and is divided into sections by the following types:

- Issued Checks (Computer).
- Checks Reconciled From Bank Checks File.
- Outstanding Checks.
- Unprocessed Manual Checks.
- Reversed Checks.

Understanding an Example of Check Reconciliation

Here's an example to illustrate the check reconciliation procedures.

Paycheck Files (PS_PAY_CHECK)

Suppose your last payroll run contained six checks, which are on the database in the Paycheck file:

Check #	Date	Amount	Remarks
1	December 31, 2004	100	Normal
2	December 31, 2004	150	Normal
3	December 31, 2004	175	Normal
4	December 31, 2004	200	Normal
5	December 31, 2004	250	Reversed
99	December 25, 2004	125	Manual

Checks 1-4 are normal on-cycle paychecks. Number 5 is a check that's been reversed. Check 99 is a manual check that you wrote earlier in the month and decided to process with your on-cycle end-of-month payroll. You've handed these checks (except #5) out to employees, some of whom have cashed them.

Bank File

You subsequently receive the Bank file from your bank listing cashed checks drawn against your payroll account:

Check #	Date	Amount	
1	December 31, 2004	100 USD	
2	December 31, 2004	150 USD	
3	December 31, 2004	145 USD	
101	December 31, 2004	200 USD	

Unprocessed Manual Check File (PS_PAY_CHECK_DUE)

Meanwhile, your Unprocessed Manual Check file contains one item:

Check #	Date	Amount	
99	December 15, 2004	125 USD	

The last time you ran Check Reconciliation, check #99 was listed in the Bank file, but not in your Paycheck file. The program consequently put it into the Unprocessed Manual Check file.

Run the SQRs

With this information, you can run the SQRs.

Note. Procedures for running these programs might vary, depending on your database platform environment. If in doubt, ask your systems administrator for detailed instructions.

Error Report (from PAY015A)

PAY015A produces an Error Report flagging Check #3, because the amount is different:

Check #	Date	Amount	
3	December 31, 2004	145 USD	

Check Reconciliation Files (from PAY015B)

When you print the Check Reconciliation Report with PAY015B, you see that three checks have been cashed, one is outstanding, and one is a reversed check:

Check #	Date	Amount	
1	December 31, 2004	100 USD	Cashed
2	December 31, 2004	150 USD	Cashed
4	December 31, 2004	200 USD	Outstanding
5	December 31, 2004	250 USD	Reversed
99	December 15, 2004	125 USD	Cashed

Unprocessed Manual Check Files (PS_PAY_CHECK_DUE)

You end up with five reconciled checks, one error, and one check in the Unprocessed Manual Check file:

Check #	Date	Amount	
101	December 15, 2004	200 USD	

Here's a summary:

Checks #1 and #2 are put in the Check Reconciliation file, because their Bank file entries match their Paycheck file entries.

Check #3 doesn't match on the Bank file and Paycheck file; the amounts were different, so this check gets put on the Error Listing.

Check #4 in the Paycheck file isn't listed on the Bank file, so presumably the employee hasn't cashed it yet. It goes in the Check Reconciliation file as an outstanding check.

Check #5 is a reversed check that never made it to the bank; the system places it into the Check Reconciliation file as a reversed check.

Check #99, which had been sitting in the Unprocessed Manual Check file, is put in the Check Reconciliation file, because it matches Check #99 in the Paycheck file.

Check #101, the one check in the Bank file that isn't in the Paycheck file, gets put in the Unprocessed Manual Check file. When you enter it into Payroll for North America, it's reconciled against the Paycheck file.

Pages Used to Reconcile Checks

Page Name	Object Name	Navigation	Usage
Check Reconciliation	RUNCTL_PAYINIT2	• Payroll for North America, Periodic Payroll Events USA, Check Reconciliation, Request Reconciliation, Check Reconciliation • Payroll for North America, Periodic Payroll Events USF, Check Reconciliation, Request Reconciliation, Check Reconciliation	Use this page to run the PAY015A process that reconciles the checks cleared at your financial institution.
Cheque Reconciliation	RUNCTL_PAYINIT	Payroll for North America, Periodic Payroll Events CAN, Cheque Reconciliation, Request Reconciliation, Cheque Reconciliation	Use this page to run the PAY015A process that reconciles the checks cleared at your financial institution.
Check Reconciliation Report	PRCSRUNCNTL	• Payroll for North America, Periodic Payroll Events USA, Check Reconciliation, Reconciliation Report, Check Reconciliation Report • Payroll for North America, Periodic Payroll Events USF, Check Reconciliation, Reconciliation Report, Check Reconciliation Report	Generate the PAY015B report that lists the entries in the temporary Check Reconciliation file.
Cheque Reconciliation Report	PRCSRUNCNTL	Payroll for North America, Periodic Payroll Events CAN, Cheque Reconciliation, Reconciliation Report, Cheque Reconciliation Report	Generate the PAY015B report that lists the entries in the temporary Check Reconciliation file.

Reprinting Checks

This section provides overviews of reprinting checks and check numbers in the reprint process and discusses how to:

- Run the Check Reprint COBOL SQL process (PSPRPRNT).
- Reprint checks.

- View reprinted checks.

Understanding Reprinting Checks

Occasionally you may need to reprint one or more checks. Some checks may be damaged. The Check Reprint process reassigns the check numbers that were allocated during the Pay Confirmation process so that you may reprint them if necessary.

Suppose you've confirmed a payroll run and are trying to print a run of 15 checks numbered 100082—100096. The printer prints the first three checks, destroys the next five, and then shuts down. Here are the results of the initial print run:

Check Number	Check Status
100082	Printed OK
100083	Printed OK
100084	Printed OK
100085	Destroyed
100086	Destroyed
100087	Destroyed
100088	Destroyed
100089	Destroyed
100090	Not yet printed
100091	Not yet printed
100092	Not yet printed
100093	Not yet printed
100094	Not yet printed
100095	Not yet printed
100096	Not yet printed

Here's how you reprint the checks:

1. Run the Check Reprint process.

   In this example, the first check is # 100085 and the last check # is 100096.

   The Check Reprint process moves the ruined checks into the Dead Paycheck file.
2. (Optional) View the ruined checks on the Dead Paychecks page.
3. Rerun the Check Print - US process (PAY003) or the Cheque Print - Canada process (PAY003CN).

   When you set up the run control, enter a starting check/advice number on the run parameters page. In this example, you enter *100085,* because that's where you want the system to start reassigning check numbers.
4. View reprinted checks.

Understanding Check Numbers in the Reprint Process

Let's examine how the system processes check numbers in the Check Reprint process. You can compare your original and after-reprint Payroll Check Registers to extract this same information, but let's look at the situation from a different viewpoint. Here are the results of running the Check Reprint process and reprinting the checks.

After Confirmation and First Print Run		After Running Reprint Job and Second Print Run	
Check Number	**Check status**	**Check Number**	**Check status**
100082	Printed OK	100082	Already printed
100083	Printed OK	100083	Already printed
100084	Printed OK	100084	Already printed
100085	Destroyed	100093	Dead
100086	Destroyed	100094	Dead
100087	Destroyed	100095	Dead
100088	Destroyed	100096	Dead
100089	Destroyed	100097	Dead
100090	Not yet printed	100098	Printed OK (Restart printing here)
100091	Not yet printed	100099	Printed OK

After Confirmation and First Print Run		After Running Reprint Job and Second Print Run	
Check Number	**Check status**	**Check Number**	**Check status**
100092	Not yet printed	100100	Printed OK
100093	Not yet printed	100101	Printed OK
100094	Not yet printed	100102	Printed OK
100095	Not yet printed	100103	Printed OK
100096	Not yet printed	100104	Printed OK
		100090	Dead—Used for Form Alignment
		100091	Dead—Used for Form Alignment
		100092	Dead—Used for Form Alignment

This chart shows that the initial print run left checks 100082−100084 printed, checks 100085−100089 destroyed, and checks 100090−100096 unprinted. We then set up a Check Reprint run control, ran the Check Reprint process, and printed replacements for the destroyed checks, and the checks that hadn't yet been printed.

When we ran the Check Reprint process, the system put the destroyed checks into the Dead Paycheck file. It then continued with the next number, 100090, and assigned numbers through to number 100104. At that point the system took the next available numbers, 100090−100092, and used them for the three form alignment checks we had specified; these were also pronounced dead and put into the Dead Paycheck file. Finally, the system started with the next available number, 100093, and assigned replacement numbers for the five checks that had been destroyed in the initial print run, and the checks that had not yet been printed.

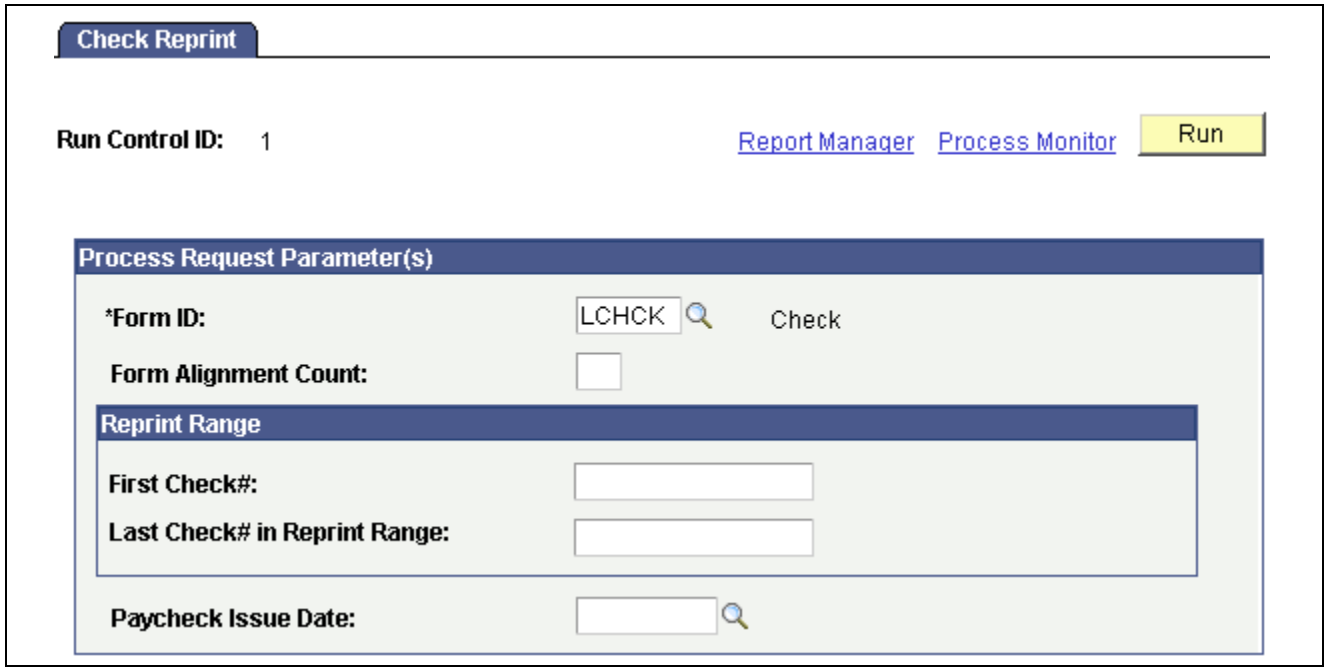
Pages Used to Reprint Checks

Page Name	Object Name	Navigation	Usage
Check Reprint	RUNCTL_PAY_REPRINT	• Payroll for North America, Payroll Processing USA, Produce Checks, Reprint Checks, Check Reprint • Payroll for North America, Payroll Processing USF, Produce Checks, Reprint Checks, Check Reprint	Set the check ranges and run the Check Reprint process.
Cheque Reprint	RUNCTL_PAY_REPRINT	Payroll for North America, Payroll Processing CAN, Produce Cheques, Reprint Cheques, Cheque Reprint	Set the check ranges and run the Cheque Reprint process.
Dead Paychecks	PAY_CHECKS_DEAD	• Payroll for North America, Periodic Payroll Events USA, Check Reconciliation, Review Dead Checks, Dead Paychecks • Payroll for North America, Periodic Payroll Events CAN, Cheque Reconciliation, Review Dead Cheques, Dead Paycheque • Payroll for North America, Periodic Payroll Events USF, Check Reconciliation, Review Dead Checks, Dead Paycheck	View dead check numbers and the reasons.
Check Print	RUNCTL_CHK_ADV1	• Payroll for North America, Payroll Processing USA, Produce Checks, Print Checks, Check Print • Payroll for North America, Payroll Processing USF, Produce Checks, Print Checks, Check Print	Run PAY003, which prints U.S. paychecks and accompanying check stubs. Run this report after you perform pay confirmation for a payroll run.
Cheque Print	RUNCTL_CHK_ADV	Payroll for North America, Payroll Processing CAN, Produce Cheques, Print Cheques, Cheque Print	Run PAY003CN, which prints Canadian paycheques and accompanying cheque stubs. Run this report after you perform pay confirmation for a payroll run. Run control parameters are the same as PAY003 - Check Print.

Page Name	Object Name	Navigation	Usage
Paycheck Earnings	PAY_CHECK_E	• Payroll for North America, Payroll Processing USA, Produce Payroll, Review Paycheck, Paycheck Earnings • Payroll for North America, Payroll Processing USF, Produce Payroll, Review Paycheck, Paycheck Earnings	View reprinted checks.
Paycheque Earnings	PAY_CHECK_E	Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Paycheque, Paycheque Earnings	View reprinted cheques.

Running the Check Reprint COBOL SQL Process (PSPRPRNT)

Access the Check Reprint page.



Check Reprint page

Click Run to run this request. PeopleSoft Process Scheduler runs the Check Reprint process at user-defined intervals.

Form ID Enter the ID for the type of form that you want reprinted, in this case, select the appropriate form ID.

Form Alignment Count Indicate how many checks you need for manually aligning the check forms in your printer. These check numbers are inserted into the Dead Paychecks file.

Reprint Range Enter the first check number and the last check number in the reprint range of the checks you're reprinting.

Paycheck Issue Date This should be the same as the date on the original check run. If you need to reprint checks for different dates, you must run the Check Reprint process separately for each different date.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Reprint Checks

Access the Check Print or Cheque Print page.

After running the Check Reprint process, you can reprint the checks as you normally print checks, by running the Check Print - US or the Cheque Print - Canada process. When you set up the run control, enter a starting check/advice number on the run parameters page.

Note. You also need to reset the check number in the Form table to the number of the first undamaged check form.

See Also

Chapter 21, "Working with Checks and Direct Deposit," Pages Used to Process Online Checks, page 504

Viewing Reprinted Checks

Access the Paycheck Earnings page.

Note. The system selects the Reprint check box to indicate that the check was issued as a replacement.

CHAPTER 22

Administering the Interface with PeopleSoft Enterprise General Ledger

This chapter provides overviews of the interface with General Ledger and delivered payroll activities and discusses how to:

- Set up the General Ledger interface.
- Prepare and transfer payroll data to General Ledger.

Note. The General Ledger interface provides flexible integration between Payroll for North America and General Ledger. Make sure you work in conjunction with your general ledger staff to use this interface.

Understanding the General Ledger Interface

Sending payroll data to General Ledger is one of the final steps in the payroll cycle. When you integrate Payroll for North America and General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your General Ledger system.

This section discusses:

- Description of the interface with General Ledger.
- Processing overview.
- Integration points.

Description of the Interface with General Ledger

With Payroll for North America you can send payroll accounting transactions to General Ledger. The payroll data that is sent to General Ledger includes the following expense and liability account data:

- Earnings.
- Deductions.
- Federal, state/provincial, and local tax and insurance deductions.
- Net pay and direct deposit data.

Processing Overview

After each confirmed payroll run, you:

1. Run the GL Interface (general ledger interface) PSJob process (PAYGL01– E&G, or PAYGL01A), which creates the payroll accounting lines and enters them on the HR Accounting Line (human resources accounting line) table.

2. Publish the Payroll Accounting Transaction message to the Financials database.

PeopleSoft General Ledger subscribes to the message and processes the data.

Note. Payroll for North America does not subscribe to any post-processing messages that are published by PeopleSoft General Ledger.

Integration Points

Integration Points are interfaces between PeopleSoft applications. They enable the transfer of data from one database to another.

The Payroll for North America and General Ledger interface uses two sets of integration points, one to retrieve account number and business unit information from General Ledger and one to publish payroll results to General Ledger.

The Payroll for North America interface with PeopleSoft General Ledger uses the following integration points:

Message Name	Message Definition
BUS_UNIT_GL_FULLSYNC	Financials database initial full table publish of GL business unit IDs.
BUS_UNIT_GL_SYNC	Financials database ongoing incremental publish of GL business unit IDs.
BUS_UNIT_FS_FULLSYNC	Financials database initial full table publish of GL business unit descriptions.
BUS_UNIT_FS_SYNC	Financials database ongoing incremental publish of GL business unit descriptions.
JOURNAL_GEN_APPL_ID_FULLSYNC	Financials database initial full table publish of PeopleSoft Journal Generator templates.
JOURNAL_GENERATOR_APPL_ID_SYNC	Financials database ongoing incremental publish of PeopleSoft Journal Generator templates.
PAYROLL_ACCTG_TRANSACTION	PeopleSoft HRMS database batch publish of HR (payroll) accounting lines.

For additional integration points on ChartFields setup, see the *PeopleSoft Enterprise HRMS Application Fundamentals PeopleBook*.

Note. To research the technical details of any integration point that is used by PeopleSoft applications, refer to the online integration point Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with ChartFields and ChartField Combinations"

Setting Up the General Ledger Interface

This section discusses how to:

- Map PeopleSoft HRMS and General Ledger Business Units.
- Group Expense Activities.
- Map ChartFields for Expense Activities.

See Also

PeopleSoft General Ledger PeopleBook

Pages Used to Set Up the General Ledger Interface

Page Name	Object Name	Navigation	Usage
Earnings Expenses	PYGL_ACTIVE_ERNGRP	Set Up HRMS, Product Related, Payroll for North America, GL Interface, GL Activity Grouping, Earnings Expenses	Define specific earnings codes to be included in the expense grouping.
Deduction Expenses	PYGL_ACTIVE_DEDGRP	Set Up HRMS, Product Related, Payroll for North America, GL Interface, GL Activity Grouping, Deduction Expenses	Define specific deduction codes to be included in the expense grouping.
Tax Expenses	PYGL_ACTIVE_TAXGRP	Set Up HRMS, Product Related, Payroll for North America, GL Interface, GL Activity Grouping, Tax Expenses	Define specific Wage Loss Replacement Plan codes to be included in the expense grouping.
Earnings Mapping	PYGL_CO_CF_MAPERN	• Set Up HRMS, Product Related, Payroll for North America, GL Interface, Payrll Exp ChartFld Mapping US, Earnings Mapping • Set Up HRMS, Product Related, Payroll for North America, GL Interface, Payrll Exp ChartFld Mappng CAN, Earnings Mapping	Define the ChartField defaulting level and assign GL groups to ChartField values.

Page Name	Object Name	Navigation	Usage
Edit ChartFields - Earnings Mapping	HMCF_HRZNTL_CFLD	Click the Edit ChartFields button on the Earnings Mapping page.	The Edit ChartFields button calls a common component allowing you to search for ChartField combinations by Speed type, Combination Code, or ChartField Transactions. This button is displayed if Payroll Exp ChartField Mapping is accessed in Correct History mode.
Deductions Mapping	PYGL_CO_CF_MAPDED	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Payroll Exp ChartField Mapping (US or CAN), Deductions Mapping	This page is used to assign ChartFields for earnings, based on worked level/job level. For example, Company, Department, Job code, Position or Employee.
U.S. Tax Mapping	PYGL_CO_CF_MAPTAX	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Payroll Exp ChartField Mapping US, U.S. Tax Mapping	This page is used to assign ChartFields for U.S. Taxes, based on worked level/job level. For example, Company, Department, Jobcode, Position or Employee.
Canadian Tax Mapping	PYGL_CO_CF_MAPCTX	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Payroll Exp ChartField Mapping CAN, Canadian Tax Mapping	This page is used to assign ChartFields for Canadian Taxes, based on worked level/job level. For example, Company, Department, Jobcode, Position or Employee.
Company Chartfield Mapping Rpt (company chartfield mapping report)	RUN_PAY752	Payroll for North America, Payroll Distribution, GL Interface Reports, Company ChartField Mapping, Company Chartfield Mapping Rpt	Generate the PAY752 report that lists all of the HR chart keys and their equivalent general ledger accounts and department IDs.
Company Table - General Ledger	PRCSRUNCNTRL	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Company GL Data Report, Company Report	Generate the PAY702 report that 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.

Mapping PeopleSoft HRMS and General Ledger Business Units

Access the GL/HR Business Unit Mapping page.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up General Ledger Interface Tables," Mapping PeopleSoft HRMS and PeopleSoft General Ledger Business Units

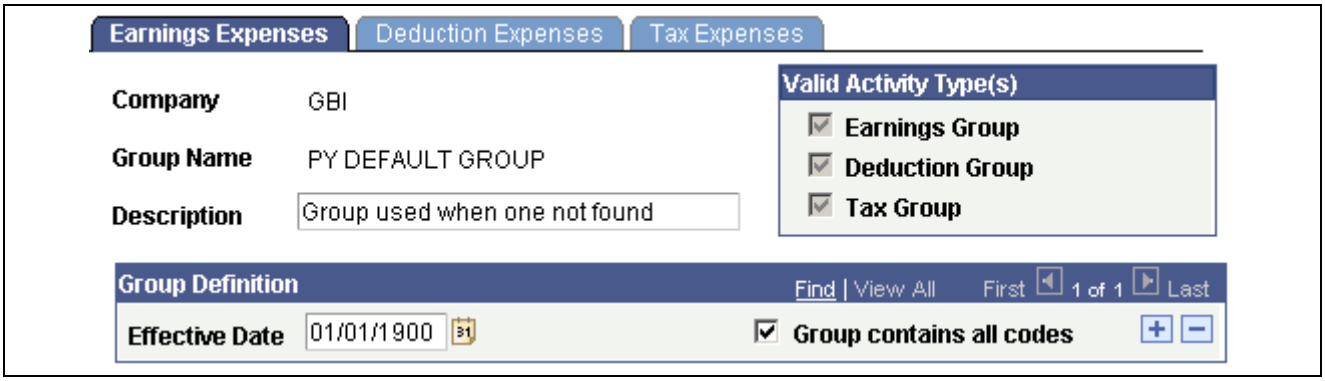
Understanding Grouping Expense Activities

Organizations that use non commitment accounting can track expenses by creating an activity definition that groups logical expenses together for one definition rather than defining the GL account on individual earning, deduction, and tax activities.

You can group expense activities into logical definitions that share a common chartfield combination, such as all regular earnings in one group and all overtime earnings in another group. Liability accounts remain on the source tables because traditionally a liability is used to pay a vendor and the GL account represents the vendor.

Defining Earnings Expense Data for an Activity Group

Access the Earnings Expenses page.



Earnings Expenses page

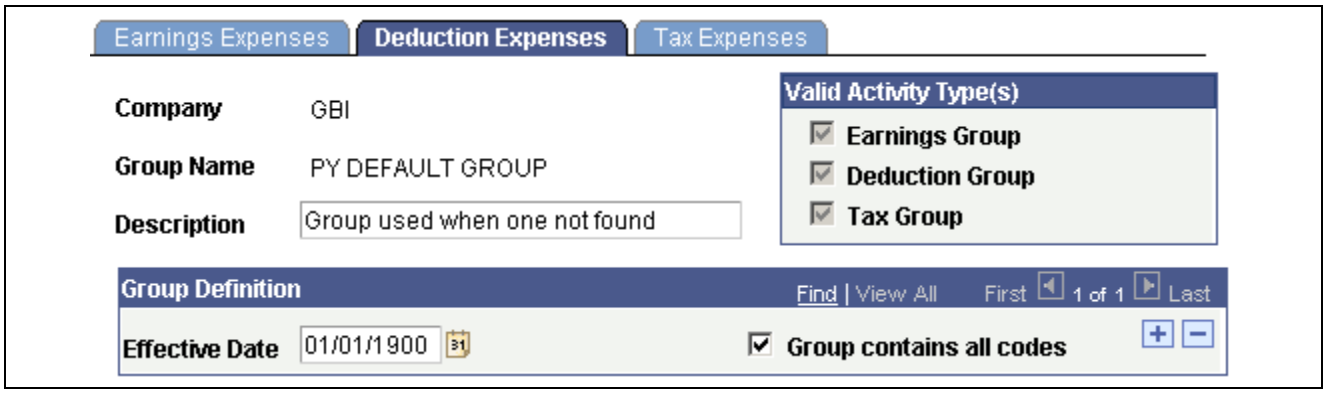
Valid Activity Type(s) Select Earnings Group, Deduction Group, and/or Tax Group to associate with the Activity Group.

Group contains all codes Select Group contains all codes to associate all the active earnings codes on the Earnings table.

Earnings Code Field is visible when Group contains all codes is not selected. Enter earnings codes of the type that belongs to an activity group for ease of General Ledger distribution.

Defining Deduction Expense Data for an Activity Group

Access the Deduction Expenses page.



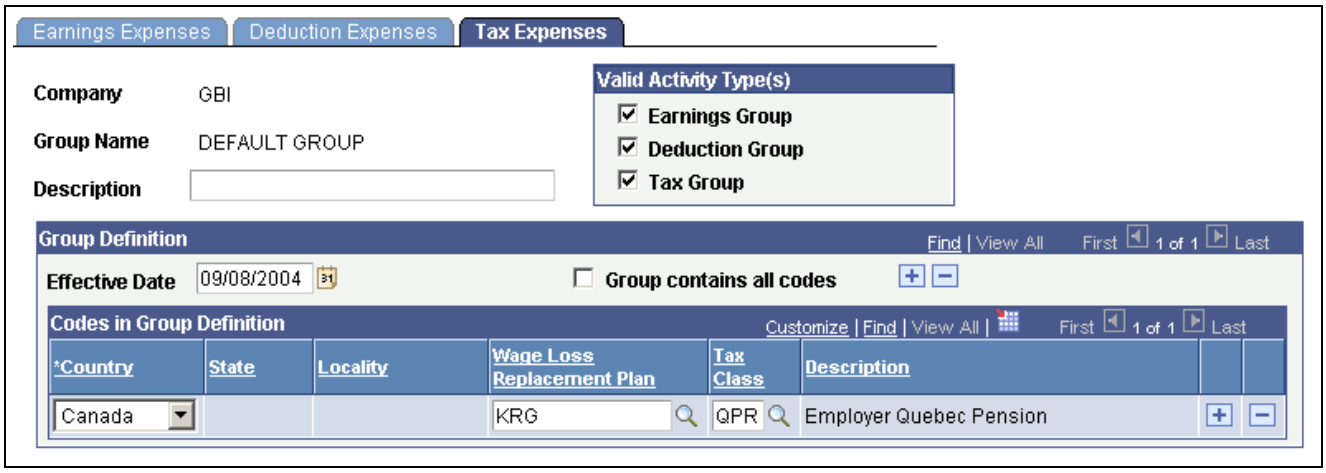
Deduction Expenses page

Deduction codes must be accompanied by a Plan Type and a Deduction class.

Plan Type, Ded Class, Deduction Code, Sales Tax Type Fields are visible when Group contains all codes is not selected. Enter deduction group definitions that belongs to an activity group for ease of General Ledger distribution.

Defining Tax Expense Data for an Activity Group

Access the Tax Expenses page.



Tax Expenses page

Country, State, Locality, Wage Loss Replacement Plan, Tax Class Fields are visible when Group contains all codes is not selected. Enter tax group definitions that belongs to an activity group for ease of General Ledger distribution.

Understanding ChartField Mappings for Expense Activities

When defining chartfield mappings for expense activities, you can assign chartfields based on levels:

- Company
- Department
- Job code
- Position

- Employee

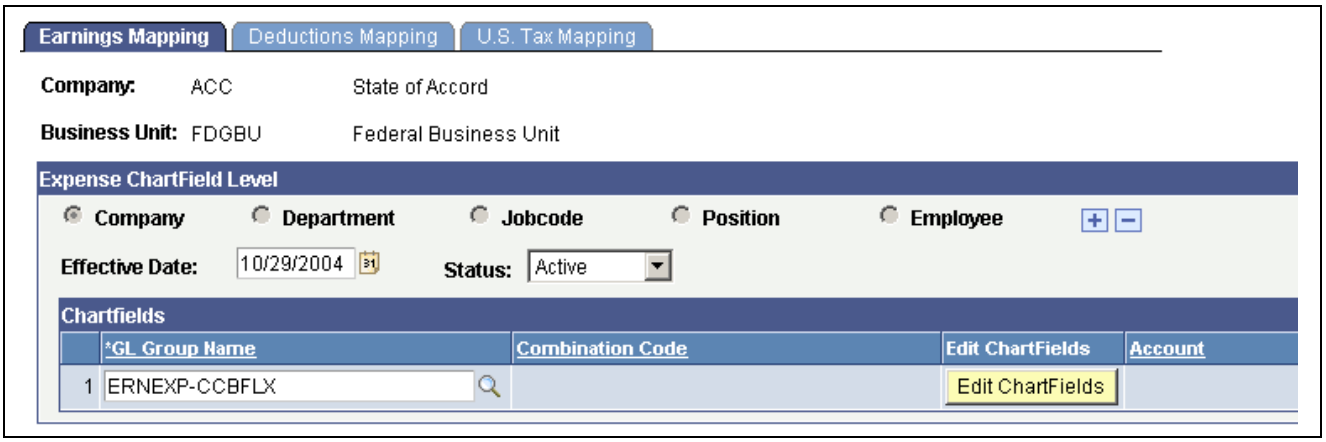
When resolving the mapping for a payroll record, the PAYGL01 process starts at the lowest level, employee, and determines whether there is a definition for the employee and activity group being processed. If it is not found, the search goes one level up, to the position being processed, and continues up the tree until a mapping for the current payroll record is found. The search stops when an entry is found. This way the user needs only to define mapping entries at lower levels where desired. For example, earnings could be assigned at the employee level while the employer expenses for taxes remain at the company level.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with ChartFields and ChartField Combinations"

Defining Chartfield Mappings for Earnings

Access the Earnings Mapping page.



Earnings Mapping page

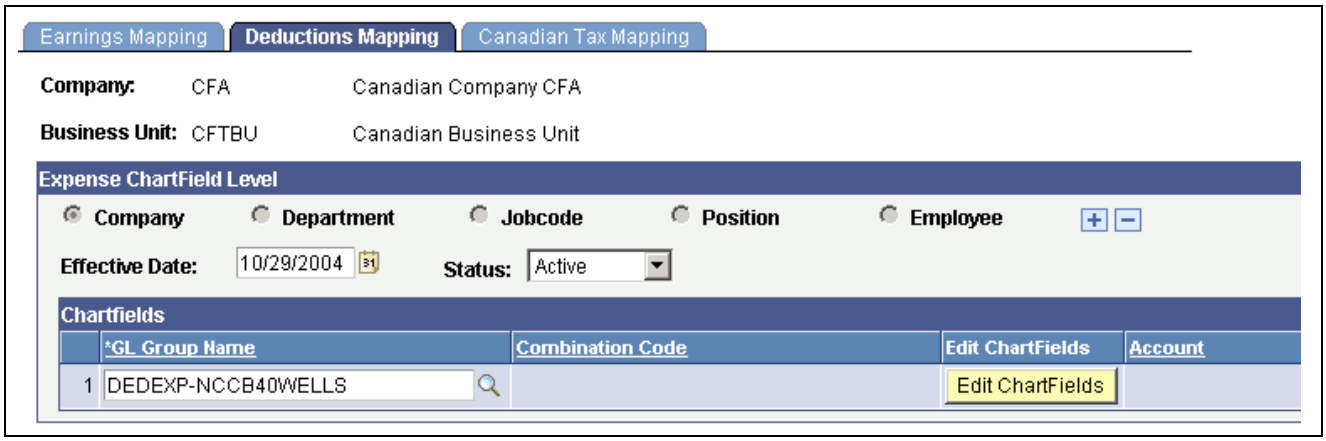
Note. The whole page is not visible in the above screen shot.

GL Group Name Enter the general ledger group name.

Edit ChartFields Click the Edit ChartFields button to search for ChartField combinations by Speed type, Combination Code, or ChartField Transactions.

Defining Chartfield Mappings for Deductions

Access the Deductions Mapping page.



Deductions Mapping page

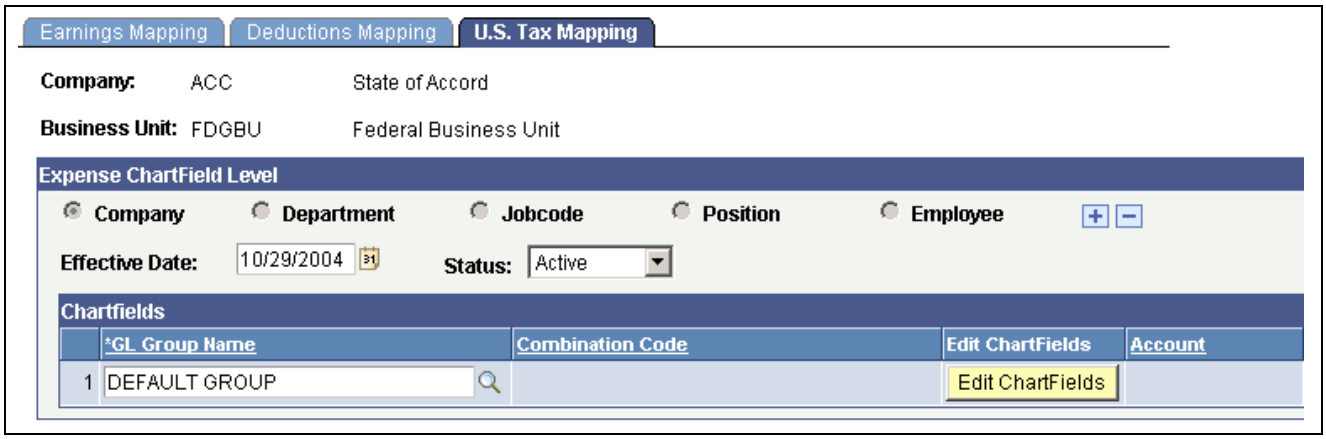
Note. The whole page is not visible in the above screen shot.

GL Group Name Enter the general ledger group name.

Edit ChartFields Click the Edit ChartFields button to search for ChartField combinations by Speed type, Combination Code, or ChartField Transactions.

Defining Chartfield Mappings for U.S. Taxes

Access the U.S. Tax Mapping page.

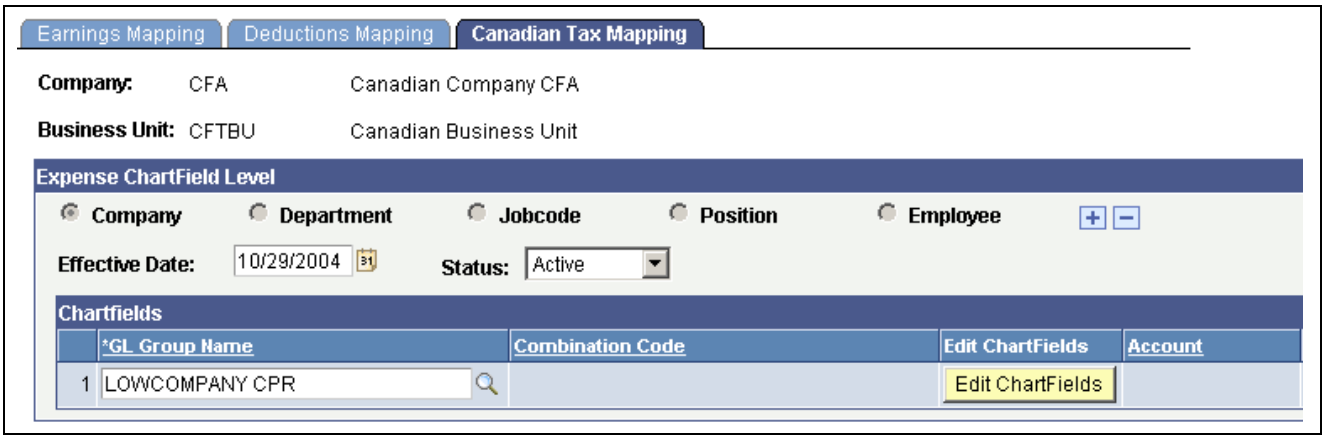


U.S. Tax Mapping page

Note. The whole page is not visible in the above screen shot.

Defining Chartfield Mappings for Canadian Taxes

Access the Canadian Tax Mapping page.



Canadian Tax Mapping page

Note. The whole page is not visible in the above screen shot.

GL Group Name Enter the general ledger group name.

Edit ChartFields Click the Edit ChartFields button to search for ChartField combinations by Speed type, Combination Code, or ChartField Transactions.

Preparing and Transferring Payroll Data to General Ledger

This section provides an overview of the preparation and transfer of data and discusses how to:

- Generate payroll accounting lines.
- Transfer payroll accounting lines to PeopleSoft General Ledger.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Understanding the Preparation and Transfer of Data

This section discusses:

- Processing steps.
- The GL Reset Run Flag (general ledger reset run flag) SQR Report process (GLXRESET).

Processing Steps

These are the steps to create accounting lines and publish them to PeopleSoft General Ledger:

1. Verify that the payroll is confirmed.
2. Run the GL Interface process to generate the payroll accounting lines in the HR Accounting Line table.
3. After running the GL Interface process with the option to review the distribution before creating the accounting lines, you can view and update the distribution data on these pages in the Review Payroll Distribution component.
4. If corrections were made, run the GL Reset Run Flag process and rerun the interface.

5. Publish the contents of the HR Accounting Line table to PeopleSoft General Ledger.

The GL Reset Run Flag SQR Report Process (GLXRESET)

The system allows you to process only confirmed payrolls that have not yet had the GL Interface process run on them. When you run the GL Interface process, the system selects the GL Interface Run check box on the Pay Calendar table. If you need to rerun the GL Interface process, you must first run the GL Reset Run Flag process. You can run the process only for payrolls that you haven't published to PeopleSoft General Ledger.

This process:

- Deletes all rows on the HR Accounting Line table for the pay run ID that is specified on the reset process run control.
- Clears the GL Interface Run check box on the Pay Calendar table for the pay run ID that is specified on the reset process run control.

Note. Running this process is necessary only if you have made a change that requires rerunning the GL Interface process. If you do not have to rerun the GL Interface process for the pay run ID, then you do not run this reset process.

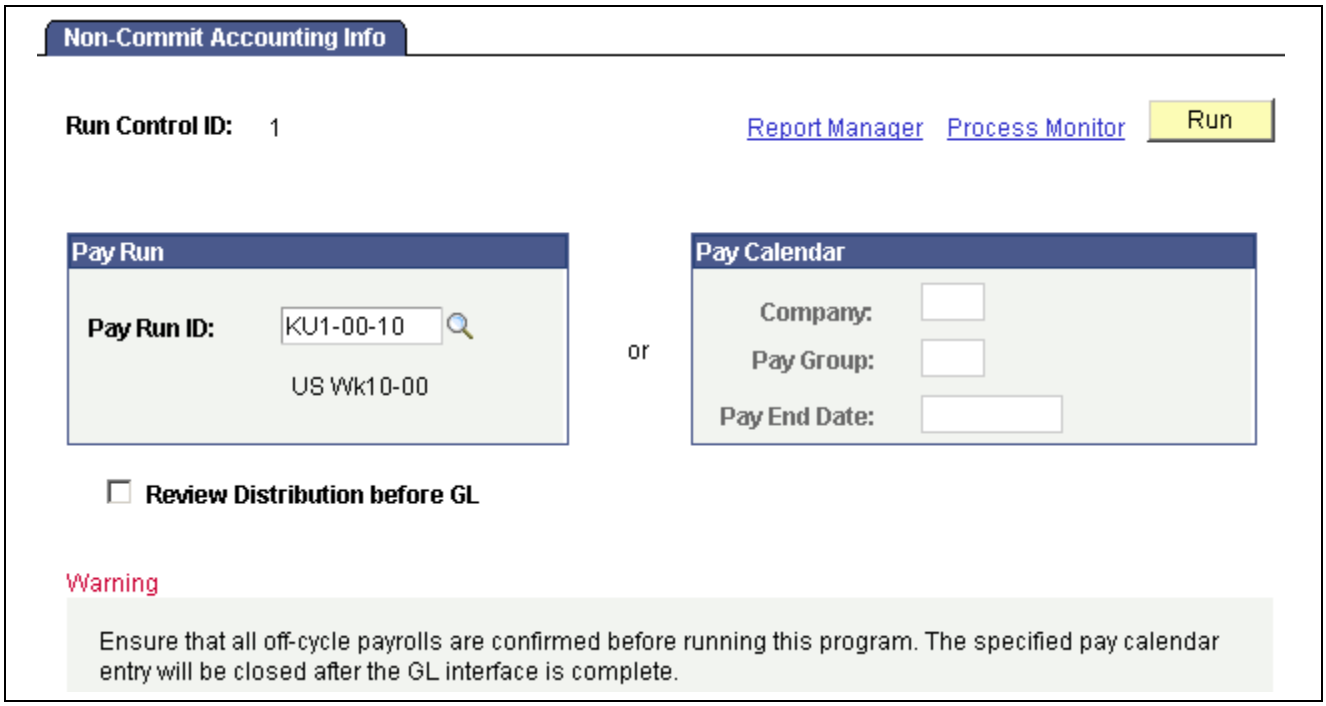
Pages Used to Prepare and Transfer Payroll Data to General Ledger

Page Name	Object Name	Navigation	Usage
Non-Commit Accounting Info (noncommitment accounting information - run parameters)	RUNCTL_PAYGL01	Payroll for North America, Payroll Distribution, Prepare GL Information, Non-Commit Accounting Info, Non-Commit Accounting Info	Run the PAYGL01.SQR process and produce output in the form of accounting lines to be recognized by PeopleSoft Journal Generator.
HR Accounting Line Report	RUN_PAY039	Payroll for North America, Payroll Distribution, GL Interface Reports, HR Accounting Line, HR Accounting Line Report	Generate the PAY039 report that lists the accounting line entries created by running the GL Interface process (PAYGL01).
Earnings	PAY_NACHK_DIST_ERN	Payroll for North America, Payroll Processing USA, Produce Payroll, Review Payroll Distribution, Earnings Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Payroll Distribution, Earnings	Use this page view and update the distribution of payroll earnings.
Net Pay Liability	PAY_NACHK_NET_LIA	Click the Net Pay Liability link on the Earnings, Deductions, or Taxes page	Use this page view and update the distribution of net pay liability.

Page Name	Object Name	Navigation	Usage
Deductions	PAY_NACHK_DIST_DED	Payroll for North America, Payroll Processing USA, Produce Payroll, Review Payroll Distribution, Deductions Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Payroll Distribution, Deductions	Use this page to view and update the distribution of payroll deductions
Deduction Liability	PAY_NCHK_NET_LIA	Click the Deduction Liability link on the Deductions page.	Use this page view and update the distribution of deduction liability.
Taxes	PAY_NACHK_DIST_TAX	Payroll for North America, Payroll Processing USA, Produce Payroll, Review Payroll Distribution, Taxes	Use this page to view and update the distribution of payroll taxes.
Taxes (CAN)	PAY_NACHK_DIST_CTX	Payroll for North America, Payroll Processing CAN, Produce Payroll, Review Payroll Distribution, Taxes	Use this page to view and update the distribution of payroll taxes.
Tax Liability	PAY_NCHK_NET_LIA	Click the Tax Liability link on the Taxes page.	Use this page to view and update the distribution of tax liability.
Batch Publish	EO_BATCHPUB	Enterprise Components, Integration Definitions, Initiate Processes, Batch Publish, Batch Publish	After running the PAYGL01 process on the PeopleSoft HRMS database to create the Accounting Line table, run the Manual Batch Publish Application Engine process (EOP_PUBLISHM) to transfer Payroll for North America data to PeopleSoft General Ledger.
Non-Commit Reset Processing (non-commitment reset processing)	PRCSRUNCNTL_NLC	Payroll for North America, Payroll Distribution, Prepare GL Information, Non-Commit Reset Processing, Non-Commit Reset Processing	Run the GL Reset Run Flag process to reset the pay calendar GL Interface Run check box for any payrolls that you haven't exported to PeopleSoft General Ledger.

Generating Payroll for North America Accounting Lines

Access the Non-Commit Accounting Info page.



Non-Commit Accounting Info page

To run the process:

1. Enter the pay run ID that you want to process. Alternatively, if you have more than one pay calendar for a pay run ID and want to process an individual pay calendar, enter the company, pay group, and pay end date for that pay calendar. The system processes both on-cycle and off-cycle information.
2. Click the Run button to display the Process Scheduler page.
3. Select the GL Interface (general ledger interface) check box and click the OK button to complete the process.

(E&G) If you want to interface E&G 7.5 to PeopleSoft General Ledger 8, then select the GL Interface - EG 7.5 (general ledger interface - education and government 7.5) check box.

Review Distribution before GL

Select the Review distribution before GL (review distribution before general ledger) check box to review the data before creating the lines for General Ledger.

This check box is cleared by default. If you want to stop and review the distribution before creating the accounting lines, you must select this check box. If you don't select it, the process automatically creates the accounting lines.

Note. The system allows you to process only confirmed payrolls that have not yet had the GL Interface process run on them. When you run the GL Interface process, the system selects the GL Interface Run check box on the Pay Calendar table. You can reset the pay calendar GL Interface Run check box for payrolls that you haven't exported to PeopleSoft General Ledger.

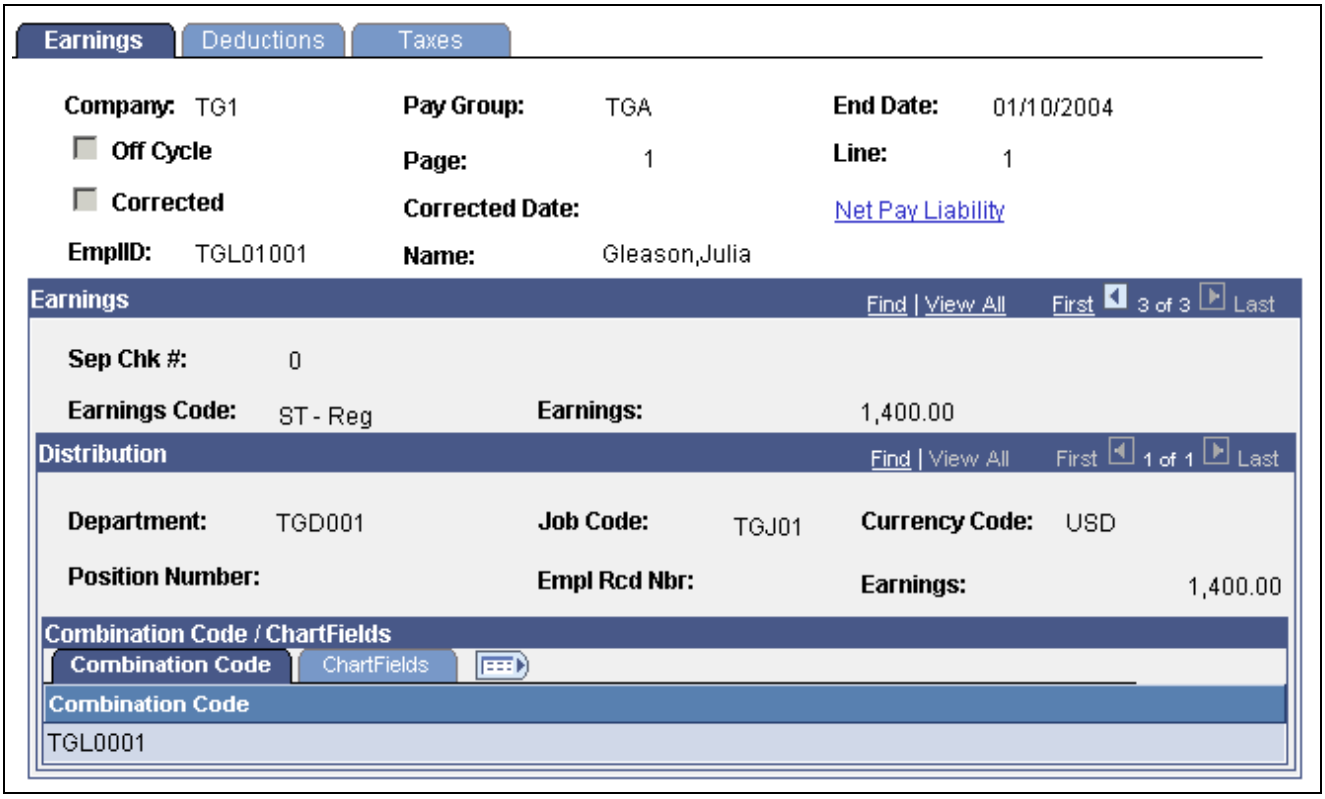
See Also

Chapter 22, "Administering the Interface with PeopleSoft Enterprise General Ledger," Understanding the Preparation and Transfer of Data, page 543

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Calendars and FLSA Calendars

Viewing and Updating the Distribution of Payroll Earnings

Access the Earnings page.



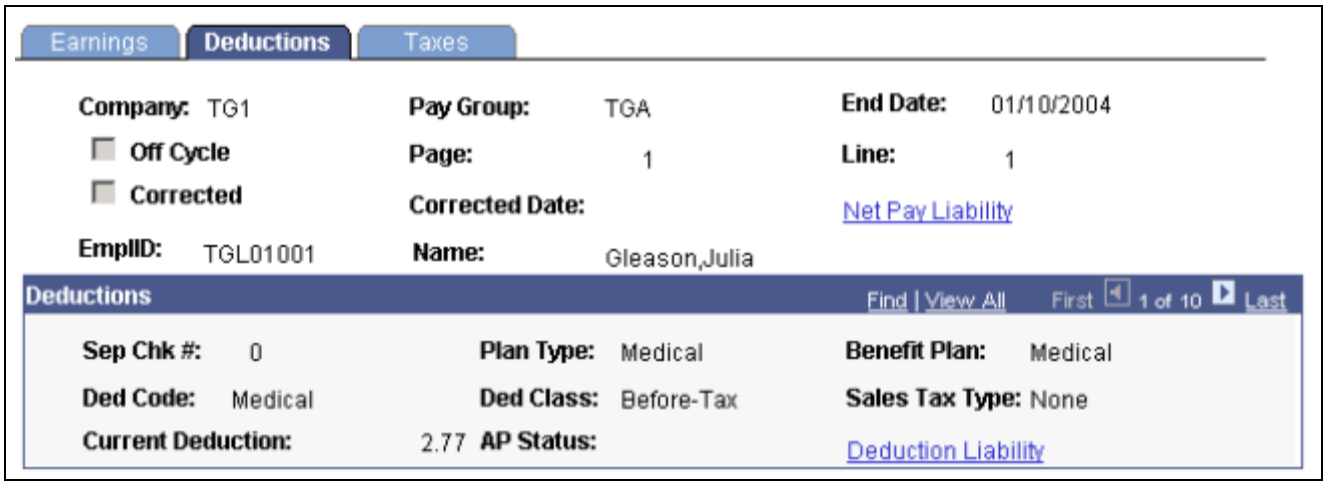
Earnings page

You can view and update the distribution data in the Review Payroll Distribution component after running the GL Interface process with the option to review the distribution before creating the accounting lines.

Net Pay Liability Click the Net Pay Liability link to view and update the distribution of net pay liability.

Viewing and Updating the Distribution of Payroll Deductions

Access the Deductions page.

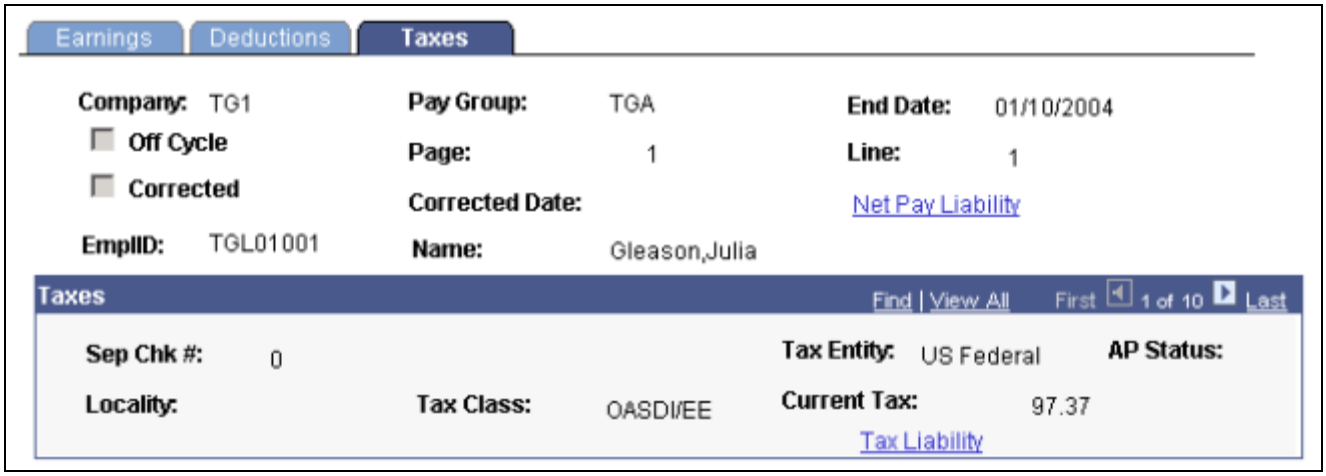


Deductions page

Deduction Liability Click the Deduction Liability link to view and update the distribution of deduction liability.

Viewing and Updating the Distribution of Payroll Taxes

Access the Taxes page.

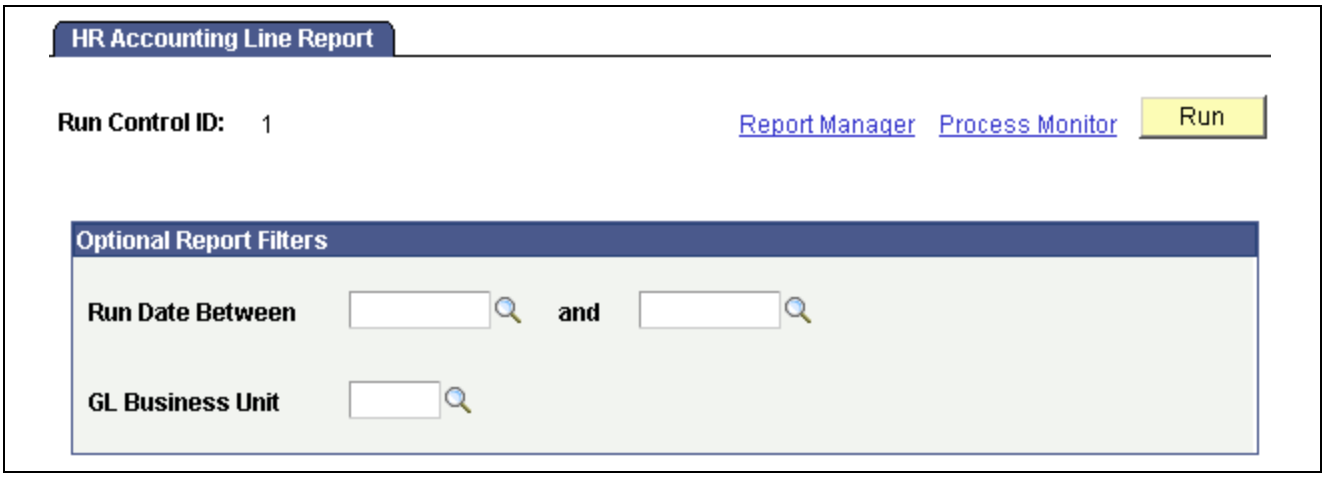


Taxes page

Tax Liability Click the Tax Liability link to view and update the distribution of tax liability.

Generating The HR Accounting Line Report

Access the HR Accounting Line Report page.



HR Accounting Line Report page

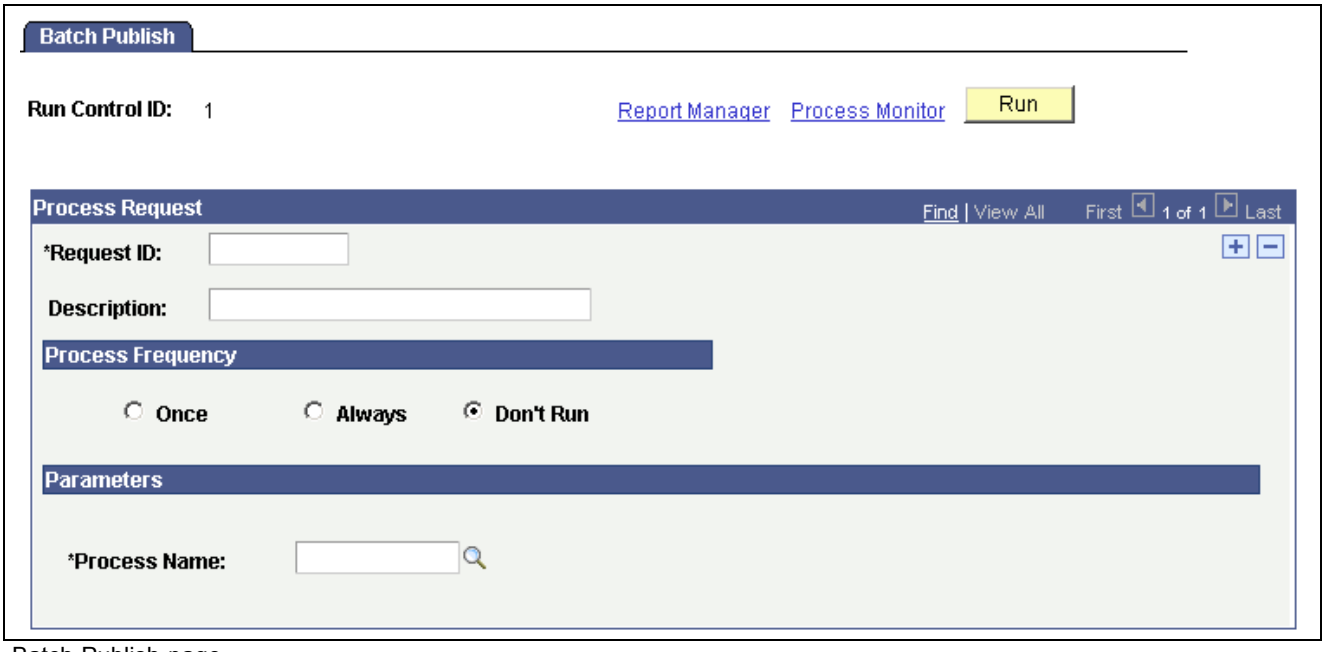
Specify theOptional Report Filtersto limit the report results for a specified date range and GL business unit.

Click Run to run this request.

Note. This report can be run without the Run Date Between and GL Business Unit parameters filled in. When a start run date is specified and no end date is entered, the end date will default to the start date value.

Transferring Payroll Accounting Lines to PeopleSoft General Ledger

Access the Batch Publish page.



Batch Publish page

Click Run to run this request. PeopleSoft Process Scheduler runs the Manual Batch Publish process at user-defined intervals.

Process Frequency Typically, you select *Always*.

Process Name Select *PAYGL01*.

Note. Verify with your IT staff that PeopleSoft Integration Broker messaging nodes, channels, and messages have been activated before trying to send any transactions to PeopleSoft General Ledger.

CHAPTER 23

Administering the Integration with EnterpriseOne General Ledger

This chapter provides an overview of the General Ledger interface and discusses how to:

- Map cost centers to the Payroll for North America System.
- Retrieve currency exchange rates.

Note. The General Ledger interface provides flexible integration between Payroll for North America and General Ledger. Make sure you work in conjunction with your general ledger staff to use this interface.

Understanding the General Ledger Interface

Sending payroll data to General Ledger is one of the final steps in the payroll cycle. When you integrate Payroll for North America and General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your General Ledger system.

This chapter covers only the tasks performed in the Enterprise database. The EnterpriseOne documentation discusses setting up the integration on the EnterpriseOne side and loading EnterpriseOne data into the Enterprise database.

You must also perform the setup tasks in the following menus:

- Set Up HRMS, Common Definitions, GL Integrations, Common GL Objects
- Set Up HRMS, Common Definitions, Chartfield Configuration.
- Set Up HRMS, Product Related, Payroll for North America, GL Interface.

See Also

Chapter 22, "Administering the Interface with PeopleSoft Enterprise General Ledger," Understanding the General Ledger Interface, page 535

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Working with Enterprise Integration Points in PeopleSoft HRMS"

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up General Ledger Interface Tables"

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Chartfields and Chartfield Combinations."

PeopleSoft EnterpriseOne Application Integrations with PeopleSoft Enterprise Applications 8.11 PeopleBook, Integrating PeopleSoft Enterprise Payroll Applications with PeopleSoft EnterpriseOne General Ledger

Mapping Cost Centers and Accounts to the Payroll for North America System

To map cost centers and accounts, use the Map Departments to Cost Centers component.

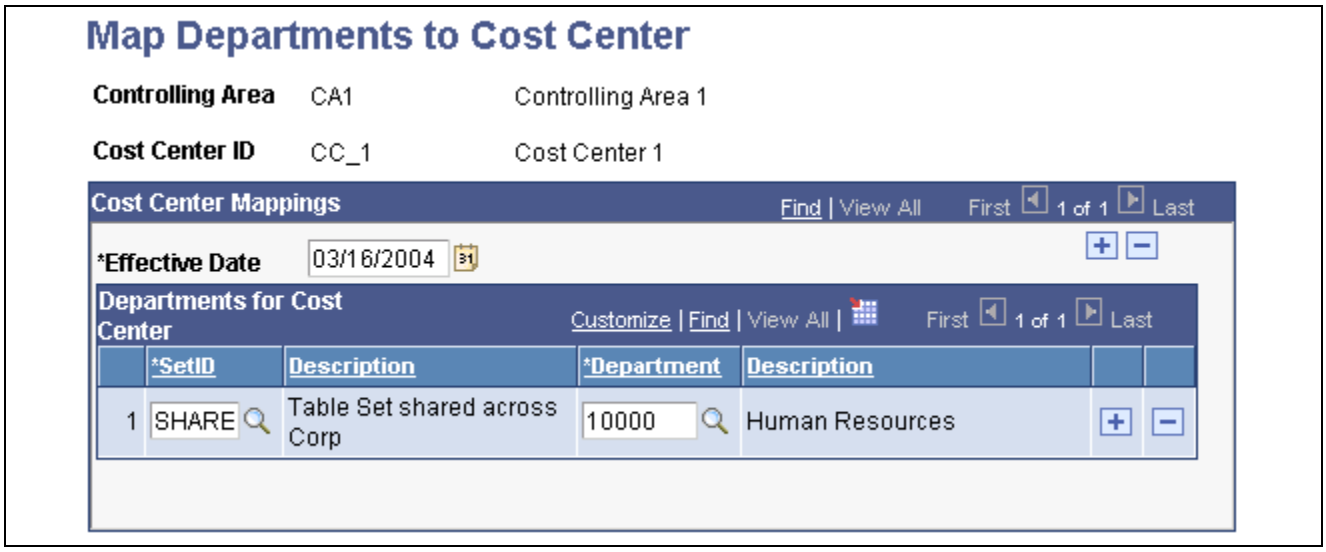
This section provides an overview of cost center mapping for Payroll for North America integration with EnterpriseOne General Ledger and discusses how to map cost centers to departments and set IDs.

Pages Used to Map Cost Centers and Accounts to the Payroll for North America System

Page Name	Object Name	Navigation	Usage
Map Departments to Cost Center	HPIP_DEPT_CC_MAP	Set Up HRMS, Common Definitions, GL Integrations, Common GL Objects, Map Departments to Cost Center, Map Departments to Cost Center	Map departments and setIDs to cost centers for Payroll for North America.

Mapping Cost Centers to Department and SetID

Access the Map Departments to Cost Center page.



Map Departments to Cost Center page

Controlling Area Select a controlling area when you access the page. Available values are the company codes entered into the Enterprise Controlling Area table when EnterpriseOne companies were imported into the Enterprise Business Unit GL table. You can view controlling areas on the View Controlling Areas page in the Common GL Objects menu.

Cost Center ID Select a cost center when you access the page. The available values are the EnterpriseOne business units that you imported into the Enterprise Cost Center table. You can view cost centers on the View Cost Centers page in the Common GL Objects menu.

SetID	Select the setID for the department to be mapped. All setIDs are available for selection.
Department	Enter the department to be mapped to the cost center selected when you entered the page.

Retrieving Currency Exchange Rates

To retrieve currency exchange rates, use the Request Market Rates (HIE1_MKT_RT_RNCTL) component.

This section provides overviews of the currency market rates integration and currency rounding, and discusses how to request market rates.

Understanding the Currency Market Rates Integration

Currency market rates must be synchronized between the Enterprise payroll systems and the EnterpriseOne financial system, which is the master for market rates. Use the same run control page to either schedule the synchronization or manually request it.

Note. Currency cross referencing must be set up in PeopleSoft EnterpriseOne's XPI Cross-Reference database before you use this process to synchronize market rates.

Here is a brief description of the processing:

1. A Payroll for North America user requests market rates, specifying a currency or range of currencies and a date on the run control page.

   Use the page in the Set Up HRMS, Common Definitions, GL Integrations, Common GL Objects, Payroll to E1 General Ledger menu.

   The Market Rate Import Application Engine process (HI_MKT_RT) creates the MARKET_RATE_REQ message, converts it to a synchronous message, and publishes it.

2. The Integration Server sends back the MARKET_RATE_SYNC response message containing the market rates available for the specified currency pairs and date.

   Either the multiplier or divisor is populated in the message, based on the calculation method and currency conversion method in the record. The other rate is initialized to 1.0.

3. The Integration Broker subscription to the MARKET_RATE_SYNC message updates the Enterprise Market Rate Data table (RT_RATE_TBL).

   Note. You must set all market rates that you will use in EnterpriseOne and sync up those rates with Enterprise. Processing payroll transactions with currencies for which market rates are set up in Enterprise and not in EnterpriseOne will produce invalid data in EnterpriseOne.

   If a query is made to a currency exchange rate that does not exist in EnterpriseOne for the date specified, no data is returned in the reply.

Understanding Currency Rounding

If you are keeping amount in different currencies on both the detail and sum (balance) level, there is a potential rounding issue. The problem arises from the fact that the system converts single amounts, sums them up for balancing, and then converts the sum. As a result, the converted amount of the sum does not equal the sum of the single conversions. To prevent this problem, you must select the Balance Accounting Lines check box on the Configure Target Product and Configure Target System pages.

When the Balance Accounting Lines check box is selected:

- All amounts are posted in both the payroll and the GL currency.

  Primarily, balancing is enforced in the payroll currency.

  Note. This is standard processing, whether or not you select the Balance Accounting Lines check box.

- If the payroll currency differs from the GL currency, a new accounting line for rounding adjustment is created for each segment that is sent to GL.

  This prevents rounding differences that might cause the amounts to be out of balance in the GL currency.

  - The accounting line is created once per chunk.
  - It is created only if the Balance Accounting Lines check box is selected and the payroll currency differs from the currency of the GL business unit.
  - The new accounting line contains the rounding adjustment in the GL currency. The amount in the payroll currency is 0.
  - The account that is used is the one that the user specified as the suspense account on the setup for the GL business unit.

    If no suspense account has been specified for the GL BU, the rounding adjustment entry does not get created.
  - The description field says *Rounding Adjustment Entry.*

CHAPTER 24

Administering the Interface with PeopleSoft Payables

This chapter provides an overview of the interface with Payables and discusses how to:

- Set up the Payables interface.
- Maintain vendor information.
- Extract deductions.
- Review and send vouchers.

Understanding the Interface with Payables

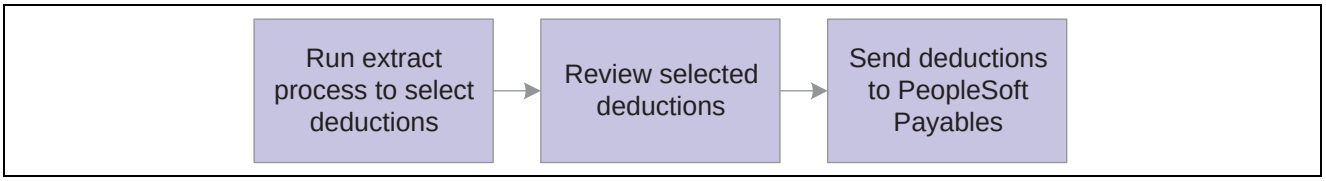
This section discusses:

- Processing overview.
- Voucher records.
- Integration points.

Processing Overview

Payroll for North America enables you to send taxes, benefits, garnishments, and voluntary deductions withheld from employee paychecks directly to Payables for payment. Payables issues payments in the form of checks or electronic funds transfers, as required by the third-party, and makes the appropriate general ledger entries.

This diagram illustrates the Payables interface processing:



Selecting and sending deductions to Payables

Note. The pay run must be confirmed before extracting deductions.

To extract and send deduction vouchers to Payables:

1. Run one or more extract processes to move selected deductions into temporary tables for viewing.

   You can extract nontax deductions; U.S. federal, state, or local taxes; or Canadian taxes.

The system updates the AP Status field on the Review Paycheck component (PAY_CHECK) with an *X* to indicate that the deduction has been extracted for payment through Payables.

2. Review and validate proposed payments.
   - The Review AP Extract-Headers - AP Extract Review page displays summary data by vendor.
   - The Review AP Extract-Lines - AP Extract Review page displays details of deductions.
   - The AP Extract Audit report (PAYXTRCT) lists details of extracted nontax deductions.
3. Send vouchers to Payables.

   Run the Send Vouchers to AP process (PYAP_VCHPOST), which creates and sends the vouchers to Payables.

   The system updates the AP Status field on the Review Paycheck component (PAY_CHECK) with an *S* to indicate that the deduction has been sent and clears deductions from the temporary tables.
4. Review the PeopleSoft Integration Broker Message Monitor to confirm that the voucher records were successfully sent.

See Also

Chapter 24, "Administering the Interface with PeopleSoft Payables," Extracting Deductions, page 559

Chapter 24, "Administering the Interface with PeopleSoft Payables," Reviewing and Sending Vouchers, page 565

PeopleSoft Enterprise Components PeopleBook, "PeopleSoft Enterprise Integration"

Voucher Records

The vouchers that are sent to Payables contain three records: VOUCHER, VOUCHER_LINE, and DISTRIB_LINE. Fields of interest in each of these records are listed in the following table. The table lists only a subset of the fields in each record:

VOUCHER	VOUCHER_LINE	DISTRIB_LINE
BUSINESS_UNIT	BUSINESS_UNIT	BUSINESS_UNIT
VOUCHER_ID	VOUCHER_ID	VOUCHER_ID
INVOICE_ID	VOUCHER_LINE_NUM	VOUCHER_LINE_NUM
INVOICE_DT	TOTAL_DISTRIBS	DISTRIB_LINE_NUM
VENDOR_SETID	MERCHANDISE_AMT	BUSINESS_UNIT_GL
VENDOR_ID		ACCOUNT
VNDR_LOC		MERCHANDISE_AMT
ADDRESS_SEQ_NUM		
ORIGIN		
VCHR_TTL_LINES		

VOUCHER	VOUCHER_LINE	DISTRIB_LINE
GROSS_AMT		
DUE_DT		
REMIT_ADDR_SEQ_NUM		
EIN_FEDERAL		
EIN_STATE_LOCAL		

Integration Points

The Payroll for North America interface with Payables uses two integration points:

Message Name	Message Definition
VENDOR_FULLSYNC	Payables publishes data to the VNDR_ID table and Payroll for North America subscribes.
VOUCHER_BUILD	Payroll for North America publishes data to the VOUCHER, VOUCHER_LINE, and DISTRIB_LINE tables and Payables subscribes.

Note. To research the technical details of any integration point that is used by PeopleSoft applications, refer to the online integration point Catalog database that can be found under Open Integration Framework in the Documentation section of Customer Connection.

See Also

PeopleSoft Enterprise Components PeopleBook, "PeopleSoft Enterprise Integration"

Setting Up the Payables Interface

Perform the following setup steps when you implement Payroll for North America and on an ongoing basis, as needed, to maintain the accuracy of your deduction records:

1. (Optional) Specify the invoice prefix on the Installation Table (INSTALLATION_TBL) - Product Specific page.

   The character you put in the AP Inv. Prefix field is used as a prefix on all invoices coming from PeopleSoft HRMS.

2. Specify payroll tax extraction on the Company (COMPANY_TABLE) - Default Settings page.

   Select the Pay Taxes through AP check box if you plan to use the interface with Payables to extract payroll taxes.

3. Define general and benefit deductions.

For both general and benefit deductions, you must define when each deduction is to be paid. For example, you might want Payables to pay some deductions every time they are calculated and pay other deductions only when the goal balance has been met.

4. Define vendors in Payables and publish them to the PeopleSoft HRMS database.

   See Chapter 24, "Administering the Interface with PeopleSoft Payables," Maintaining Vendor Information, page 558.

5. Link deduction definitions to vendors and define when deductions are to be paid.

   All deductions to be paid by Payables must be linked to a vendor.

   - To link nontax deductions (benefits, general deductions, garnishments, bonds) to vendors, complete the SetID and Vendor ID fields on the Benefit Plan Table page, Garnishment Spec Table page, and General Deduction Table page.

     On the same page, use the Pay Mode, AP Payment Date Type, and the Separate AP Payment fields to determine which deductions to retrieve for Payables.

   - To link U.S. tax deductions to vendors:

     Use the Tax Type Table page to define the tax types paid to a vendor

     Link each tax type to the appropriate vendor and tax classes on the State Tax Type Table page or the Local Tax Type Table page.

   - To link Canadian tax deductions to vendors, use the Canadian Tax Type Table page.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HRMS"

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables"

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Vendors"

Chapter 4, "Defining Deductions," page 55

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits, "Setting Up Benefit Plans," Defining Benefit Plans

Chapter 11, "Administering Garnishments," page 257

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Payroll Tax Tables," Establishing Tax Types for PeopleSoft Enterprise Accounts Payable Integration

Maintaining Vendor Information

This section provides an overview of maintaining vendors and discusses how to run the AP Vendor Listing report.

Understanding Vendor Maintenance

Each benefit provider, garnishment collector, tax authority, or other entity that receives employee deductions must have a valid Vendor ID. Vendor IDs created in the PeopleSoft Financials database can be viewed on the AP Vendor Listing report and in the Vendor table.

Note. If you are using Payables, it is highly recommended that you do not set up data in the HRMS Vendor tables. This information should be set up in the Vendor tables in the PeopleSoft Financials database and sent to HRMS through the VENDOR_FULLSYNC and VENDOR_SYNC messages in PeopleSoft Integration Broker. If updates occur on the HRMS vendor tables and do not get updated on the vendor tables in the PeopleSoft Financials database, the interface outcome could be unpredictable. Corrections and updates to vendor information should occur only in the PeopleSoft Financials database.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Vendors"

Page Used to Run the AP Vendor Listing Report

Page Name	Object Name	Navigation	Usage
AP Vendor Listing (accounts payable vendor listing)	RUNCTL_PAYVNDR	Payroll for North America, Payroll Distribution, Accounts Payable Information, AP Vendor Listing, AP Vendor Listing	Generate the PAYVNDR report that prints a listing of all vendors, up to a given date.

Extracting Deductions

This section lists common elements and discusses how to:

- Extract nontax deductions.
- (USA) Extract federal tax deductions.
- (USA) Extract state tax deductions.
- (USA) Extract local tax deductions.
- (CAN) Extract Canadian tax deductions.

See Also

Chapter 24, "Administering the Interface with PeopleSoft Payables," Processing Overview, page 555

Common Elements Used in this Section

Tax Period End Date Enter the end date for the tax period. To be selected for payment, the paycheck date for tax deductions must be equal to or before the tax period end date. (The paycheck date populates the Pay Tax records after a pay run is confirmed).

Payment Date Enter the date to appear on the voucher in Payables. This is the date when AP actually pays the taxes.

Pages Used to Extract Deductions

Page Name	Object Name	Navigation	Usage
Non-Tax Deductions Extract	RC_X_DEDS	Payroll for North America, Payroll Distribution, Accounts Payable Information, Extract Non-Tax Deductions, Non-Tax Deductions Extract	Select the nontax deductions to send to Payables for payment and to start the PY-AP Extraction - Deductions (payroll-accounts payable extraction - deductions) Application Engine process (PYAP_XDEDN).
AP Federal Tax Extract (accounts payable federal tax extract)	RC_X_TAX_FEDERAL	Payroll for North America, Payroll Distribution, Accounts Payable Information, Extract U.S. Federal Taxes, AP Federal Tax Extract	(USA) Select the federal tax deductions to send to Payables for payment and to start the U.S. Tax Extract Program Application Engine process (PYAP_XTAX).
AP State Tax Extract (accounts payable state tax extract)	RC_X_TAX_STATE	Payroll for North America, Payroll Distribution, Accounts Payable Information, Extract U.S. State Taxes, AP State Tax Extract	(USA) Select the state tax deductions to send to Payables for payment and to start the U.S. Tax Extract Program process.
AP Local Tax Extract (accounts payable local tax extract)	RC_X_TAX_LOCALITY	Payroll for North America, Payroll Distribution, Accounts Payable Information, Extract U.S. Local Taxes, AP Local Tax Extract	(USA) Select the local tax deductions to send to Payables for payment and to start the U.S. Tax Extract Program process.
AP Canadian Taxes Extract (accounts payable Canadian taxes extract)	RC_XTAX_CAN	Payroll for North America, Payroll Distribution, Accounts Payable Information, Extract Canadian Taxes, AP Canadian Taxes Extract	Select the tax deductions to send to Payables for payment and to start the Canadian Tax Extract Program Application Engine process (PYAP_XCTAX).

Extracting Nontax Deductions for Payables

Access the Non-Tax Deductions Extract page.



Non-Tax Deductions Extract page

Use the parameters to extract nontax deductions for the pay run ID that you specify or extract just those deductions with a pay mode set to the date that you select. You can limit your selection further by specifying particular vendors you want to pay.

Pay Mode Selection

Deduct/Collect Comp./Bond Met (deducted/collection completed/bond price met)

This option is applicable if you selected Pay as Deducted, Pay when Collection Completed, or Pay When Bond Price met as the pay mode on the General Deduction table, Benefit Plan table, or Garnishment Spec (garnishment specification) table and you selected either *Check Date* or *Pay Period End Date* as the AP payment date type.

Pay Run ID

This field works in conjunction with the Deduct/Collect Comp./Bond Met option. It enables you to limit the extract process to a single pay run that is associated with this run control ID. Select the pay run. If the pay mode is *Pay When Collection Completed* or *Pay When Bond Price met,* deductions that meet the criteria by the end date of the pay period represented by the pay run ID are extracted.

Specified Date

Select to send only those nontax deductions with a check date that's before or the same as the date that you enter in the Payment Due Date field.

This option is appropriate when deductions for more than one pay period must be extracted (for example, benefit deductions that are withheld every pay period and sent to the vendor at the end of the month).

Payment Due Date

This field appears only when you select the Specified Date option. Enter the date that you want to appear on the voucher. This is the date on which the Payables system pays the vendor.

Vendor Selection

Pay All Vendors

By default, the system selects deductions for all vendors. To pay selected vendors only, clear this check box. The SetID, Vendor ID, and Name fields then become available.

Vendor Info

This group box appears only if you clear the Pay All Vendors check box. Select the vendors that you want to pay.

See Also

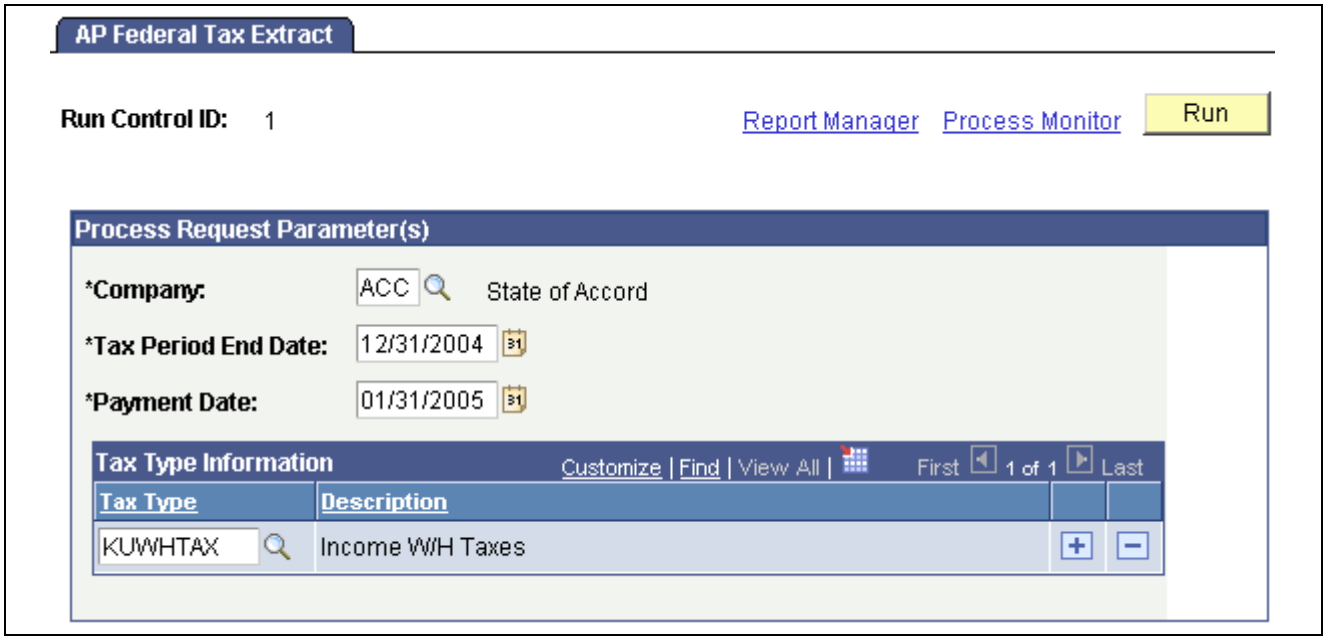
Chapter 4, "Defining Deductions," Specifying the Deduction Priority, page 65

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits, "Setting Up Benefit Plans"

Chapter 6, "Setting Up Garnishments," Establishing a Garnishment Deduction, page 121

(USA) Extracting Federal Tax Deductions for Payables

Access the AP Federal Tax Extract page.



AP Federal Tax Extract page

Specify which tax types to include in the extract. Only those tax deductions with a tax class that belongs to a tax type that you specify are selected for payment through Payables.

Tax Type Information

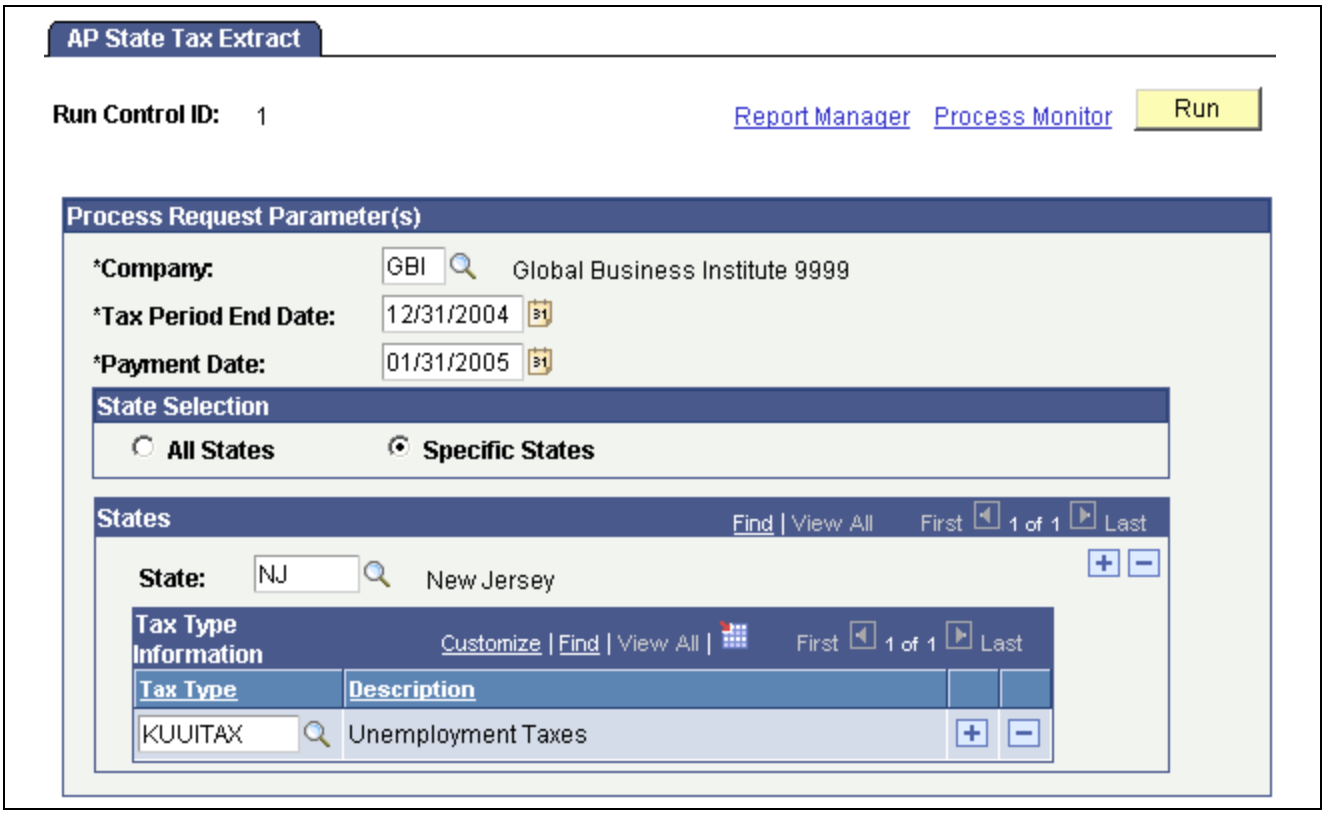
Tax Type Select the tax type. The prompt table includes only those tax types that you defined on the Tax Type Table page. You can add as many tax types as you like.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Payroll Tax Tables," Establishing Tax Types for PeopleSoft Enterprise Accounts Payable Integration

(USA) Extracting State Tax Deductions for Payables

Access the AP State Tax Extract page.



AP State Tax Extract page

You can extract deductions for all or specific states. If you choose to extract deductions for a particular state, you can also limit the selection to certain tax types.

State Selection

All States Select to extract state tax deductions for all states.

Specific States Select to extract state tax deductions for a particular state. When you select this option, the States group box appears.

States

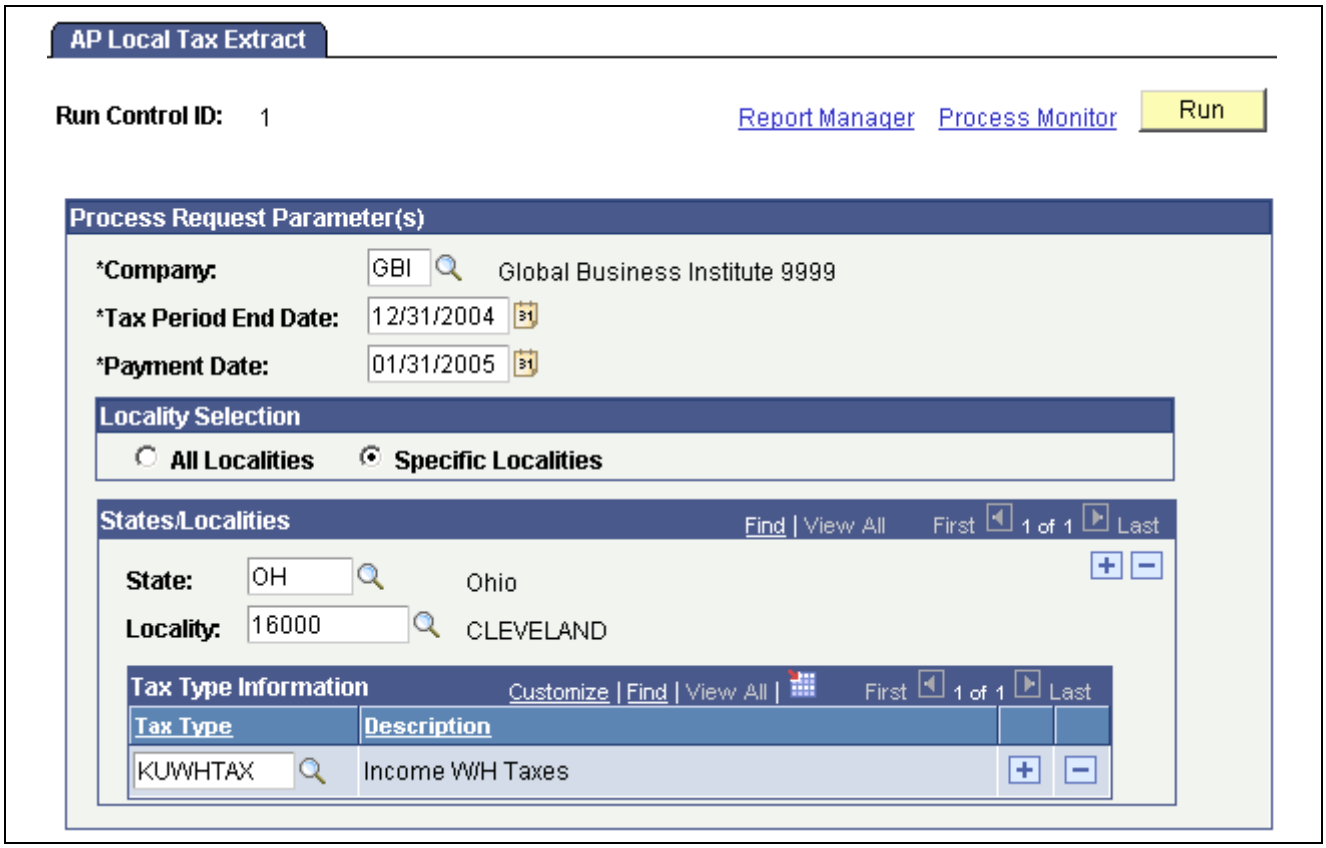
This group box appears only when you select the Specific States option.

State The states for which you defined tax types are available in the prompt.

Tax Type Select the tax type. The prompt table includes only those tax types that you entered for the state on the Fed/State Tax Types/Classes table.

(USA) Extracting Local Tax Deductions for Payables

Access the AP Local Tax Extract page.



AP Local Tax Extract page

You can extract tax deductions for all localities or a subset of localities. As with state tax processing, processing a subset requires that you specify one or more states, one or more localities within each state, and the specific tax types to process.

Locality Selection

All Localities Select to extract local tax deductions for all localities in all states.

Specific Localities Select to extract tax deductions for specific localities within the specified state. When you select this option, the State/Localities group box appears.

State/Localities

This group box appears only when you select the Specific Localities option. Select the localities and tax types for which you want to extract tax deductions.

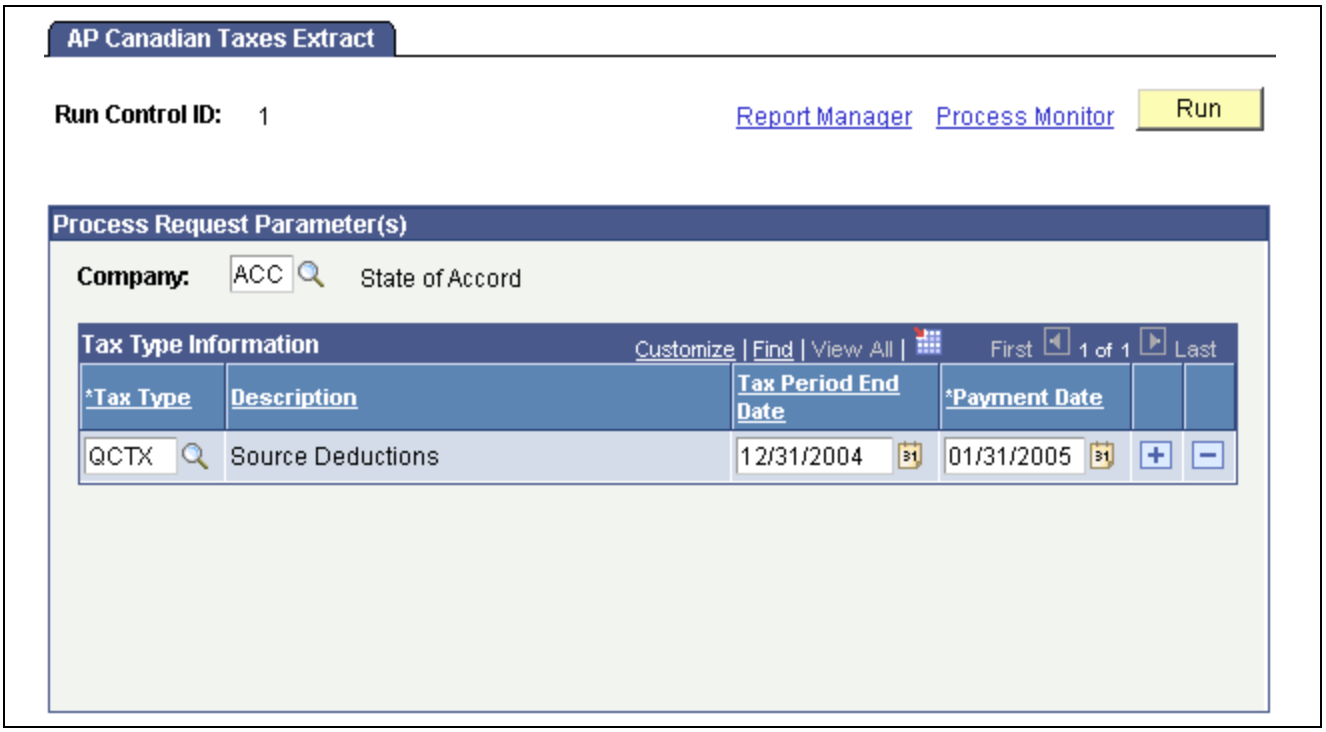
State The states for which you defined tax types are available in the prompt.

Locality The localities for which you defined tax types are available in the prompt.

Tax Type Select the tax type. The prompt table includes only those tax types that you entered for the state on the Local Tax Types/Classes table.

(CAN) Extracting Canadian Tax Deductions for Payables

Access the AP Canadian Taxes Extract page.



AP Canadian Taxes Extract page

You can extract tax deductions for a single company or all tax deductions for all companies. Indicate the tax types to extract and enter a tax period end date and a period end date for each tax type specified.

Process Request Parameter(s)

Company Select a company to extract taxes for a single company. To extract tax deductions for all companies, leave this field blank.

Tax Type Information

In this group box, select the tax types for which you want to extract tax deductions and the associated dates. For example, if you select *CTAX* as the tax type and enter a tax period end date of *January 1, 2000,* the system extracts all tax deductions with a tax class or sales tax class belonging to the CTAX tax type and with a pay check date of January 1, 2000 or earlier.

Tax Type Select the tax type. The prompt table includes only those tax types that you defined on the Tax Type Table page. You can add as many tax types as you like.

Reviewing and Sending Vouchers

This section discusses how to:

- View the payroll deduction summary record for a vendor.
- View the detailed payroll deduction records for a vendor.
- Send vouchers to Payables.

See Also

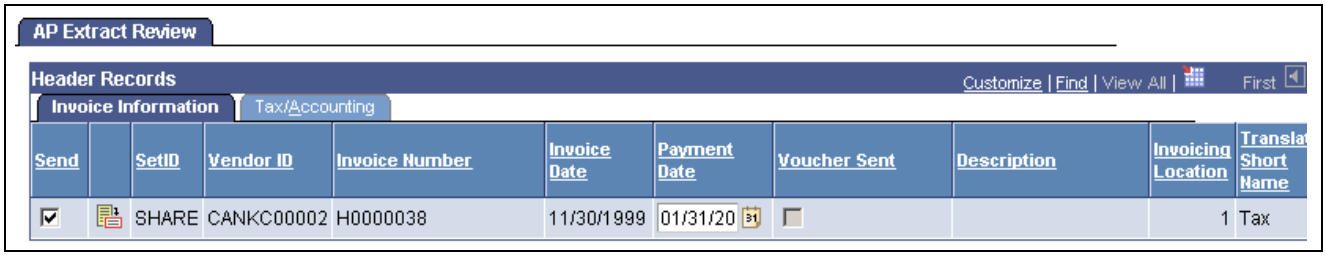
Chapter 24, "Administering the Interface with PeopleSoft Payables," Processing Overview, page 555

Pages Used to Review and Send Vouchers

Page Name	Object Name	Navigation	Usage
Review AP Extract-Headers - AP Extract Review (review accounts payable extract-headers - accounts payable extract review)	AP_EXTRACT_RVW_H	Payroll for North America, Payroll Distribution, Accounts Payable Information, Review AP Extract-Headers, AP Extract Review	View the summary of deductions extracted for a particular vendor. This page displays the header record for each voucher that will be created.
Review AP Extract-Lines - AP Extract Review (review accounts payable extract-lines - accounts payable extract review)	AP_EXTRACT_RVW_L	Payroll for North America, Payroll Distribution, Accounts Payable Information, Review AP Extract-Lines, AP Extract Review	View details of the deductions to be posted to Payables. This page displays the extracted information that will be used to create the Line & Distribution records of a voucher.
AP Extract Audit Report (accounts payable extract audit report)	PRCSRUNCNTL	Payroll for North America, Payroll Distribution, Accounts Payable Information, AP Extract Audit Report, AP Extract Audit Report	Generate the PAYXTRCT report that lists the details of nontax deductions that are to send to Payables.
Send Vouchers to AP (send vouchers to accounts payable)	RC_AP_POST	Payroll for North America, Payroll Distribution, Accounts Payable Information, Send Vouchers to AP, Send Vouchers to AP	Run the Post Dedn Payments to AP process to post the extracted deductions to Payables.

Viewing the Payroll Deduction Summary for a Vendor

Access the Review AP Extract-Headers - AP Extract Review page.



Review AP Extract-Headers - AP Extract Review page

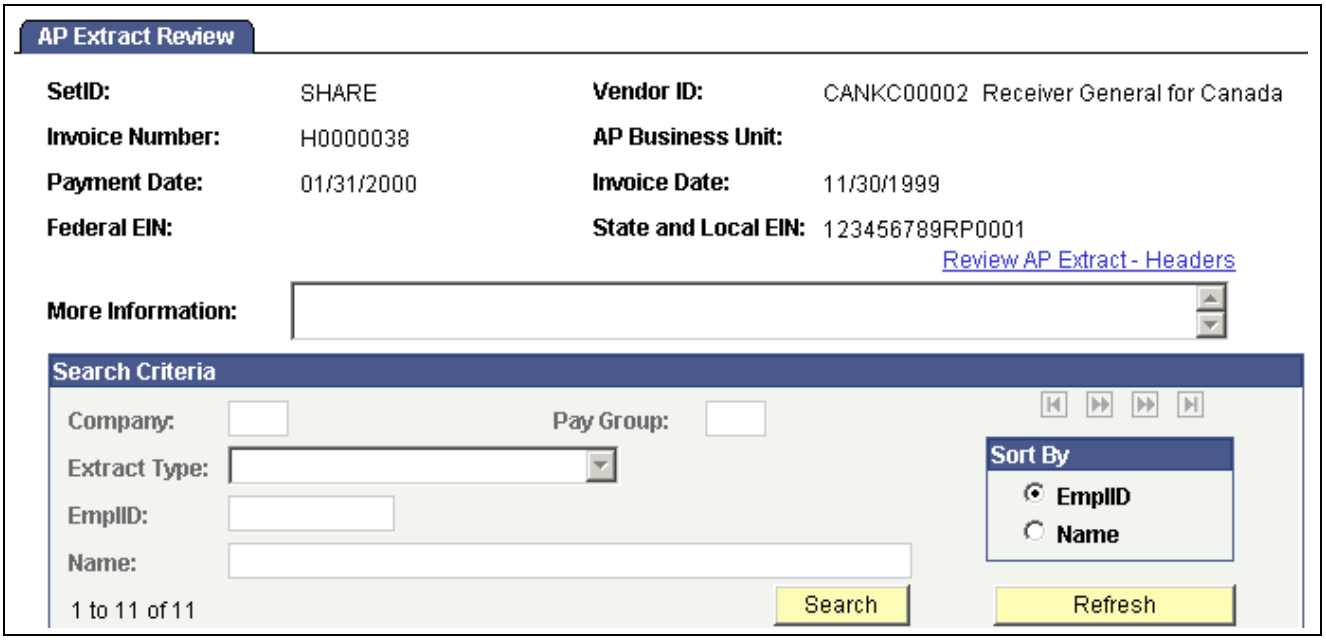
Note. Not all page elements are visible on this page. Depending on the page arrangement, you see additional elements by scrolling either vertically or horizontally.

With the exception of the Description field, all information on this page comes from the Pay Deductions table and the Pay Tax table. The Description field displays information that is entered on the Review AP Extract-Lines - AP Extract Review page.

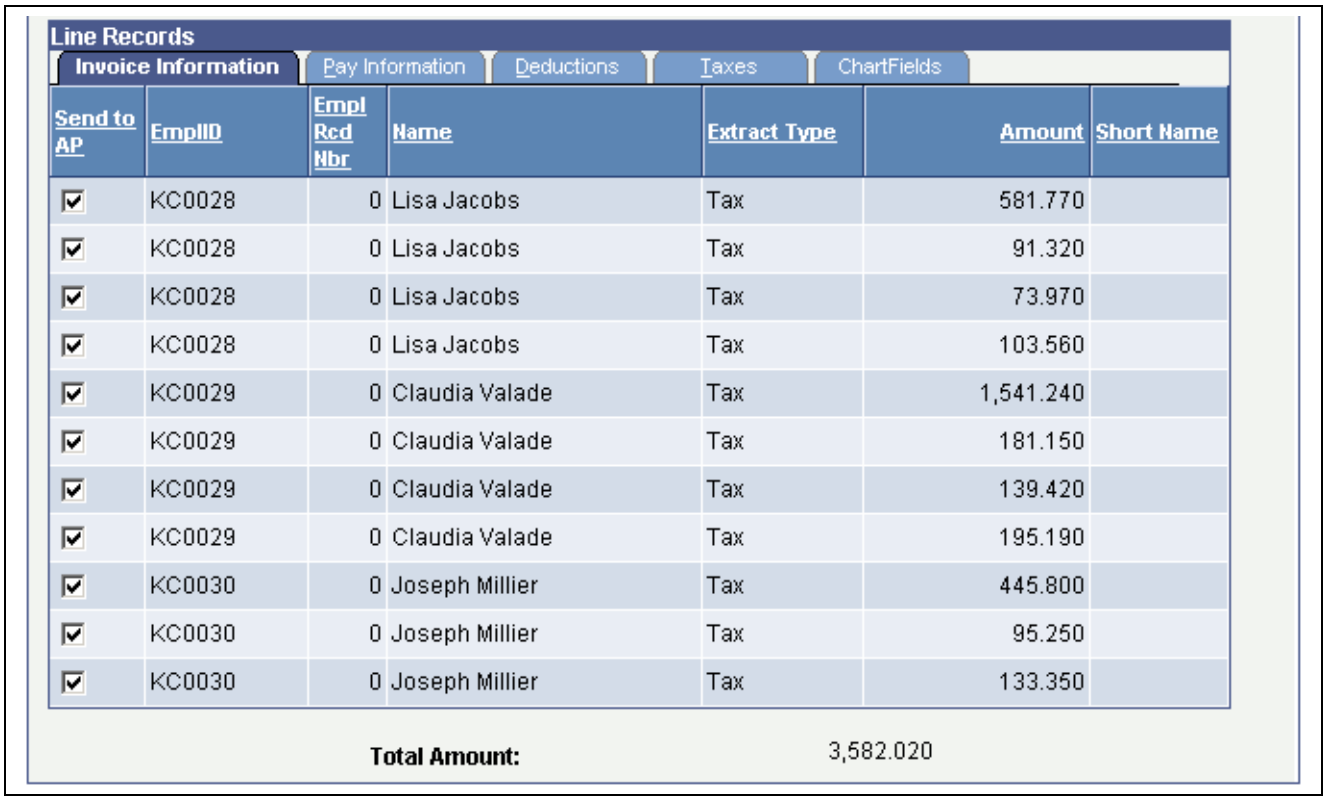
Send The system automatically selects this option to indicate that the deduction will be sent to Payables when you start the Post Dedn Payments to AP process. To prevent the transaction from being sent, clear this check box.

Viewing the Detailed Payroll Deduction Records for a Vendor

Access the Review AP Extract-Lines - AP Extract Review page.



Review AP Extract-Lines - AP Extract Review page (1 of 2)



Line Records

Invoice Information | Pay Information | Deductions | Taxes | ChartFields

Send to AP	EmplID	Empl Rcd Nbr	Name	Extract Type	Amount	Short Name
☑	KC0028	0	Lisa Jacobs	Tax	581.770	
☑	KC0028	0	Lisa Jacobs	Tax	91.320	
☑	KC0028	0	Lisa Jacobs	Tax	73.970	
☑	KC0028	0	Lisa Jacobs	Tax	103.560	
☑	KC0029	0	Claudia Valade	Tax	1,541.240	
☑	KC0029	0	Claudia Valade	Tax	181.150	
☑	KC0029	0	Claudia Valade	Tax	139.420	
☑	KC0029	0	Claudia Valade	Tax	195.190	
☑	KC0030	0	Joseph Millier	Tax	445.800	
☑	KC0030	0	Joseph Millier	Tax	95.250	
☑	KC0030	0	Joseph Millier	Tax	133.350	

Total Amount: 3,582.020

Review AP Extract-Lines - AP Extract Review page (2 of 2)

With the exception of the More Information field, all information on this page comes from the Pay Deductions table and the Pay Tax table.

Review AP Extract - Headers Click the Review AP Extract - Headers link to access the AP Extract Review – Header page.

More Information Use this field to enter comments that you want to appear on the voucher.

Search Criteria

Use the fields in this group box to search for AP extract lines by company, pay group, extract type, employee ID, or name. You can enter more than one search criteria. You can also sort the results by name or ID.

Refresh Click the Refresh button to clear the search criteria and make the search criteria fields available for data entry. Then select the criteria that you want to use to limit the data displayed.

Extract Type You can search on the following extract types: Benefit, Deduction, Garnishment, and Tax.

Sort By Select the order in which you want the data displayed.

Search After selecting search and sort criteria, click the Search button to update the display.

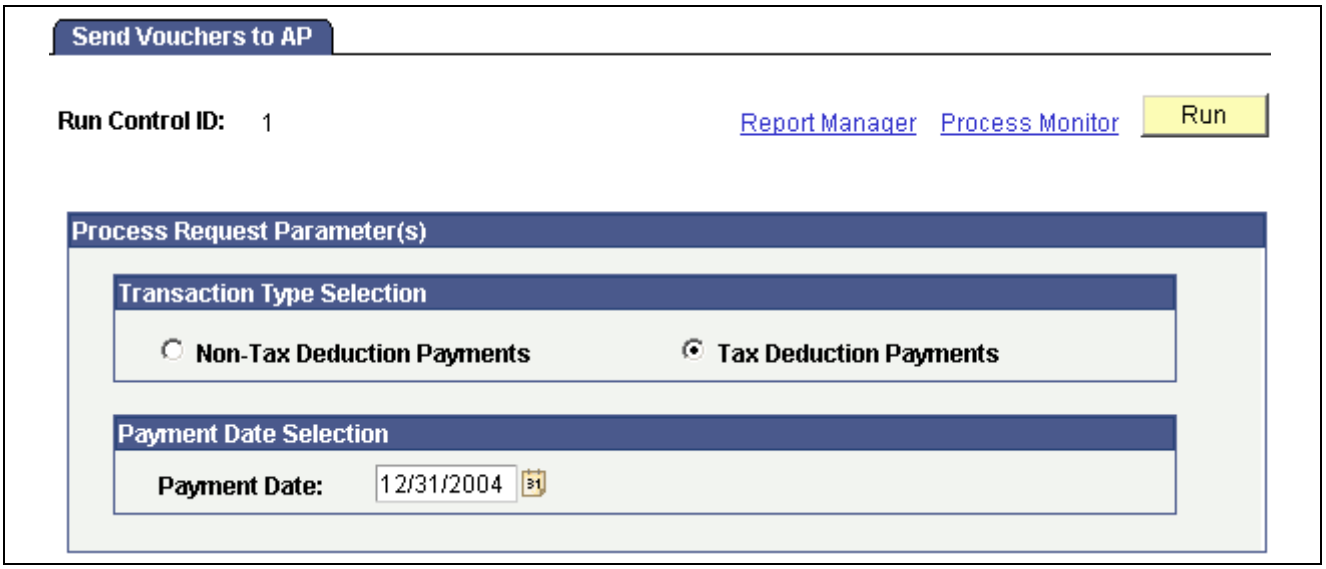
Line Records

Use the tabs in this section to view details of extracted information.

Send to AP (send to accounts payable) The system automatically selects this option to indicate the transaction is sent to Payables when you start the Post Dedn Payments to AP process. To stop a transaction from being sent, clear the check box. Any records that you remove will be captured the next time the extract process runs.

Sending Vouchers to Payables

Access the Send Vouchers to AP page.



Send Vouchers to AP page

Note. Tax deductions and nontax deductions must be sent separately.

Transaction Type Selection

Non-Tax Deduction Payments Select this option to send nontax deductions to Payables.

Tax Deduction Payments Select this option to send tax deductions to Payables.

Payment Date Enter the date to appear on the voucher in Payables. The system will send only those deductions where the payment date on the extract page matches the date that you enter in this field.

CHAPTER 25

(USF) Setting Up and Processing Agency Interfaces

This chapter discusses how to:

- Set up electronic certification system (ECS) controls.
- Prepare ECS off-cycle disbursements.
- Run the ECS interface.
- Set up the Treasury and Federal Reserve Bank (FRB) Bond interface.
- Set up and run the Thrift Savings Plan (TSP) interface.
- Run the Reserve Bank Information and Transfer System (RITS) interface process.

Setting Up ECS Controls

This section provides an overview of the ECS interface process and discusses how to:

- Establish ECS control information.
- Enter transmission information.
- Enter extract control information.
- Define formats for summary payments.

Understanding the ECS Interface Process

The PeopleSoft Electronic Certification System interface process generates a file that you can load into a U.S. Department of Treasury-provided ECS. Here's a summary of the process:

1. Create the ECS control.
2. Run the Treasury and Bond interface, using the ECS control information.

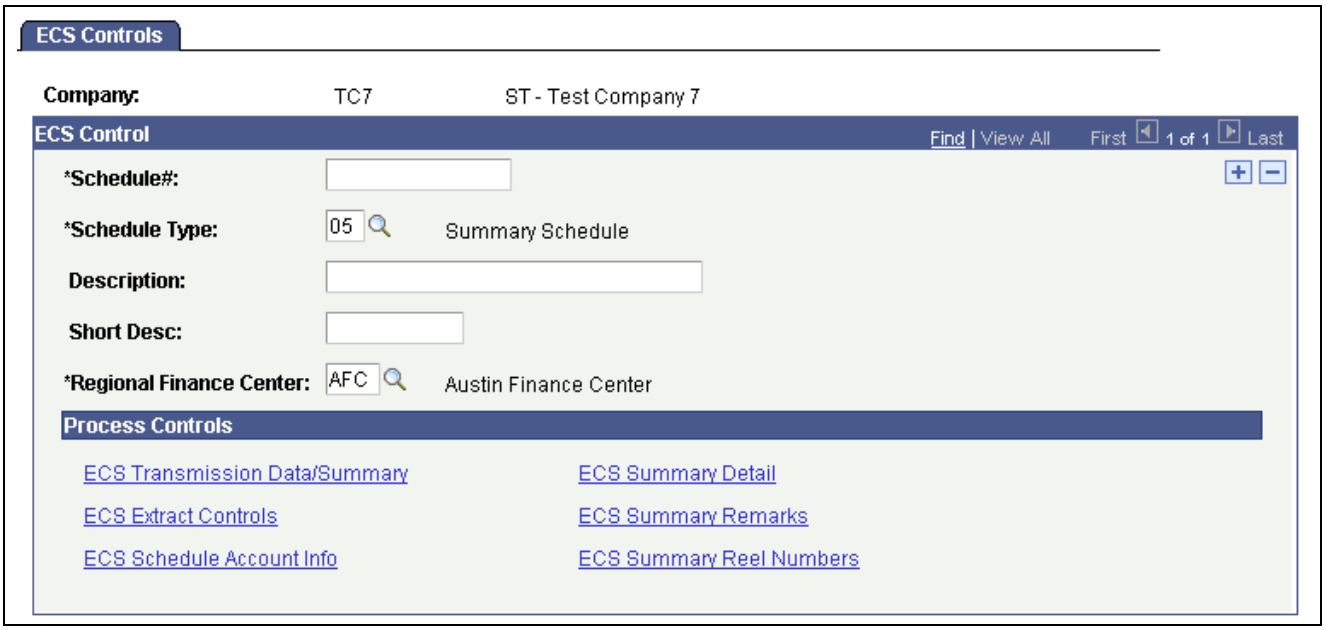
   The Treasury and Bond interface updates the ECS control with DOS file and extension names.
3. Run the ECS interface, using the DOS file and extension names from the ECS control.

Pages Used to Set Up Electronic Certification System Controls

Page Name	Object Name	Navigation	Usage
ECS Controls (electronic certification system controls)	GVT_ECS_CONTRO_TBL	Payroll for North America, Payroll Distribution, Additional Integrations USF, Identify ECS Controls, ECS Controls	Establish ECS control information for payroll schedules.
ECS Transmission Data/Summary (electronic certification system transmission data/summary)	GVT_ECS_TRAN_SEC	Click the ECS Transmission Data/Summary (electronic certification system transmission data/summary) link on the ECS Controls page.	Enter or review schedule control information for the ECS transmittal.
ECS Extract Controls (electronic certification system extract controls)	GVT_ECS_CNTL_SEC	Click the ECS Extract Controls (electronic certification system extract controls) link on the ECS Controls page.	Extract control information for the ECS transmittal.
ECS Schedule Account Information (electronic certification system schedule account information)	GVT_ECS_ACCT_SEC	Click the ECS Schedule Account Info (electronic certification system schedule account information) link on the ECS Controls page.	Enter an account symbol and a total account amount for each ECS transmittal. Enter a maximum of 10 rows per schedule.
ECS Summary Detail (electronic certification system summary detail)	GVT_ECS_SUMM_SEC	Click the ECS Summary Detail (electronic certification system summary detail) link on the ECS Controls page.	Define the schedule and formats for the Treasury interface for summary payments such as check, electronic file transmission (EFT), VENMIS (vendor/miscellaneous), or bonds.
ECS Summary Remarks (electronic certification system summary remarks)	GVT_ECS_REMARK_SEC	Click the ECS Summary Remarks (electronic certification system summary remarks) link on the ECS Controls page.	Add remarks to the ECS transmittal. Use up to seven lines of 72 characters each.
ECS Summary Reel Numbers (electronic certification system summary reel numbers)	GVT_ECS_REEL_SEC	Click the ECS Summary Reel Numbers (electronic certification system summary reel numbers) link on the ECS Controls page.	Enter reel numbers that are provided to you by the treasury to identify the location of your summary payment transactions. This is for your information only.

Establishing ECS Control Information

Access the ECS Controls page.



ECS Controls page

Schedule# (schedule number) This field accepts up to 14 characters, but the ECS accepts only the first 10. If you enter more than 10, you receive a warning message.

Schedule Type Determines the type of off-cycle distribution of deductions and net salary payments. Select:

- *03* (Salary ACH (Automated Clearing House) Payment Schedule): Select for off-cycle EFT distribution.
- *05* (Summary Schedule): Select for on-cycle payments.
- *07* (Misc. Check Payment Schedule): Select for off-cycle check distribution.
- *08* (Misc. ACH (Automated Clearing House) Payment Schedule).

Regional Finance Center Select the U.S. Financial Management Service (FMS) Regional Finance Center that's appropriate for your company.

Off-Cycle? You must select this check box for schedule types *03* and *07*.

Process Controls

The links in this group box activate a series of pages where you define ECS process controls. The options that are available to you depend on the schedule type.

Entering Transmission Information

Access the ECS Transmission Data/Summary page.

Requested Payment Date For on-cycle (summary) schedules, the system provides this date. For off-cycle schedules, enter this information.

Number of Payments in Schedule and **Schedule Total Amount** For summary schedules, the Treasury interface provides this information. For off-cycle schedules, the ECS interface provides this information.

Entering Extract Control Information

Access the ECS Extract Controls page.

DOS File Name and **DOS File Extension** — For summary schedules, the Treasury interface updates the DOS file name and extension of the extract file to be transmitted to the treasury. The file name and extension are required on the ECS interface run control.

ECS Transmission Extract Dt (electronic certification system transmission extract date) — Date on which the ECS interface generated the ECS file.

ECS Transmission Generation Dt (electronic certification system transmission generation date) — Date on which the ECS schedule had all of the required information. This depends on the schedule type.

Defining Formats for Summary Payments

Access the ECS Summary Detail page.

Prenotification Schedule? — Not currently used.

Summary Payment Type 1 — Select the type of payments: *Salary* or *Vendor* (VENMIS).

Summary Payment Type 2 — Select the method of payment: *Check* or *EFT* (electronic file transmission).

MAC Payment Data (MAC payment data) — Optional, for your information only.

Preparing ECS Off-Cycle Disbursements

This section provides an overview of ECS off-cycle disbursements and discusses how to:

- Create the ECS control schedule.
- Select net payment transactions.
- Select deductions transactions.

Understanding ECS Off-Cycle Disbursements

Use off-cycle processing to process off-cycle deductions and net payment amounts through ECS and to track deduction disbursements.

To prepare for off-cycle disbursements:

1. Define the deduction as time sensitive.
2. Calculate and confirm the off cycle.
3. Create the ECS control schedule.
4. Select the off-cycle transactions for inclusion in processes.

5. Run the ECS interface.

Pages Used to Prepare ECS Off-Cycle Disbursements

Page Name	Object Name	Navigation	Usage
ECS Controls (electronic certification system controls)	GVT_ECS_CONTRO_TBL	Payroll for North America, Payroll Distribution, Additional Integrations USF, Identify ECS Controls, ECS Controls	Create the ECS control schedule.
Off Cycle Net	GVT_ECS_OFF_NET	Payroll for North America, Payroll Distribution, Additional Integrations USF, Process ECS Off Cycle, Off Cycle Net	Select net payments for ECS off-cycle disbursements. You can view data by schedule or by eligible payments.
Off Cycle Net Check Summary Information	GVT_ECS_OFF_N_SEC	Click the Detail button on the Off Cycle Net page.	View off-cycle net check summary information.
Off Cycle Net Payment ID Information	GVT_ECS_NET_SEC	Click the Line ID Data button on the Off Cycle Net page.	View off-cycle payment ID information for each eligible payment.
Off Cycle Deductn (off cycle deduction)	GVT_ECS_OFF_DED	Payroll for North America, Payroll Distribution, Additional Integrations USF, Process ECS Off Cycle, Off Cycle Net	Select deductions for ECS off-cycle disbursements. You can view data by schedule or by eligible payments.
Off Cycle Deduction Summary Information	GVT_ECS_OFF_D_SEC	Click the Detail button on the Off Cycle Deduction page.	View off-cycle deduction summary information.
Off Cycle Deduction Payment ID Information	GVT_ECS_DED_SEC	Click the Line ID Data button on the Off Cycle Deduction page.	View off-cycle deduction payment ID information for each eligible payment.

Creating the ECS Control Schedule

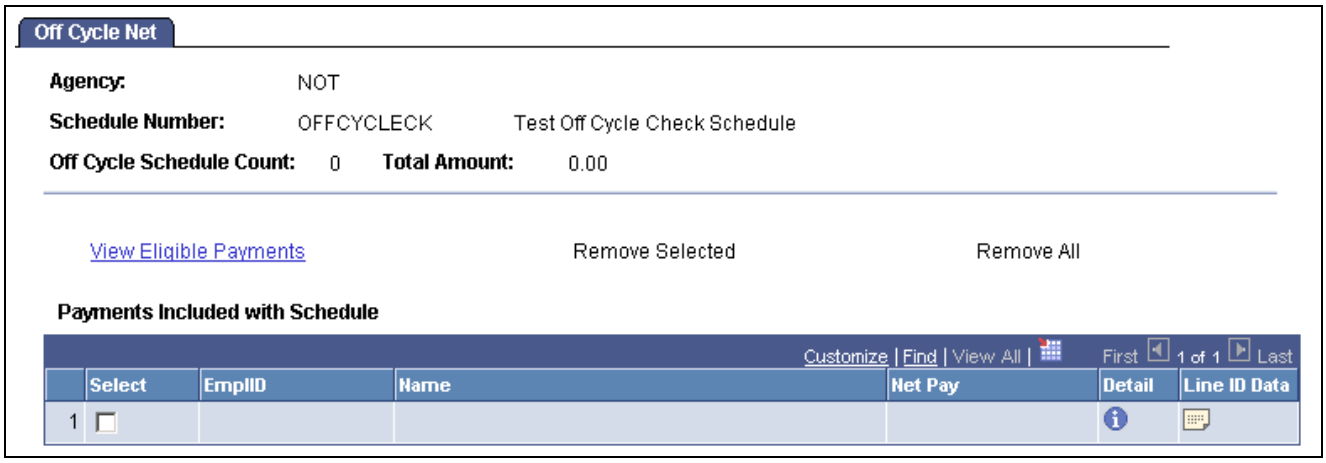
Access the ECS Control page.

Use the same ECS Controls page for off-cycles as you do for on-cycle processing. The difference is in the schedule type.

See Chapter 25, "(USF) Setting Up and Processing Agency Interfaces," Establishing ECS Control Information, page 572.

Selecting Net Payment Transactions

Access the Off Cycle Net page.



Off Cycle Net page

Eligible Payment cnt (eligible payment count) (Visible only in View Eligible Payments mode). This is the total payments that are eligible to be disbursed for this schedule number.

View Eligible Payments Click to change to View Eligible Payments mode.

View Specific Schedule Click to change to View Schedule mode.

Remove Selected (Available in View Eligible Payments mode). Remove payments from the selected schedule. Select the Select check box for each payment that you're removing, then click Remove Selected.

Remove All (Available in View Schedule mode). Remove all payments from the selected schedule.

Add Selected (Available in View Eligible Payments mode). Add payments to the selected schedule. Select the Select check box for each eligible payment that you're adding then click Add Selected.

Add All (Available in View Eligible Payments mode). Add all eligible payments to the selected schedule.

Payments Included With Schedule

Information in this group box depends on which mode you're in:

Mode	Data Displayed
View Specific Schedule	All payments included in the schedule.
View Eligible Payments	All payments eligible to be included in the schedule.

Select Select an eligible payment to be added or removed.

Net Pay The net pay amount for each payment.

Detail Click to display the Off Cycle Net Check Summary Information page.

Line ID Data Click to display the Off Cycle Net Payment ID Information page.

Selecting Deductions Transactions

Access the Off Cycle Deductn page.

The fields on this page are the same as the Off Cycle Net page with the following exceptions.

Payments Included With Schedule

Information in this group box depends on which mode you're in:

Mode	Data Displayed
View Specific Schedule	All deductions included in the schedule.
View Eligible Payments	All deductions eligible to be included in the schedule.

Pay Period End Date Pay period end date of the listed deduction.

Plan Type Plan type of the listed deduction.

Deduction Code Identifies the listed deduction.

Current Deduction Current dollar amount of the listed deduction.

Detail Click to display the Off Cycle Deductions Summary Information page.

Line ID Data Click to display the Off Cycle Deduction Payment ID Information page.

Running the ECS Interface

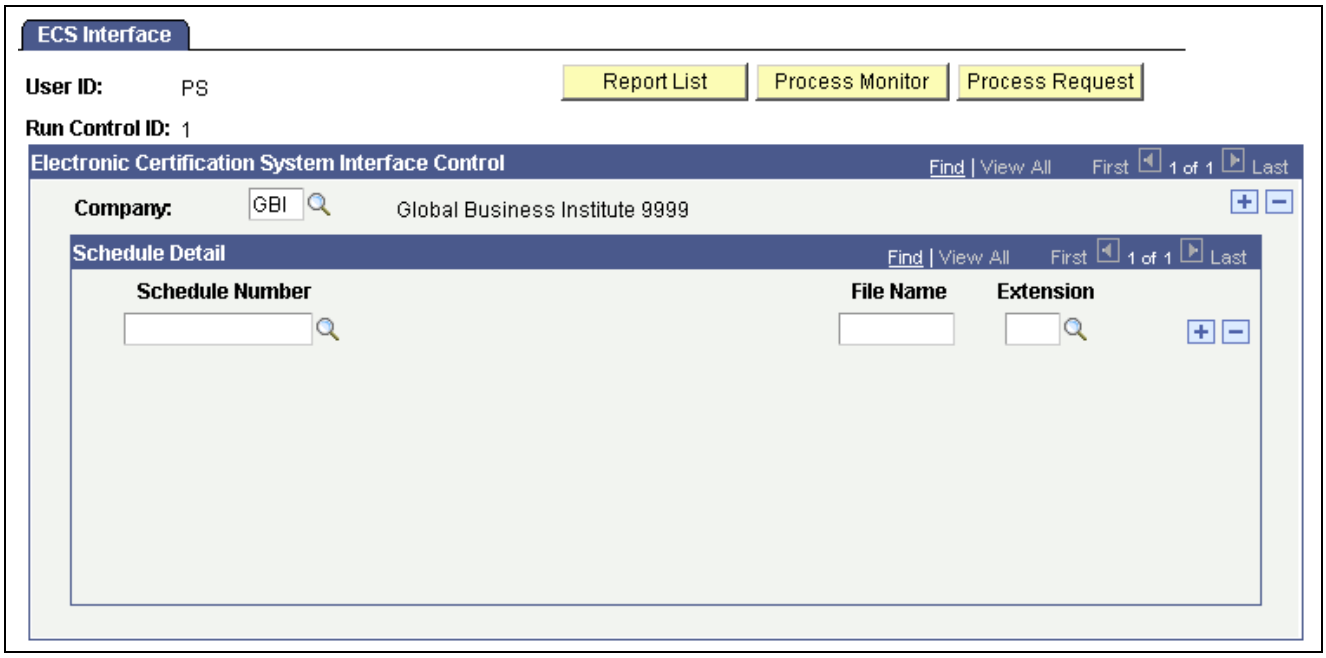
This section discusses how to run the ECS interface.

Page Used to Run the ECS Interface

Page Name	Object Name	Navigation	Usage
ECS Interface (electronic certification system interface)	RUN_FGPY004	Payroll for North America, Payroll Distribution, Additional Integrations USF, ECS Interface, ECS Interface	Creates the ECS interface file for off-cycle disbursements.

Running the ECS Interface

Access the ECS Interface page.



ECS Interface page

The same ECS Interface run control page is used for off-cycles and on-cycles. The output is determined by the ECS control schedule number.

Click Process Request to run this request. PeopleSoft Process Scheduler runs the ECS Interface (electronic certification system interface) Structured Query Report (SQR) Report process (FGPY004) at user-defined intervals.

Schedule Number Select all the ECS schedules that are currently available to be formatted for ECS transmission. Eligible schedules are those with a payment date, more than zero records, and an amount greater than zero. After you run this process, you can no longer modify the ECS control information for the selected schedules.

File Name and **Extension** Enter the exact DOS file name and extension of the schedule from the ECS Extract Controls page on the ECS Controls page.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Setting Up the Treasury and FRB Bond Interface

This section provides an overview of the Treasury and FRB bond interface and discusses how to set up the Treasury and FRB bond interface.

Understanding the Treasury and FRB Bond Interface

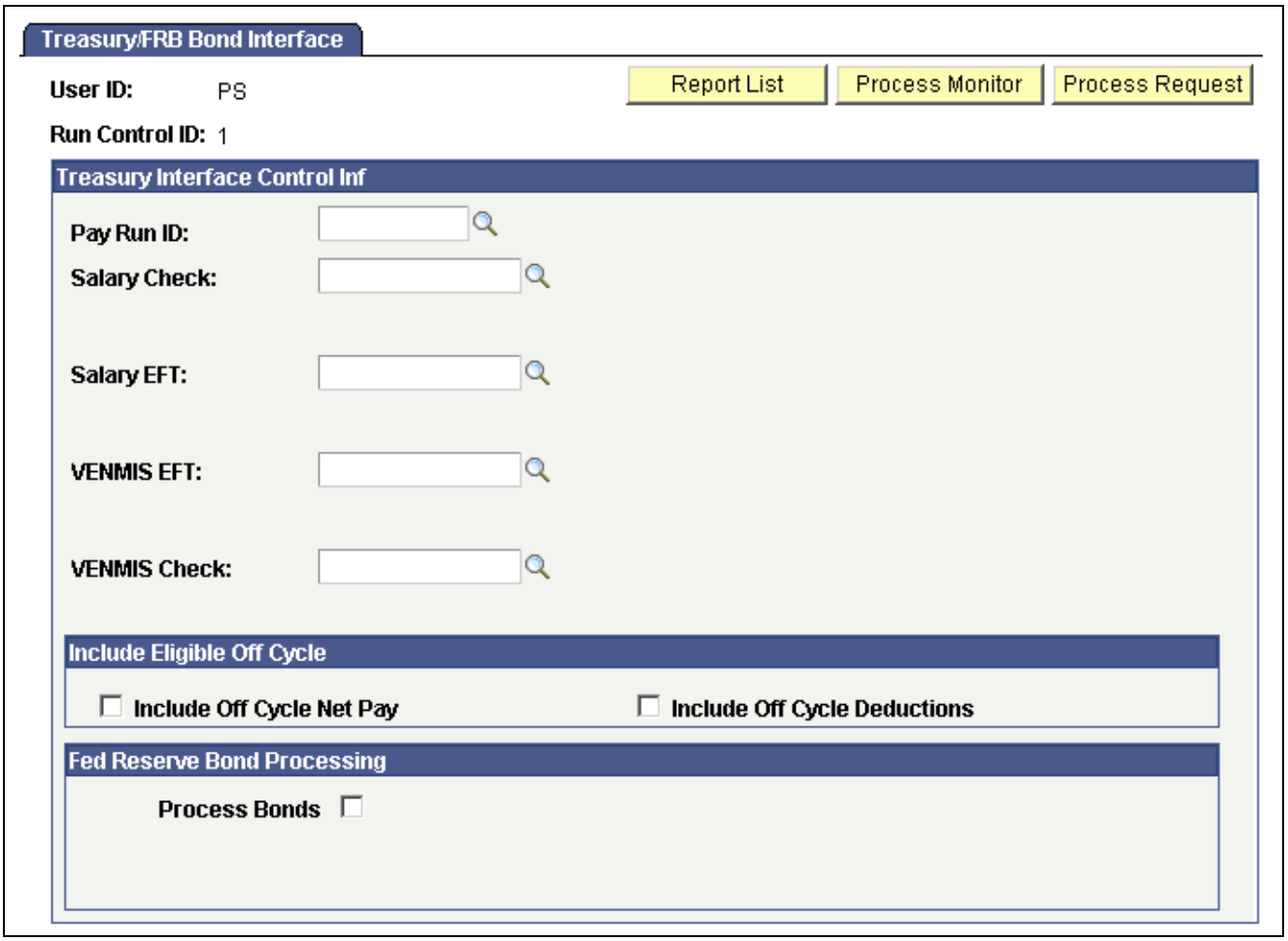
Agencies must process all payments through the Treasury Department/Financial Management Services (FMS). There are four basic payroll transactions to be transmitted to the treasury: check, electronic funds transfer, bonds, and taxes.

Page Used to Set Up the Treasury and FRB Bond Interface

Page Name	Object Name	Navigation	Usage
Treasury/FRB Bond Interface (Treasury/Federal Reserve Bank bond interface)	RUN_FGPY003	Payroll for North America, Payroll Distribution, Additional Integrations USF, Treasury/FRB Bond Interface, Treasury/FRB Bond Interface	Select the control information that identifies the schedules to include in the Treasury Interface SQR Report process (FGPY003).

Setting Up the Treasury and FRB Bond Interface

Access the Treasury and FRB Bonds page.



Treasury/FRB Bonds page

Click Process Request to run this request. PeopleSoft Process Scheduler runs the Treasury Interface process at user-defined intervals.

Treasury Interface Control Inf

Salary Check Select the schedule of the checks in the payroll run, and enter the file name and extension.

Salary EFT (salary electronic file transmission) Select the schedule of the EFT transactions of the payroll run, and enter the file name and extension.

VENMIS EFT (vendor/miscellaneous electronic file transmission) Select the schedule of the EFT tax payment in the payroll run, and enter the file name and extension.

VENMIS Check (vendor/miscellaneous check) Select the schedule of the check tax payment of the payroll run.

Include Eligible Off Cycle

Include Off Cycle Net Pay Select to include unprocessed off-cycle net pay in the Treasury interface processing.

Include Off Cycle Deductions Select to include unprocessed off-cycle deductions in Treasury interface processing.

Fed Reserve Bond Processing

Process Bonds Select to process Federal Reserve bonds with the run. The other controls in this group box appear only when you select this check box.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Setting Up and Running the TSP Interface

This section discusses how to:

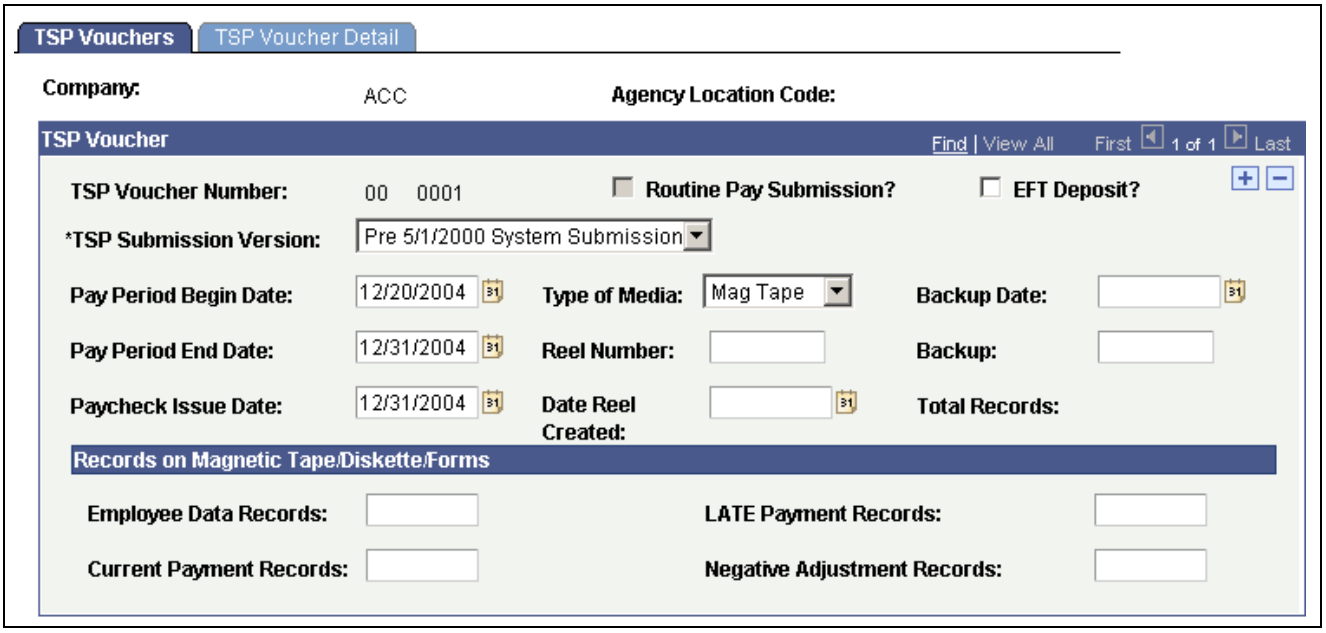
- Set up a TSP voucher.
- Enter off-cycle TSP voucher information.
- Run the TSP interface.

Pages Used to Set Up and Run the TSP Interface

Page Name	Object Name	Navigation	Usage
TSP Vouchers (Thrift Savings Plan vouchers)	GVT_TSP_VCH_TBL	Payroll for North America, Payroll Distribution, Additional Integrations USF, Identify TSP Voucher Info, TSP Vouchers	Define the header information for a TSP voucher file or to print a cancelled TSP voucher.
TSP Voucher Detail (Thrift Savings Plan voucher detail)	GVT_TSP_V_DET_TBL	Payroll for North America, Payroll Distribution, Additional Integrations USF, Identify TSP Voucher Info, TSP Voucher Detail	View a high-level breakdown of a TSP voucher file and enter information for off-cycle vouchers. For on-cycle vouchers, the TSP Interface SQR Report process (FGPY002) populates this page.
TSP Interface (Thrift Savings Plan interface)	RUN_FGPY002	Payroll for North America, Payroll Distribution, Additional Integrations USF, TSP Interface, TSP Interface	Transfer employee information, TSP deductions, and investment elections to the National Finance Center, the record keeper for the Thrift Board.

Setting Up a TSP Voucher

Access the TSP Vouchers page.



TSP Vouchers page

TSP Voucher Number (Thrift Savings Plan voucher number)

The system issues and tracks TSP voucher numbers. The first 2 digits indicate the year, which is from the Agency table. The remaining 4 digits are the voucher sequence number in that year. The system automatically increments the voucher sequence for each row that you add.

Note. You must update the Agency table each year to restart the TSP voucher number sequence.

Routine Pay Submission? This check box is for system use only. The TSP Interface process selects this check box when you process a voucher for a regular, on-cycle payroll.

EFT Deposit? (electronic file transmission deposit) This is for your information only.

Reel Number and **Date Reel Created** Enter the reel number and date that are provided by the Thrift Savings Board.

Backup and **Backup Date** The Thrift Savings Board provides this information.

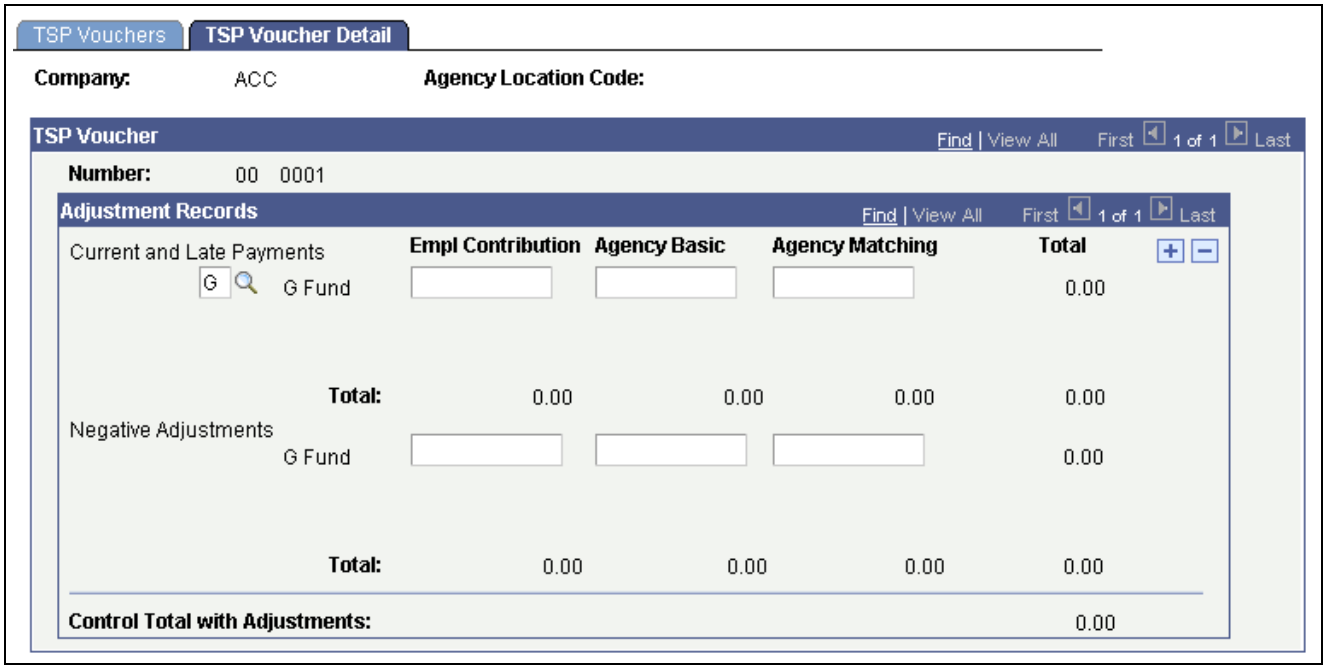
Total Records The TSP Interface process provides this number.

Records on Magnetic Tape/Diskette/Forms

For on-cycle TSP vouchers, the system generates the count for each of the categories in this group box. For all other TSP vouchers, you must enter each amount.

Entering Off-Cycle TSP Voucher Information

Access the TSP Voucher Detail page.



TSP Voucher Detail page

Current and Late Payments

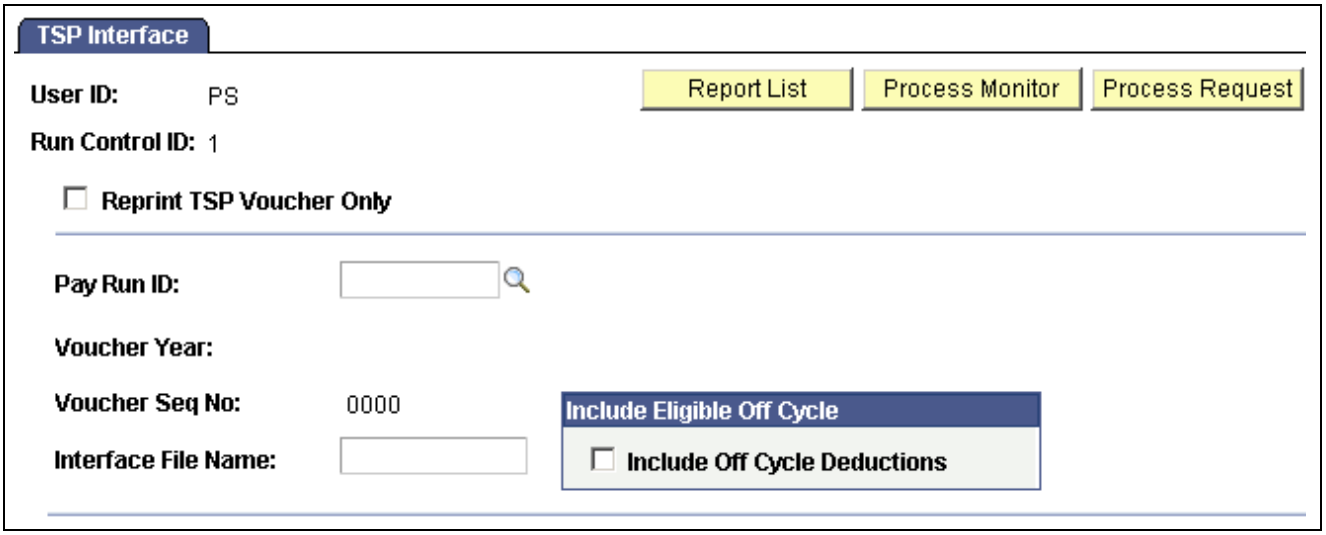
Select a Thrift Savings Plan and enter contribution amounts.

Negative Adjustments

This group box contains negative adjustment amounts and totals for the same categories as in the Current and Late Payments region.

Running the TSP Interface

Access the TSP Interface page.



TSP Interface page

Click Process Request to run this request. PeopleSoft Process Scheduler runs the TSP Interface process at user-defined intervals.

Interface File Name Enter the file name of the TSP interface destination.

Include Eligible Off Cycle

Include Off Cycle Deductions Select to include unprocessed off-cycle deductions in processing.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Running the RITS Interface Process

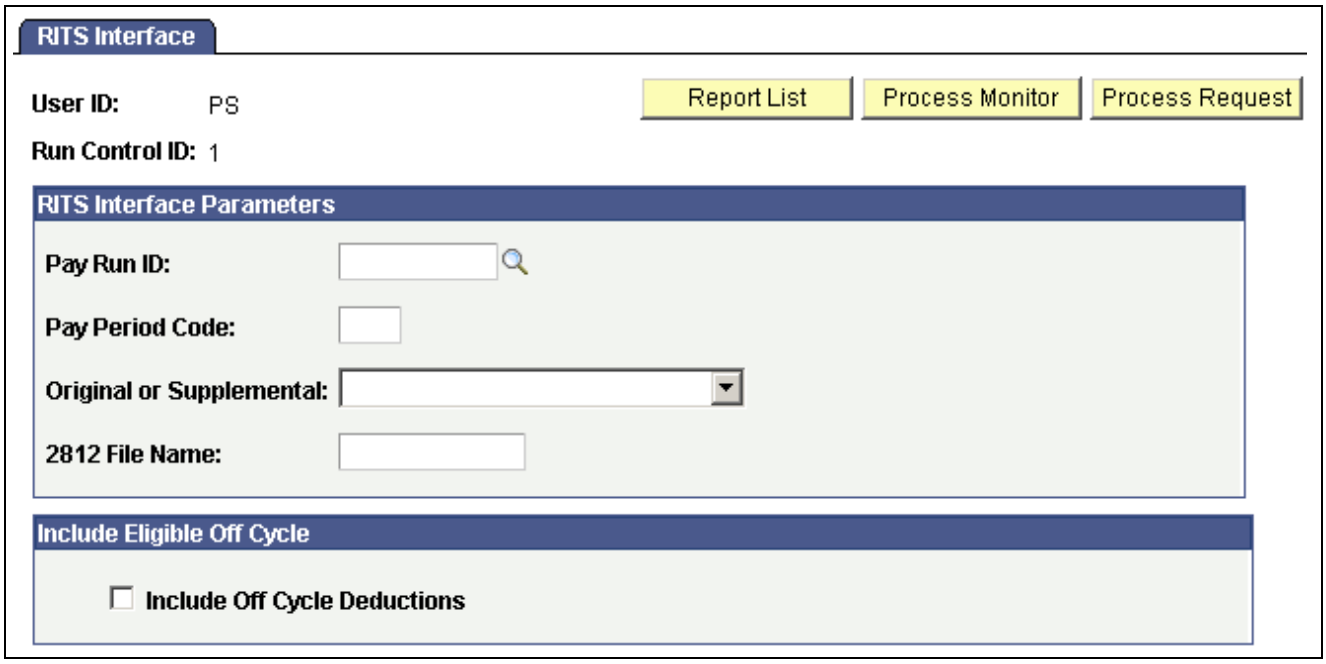
This section discusses how to run the RITS Interface SQR Report process (FGPY001).

Page Used to Run the RITS Interface Process

Page Name	Object Name	Navigation	Usage
RITS Interface (Reserve Bank Information and Transfer System interface)	RUN_FGPY001	Payroll for North America, Payroll Distribution, Additional Integrations USF, RITS Interface, RITS Interface	Run the RITS Interface process. The output file for the Office of Personnel Management records deduction distributions for retirement Civil Service Retirement System, Federal Employee Retirement System, Federal Employee Health Benefits, health insurance, and Federal Employee Group Life Insurance.

Running the RITS Interface SQR Report Process (FGPY001)

Access the RITS Interface page.



RITS Interface page

Click Process Request to run this request. PeopleSoft Process Scheduler runs the RITS Interface process at user-defined intervals.

Pay Run ID Select the pay run ID that identifies the on-cycle payroll for which you want to process the RITS interface.

Pay Period Code Enter the pay period (*1* to *26*) for which you want to process the RITS interface.

Original or Supplemental Indicate whether this is the original or a supplemental submission of this RITS process.

2812 File Name Enter the name of the output file to which the RITS 2812 transmission is written.

Include Eligible Off Cycle

Include Off Cycle Deductions Select to include unprocessed off-cycle deductions in processing.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

CHAPTER 26

Reporting Payroll

This chapter discusses how to:

- Use common Payroll for North America report run control pages.
- Prepare annual payroll reports.
- Prepare quarterly payroll reports.
- Prepare pay period tax reports.

Note. Details of other reports that support specific payroll tasks or business processes are documented throughout the chapters of this PeopleBook. Year-end tax reports are documented in the Year End Processing U.S., Puerto Rico, and U.S. Territories guide. The Year End Processing U.S., Puerto Rico, and U.S. Territories guide is updated each year and is included in the year end tax update delivered in the November time frame. The reports appendix provides a complete list of reports documented in this PeopleBook.

See Also

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859

Chapter 32, "Accessing Year-End Processing Instructions," page 709

PeopleTools PeopleBook: Using PeopleSoft Applications

Year End Processing: U.S., Puerto Rico, and the U.S. Territories Guide

Using Common Payroll for North America Report Run Control Pages

This section discusses how to:

- Use the PRCSRUNCNTL and PRCSRUNCNTRL pages.
- Use the RUNCTL_RPT_RUNID page.
- Use the RUNCTL_FRMTHRU_PAY page.
- Use the RUNCTL_PAYINIT and RUNCTL_PAYINIT2 pages.

Common Run Control Pages

Page Name	Object Name	Navigation	Usage
Varies	PRCSRUNCNTL	Varies	Run processes and reports.
Varies	PRCSRUNCNTRL	Varies	Run processes and reports.
Varies	RUNCTL_RPT_RUNID	Varies	Run processes and reports.
Varies	RUNCTL_FRMTHRU_PAY	Varies	Run processes and reports.
Varies	RUNCTL_PAYINIT	Varies	Run processes and reports.
Varies	RUNCTL_PAYINIT2	Varies	Run processes and reports.

Using the PRCSRUNCNTL and PRCSRUNCNTRL Pages

Access the PRCSRUNCNTL or PRCSRUNCNTRL page.

These pages have only the Run Control ID field. Select this value when you access the page.

Using the RUNCTL_RPT_RUNID Page

Access the RUNCTL_RPT_RUNID page.

Select a pay run ID.

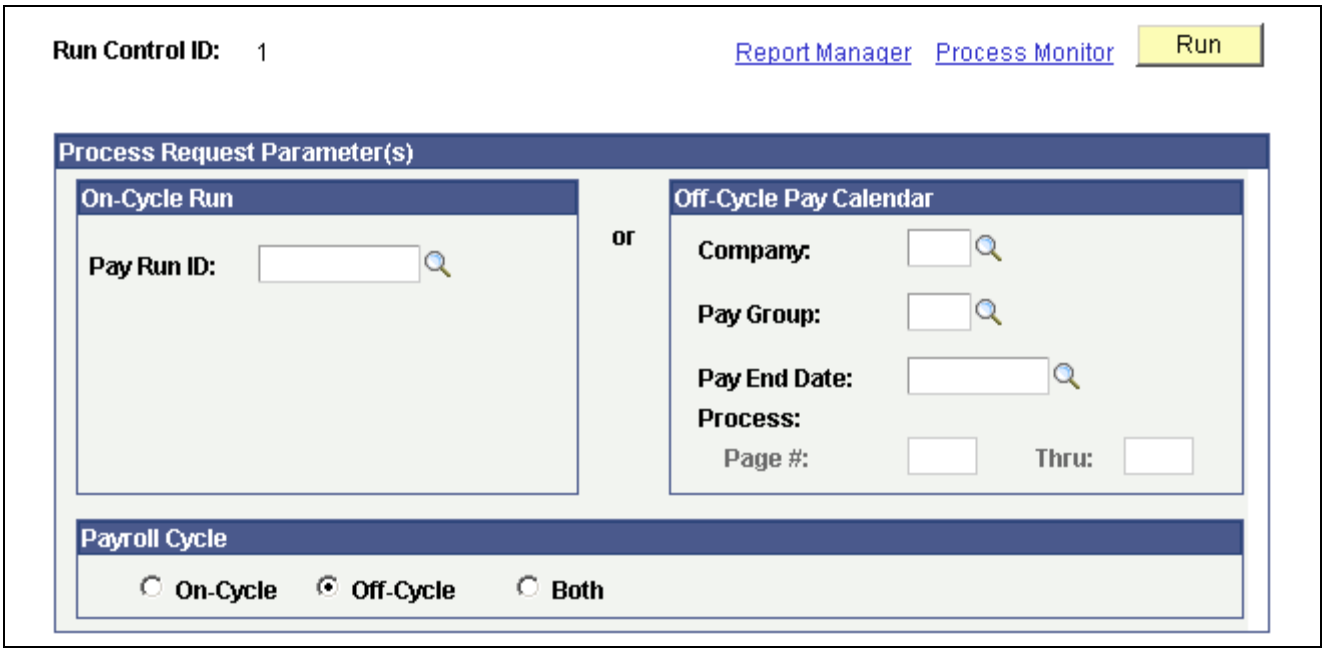
Using the RUNCTL_FRMTHRU_PAY Page

Access the RUNCTL_FRMTHRU_PAY page.

Enter the from and thru period that you want to process or report.

Using the RUNCTL_PAYINIT and RUNCTL_PAYINIT2 Pages

Access the RUNCTL_PAYINIT page.



RUNCTL_PAYINIT page

Select the run control ID value when you access the page.

On Cycle Run Enter the pay run ID, if applicable. The payroll process uses the pay run ID, which is an identifier that is associated with each pay period. This is normally the on-cycle process. The pay run ID enables the system to assign a unique ID to each pay calendar entry, so that payroll for more than one pay group can be run together.

Off Cycle Pay Calendar If this request involves an off-cycle pay calendar, enter the company, pay group, and pay end date (pay period end date). When you do so, the Process fields become available and you can enter the page number range of the paysheet.

Payroll Cycle Designate whether this run cycle is on-cycle, off-cycle, or both.

Preparing Annual Payroll Reports

Year end processing is documented extensively in the Year End Processing guide, which is updated and issued every year during the November time frame in a tax update.

This section lists the pages used to print annual payroll reports that can be run throughout the year to prepare for the year end processing.

Pages Used to Print Annual Payroll Reports

Page Name	Object Name	Navigation	Usage
Error Listing Report	PRCSRUNCNTRL	Payroll for North America, U.S. Annual Processing, Audit and Error Reports, Error Listing, Error Listing Report	Generate the TAX900 report that lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions. Normally, you run this report at year-end, but you can run it at other times to verify social security numbers or to check for negative tax balances and other error conditions.
FUTA Wage Reconciliation Rpt (Federal Unemployment Tax Act wage reconciliation report)	PRCSRUNCNTL	Payroll for North America, U.S. Annual Processing, FUTA Wage Reconciliation Rpt, FUTA Wage Reconciliation Rpt	Generate the TAX940 report that provides federal unemployment tax wage reconciliation. You normally run this at year-end, but you can run it at other times to verify data.

Preparing Quarterly Payroll Reports

This section provides overviews of the Quarterly State Employee Wage Listing reports and the education and government Quarterly State Employee Wage Listing report and lists the pages used to print quarterly payroll reports.

Understanding the Quarterly State Employee Wage Listing Reports

There is a general version of TAX002, but it is typically not used. Each state has its own version of the report, called TAX002XX. XX represents the state abbreviation. Some states require additional information when generating the report. It is documented below.

These are the state-specific parameters:

Report ID	State-Specific Parameters
TAX002CA	Employee count by month by company.
TAX002CO	Report due date.
TAX002ME	Indicate Report Form 841ME or Report Form 941/C1–ME LOOSE

Report ID	State-Specific Parameters
TAX002MN	Report due date, employer's phone, earnings code included in quarter-to-date (QTD) hours reported
TAX002MO	Report probationary employees.
TAX002NH	Report due date.
TAX002NJ	Base weeks for each employee, minimum weekly earnings.
TAX002NV	Earnings codes for tips.
TAX002OR	Earnings codes included in quarter-to-date (QTD) hours reported.
TAX002WI	Report due date.

(E&G) Understanding the Quarterly State Employee Wage Listing Report

Some states have special quarterly reporting requirements for public sector organizations that are not currently supported by TAX002XX. For these organizations, you must select the Education and Government check box on the Installation Table - Products page, which causes an additional field (Separate Tax Report) to appear on the TAX002XX run control page. This field is used only by T002XXHP. It determines whether to report state withholding tax, state unemployment tax, and disability separately. These reports have different report identifications—T002XXHP, where XX is the abbreviation for the state.

This report includes the following information, grouped by employer ID (when the Employer ID field is populated in the Company State Tax table and the Separate Tax Report check box is selected on the run control page):

- State withholding
- State unemployment
- State disability

The run control page is the same as the standard Quarterly State Employee Wage Listing report run control page.

Pages Used to Print Quarterly Payroll Reports

Page Name	Object Name	Navigation	Usage
California	RUNCTL_TAX002CA	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, California	Generate the TAX002CA report that provides state unemployment wage listings in a general format for quarterly reporting, including page and state totals.

Page Name	Object Name	Navigation	Usage
Colorado	RUNCTL_TAX002CO	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, Colorado	Generate the TAX002CO report that provides state unemployment wage listings in a state specific format for quarterly reporting, including page and state totals.
Maine	RUNCTL_TAX002ME	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, Maine	Generate the TAX002ME report that provides state unemployment wage listings in a state specific format for quarterly reporting, including page and state totals.
Minnesota	RUNCTL_TAX002MN	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, Minnesota	Generate the TAX002MN report that provides state unemployment wage listings in a state specific format for quarterly reporting, including page and state totals.
Missouri	RUNCTL_TAX002MO	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, Missouri	Generate the TAX002MO report that provides state unemployment wage listings in a state specific format for quarterly reporting, including page and state totals.
New Hampshire	RUNCTL_TAX002NH	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, New Hampshire	Generate the TAX002NH report that provides state unemployment wage listings in a state specific format for quarterly reporting, including page and state totals.
New Jersey	RUNCTL_TAX000NJ	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, NJ/NV/OR/WI/Other, New Jersey	Generate the TAX000NJ report that provides state unemployment wage listings in a state specific format for quarterly reporting, including page and state totals.
Nevada	RUNCTL_TAX002NV	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, NJ/NV/OR/WI/Other, Nevada	Generate the TAX0002NV report that provides state unemployment wage listings in a state specific format for quarterly reporting, including page and state totals.

Page Name	Object Name	Navigation	Usage
Oregon	RUNCTL_TAX002OR	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, NJ/NV/OR/WI/Other, Oregon	Generate the TAX0002OR report that provides state unemployment wage listings in a state specific format for quarterly reporting, including page and state totals.
Wisconsin	RUNCTL_TAX002WI	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, NJ/NV/OR/WI/Other, Wisconsin	Generate the TAX0002WI report that provides state unemployment wage listings in a state specific format for quarterly reporting, including page and state totals.
Others	RUNCTL_TAX002XX	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, Others	Generate the TAX002XX report that provides state unemployment wage listings in the state's required format for quarterly reporting, including page and state totals.
Multiple Worksite Report	RUNCTL_QTR_YR_PAY	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, Multiple Worksite, Multiple Worksite Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Employee Count Report	RUNCTL_TAX004ST	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, Employee Count, Employee Count Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Federal Tax Summary Report	PRCSRUNCNTRL	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, Federal Tax Summary, Federal Tax Summary Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
State Tax Summary Report	PRCSRUNCNTRL	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, State Tax Summary, State Tax Summary Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Tax Balance Audit Report	RUNCTL_QTR_YR_PAY	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, Tax Balance Audit, Tax Balance Audit Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
State Unemployment Tax Rpt (state unemployment tax report)	RUNCTL_TAX017	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, State Unemployment Tax, State Unemployment Tax Rpt	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.

Page Name	Object Name	Navigation	Usage
Form 1042 Audit Report	RUNCTL_TAX030	Payroll for North America, Pay Period Tax Reports USA, Form 1042 Audit, Form 1042 Audit Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Create Magnetic Media	RUNCTL_TAX810XX	• Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media AK-ID • Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media IL-NC • Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media ND-SC • Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media SD-WY	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Create Georgia Wage Diskette	RUNCTL_TAX811GA	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Georgia Wage Diskette, Create Georgia Wage Diskette	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.

Preparing Pay Period Reports

This section provides an overview of the Payroll Summary report output and discusses how to:

- Generate the Payroll Summary report.
- (USF) Generate the Pennsylvania (PA) Tax Summary - State report.
- (CAN) Produce a Health Insurance Premium report.
- (CAN) Run the Update Source Deductions process.

Note. Periodic payroll reports can be printed at any time. You may want to print many of these reports after running the payroll for each pay period.

Understanding the Payroll Summary Report Output

Following is a detailed summary of the output of the Payroll Summary report.

Select the Summary by Selection option and populate the Pay Run ID field to create an overall summary of companies and pay end dates in the RUNID. This report is identified as a Summary report in the heading.

If the pay run ID has only one company and only one pay end date, then the company, pay period end date, and pay run ID appear in the report.

If the same pay run ID is associated with multiple companies with the same pay end date, then the pay period end date and pay run ID appear in the report. The company does not appear in the report, and the field is blank.

If the same pay run ID is associated with multiple companies that do not share the same pay end date, then only the pay run ID appears in the report. The Company and Pay End Date fields are blank.

Select the Summary by Selection option and populate the Company, Pay Group, and Pay End Date fields to create an overall summary of companies and pay end dates for this selection. This report is identified as a Summary report in the heading.

The company and pay period end date appear in the report. The Pay Run ID field contains an asterisk (*).

Select the Detail Report option and populate the Pay Run ID field to create a detail report for each company and pay end date in the run ID. This report is identified as a Detail report in the heading.

If the pay run ID is for a single company, the company, pay period end date, and pay run ID appear in the report. A Summary report is not generated.

If the pay run ID is associated with multiple companies with the same pay period end date, the system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company, pay period end date, and pay run ID appear. A summary of all entries in the RUNID follows with the heading of Summary Report. In the Summary report, only the pay run ID appears.

If the pay run ID is associated with multiple companies with different pay period end dates, the system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company, pay period end date, and pay run ID are populated. A summary of all entries in the RUNID follows with the heading of Summary Report. In the Summary report, only the pay run ID appears.

Select Detail Report and populate the Company, Pay Group, and Pay End Date fields to create a Detail report for each company, pay group, and pay end date that you selected.

The system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company and pay period end date appear. The Pay Run ID field contains an asterisk (*) because the report does not know the pay run ID. In this case, a Summary report is not generated.

Pages Used to Print Pay Period Reports

Page Name	Object Name	Navigation	Usage
Tax Submission Summary Rpt (tax submission summary report)	RUNCTL_PAYINIT	Payroll for North America, Regulatory Reports CAN, Tax Submission Summary, Tax Submission Summary Rpt	Generate TAX003CN that summarizes tax submission data, sorted by business number.

Page Name	Object Name	Navigation	Usage
Deduction Register	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Deduction Register, Deduction Register • Payroll for North America, Payroll Processing USF, Pay Period Reports, Deduction Register, Deduction Register	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Deduction Register	RUNCTL_PAYINIT	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Deduction Register, Deduction Register	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Payroll Register	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Payroll Register, Payroll Register • Payroll for North America, Payroll Processing USF, Pay Period Reports, Payroll Register, Payroll Register	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Payroll Register	RUNCTL_PAYINIT	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Payroll Register, Payroll Register	Produces a report of pay cheque data by name, employee ID, and department ID for all employees who receive a pay cheque for a pay run and pay calendar.
Cost Center Report	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Cost Center, Cost Center Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Cost Center, Cost Center Report	Generate the PAY005 report that groups employee hours and earnings, sorted by cost center. You might have to modify the Structured Query Report (SQR) to meet your organization's requirements.
Cost Center Report	RUNCTL_PAYINIT	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Cost Center, Cost Center Report	Generate the PAY005 report that groups employee hours and earnings, sorted by cost center. You might have to modify the SQR to meet your organization's requirements.

Page Name	Object Name	Navigation	Usage
Other Earnings Register	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Other Earnings Register, Other Earnings Register • Payroll for North America, Payroll Processing USF, Pay Period Reports, Other Earnings Register, Other Earnings Register	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Other Earnings Register	RUNCTL_PAYINIT	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Other Earnings Register, Other Earnings Register	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Deductions in Arrears Report	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Deductions in Arrears, Deductions in Arrears Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Deductions in Arrears, Deductions in Arrears Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Deductions in Arrears Report	RUNCTL_PAYINIT	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Deductions in Arrears, Deductions in Arrears Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Deductions Not Taken Report	RUNCTL_PAYINIT	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Deductions Not Taken, Deductions Not Taken Report • Payroll for North America, Payroll Processing CAN, Pay Period Reports, Deductions Not Taken, Deductions Not Taken Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Deductions Not Taken, Deductions Not Taken Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.

Page Name	Object Name	Navigation	Usage
Employees Not Processed Report	RUNCTL_RPT_RUNID	• Payroll for North America, Payroll Processing USA, Produce Payroll, Employees Not Processed Report, Employees Not Processed Report • Payroll for North America, Payroll Processing CAN, Produce Payroll, Employees Not Processed Report, Employees Not Processed Report • Payroll for North America, Payroll Processing USF, Produce Payroll, Employees Not Processed Report, Employees Not Processed Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Payroll Summary Report	RUNCTL_PAYINIT4	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Payroll Summary, Payroll Summary Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Payroll Summary, Payroll Summary Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Payroll Summary Report	RUNCTL_PAY018CN	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Payroll Summary, Payroll Summary Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Employer Ben Contributions Rpt (employer benefit contributions report)	RUNCTL_PAYINIT2	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Employer Benefit Contributions, Employer Ben Contributions Rpt • Payroll for North America, Payroll Processing USF, Pay Period Reports, Employer Benefit Contributions, Employer Ben Contributions Rpt	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Employer Ben Contributions Rpt (employer benefit contributions report)	RUNCTL_PAYINIT	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Employer Benefit Contributions, Employer Ben Contributions Rpt	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.

Page Name	Object Name	Navigation	Usage
Statistics Canada (Non-Educ) (statistics Canada [non-educational])	RUNCTL_PAY100CN	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Statistics-Non-Educ Institute, Statistics Canada (Non-Educ)	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Workers Comp Assessments Rpt (workers compensation assessments report)	RUNCTL_PAY102CN	Payroll for North America, Regulatory Reports CAN, Workers Comp Assessments, Workers Comp Assessments Rpt	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Overtime Bank Report	RUNCTL_PAY103CN	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Overtime Bank, Overtime Bank Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Statistics Canada (Educ) (Statistics Canada [educational])	RUNCTL_MO_YR_PAY	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Statistics-Education Institute, Statistics Canada (Educ)	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Tax Deposit Summary Report	RUNCTL_PAYINIT2	• Payroll for North America, Pay Period Tax Reports USA, Tax Deposit Summary, Tax Deposit Summary Report • Payroll for North America, Pay Period Tax Reports USF, Tax Deposit Summary, Tax Deposit Summary Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Local Tax Deposit Report	RUNCTL_PAYINIT2	• Payroll for North America, Pay Period Tax Reports USA, Local Tax Deposit, Local Tax Deposit Report • Payroll for North America, Pay Period Tax Reports USF, Local Tax Deposit, Local Tax Deposit Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Tax Summary Report - Federal	RUNCTL_TAX010FD	Payroll for North America, Pay Period Tax Reports USA, Tax Summary-Federal, Tax Summary Report - Federal	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Tax Summary Report - State	RUNCTL_TAX010ST	Payroll for North America, Pay Period Tax Reports USA, Tax Summary-State, Tax Summary Report - State	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.

Page Name	Object Name	Navigation	Usage
Tax Summary Report-PA OPT (tax summary report Pennsylvania)	RUNCTL_TAX010PA	• Payroll for North America, Pay Period Tax Reports USA, Tax Summary-PA OPT, Tax Summary Report-PA OPT • Payroll for North America, Pay Period Tax Reports USF, Tax Summary-PA OPT, Tax Summary Report-PA OPT	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Reconciliation-Ohio Local Rpt (reconciliation-Ohio local report)	RUNCTL_MO_QTR_YR	• Payroll for North America, Pay Period Tax Reports USA, Reconciliation-Ohio Local, Reconciliation-Ohio Local Rpt • Payroll for North America, Pay Period Tax Reports USF, Reconciliation-Ohio Local, Reconciliation-Ohio Local Rpt	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Federal Liability by State Rpt (federal liability by state report)	RUNCTL_PAYINIT2	• Payroll for North America, Pay Period Tax Reports USA, Federal Liability by State, Federal Liability by State Rpt • Payroll for North America, Pay Period Tax Reports USF, Federal Liability by State, Federal Liability by State Rpt	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Default Tax Data Report	RUNCTL_FRMTHRU_PAY	• Payroll for North America, Employee Pay Data USA, Tax Information, Default Tax Data Report, Default Tax Data Report • Payroll for North America, Employee Pay Data USF, Tax Information, Default Tax Data Report, Default Tax Data Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Default Tax Data Report	RUNCTL_FRMTHRU_PAY	Payroll for North America, Employee Pay Data CAN, Tax Information, Default Tax Data Report, Default Tax Data Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.

Page Name	Object Name	Navigation	Usage
Employee Check Info Report (employee check information report), Employee Cheque Information	RUNCTL_TAX018	• Payroll for North America, Payroll Processing USA, Produce Checks, Employee Check Info Report, Employee Check Info Report • Payroll for North America, Payroll Processing CAN, Produce Cheques, Employee Cheque Info Report, Employee Cheque Info Report • Payroll for North America, Payroll Processing USF, Produce Checks, Employee Check Info Report, Employee Check Info Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Employee Tax Information Rpt (employee tax information report)	RUNCTL_TAX019	• Payroll for North America, Employee Pay Data USA, Tax Information, Employee Tax Information Rpt, Employee Tax Information Rpt • Payroll for North America, Employee Pay Data CAN, Tax Information, Employee Tax Information Rpt, Employee Tax Information Rpt • Payroll for North America, Employee Pay Data USF, Tax Information, Employee Tax Information Rpt, Employee Tax Information Rpt	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Form 1042 Audit Report	RUNCTL_TAX030	Payroll for North America, Pay Period Tax Reports USA, Form 1042 Audit, Form 1042 Audit Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
EI Rebate Report (employment insurance rebate report)	RUNCTL_TAX101CN	Payroll for North America, Regulatory Reports CAN, El Rebate, EI Rebate Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Health Insurance Premium Rpt (health insurance premium report)	RUNCTL_TAX102CN	Payroll for North America, Regulatory Reports CAN, Health Insurance Premium, Health Insurance Premium Rpt	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.

Page Name	Object Name	Navigation	Usage
Update Source Deductions	RUNCTL_TAX103CN	Payroll for North America, Year-End Processing CAN, Year-End/New Year Preparation, Update Source Deductions, Update Source Deductions	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Employer Contribution to CNT (employer contribution to Commission des Normes du Travail)	PRCSRUNCNTL	Payroll for North America, Regulatory Reports CAN, Employer Contribution to CNT, Employer Contribution to CNT	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
NW Territories Payroll Tax Rpt (Northwest Territories payroll tax report)	RUNCTL_TAX905CN	Payroll for North America, Regulatory Reports CAN, NW Territories Payroll Tax, NW Territories Payroll Tax Rpt	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.
Nunavut Payroll Tax Report	RUNCTL_TAX906CN	Payroll for North America, Regulatory Reports CAN, Nunavut Payroll Tax, Nunavut Payroll Tax Report	See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859.

Generating a Payroll Summary Report

Access the Payroll Summary Report page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Summary by Selection Select this option to report only summary subtotals.

Detail Report Select this option to include detail.

(USF) Generating the PA Tax Summary - State Report

Access the Tax Summary Report-PA OPT page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Balances for Year Enter the calendar year for which you want to run this report.

Quarter and **Period** Enter the quarter and period for which you want to run this report.

Show EE Detail? (show employee detail?) Select this check box to display employee's information.

Sort Option Select *Company Within Locality* or *Locality Within Company.*

(CAN) Producing a Health Insurance Premium Report

Access the Health Insurance Premium Rpt page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Balance ID The default value is the balance ID for the calendar year. This field is unavailable for entry.

Balance Year and **Balances for Period**	Enter the year and month for which you want to run this report.
Summary Report	Select this option to report summary totals by company and province.
Detail Report	Select this option to include the employee detail listing.

(CAN) Running the Update Source Deductions SQR Report Process (TAX103CN)

Access the Update Source Deductions page.

Click Run to run this request. PeopleSoft Process Scheduler runs the Update Source Deductions process at user-defined intervals.

Federal Increase By	Use this group box to perform updates to employees' federal basic claim amounts. Use percent or amount only; specifying the value of the increase.
Quebec Increase By	Use this group box to perform updates to employees' Quebec basic claim amounts. Use percent or amount only; specifying the value of the increase.
Provincial Increase By	Use this group box to perform updates to employees' provincial basic personal amounts. Add rows to enter multiple provinces. Use percent or amount only; specifying the value of the increase.
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 (reset Canada Pension Plan subject months)	*Y:* Reset the employee's CPP subject months to 12. *N* (no): Reset the employee's CPP subject months to zero when the employee's original CPP subject months are fewer than 12 (for example, to reset CPP subject months to zero for employees who no longer contribute to CPP). If the employee's original CPP subject months are 12, they remain 12.
Reset Federal Commission	Enter *Y* to reset the federal commission amounts to zero.
Reset Quebec Commission	Enter *Y* to reset the Quebec commission amounts to zero.
Reset Cross Province	*Y:* The Cross Province check box on the Canadian Income Tax Data 2 page is cleared when the new record is created. *N:* The Reset Cross Province check box and associated field values are copied to the newly created record.

CHAPTER 27

Processing Retro Pay

This chapter provides an overview of retroactive (retro) pay processing and discusses how to:

- Define and process retro pay mass requests.
- Delete duplicate retro pay requests.
- Run and review retro pay calculations.
- Undo retro pay processing.
- Load retro pay into paysheets.
- Inquire and report on retro pay processing.
- (E&G) Generate lump-sum retroactive payments for contractual employees.
- (USF) Manage interest calculations on retro pay.

Note. Retroactive benefit processing is documented in the *PeopleSoft Enterprise Human Resources PeopleBook: Manage Base Benefits.*

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits, "Processing Retroactive Benefits and Deductions"

PeopleTools PeopleBook: Using PeopleSoft Applications

Understanding Retro Pay Processing

This section lists prerequisites and discusses:

- Retro pay processing.
- Automatic retro pay requests.

Prerequisites

To set up retroactive pay, you must:

1. Define earnings for retro pay on the Earnings Table - General page, specifying which earnings types are eligible for retro pay and which are used to pay retro pay.
2. Define retro pay programs on the Retroactive Pay Program component (RETROPAY_PGM_TBL).
3. Assign retro pay programs to pay groups on the Pay Group Table component (PAYGROUP_TABLE).

See Also

Chapter 3, “Defining Earnings Codes and Earnings Programs,” page 31

Chapter 5, “Setting Up the Payroll Process,” Establishing Retro Pay Programs, page 101

Chapter 2, “Setting Up Pay Groups,” page 9

Retro Pay Processing

Payroll for North America automatically generates retro pay requests when you make pay-related changes to Job Data or Additional Pay records online for individual employees. Run the Retroactive Pay Mass Request process (PSPRPMSS) to trigger requests for data changes that you make for multiple employees through a Structured Query Report (SQR) process.

The system loads retro pay requests into a table, where you review them before submitting them to the Retroactive Pay Calculation COBOL SQL process (PSPRPEXT). Review and update the calculation results and rerun the calculation as many times as needed. When you’re satisfied with the calculation results, load the retro pay data into paysheets, using the Retroactive Pay Load Paysheets COBOL SQL process (PSPRPPSH).

Note. (USF) Eligibility for, and calculation of, back pay interest amounts that are associated with retro pay is handled outside of PeopleSoft Human Resource Management (PeopleSoft HRMS) for U.S. federal government customers. Once calculated, you can pay the amounts with a separate earnings code through additional pay, or by paysheet entries.

Automatic Retro Pay Requests

Retro pay requests are automatically triggered by certain data changes in Job Data or Additional Pay records. When calculated, retro pay requests do not always result in a retro pay difference.

Changing Job Data Records

Modifications to the following Job Data fields create retro pay requests when the effective date of the change is earlier than, or equal to, the pay end date of the last check paid to the employee:

- COMPRATE
- EMPL_STATUS
- SHIFT
- COMP_FREQUENCY
- STD_HOURS
- SHIFT_RT
- SHIFT_FACTOR
- EFFDT
- EFFSEQ
- FLSA_STATUS

Note. If any of these triggers affect the computation of the earnings code (not the computation of the hours associated with an earnings code), then the system processes the employees’ retro pay. The Retroactive Pay Calculation process does not recalculate hours, but it recalculates the earnings associated with an earnings code.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Increasing the Workforce".

Changing Additional Pay Data

Modifications to Additional Pay data create retro pay requests when the effective date of the change is earlier than, or equal to, the pay end date of the last check paid to the employee.

Defining and Processing Retro Pay Mass Requests

This section provides an overview of retro pay mass requests and discusses how to specify retro pay mass request criteria.

Understanding Retro Pay Mass Requests

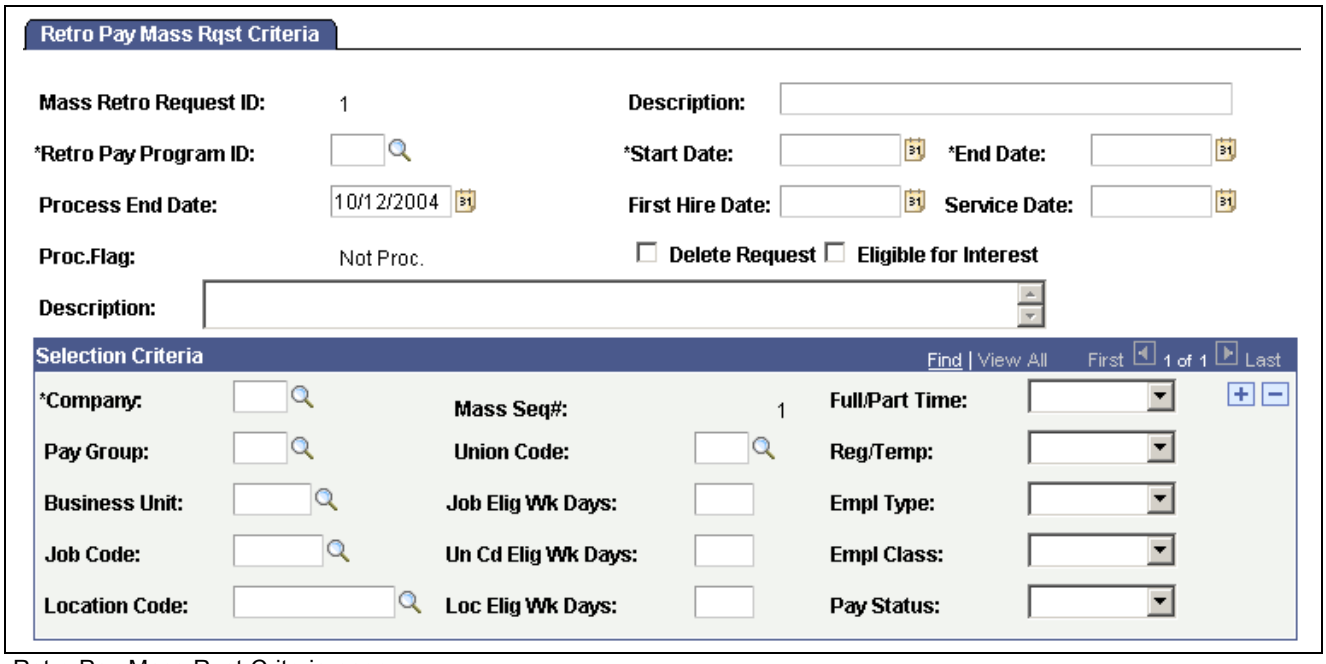
At times, you might make retroactive payroll changes in volume, for example, in response to union contracts. To do this, create an SQR to make Job Data or Additional Pay changes. To create retro pay requests after a mass change to Job Data or Additional Pay through an SQR, you must run the Retroactive Pay Mass Request COBOL SQL process (PSPRPMSS).

Pages Used to Define and Process Retro Pay Mass Requests

Page Name	Object Name	Navigation	Usage
Retro Pay Mass Rqst Criteria	MASS_RETRO_PAY	Set Up HRMS, Product Related, Payroll for North America, Retroactive Payroll, Retroactive Pay Mass Request, Retro Pay Mass Rqst Criteria	Identify the changes for which you want to generate retro pay requests. Specify the criteria that employees must meet to qualify for selection.
Retro Pay Mass Request	RUNCTL_MASS_RETRO	Payroll for North America, Retroactive Payroll, Pay, Process Mass Retroactive Pay, Retro Pay Mass Request	Process a retro pay mass request.

Specifying Retro Pay Mass Request Criteria

Access the Retro Pay Mass Rqst Criteria page.



Retro Pay Mass Rqst Criteria page

Retro Pay Program ID Select the ID that identifies the earnings that this retroactive process calculates.

Maintain these values in the Retroactive Pay Program table.

Start Date and **End Date** The system applies the retro pay mass request to employees with effective dates in their Job records that are both:

- Later than, or equal to, this start date.
- Earlier than, or equal to, this end date.

If the effective date in an employee's Job record does not fall between these start and end dates, the system selects the latest effective date that is earlier than, or equal to, the start date.

First Hire Date and **Service Date** If you specify the hire date or service date, the employees' hire date or service date must be earlier than, or equal to, the effective dates of the data in the Selection Criteria group box. If you leave these fields blank, the system uses the end date.

Process End Date Define the end of this retro period.

Proc. Flag (process flag) Displays the status of the process.

Delete Request Select this check box to reverse the mass retro request only if you have not run the Retroactive Pay Calculation process for your mass retro ID. After you select this check box, the first process that the system performs every time you run the Retro Pay Mass Request process is to delete every mass retro ID and related requests that you associated with this function.

Note. This process works only if the mass requests have not been processed.

(USF) Eligible for Interest Select if the retroactive payment is eligible for interest.

Selection Criteria

Use this group box to define the criteria that the system uses to select employees for whom to create retro pay requests.

Note. These criteria are wild cards, which means that if you leave one blank—company, for example—the system searches all companies. Use these fields to narrow the criteria to a specific company, pay group, business unit, job code, location code, and so on.

Job Elig Wk Days (job eligible work days), **Un Cd Elig Wk Days** (union eligible work days), and **Loc Elig Wk Days** (location eligible work days)

These fields work with the job code, union code, or location code to enable you to create requests for employees who have been in a job, union, or location for a specified amount of time. The system uses the greater of these dates:

- The start date of the Retro Pay Mass Request process.
- The effective date in the Job record.

See Also

Chapter 5, "Setting Up the Payroll Process," Establishing Retro Pay Programs, page 101

Deleting Duplicate Retro Pay Requests

This section provides an overview of deleting duplicate retro pay requests and discusses how to review and delete retro pay requests.

See Also

Chapter 5, "Setting Up the Payroll Process," Establishing Retro Pay Programs, page 101

Understanding Deleting Duplicate Retro Pay Requests

Whether you generate retro pay requests through online changes to Job Data or Additional Pay records or in volume through the Retro Pay Mass Request process, the system places all requests in a Retro Pay Request table. If you have both online and mass retro pay requests, the system generates duplicate requests for employees who had changes from both methods. Before running the Retroactive Pay Calculation process, review the retro pay requests, and delete duplicate requests.

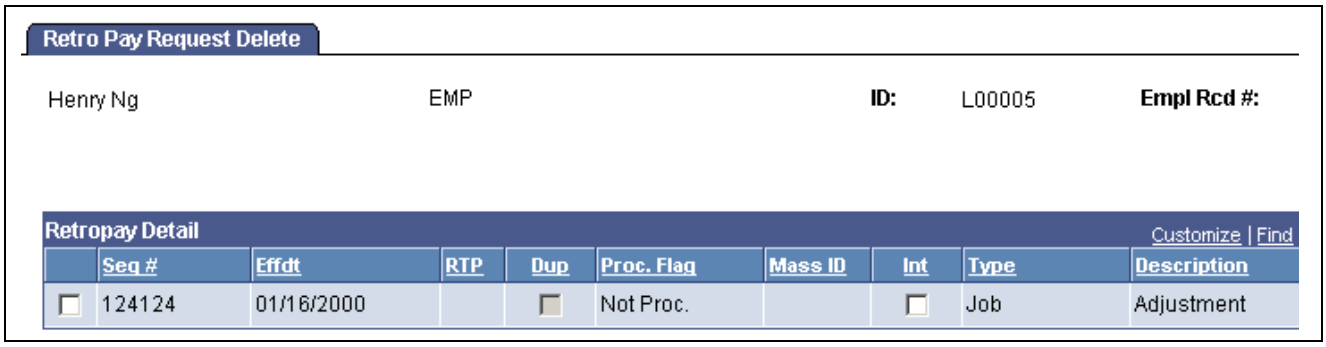
Note. You can't delete a request on this page if the Proc Flag field value is *Calculated.* After a retro pay request is calculated, you can delete it only through the Change Retro Request Status COBOL SQL process (PSPRPUND).

Page Used to Review and Delete Retro Pay Requests

Page Name	Object Name	Navigation	Usage
Retro Pay Request Delete	RETROPAY_RQST	Payroll for North America, Retroactive Payroll, Pay, Delete Retro Pay Requests, Retro Pay Request Delete	View and delete duplicate retro pay requests.

Reviewing and Deleting Retro Pay Requests

Access the Retro Pay Request Delete page.



Retro Pay Request Delete page

To delete a duplicate request (or any request), select the check box to the left of the sequence number with no designation and click the Save button.

Retropay Detail

Effdt (effective date) The effective date.

RTP (retro program) Indicates the retro pay program to which the retroactive earnings types belong.

Dup (duplicate) If more than one row exists with the same effective date, request type, and retro pay program, the system selects this check box. Duplicate requests can occur when Job Data or Additional Pay changes made online are also made in batch.

Proc Flag (process flag) This indicates where each retro pay request is in the process. When a retro pay request is created, its process flag is *Not Proc* (not processed). After the Retroactive Pay Calculations process is run for a request, its process flag changes to *Calculated.*

Mass ID For each request that results from a Retroactive Pay Mass Request process, the system displays the mass retro request ID that is assigned to the process that created it.

(USF) Int (interest) Select if the retroactive payment is eligible for interest payment. This check box is unavailable for change if the request was created through the Retroactive Pay Mass Request process.

Type Displays the request type, which is either *Job* (generated by Job Data change) or *Addl* (generated by Additional Pay).

The system might also select the same employees more than once through the Retroactive Pay Mass Request process, in which case it selects the Dup check box. This happens if you set up multiple selection criteria for a retro pay mass request, and an employee satisfies more than one of the criteria. If you process the retro pay calculation with duplicate records, the system clears the OK to Pay option on paysheets for employees with duplicate records. To load the retro pay earnings into paysheets, select the OK to Pay option.

Note. You can also change the Proc Flag field for one or more retro pay requests by using the Change Retro Request Status page.

Running and Reviewing Retro Pay Calculations

This section discusses how to:

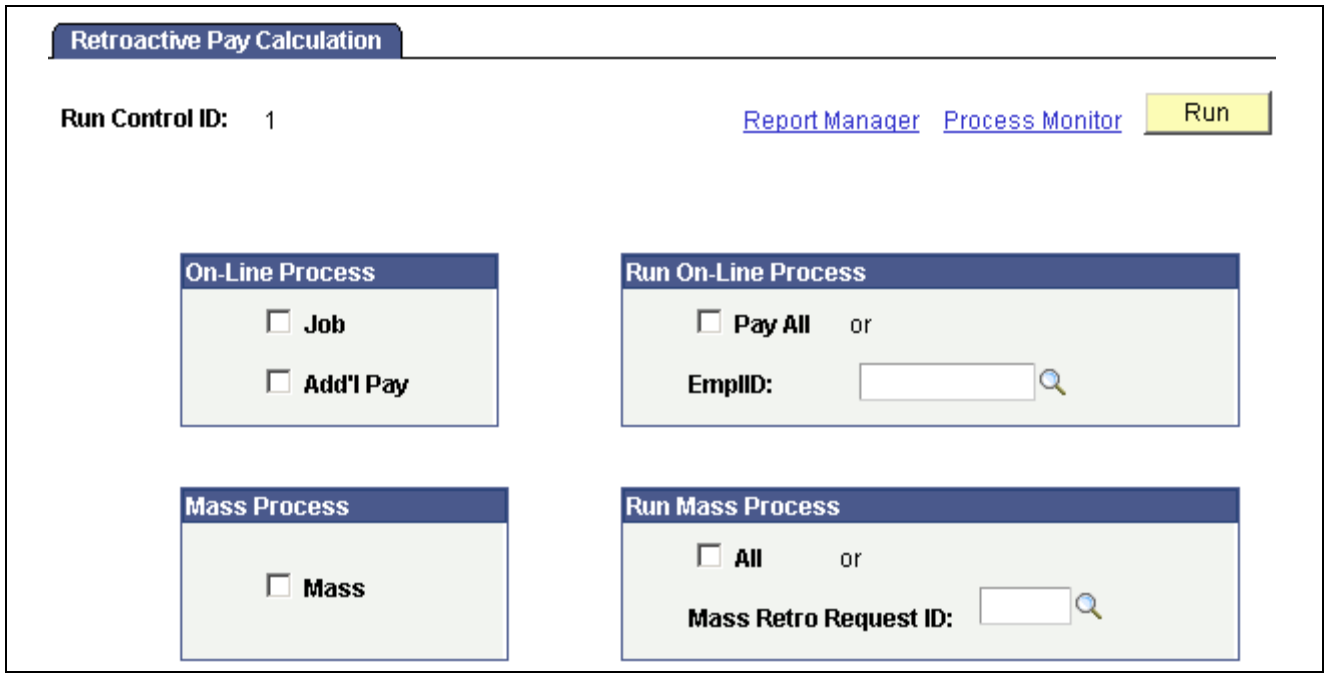
- Run the Retroactive Pay Calculation process.
- Review and update retro pay calculations.

Pages Used to Run and Review Retro Pay Calculations

Page Name	Object Name	Navigation	Usage
Retroactive Pay Calculation	RUNCTL_RTROPAYCALC	Payroll for North America, Retroactive Payroll, Pay, Calculate Retroactive Pay, Retroactive Pay Calculation	Run the Retroactive Pay Calculation process.
Retro Pay Calculation Results	RETROPAY_EARNS	Payroll for North America, Retroactive Payroll, Pay, Update Retro Pay Calc Results, Retro Pay Calculation Results	Check the results of the Retroactive Pay Calculation process, and override the amount. Before using this page, you must run a Retroactive Pay Calculation process.

Running the Retroactive Pay Calculation COBOL SQL Process (PSPRPEXT)

Access the Retroactive Pay Calculation page.



Retroactive Pay Calculation page

Click Run to run this request. PeopleSoft Process Scheduler runs the Retroactive Pay Calculation process at user-defined intervals.

Note. When you run the Retroactive Pay Calculation process, the system changes the Proc Flag field value of each calculated request to *Calculated* on the Retro Pay Request Delete page.

On-Line Process

Use this group box to calculate retro pay requests that are generated online. If you use this group box, all fields in the Mass Process and Run Mass Process group boxes become unavailable for entry.

Job Select this check box to calculate Job Data retro pay requests.

Add'l Pay (additional pay) Select this check box to calculate Additional Pay retro pay requests.

Run On-Line Process

Use this group box to run the online process retro pay request for all employees, or for an employee ID.

Mass Process

Use this group box to calculate mass retro pay requests.

Note. You can calculate only one type of retro pay calculation at a time. If you use this group box, all fields in the On-Line Process and Run On-Line Process group boxes become unavailable for entry.

Run Mass Process

Use this group box to run the mass retro pay request for all employees, or for a mass retro request ID.

Note. After running the Retroactive Pay Calculation process, review the calculated requests of each employee and delete requests, as necessary, from further processing.

See Also

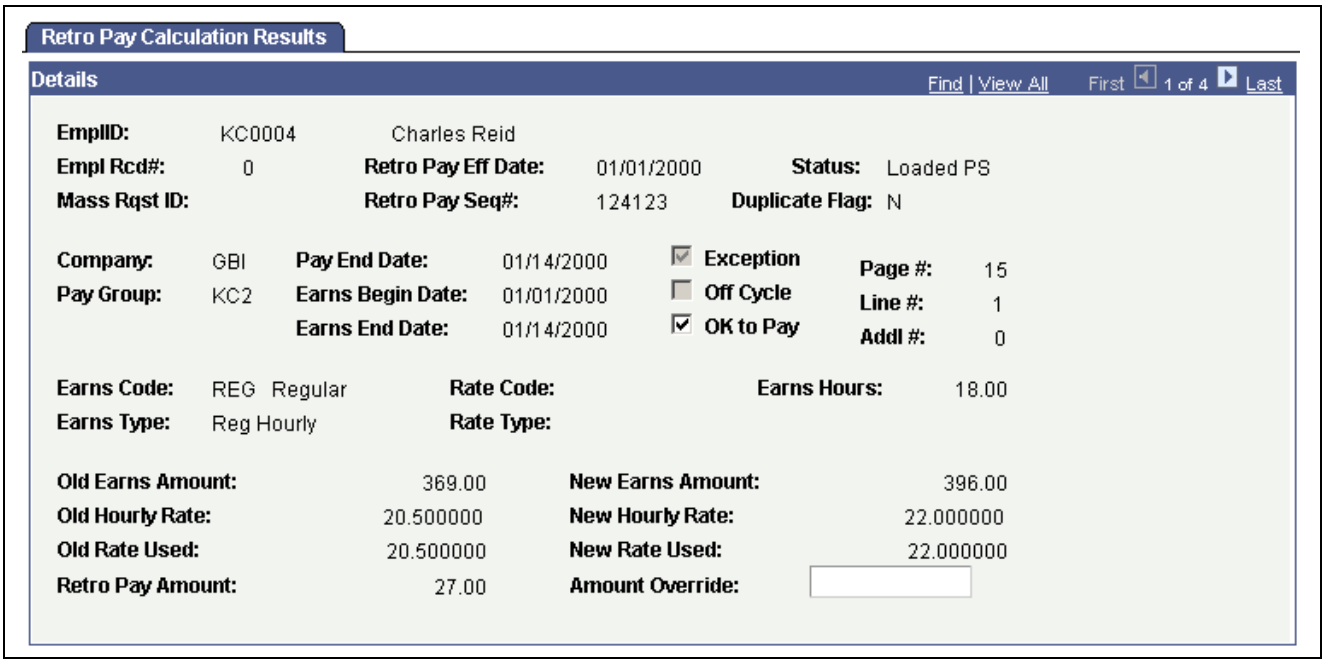
Chapter 27, "Processing Retro Pay," Undoing Retro Pay Processing, page 613

Chapter 27, "Processing Retro Pay," Reviewing and Updating Retro Pay Calculations, page 612

Chapter 27, "Processing Retro Pay," Deleting Duplicate Retro Pay Requests, page 609

Reviewing and Updating Retro Pay Calculations

Access the Retro Pay Calculation Results page.



Retro Pay Calculation Results

Note. Except for the OK to Pay and Amount Override fields, all fields on this page are display-only.

Exception The system selects this check box if the retro pay calculation is based on a mid-pay period change. This informs you that the system prorates the retroactive pay amount. Run the Retro Pay Calc Summary report (PAY302RT) to verify the proration calculation.

OK to Pay The system selects this check box by default for active employees and clears it for terminated employees. You can change this setting.

Amount Override To override the calculation, enter the desired new earnings amount into the Amount Override field. The system uses the override amount to recalculate the retroactive pay according to this formula: + Amount Override – Old Earns Amount = Retro Pay Amount. The system recalculates the retro pay amount when you save the page. The New Earns Amount field is not updated.

Undoing Retro Pay Processing

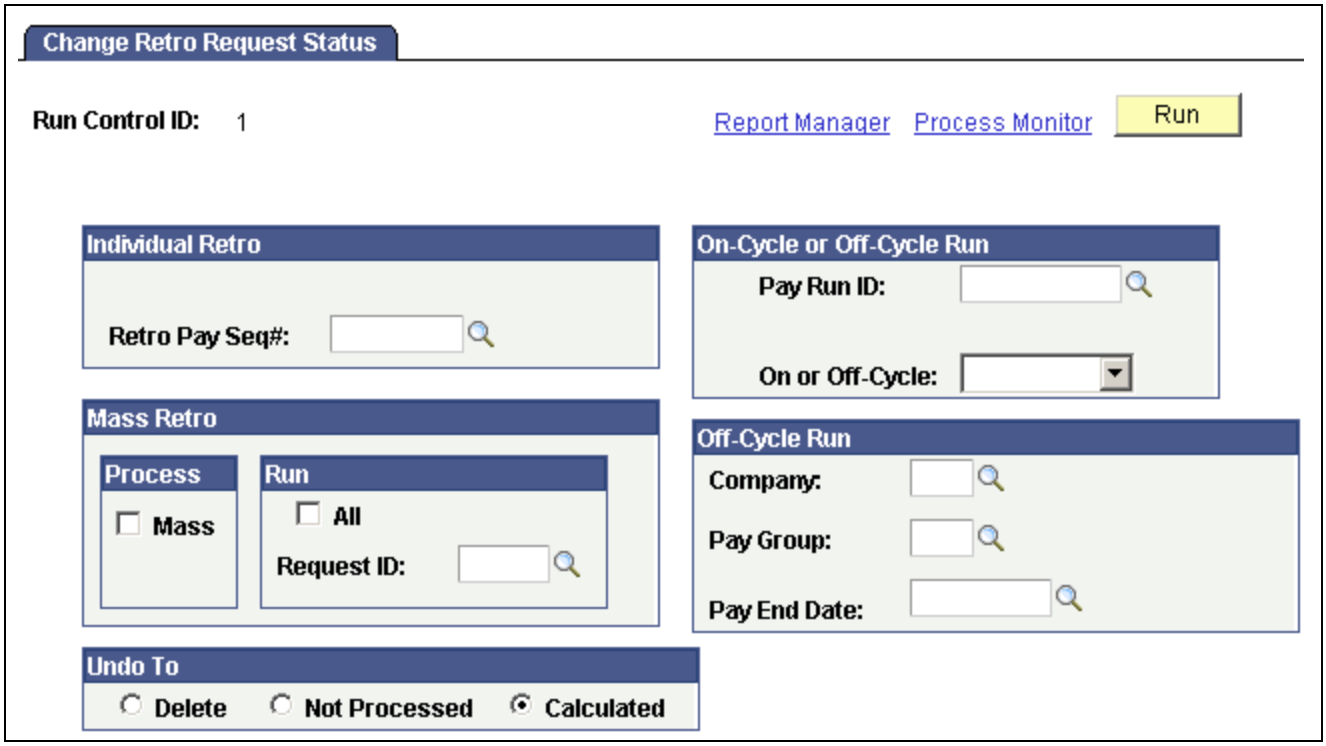
This section discusses how to undo retro pay processing.

Page Used to Undo Retro Pay Processing

Page Name	Object Name	Navigation	Usage
Change Retro Request Status	RUNCTL_RTROPAYUNDO	Payroll for North America, Retroactive Payroll, Change Status/Review Info, Change Retro Request Status, Change Retro Request Status	Change the process flag value in the Retro Pay Request table for retro pay requests.

Undoing Retro Pay Processing

Access the Change Retro Request Status page.



Change Retro Request Status page

Click Run to run this request. PeopleSoft Process Scheduler runs the Retro Request Status process at user-defined intervals.

Individual Retro

Retro Pay Seq# (retro pay sequence number) Select a number to undo processing for an individual retro pay request. If you use this field, all other fields on this page become unavailable for entry.

Mass Retro

Use this group box to undo retro processing for mass requests. If you use this group box, all other fields on this page, except those in the Undo To group box, become unavailable for entry.

Mass Select this check box to undo retro processing for mass requests.

All Select this check box to undo retro processing for all employees.

Request ID Select an ID to undo retro processing for a single ID.

On-Cycle or Off Cycle Run

Use this group box to undo processing for the retro pay requests of a pay run.

Pay Run ID If you use this field, all other fields on this page, except those in the Undo To group box, become unavailable for entry.

Off-Cycle Run

Use this group box to undo retro pay processing for an off-cycle pay run.

Undo To

Use this group box to indicate the new process flag value.

Important! If you unsheet a retro pay request that has been loaded into a paysheet, you cannot add the retro pay request back to a paysheet again, unless you select the Calculated option on this page.

Note. Review the results on the Retro Pay Requests Delete page.

Note. When you run the Change Retro Request Status process, paysheets are not affected in any way. If you want to completely remove the posted retro adjustment paysheets from the system, you must run the Payroll Unsheet SQR Report process (PAYUNSHT) and unsheet the complete pay run ID.

See Also

Appendix A, "Configuring Batch Processes," Payroll Processes, page 734

Loading Retro Pay Into Paysheets

This section provides an overview of the Retro Pay Paysheet Load COBOL SQL process (PSPRPPSH) and discusses how to run the Retro Pay Paysheet Load process.

Understanding the Retro Pay Paysheet Load COBOL SQL Process (PSPRPPSH)

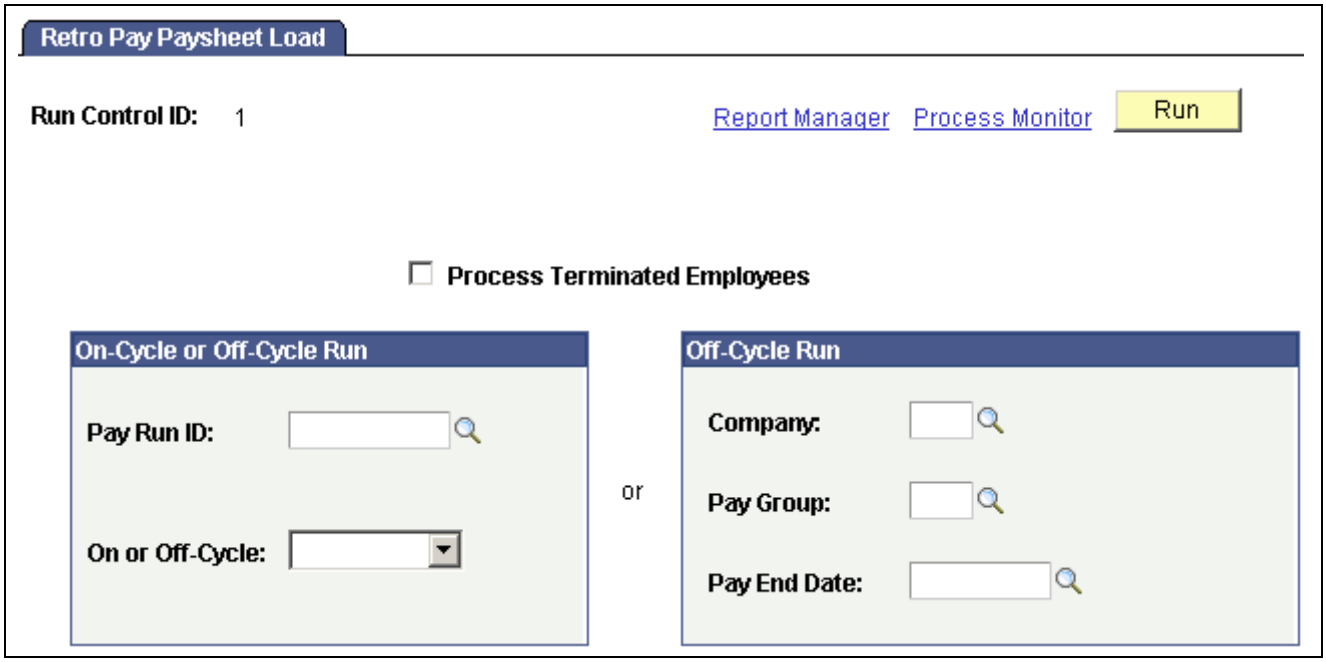
To load retro pay into paysheets, run the Retro Pay Paysheet Load process. You must load on-cycle retro pay into paysheets in conjunction with the regular payroll. So, for on-cycle retro pay, run this process after you run the Create Paysheet process for the regular payroll. For off-cycle retro pay, you can run this process any time.

Page Used to Load Retro Pay Into Paysheets

Page Name	Object Name	Navigation	Usage
Retro Pay Paysheet Load	RUNCTL_RTROPAYPSHT	Payroll for North America, Retroactive Payroll, Pay, Load Retro Pay to Paysheets, Retro Pay Paysheet Load	Run the Retro Pay Paysheet Load process.

Running the Retro Pay Paysheet Load COBOL SQL Process (PSPRPPSH)

Access the Retro Pay Paysheet Load page.



Retro Pay Paysheet Load page

Click Run to run this request. PeopleSoft Process Scheduler runs the Retro Pay Paysheet Load process at user-defined intervals.

Process Terminated Employees Select this check box to include terminated employees for whom retro pay has been calculated. By default, the system doesn't process paysheets for retro pay for terminated employees.

On-Cycle or Off-Cycle Run

Pay Run ID If you use this field, all fields in the Off-Cycle Run group box become unavailable for entry.

Off-Cycle Run

Company If you use this field, all fields in the On-Cycle or Off-Cycle Run group box become unavailable for entry.

Inquiring and Reporting on Retro Pay Processing

This section discusses how to:

- Generate the Retro Pay Request Summary report.
- Generate the Retro Pay Calculations report.

Pages Used to Inquire and Report on Retro Pay Processing

Page Name	Object Name	Navigation	Usage
Retro Pay Messages	RETROPAY_MESSAGES	Payroll for North America, Retroactive Payroll, Change Status/Review Info, Retro Pay Messages, Retro Pay Messages	Review retro pay messages. In the Pay Messages table, messages 8000 to 8011 relate to retro pay processing.
Retro Pay Request Summary	RETROPAY_RQST_SUMM	Payroll for North America, Retroactive Payroll, Change Status/Review Info, Retro Pay Request Summary, Retro Pay Request Summary	Review retro pay requests individually by employee. Before using this page, you must run a retro pay request.
Retro Pay Calc Summary	RETROPAY_SUMMARY	Payroll for North America, Retroactive Payroll, Change Status/Review Info, Retro Pay Calc Summary, Retro Pay Calc Summary	Review a summary of the retro pay requests of an individual employee by sequence number. Before using this page, you must run a retro pay request.
Retro Pay Request Summary Rpt	RUNCTL_RTRORQST	Payroll for North America, Retroactive Payroll, Reports, Retroactive Pay Reports, Retro Pay Request Summary, Retro Pay Request Summary Rpt	Run the PAY300RT report, which reports retroactive pay information from the Retro Pay Request table.
Retro Pay Calculations Report	RUNCTL_RTRODETAIL	Payroll for North America, Retroactive Payroll, Reports, Retroactive Pay Reports, Retro Pay Calculations, Retro Pay Calculations Report	Generate the PAY301RT report, which provides a detailed listing of the retroactive pay calculation, sorted by employee and by earnings type.
Retro Pay Calc Summary Rpt	RUNCTL_RTROSUMM	Payroll for North America, Retroactive Payroll, Reports, Retroactive Pay Reports, Retro Pay Calc Summary, Retro Pay Calc Summary Rpt	Run the PAY302RT report, which creates a summary of each request type, with a grand total of both request types.
Retro Pay Terminations Report	RUNCTL_RTROTERM	Payroll for North America, Retroactive Payroll, Reports, Retroactive Pay Reports, Retro Pay Terminations, Retro Pay Terminations Report	Generate the PAY303RT report, which lists all terminated employees for whom the system has calculated retro pay.

Generating the Retro Pay Request Summary Report

Access the Retro Pay Request Summary Rpt page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Job Request Select to view the retro pay requests that are generated by a job change.

Additional Pay Request	Select to view the retro pay requests that are generated by an additional pay change.
Mass Request	Select to view a retro pay request that is generated by mass retro.
All Requests	Select to view all retro pay requests.

Generating the Retro Pay Calculations Report

Access the Retro Pay Calculations Report page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Mass Request	Select to view the retro calculation for mass retro requests.
Job Request	Select to view the retro calculations for job retro requests.
Additional Pay Request	Select to view the retro calculations for additional pay retro requests.

(E&G) Generating Lump-Sum Retroactive Payments for Contractual Employees

This section provides an overview of lump-sum retroactive payments and discusses how to:

- Set up lump-sum retroactive payments.
- Process additional pay for contractual employees.

Understanding Lump-Sum Retroactive Payments

At times, you might change an employee's contract retroactively. For example, suppose that you have an employee working under a nine-month contract that is paid over a 12-month period. During the contractual period, the employee's compensation rate is increased, and the increase is effective on the first day of the contract. In such instances, you must pay the employee retroactive earnings. With the Lump-Sum Retroactive Payment feature, you can pay the employee's retroactive earnings as a lump sum.

To use this feature, indicate that you want a lump-sum retroactive payment for contract pay by selecting the Lump Sum Retro Payment check box on the Compensation: Contract Change Proration Option page that appears after you enter a new contract amount in the employee's record. Then, the Contract Additional Pay SQR Report process (CNTPAY01) calculates all the lump-sum retroactive payment data. To deliver the payment in a separate check, select the Separate Check check box on the Contract Additional Pay - Run Parameters page.

The Contract Additional Pay process completes the following tasks:

- Determines what you already paid as:
  - Paid, but not earned (PNE).
  - Earned, but not paid (ENP).
  - Contract regular earnings (CRG).
- Determines what you should have paid as PNE, ENP, and CRG, had the increase (or decrease) been in effect.

- Generates lump-sum entries for each earnings code.
- Processes the lump-sum entries from an on or off-cycle payroll.
- Automatically adjusts the goal balances to reflect the increased amount.

  The goal balance of the contract additional pay represents the actual balance of the contract pay. For example, if an employee has 10,000 CAD of contract pay and 500 CAD of lump-sum retroactive pay, contract additional pay with sequence number of 1 represents the employee's normal contract pay, and additional pay with sequence numbers greater than 1 represents the employee's lump-sum retroactive payment. The final goal balance of the sequence 1 additional pay should be 10,000 CAD, and the goal balance of the lump-sump retroactive additional pay should be 500 CAD.

When producing a lump-sum retroactive payment for contract pay, the system:

- Processes the retroactive compensation.
- Provides a lump-sum payment of the retroactive amount to the employee.
- Tracks the effective date of the retroactive changes to the compensation amount of the contract.
- Maintains the integrity of the contract.

  This means that the contract begin and end dates, and the payment begin and end dates, do not change to accommodate the retroactive changes.
- Maintains the integrity of the assigned grade and step of the employee.
- Maintains the integrity of the true value of the contract.

The lump-sum retroactive payment for contract pay is optional. However, this capability enables you to deliver earnings to the employees in a manner that best fits your business practices and your employees' needs.

Note. If the compensation rate is changed in Correction mode (that is, no new effective-dated row is added), no lump-sum retroactive amount is calculated.

Pages Used to Generate Lump-Sum Retroactive Payments for Contractual Employees

Page Name	Object Name	Navigation	Usage
Compensation: Contract Change Proration Option	JOB_CNT_CHG_SEC	• Workforce Administration, Job Information, Job Data, Compensation Click the Contract Change Proration Option link on the Compensation page. • Workforce Administration, Job Information, Pay Rate Change, Compensation Click the Contract Change Proration Option link on the Compensation page.	Select contract proration options and enable the system to process a lump-sum payment of retroactive earnings to the employee.
Create Contract Additional Pay	RUNCTL_PAYINIT3	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Create Contract Additional Pay, Create Contract Additional Pay • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Create Contract Additional Pay, Create Contract Additional Pay	Process additional pay for contractual employees. This page executes the CNTPAY01 SQR. The Contract Additional Pay process produces an exception report. The exception report lists corrections that might be required to process contract additional pay.

Setting Up Lump-Sum Retroactive Payments

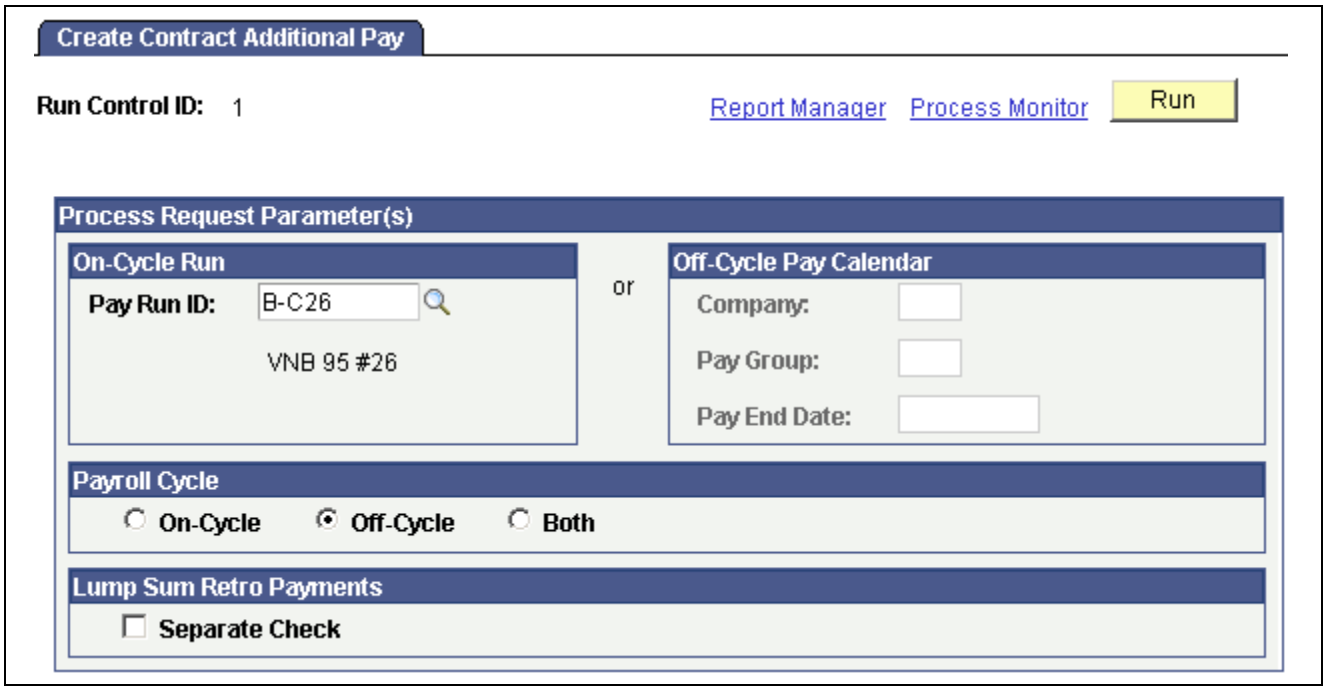
Access the Compensation: Contract Change Proration Option page.

Before running the process to calculate and report on lump-sum retroactive payments for contractual employees, set up the system at the employee level.

Select the Lump Sum Retro Payment check box on the Compensation: Contract Change Proration Option page.

Processing Additional Pay for Contractual Employees

Access the Create Contract Additional Pay page.



Create Contract Additional Pay page

Click Run to run this request. PeopleSoft Process Scheduler runs the Contract Additional Pay process at user-defined intervals.

Note. You can use the On-Cycle Run group box or the Off-Cycle Pay Calendar group box, but not both.

On-Cycle Run

Pay Run ID Select a pay run ID that identifies the pay calendars to process. Each pay calendar identifies a company, pay group, and the start and end dates of the pay period. The system uses this information to select employees that have been active during the pay period.

Payroll Cycle

On-Cycle If you select this option, the system uses the pay run ID that you entered to extract the company, pay group, and pay end date from the pay calendar.

Off-Cycle If you did not enter a pay run ID, and you select this option, the system accepts the company, pay group, and pay end date that you enter on the page.

Both The system uses the pay run ID to extract the company, pay group, and pay end date from the pay calendar. If you did not enter a pay run ID, the system accepts the company, pay group, and pay end date that you enter on this page.

Lump Sum Retro Payments

Separate Check Select this option to distribute all lump-sum retroactive payments in the pay cycle as separate checks.

Important! Run this process before you run the Create Paysheet process. This process creates additional pay records that are referenced during a payroll run.

(USF) Managing Interest Calculations on Retro Pay

This section provides an overview of interest on retro pay and discusses how to:

- Enter the current interest rate.
- Review interest calculations and interest rates.

Understanding Interest on Retro Pay

Agencies are required to pay interest on retroactive payments that are over 30 calendar days late. Payments are based on Office of Personnel Management (OPM) interest rates. Following are additional setup and processing details for managing interest calculations.

Additional Setup Steps

Follow these steps in addition to the general retro pay setup and processing steps that are documented earlier in this chapter:

- On the Earnings table, define retro earnings interest codes.

  Retro interest earnings codes have unique payment requirements. The interest that is paid to employees is classified as income with no federal, Old Age, Survivors and Disability Insurance (OASDI), or Medicare withholdings.

- Assign the retro pay interest earning code at the pay group level.

  Enter the interest earning code in the Interest field on the Pay Group Table - Calc Parameters (Pay Group table - Calculation Parameters) page.

- Enter the current interest rate, as stipulated by the OPM, on the Gvt Retro Int (government retroactive interest) page.
- When you define the retro pay mass request on the Retroactive Pay Mass Request - Retro Pay Mass Request page, select the Eligible for Interest check box.
- For retro pay requests that are not generated by the Retroactive Pay Mass Process, select the Int check box on the View/Delete Retro Pay Request page.

Interest Processing

During the Retroactive Pay Load Paysheets process, the interest is calculated on the sum of the retro payment and inserted into the paysheet using the interest earnings code that you defined for the employee's pay group.

Pages Used to Manage Interest Calculations on Retro Pay

Page Name	Object Name	Navigation	Usage
Retro Pay Interest	GVT_RETRO_INT	Set Up HRMS, Product Related, Payroll for North America, Retroactive Payroll, Retro Pay Interest USF, Retro Pay Interest	Define the retroactive interest rate as mandated by the OPM.
Retro Pay Interest Limit Rpt	RUNCTL_PAY306RT	Payroll for North America, Retroactive Payroll, Change Status/Review Info, Retro Pay Interest Limit Rpt, Retro Pay Interest Limit Rpt	Run the Retro Pay Interest report (PAY306RT), which lists the name, national ID, and interest earnings for employees who have interest earnings over the limit amount in the reporting year.

Entering the Current Interest Rate

Access the Retro Pay Interest page.

Interest Rate Enter the interest rate that is specified by the OPM.

Reviewing Interest Calculations and Interest Rates

Access the Retro Pay Interest Limit Rpt page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Reporting Year The year in which the interest earnings are reported.

Limit Amount The limit amount for the year in which you are reporting.

CHAPTER 28

Reviewing, Adjusting, and Deleting Employee Balances

This chapter provides an overview of employee balance adjustments and discusses how to:

- Review and adjust arrears balances.
- Review and adjust year-to-date (YTD) check balances.
- Review and adjust deduction balances.
- Review and adjust earnings balances.
- Review and adjust garnishment balances.
- Review and adjust special accumulator balances.
- (USA) Review and adjust U.S. tax balances.
- (E&G) Review and adjust 1042 tax balances.
- (CAN) Review and adjust Canadian tax balances.
- Review and adjust other balances.
- Generate the Balance Adjustment Report.
- Delete employee balances.

See Also

Appendix B, "Converting Employee Balances," page 773

Understanding Employee Balance Adjustments

This section lists common elements and discusses:

- Balance adjustments.
- Balance Adjustment component.
- Adjustment processing.
- New balance records.
- Related balances.
- How to view employee balances.

Common Elements Used in this Chapter

Adjustment Reason Text that you enter here becomes part of the adjustment record and your audit trail.

Balance ID Identify the type of balance being adjusted, such as calendar year, fiscal year, and so forth.

Period Identify the period within the balance ID that is to be adjusted. For example, if the calendar year and the fiscal year span different time periods, September would be period nine for the calendar year and could be period one for the fiscal year.

Quarter The system displays the quarter that corresponds to the balance ID and period that you entered.

Suspend Adjustment Select to return to the first page in the component to reenter one or more of the keys.

Balance Adjustments

Sometimes it is necessary to adjust employee balances, for example if an employee were taxed in the wrong state or province. To correct the error, you use the Balance Adjustment component to adjust the employee's balance records.

The balance records in the system are cumulative totals of the various deductions, earnings, and taxes for individual employees' paychecks. If an employee works for more than one company, the system maintains separate balance records for each. The system creates a new balance record for each month, updates all balances when you run the Pay Confirmation COBOL SQL process (PSPCNFRM), and maintains monthly, quarterly, and YTD totals.

See Also

Chapter 5, "Setting Up the Payroll Process," Handling Employees with Multiple Jobs in the Same Organization, page 113

Balance Adjustment Component

Use the Balance Adjustment component to adjust employee balances. Pages are provided for both U.S. and Canadian payroll adjustments.

For each type of balance to be adjusted, there are two pages:

- Adjust Balance 1 page.

  On this page you identify the balance that you want to adjust.

  Note. After you enter data on page 1, click Save. The system brings up page 2 for entering the adjustment. If you click the page 2 tab before saving page 1, all you will get is the data entered on the first page and blank space where the adjustment fields should be.

- Adjust Balance 2 page.

  On this page you enter the adjustment.

When you save the data, the system updates the appropriate employee balance record. You can then make another adjustment to another balance for the employee. You can make multiple adjustments to an employee's balances quickly, without having to retype a lot of information.

Note. (CAN) When there is a separate Canadian version of a page, the fields on that page have the same functionality as those on the U.S. version. However, in addition to company and balance ID, you can view information according to wage loss plan and province.

Adjustment Processing

Suppose it's November, and you need to adjust an employee's deduction balance for the previous March. When you make the adjustment, the system updates the March balance and then rolls the adjusted amount forward, updating all monthly, quarterly, and YTD balance records through November.

If you want to adjust a balance for a particular quarter, you can make the adjustment to any monthly balance in that quarter, and the system rolls the adjusted amount forward to the balance record for that quarter.

For each adjustment, the system creates an audit record that identifies the balance that was updated, the before and after values, and the amount of the adjustment, providing a complete snapshot of the adjustment, including the date and time it was made. You can view the audit trail for this adjustment online, using the balance inquiry pages located under Payroll for North America, Periodic Payroll Events, Balance Reviews.

For multiple adjustments to a balance record, the system stores the adjustments by sequence number. For example, if you adjust a January deduction balance in July and then adjust the April balance of the same deduction in September, the sequence information provided by the system enables you to retrace your steps to get a precise accounting of how the system arrived at the current balance.

Warning! You cannot cross years when adjusting employee balances. To adjust a balance from a previous year, do a check reversal and then make the adjustment in the current year. Also, when you make an adjustment to a previous year's balance, be sure to consider the year-end requirements, for example, whether you need to issue a revised year-end slip.

New Balance Records

You can create new balance records using the balance adjustment pages. For example, an employee has moved from Ohio to Indiana, and wages that were earned in the last pay period should have been in the Indiana tax balance. Using the Adjust Tax Balance pages, you can make an adjustment to reduce the Ohio wages and create a new Indiana tax balance, even though the employee doesn't have a state tax record for Indiana.

Note. Garnishment and Canadian Record of Employment (ROE) balance records cannot be created through the balance adjustment pages. For garnishments, you must first establish a Garnishment Specification Data record for the employee. For Canadian ROE, the balance adjustment process allows only for the reallocation of ROE earnings and hours information from one existing Employment Insurance period to another.

Related Balances

Some employee balance records are related to others. For example, an employee's garnishment balance is a subset of the employee's overall deduction balance. However, the system treats each category of balance records independently. When you make an adjustment to an employee's garnishment balances, the system does not automatically make a corresponding adjustment to the employee's deduction balances.

Similarly, if you adjust earnings, deduction, or tax balances, which are components of the employee's check YTD balance, the system does not automatically adjust the corresponding check YTD balance.

To keep the related balances synchronized, you must do so manually. For example, if you update the taxes on the Adjust Tax Balance page, make a corresponding manual adjustment on the Adjust Check YTD Balance page (and vice versa).

See Also

Chapter 28, "Reviewing, Adjusting, and Deleting Employee Balances," Reviewing and Adjusting Other Balances, page 650

Chapter 20, "Confirming Pay," page 483

Chapter 11, "Administering Garnishments," page 257

How to View Employee Balances

Use the balance inquiry pages to view employee balances for deductions, garnishments, earnings, taxes, arrears, special accumulators, and YTD paycheck totals. You can also use these pages to view the adjustments that are made to employee balances.

Note. The system automatically updates information on the balance adjustment inquiry pages each time you confirm a payroll or make an online adjustment.

Although you can click the page tabs to move from a balance inquiry page to its associated balance adjustment page, there is no correlation between the scroll areas on those two pages. The scroll area on the balance inquiry page moves among monthly balances. The scroll bar on the balance adjustment page moves independently among adjustments.

For example, if you're viewing a particular monthly deduction balance on the Deduction Balances page, the Deduction Balance Adjustments tab takes you to the employee's deduction balance adjustments, but not necessarily the adjustments of that particular monthly deduction balance.

Reviewing and Adjusting Arrears Balances

This section provides an overview of arrears balances and discusses how to:

- Identify arrears balances.
- Change arrears balances.

Understanding Arrears Balances

Typically, the system creates an arrears balance when an employee's net pay in a pay period is insufficient to cover a deduction (provided, that is, that you defined a deduction code in the Deduction table to allow arrears). You can also create a deduction arrears balance as a payback balance for recapture in the next pay period, such as for a draw.

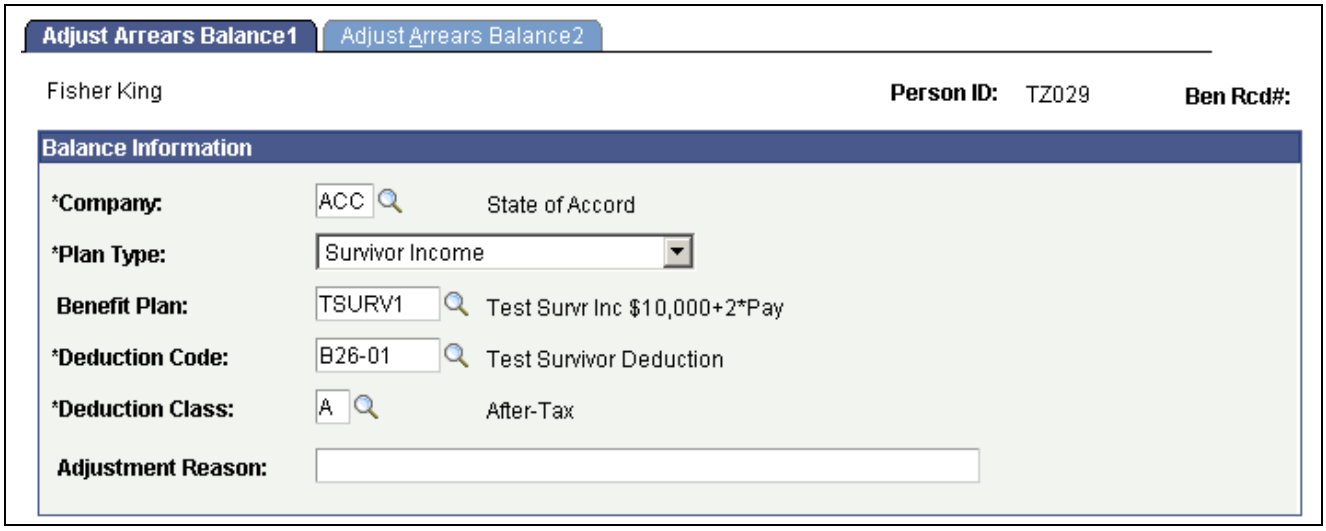
Pages Used to Review and Adjust Arrears Balances

Page Name	Object Name	Navigation	Usage
Arrears Balances	BALANCES_ARREARS	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Arrears, Arrears Balances • Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Arrears, Arrears Balances • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Arrears, Arrears Balances	Review an employee's arrears balances.
Arrears Balance Adjustments	BALANCES_ARR	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Arrears, Arrears Balance Adjustments • Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Arrears, Arrears Balance Adjustments • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Arrears, Arrears Balance Adjustments	Review the arrears balance from before and after the adjustment.
Adjust Arrears Balance1	ADJ_ARR_BAL1	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Arrears, Adjust Arrears Balance1 • Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Arrears, Adjust Arrears Balance1 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Arrears, Adjust Arrears Balance1	Identify the deduction arrears for which you're adjusting balances.

Page Name	Object Name	Navigation	Usage
Adjust Arrears Balance2	ADJ_ARR_BAL2	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Arrears, Adjust Arrears Balance2 • Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Arrears, Adjust Arrears Balance2 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Arrears, Adjust Arrears Balance2	Change the employee's arrears balances.

Identifying Arrears Balances

Access the Adjust Arrears Balance1 page.



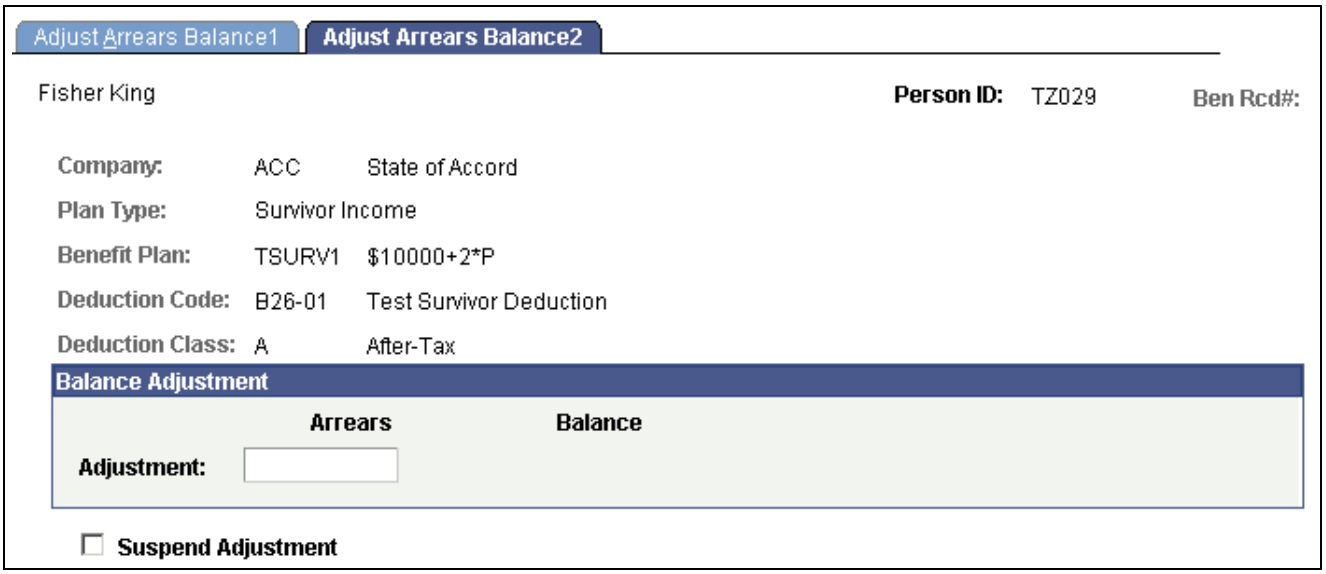
Adjust Arrears Balance1 page

Identify the arrears balance that you want to adjust and enter an adjustment reason.

Note. Save this page to move to the next page. Selecting the Adjust Arrears Balance2 tab also takes you to the next page, but the fields are display only.

Changing Arrears Balances

Access the Adjust Arrears Balance2 page.



Adjust Arrears Balance2 page

Arrears Enter the adjustment amount in this field. The system adds the amount that you enter to the balance.

Reviewing and Adjusting YTD Check Balances

This section discusses how to change YTD check balances.

The system stores paycheck balances YTD. They include certain earnings, taxes, deductions, and net pay information.

Pages Used to Review and Adjust YTD Check Balances

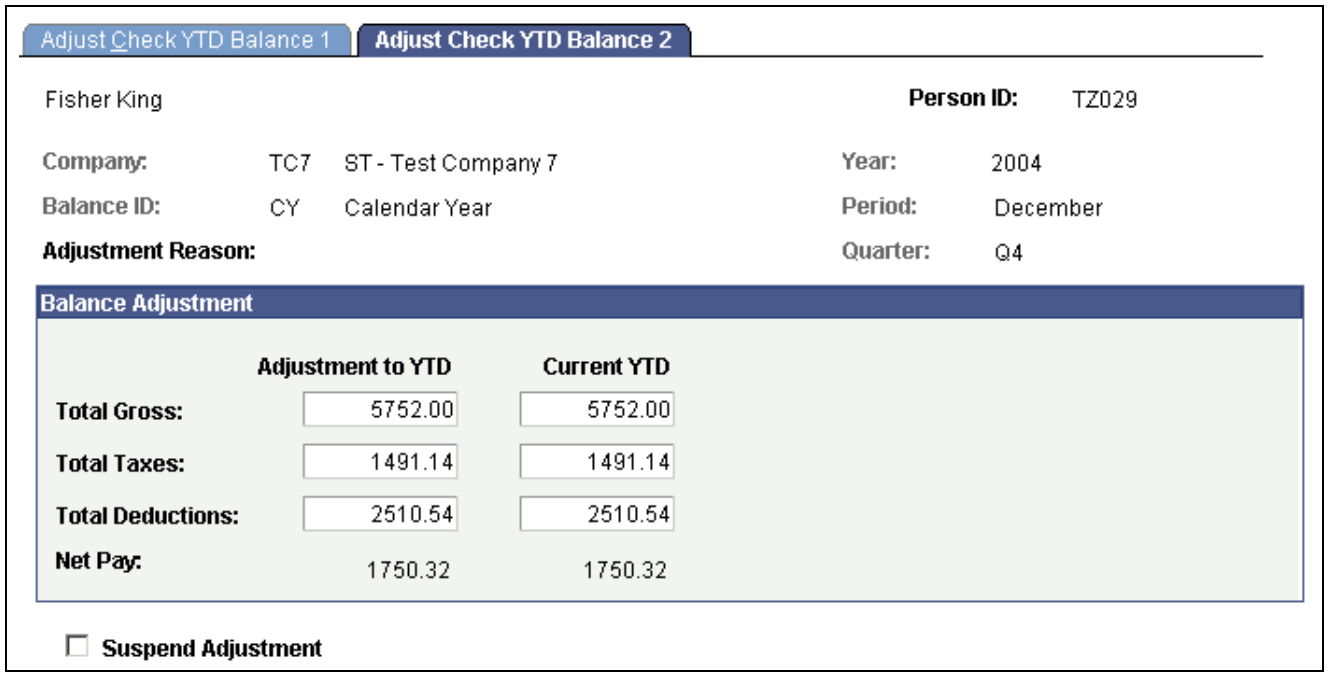
Page Name	Object Name	Navigation	Usage
Check Balances Year-to-Date	BALANCES_CHK1	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Check Year-to-Date, Check Balances Year-to-Date • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Check Year-to-Date, Check Balances Year-to-Date	Review an employee's YTD paycheck balances.
Cheque Balances Year-to-Date	BALANCES_CN_CHK1	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Cheque Year-to-Date, Cheque Balances Year-to-Date	Review an employee's paycheque balances.

Page Name	Object Name	Navigation	Usage
Check Balance Adjustments	BALANCES_CHK2	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Check Year-to-Date, Check Balance Adjustments • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Check Year-to-Date, Check Balance Adjustments	Review online YTD adjustments to an employee's check balances.
Cheque Balance Adjustments	BALANCES_CN_CHK2	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Cheque Year-to-Date, Cheque Balance Adjustments	Review online YTD adjustments to an employee's cheque balances.
Adjust Check YTD Balance 1	ADJ_CHK_BAL1	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Check Year-to-Date, Adjust Check YTD Balance 1 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Check Year-to-Date, Adjust Check YTD Balance 1	Identify the company, balance ID, year, and period for which you're adjusting an employee's YTD check balances.
Adjust Cheque YTD Balance 1	ADJ_CN_CHK_BAL1	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Cheque Year-to-Date, Adjust Cheque YTD Balance 1	Identify the YTD cheque balances that you want to adjust.
Adjust Check YTD Balance 2	ADJ_CHK_BAL2	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Check Year-to-Date, Adjust Check YTD Balance 2 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Check Year-to-Date, Adjust Check YTD Balance 2	Change the employee's YTD check balances.

Page Name	Object Name	Navigation	Usage
Adjust Cheque YTD Balance 2	ADJ_CN_CHK_BAL2	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Cheque Year-to-Date, Adjust Cheque YTD Balance 2	Change the YTD cheque balances.

Changing YTD Check Balances

Access the Adjust Check YTD Balance 2 page.



Adjust Check YTD Balance 2 page

Adjustment to YTD (adjustment to year-to-date) If you enter a value here, the system calculates the new current YTD.

Current YTD (current year-to-date) If you enter a new current YTD balance, the system calculates the adjustment to YTD.

Note. To access this page you must first enter identifying criteria on the Adjust Check YTD Balance 1 page and save it.

Reviewing and Adjusting Deduction Balances

This section discusses how to change deduction balances.

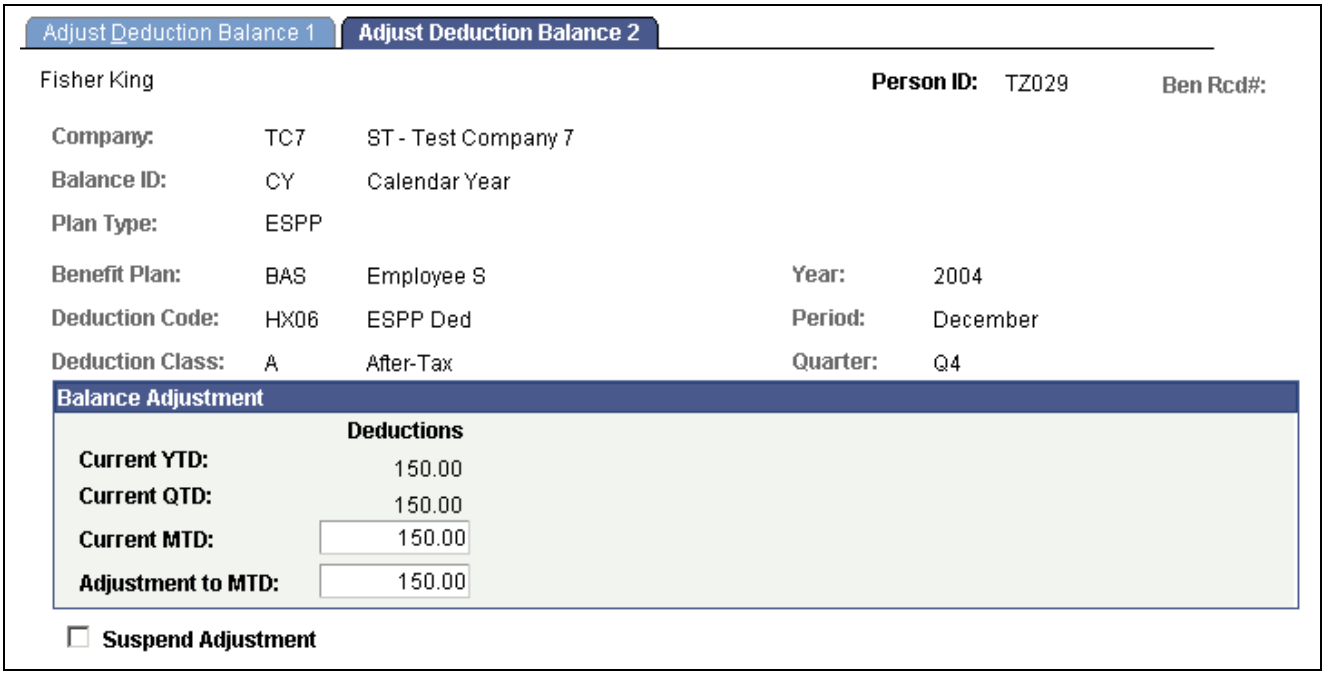
Pages Used to Review and Adjust Deduction Balances

Page Name	Object Name	Navigation	Usage
Deduction Balances	BALANCES_DED1	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Deductions, Deduction Balances • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Deductions, Deduction Balances	Review an employee's deduction balances.
Deduction Balances	BALANCES_CN_DED1	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Deductions, Deduction Balances	Review an employee's deduction balances.
Deduction Balance Adjustments	BALANCES_DED2	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Deductions, Deduction Balance Adjustments • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Deductions, Deduction Balance Adjustments	Review online adjustments to an employee's deduction balances.
Deduction Balance Adjustments	BALANCES_CN_DED2	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Deductions, Deduction Balance Adjustments	Review online adjustments to an employee's deduction balances.
Adjust Deduction Balance 1	ADJ_DED_BAL1	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Deductions, Adjust Deduction Balance 1 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Deductions, Adjust Deduction Balance 1	Identify the deduction for which you're adjusting balances.
Adjust Deduction Balance 1	ADJ_CN_DED_BAL1	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Deductions, Adjust Deduction Balance 1	Identify which deduction balances you want to adjust.

Page Name	Object Name	Navigation	Usage
Adjust Deduction Balance 2	ADJ_DED_BAL2	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Deductions, Adjust Deduction Balance 2 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Deductions, Adjust Deduction Balance 2	Change deduction balances.
Adjust Deduction Balance 2	ADJ_CN_DED_BAL2	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Deductions, Adjust Deduction Balance 2	Change deduction balances.

Changing Deduction Balances

Access the Adjust Deduction Balance 2 page.



Adjust Deduction Balance 2 page

Deductions If you enter a new current month-to-date (MTD) balance, the system calculates the adjustment to MTD; if you enter an adjustment to MTD, the system calculates the new current MTD.

Note. To access this page you must first enter identifying criteria on the Adjust Deduction Balance 1 page and save it.

Reviewing and Adjusting Earnings Balances

This section discusses how to change earnings balances.

Pages Used to Review and Adjust Earnings Balances

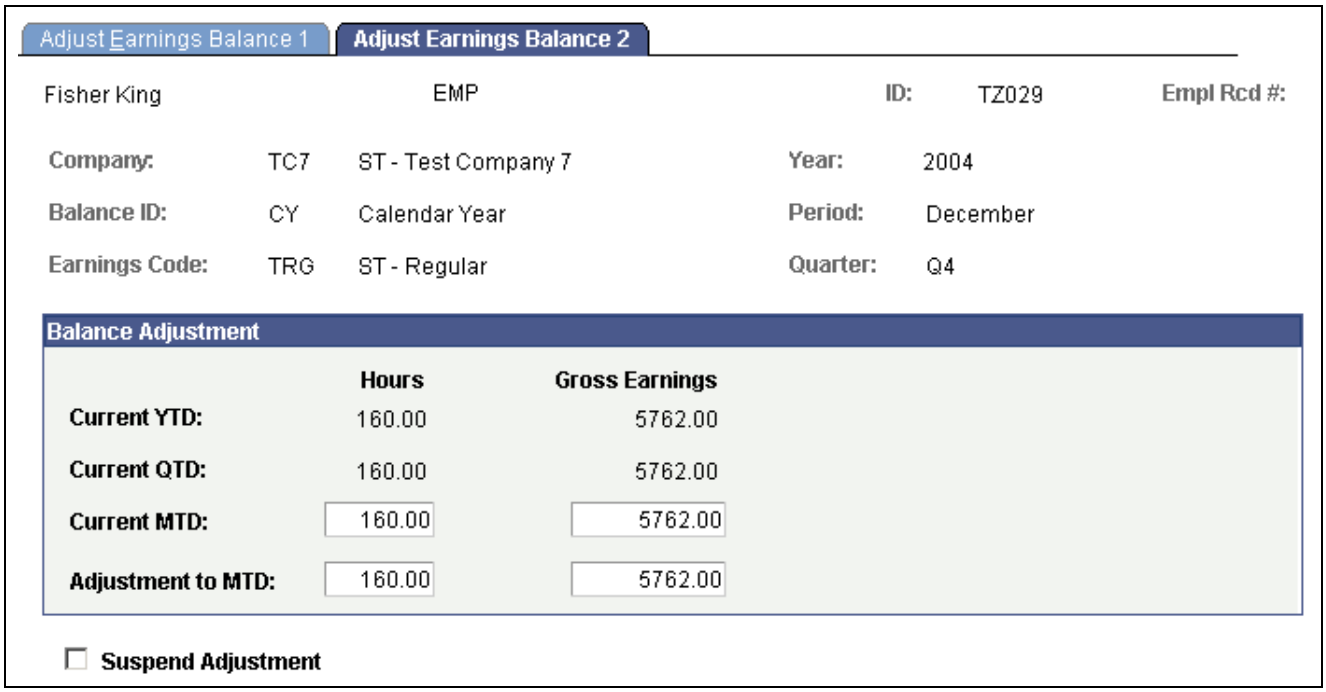
Page Name	Object Name	Navigation	Usage
Earnings Balances	BALANCES_ERN1	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Earnings, Earnings Balances • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Earnings, Earnings Balances	Review an employee's earnings balances and the associated hours balances for hourly and exception hourly employees. For salaried employees, it displays hour balances for earnings that accumulate hours, such as vacation.
Earnings Balances	BALANCES_CN_ERN1	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Earnings, Earnings Balances	Review an employee's earnings balances and the associated hours.
Earnings Balance Adjustments	BALANCES_ERN2	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Earnings, Earnings Balance Adjustments • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Earnings, Earnings Balance Adjustments	Review online adjustments to earnings balances.
Earnings Balance Adjustments	BALANCES_CN_ERN2	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Earnings, Earnings Balance Adjustments	Review online adjustments to earnings balances.
Adjust Earnings Balance 1	ADJ_ERN_BAL1	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Earnings, Adjust Earnings Balance 1 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Earnings, Adjust Earnings Balance 1	Identify the earnings balances you're adjusting.

Page Name	Object Name	Navigation	Usage
Adjust Earnings Balance 1	ADJ_CN_ERN_BAL1	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Earnings, Adjust Earnings Balance 1	Identify the earnings for which you're adjusting balances.
Adjust Earnings Balance 2	ADJ_ERN_BAL2	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Earnings, Adjust Earnings Balance 2 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Earnings, Adjust Earnings Balance 2	Change earnings balances.
Adjust Earnings Balance 2	ADJ_CN_ERN_BAL2	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Earnings, Adjust Earnings Balance 2	Change earnings balances.
Employee Earnings Record Rpt	PRCSRUNCNTRL	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Employee Earnings Record Rpt, Employee Earnings Record Rpt • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Employee Earnings Record Rpt, Employee Earnings Record Rpt	Prints the PAY014 report, which is an earnings summary record for each employee selected as of the date specified.
Employee Earnings Record Rpt	PRCSRUNCNTL	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Employee Earnings Record Rpt, Employee Earnings Record Rpt	Prints the PAY014CN report, which is an earnings summary record for each employee selected as of the date specified.
Employee Earnings Snapshot Rpt	RUNCTL_PAY013	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Employee Earnings Snapshot Rpt, Employee Earnings Snapshot Rpt • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Employee Earnings Snapshot Rpt, Employee Earnings Snapshot Rpt	Prints the PAY013 report, which reports detailed earnings information for employees as of the date that you specify.

Page Name	Object Name	Navigation	Usage
Employee Earnings Snapshot Rpt	RUNCTL_PAY013CN	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Employee Earnings Snapshot Rpt, Employee Earnings Snapshot Rpt	Prints the PAY013CN report, which reports detailed earnings information for employees.

Changing Earnings Balances

Access the Adjust Earnings Balances 2 page.



Adjust Earnings Balance 2 page

Hours and Gross Earnings If you enter a new current MTD balance, the system calculates the adjustment to MTD; if you enter an adjustment to MTD, the system calculates the new current MTD.

Note. To access this page you must first enter identifying criteria on the Adjust Earnings Balance 1 page and save it.

Reviewing and Adjusting Garnishment Balances

This section discusses how to:

- Review garnishment balances.
- Change garnishment balances.

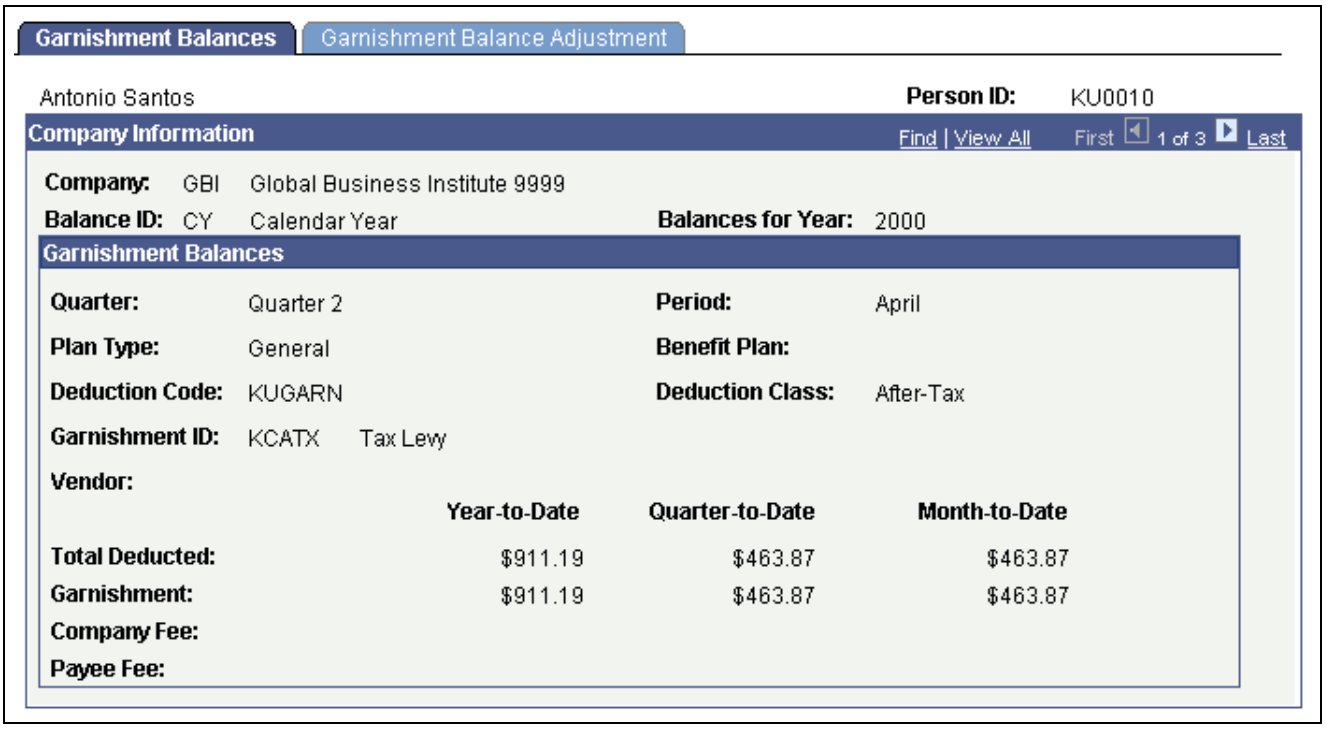
Pages Used to Review and Adjust Garnishment Balances

Page Name	Object Name	Navigation	Usage
Garnishment Balances	BALANCES_GRN1	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Garnishments, Garnishment Balances • Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Garnishments, Garnishment Balances • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Garnishments, Garnishment Balances	Review the garnishments that you have taken if you are garnishing an employee's wages.
Garnishment Balance Adjustment	BALANCES_GRN2	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Garnishments, Garnishment Balance Adjustment • Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Garnishments, Garnishment Balance Adjustment • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Garnishments, Garnishment Balance Adjustment	Review online adjustments to garnishment balances.

Page Name	Object Name	Navigation	Usage
Adjust Garnishment Balance 1	ADJ_GRN_BAL1	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Garnishments, Adjust Garnishment Balance 1 • Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Garnishments, Adjust Garnishment Balance 1 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Garnishments, Adjust Garnishment Balance 1	Specify which garnishment balances you're adjusting.
Adjust Garnishment Balance 2	ADJ_GRN_BAL2	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Garnishments, Adjust Garnishment Balance 2 • Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Garnishments, Adjust Garnishment Balance 2 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Garnishments, Adjust Garnishment Balance 2	Change garnishment balances.

Reviewing Garnishment Balances

Access the Garnishment Balances page.

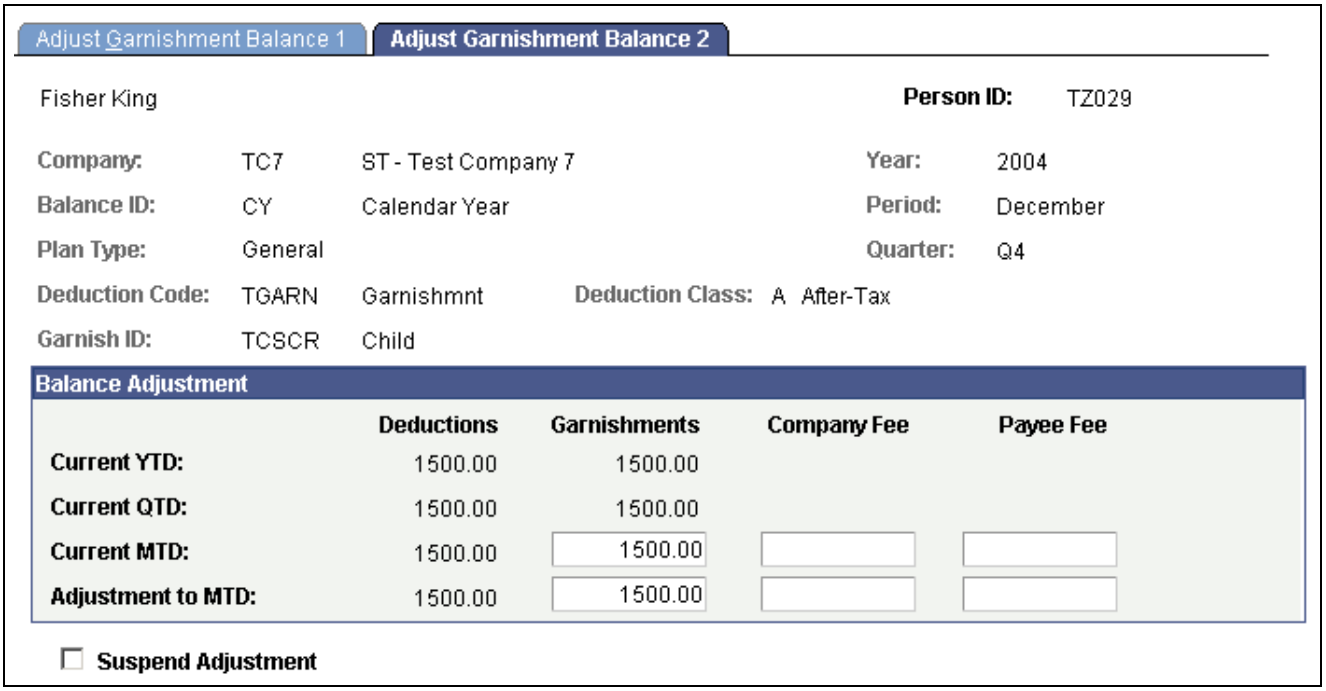


Garnishment Balances page

Garnishment Calculations for limit processing use this field. Enter this value in the Limit Balance field on the Garnishment Spec Data 3 page if you have adjusted the garnishment balances calculated by the system.

Changing Garnishment Balances

Access the Adjust Garnishment Balance 2 page.



Adjust Garnishment Balance 2 page

Deductions, Garnishments, Company Fee, and **Payee Fee** | If you enter a new current MTD balance, the system calculates the adjustment to MTD; if you enter an adjustment to MTD, the system calculates the new current MTD.

Note. To access this page you must first enter identifying criteria on the Adjust Garnishment Balance 1 page and save it.

Reviewing and Adjusting Special Accumulator Balances

This section discusses how to change special accumulator balances.

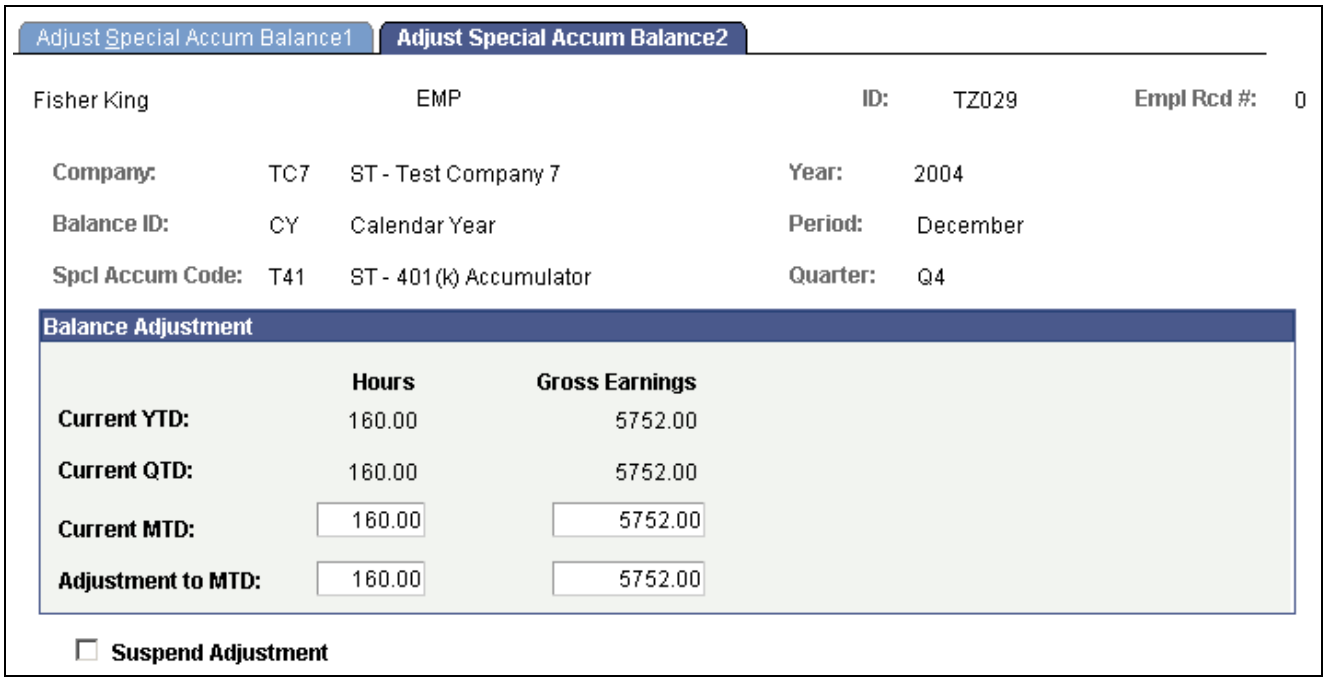
Pages Used to Review and Adjust Special Accumulator Balances

Page Name	Object Name	Navigation	Usage
Special Accumulator Balances	BALANCES_SPC1	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Special Accumulator, Special Accumulator Balances • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Special Accumulators, Special Accumulator Balances	Review an employee's hours and earnings balances for special accumulators, such as 401(k) and Thrift Savings Plan (TSP).
Spcl Accum Balance Adjustment (special accumulator balance adjustment)	BALANCES_SPC2	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Special Accumulator, Spcl Accum Balance Adjustment • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Special Accumulators, Spcl Accum Balance Adjustment	Review online adjustments to special accumulators.
Special Accumulator Balances	BALANCES_CN_SPC1	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Special Accumulators, Special Accumulator Balances	Review an employee's hours and earnings balances for special accumulators, such as 401(k) and TSP.
Spcl Accum Balance Adjustment (special accumulator balance adjustment)	BALANCES_CN_SPC2	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Special Accumulators, Spcl Accum Balance Adjustment	Review online adjustments to special accumulators.

Page Name	Object Name	Navigation	Usage
Adjust Special Accum Balance1 (adjust special accumulator balance1)	ADJ_SPC_BAL1	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Special Accumulators, Adjust Special Accum Balance1 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Special Accumulators, Adjust Special Accum Balance1	Identify the special accumulator for which you're adjusting balances.
Adjust Special Accum Balance2 (adjust special accumulator balance2)	ADJ_SPC_BAL2	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Special Accumulators, Adjust Special Accum Balance2 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Special Accumulators, Adjust Special Accum Balance2	Change special accumulator balances.
Adjust Special Accum Balance1 (adjust special accumulator balance1)	ADJ_CN_SPC_BAL1	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Special Accumulator, Adjust Special Accum Balance1	Identify the special accumulator for which you're adjusting balances.
Adjust Special Accum Balance2 (adjust special accumulator balance2)	ADJ_CN_SPC_BAL2	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Special Accumulator, Adjust Special Accum Balance2	Change special accumulator balances.

Changing Special Accumulator Balances

Access the Adjust Special Accum Balance2 page.



Adjust Special Accum Balance2 page

Hours and **Gross Earnings** If you enter a new current MTD balance, the system calculates the adjustment to MTD; if you enter an adjustment to MTD, the system calculates the new current MTD.

Note. To access this page you must first enter identifying criteria on the Adjust Special Accum Balance1 page and save it.

(USA) Reviewing and Adjusting U.S. Tax Balances

This section discusses how to:

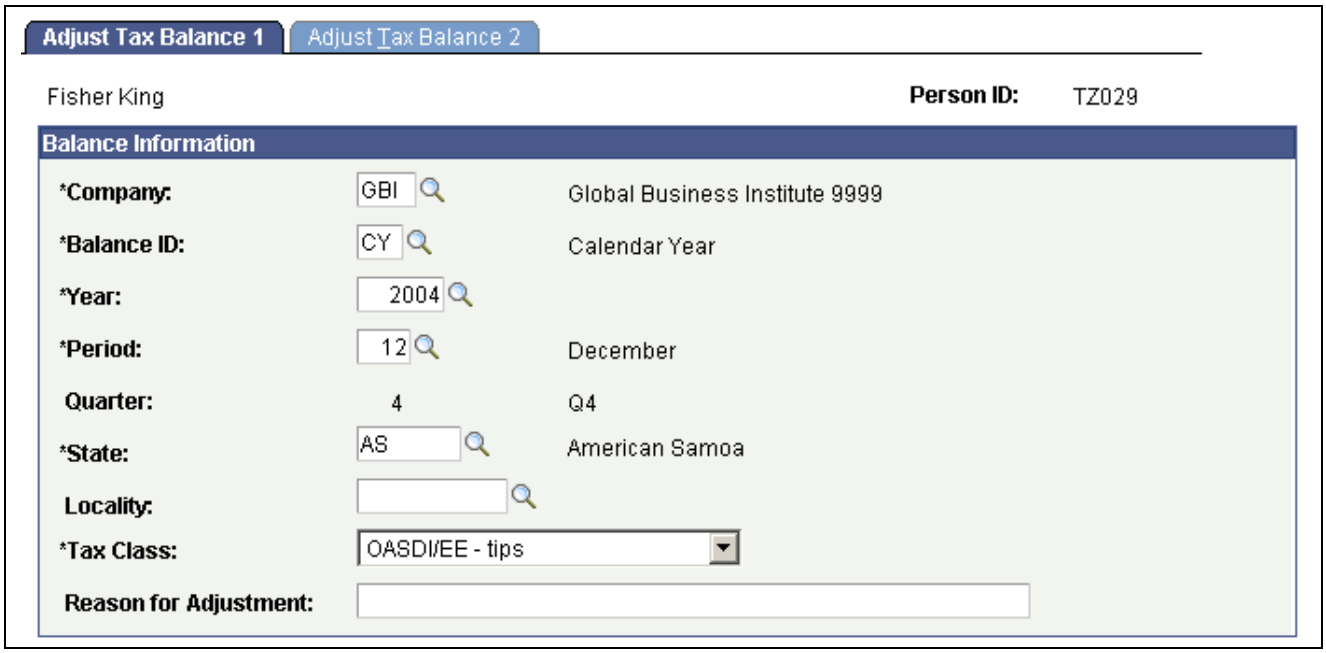
- Identify tax balances.
- Change tax balances.

Pages Used to Review and Adjust U.S. Tax Balances

Page Name	Object Name	Navigation	Usage
Tax Balances	BALANCES_TAX1	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Taxes, Tax Balances • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Taxes, Tax Balances	Review an employee's federal, state, and local tax balances.
Tax Balance Adjustments	BALANCES_TAX2	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Taxes, Tax Balance Adjustments • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Taxes, Tax Balance Adjustments	Review online adjustments to an employee's tax balances.
Adjust Tax Balance 1	ADJ_TAX_BAL1	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Taxes, Adjust Tax Balance 1 • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Taxes, Adjust Tax Balance 1	Identify the tax for which you're adjusting balances.
Adjust Tax Balance 2	ADJ_TAX_BAL2	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Taxes, Adjust Tax Balance 2 • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Taxes, Adjust Tax Balance 2	Change tax balances.

Identifying Tax Balances

Access the Adjust Tax Balance 1 page.



Adjust Tax Balance 1 page

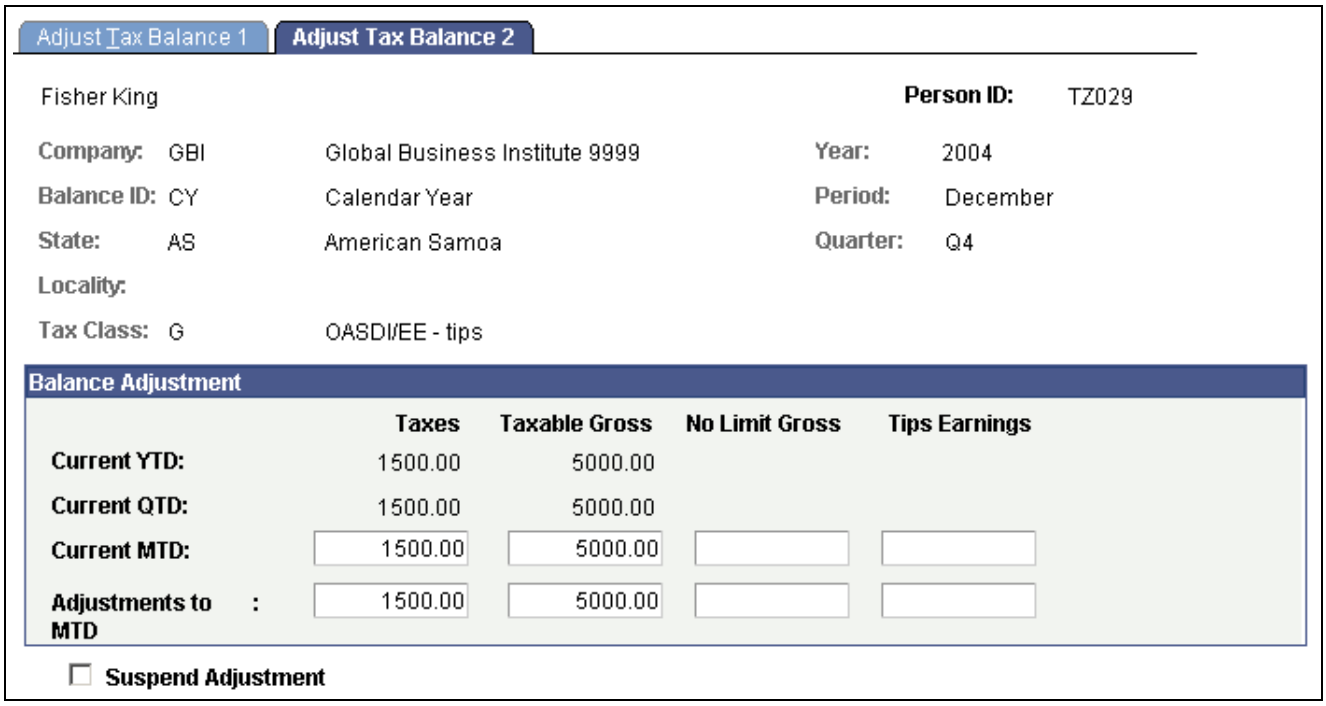
Identify the tax balances that you want to adjust and enter an adjustment reason.

State Enter *$U* if you're adjusting federal tax balances.

Enter *$E* if you're adjusting advanced Earned Income Credit balances.

Changing Tax Balances

Access the Adjust Tax Balance 2 page.



Adjust Tax Balance 2 page

Taxes, Taxable Gross, No Limit Gross, and **Tips Earnings** — If you enter a new current MTD balance, the system calculates the adjustment to MTD; if you enter an adjustment to MTD, the system calculates the new current MTD.

(E&G) Reviewing and Adjusting 1042 Tax Balances

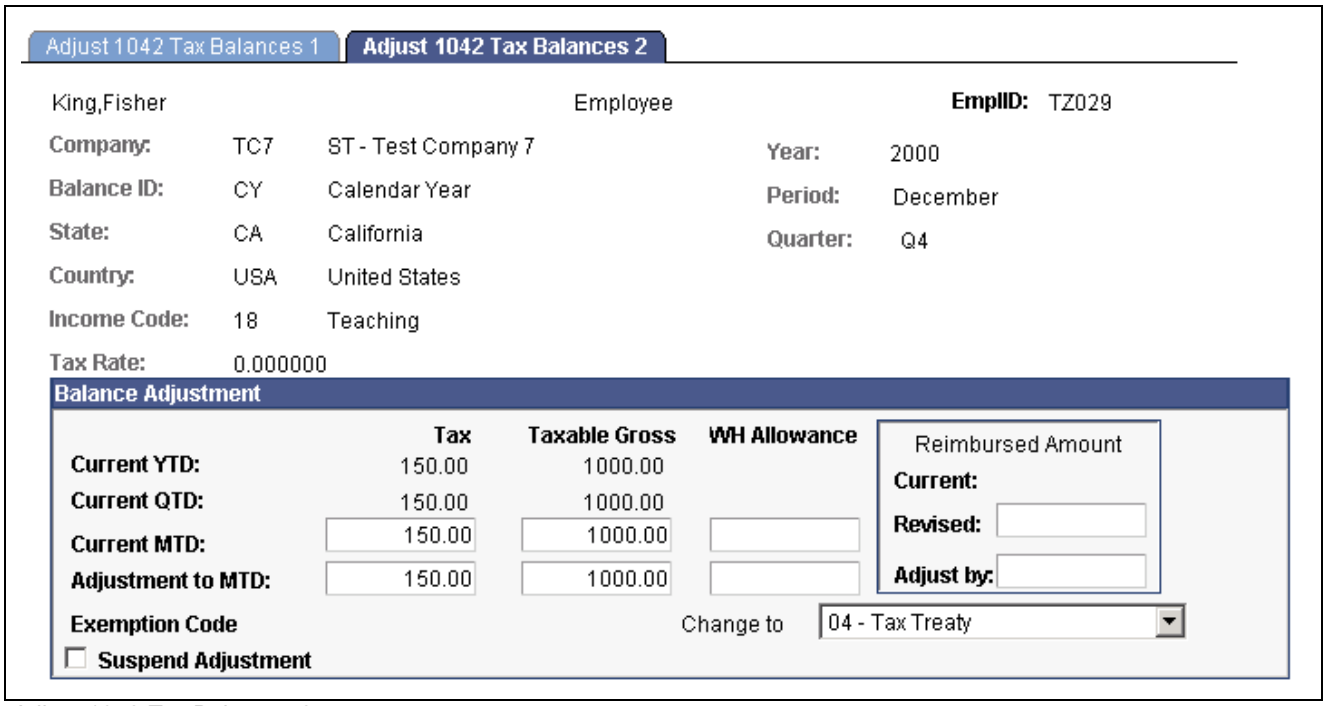
This section discusses how to change 1042 tax balances.

Pages Used to Adjust 1042 Tax Balances

Page Name	Object Name	Navigation	Usage
1042 Tax Balances	BALANCES_TAX3	Payroll for North America, Periodic Payroll Events USA, Balance Reviews, 1042 Taxes, 1042 Tax Balances	Review an employee's 1042 tax balances.
1042 Tax Balance Adjustments	BALANCES_TAX4	Payroll for North America, Periodic Payroll Events USA, Balance Reviews, 1042 Taxes, 1042 Tax Balance Adjustments	Review online adjustments to an employee's 1042 tax balances.
Adjust 1042 Tax Balance 1	ADJ_TAX_BAL3	Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, 1042 Taxes, Adjust 1042 Tax Balance 1	Identify the country, income code, tax rate, state, and reason for adjustment to an employee's 1042 tax balances.
Adjust 1042 Tax Balances 2	ADJ_TAX_BAL4	Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, 1042 Taxes, Adjust 1042 Tax Balance 2	Change 1042 tax balances.

Changing 1042 Tax Balances

Access the Adjust 1042 Tax Balances 2 page.



Adjust 1042 Tax Balances 2 page

Tax, Taxable Gross, WH Allowance, (withholding allowance) and **Exemption Code** You can make the adjustment either by entering a new current MTD balance or by entering the adjustment amount in adjustment to MTD. If you enter a new current MTD balance, the system calculates the adjustment to MTD; if you enter an adjustment to MTD, the system calculates the new current MTD.

Note. To access this page you must first enter identifying criteria on the Adjust 1042 Tax Balance 1 page and save it.

(CAN) Reviewing and Adjusting Canadian Tax Balances

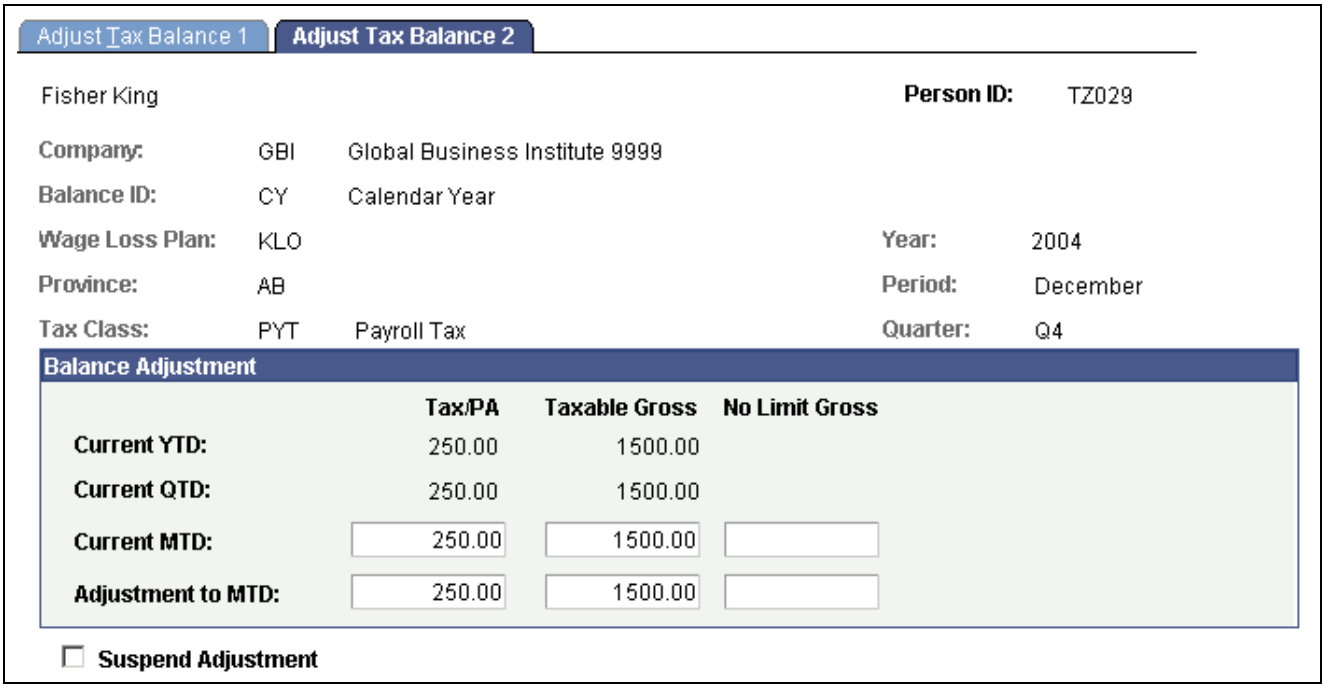
This section discusses how to change Canadian tax balances.

Pages Used to Review and Adjust Canadian Tax Balances

Page Name	Object Name	Navigation	Usage
Canadian Tax Balances	BALANCES_CN_TAX1	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Taxes, Canadian Tax Balances	Review an employee's tax balances.
Canadian Tax Balance Adjust (Canadian tax balance adjustment)	BALANCES_CN_TAX2	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Taxes, Canadian Tax Balance Adjust	Review online adjustments to an employee's Canadian tax balances.
Adjust Tax Balance 1	ADJ_CN_TAX_BAL1	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Taxes, Adjust Tax Balance 1	Identify the taxes for which you're adjusting balances.
Adjust Tax Balance 2	ADJ_CN_TAX_BAL2	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Taxes, Adjust Tax Balance 2	Change tax balances.

Changing Canadian Tax Balances

Access the Adjust Tax Balance 2 page.



Adjust Tax Balance 2 page

Tax/PA, Taxable Gross, and **No Limit Gross** If you enter a new current MTD, the system calculates the adjustment to MTD. If you enter an adjustment to MTD, the system calculates the new current MTD.

Note. To access this page you must first enter identifying criteria on the Adjust Tax Balance 1 page and save it.

Reviewing and Adjusting Other Balances

This section discusses how to:

- (E&G) Review and adjust contract prepay balances.
- (CAN) Review and adjust ROE balances.
- (USF) Review and adjust leave accrual balances.

(E&G) Reviewing and Adjusting Contract Prepay Balances

See Chapter 15, "(E&G) Administering Contract Pay," Adjusting Contract Employee Prepay Balances, page 346.

(CAN) Reviewing and Adjusting ROE Balances

See Chapter 30, "(CAN) Generating a Canadian Record of Employment," Reviewing and Updating ROEs Online, page 681.

(USF) Reviewing and Adjusting Leave Accrual Balances

See Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Managing Leave Accrual, page 313.

Generating a Balance Adjustment Report

This section discusses how to generate a Balance Adjustment Report.

Pages Used to Generate the Balance Adjustment Report

Page Name	Object Name	Navigation	Usage
Balance Adjustment Report	RUNCTL_PAY025	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Balance Adjustment Report, Balance Adjustment Report • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Balance Adjustment Rpt, Balance Adjustment Report	Generate the PAY025 report, which details the information recorded with each balance adjustment processed through the balance adjustment pages.
Balance Adjustment Report	RUNCTL_PAY025CN	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Balance Adjustment Report, Balance Adjustment Report	Generate the PAY025CN report, which details the information recorded with each balance adjustment processed through the balance adjustment pages.

Generating a Balance Adjustment Report

Access the Balance Adjustment Report page.

Click Run to run the report using PeopleSoft Process Scheduler.

Select Date Type Selecting Use Balance Date reports balance records for periods in the specified date range to which you've applied adjustments. Selecting Use Adjustment Date reports all balance records that you *adjusted* on dates in the specified date range.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Deleting Employee Balances

This section provides an overview of the Delete Balances COBOL SQL process (PSPDLBAL in the U.S. and PSPDLBLC in Canada) and discusses how to run the Delete Balances process.

Understanding the Delete Balances COBOL SQL Process (PSPDLBAL, PSPDLBLC)

The Delete Balances process is an effective way to purge obsolete historical data from the system and free disk space. This process deletes obsolete employee payroll balances for the year and period that you specify. Specifically, it deletes balances for earnings, deductions, taxes, and paychecks YTD.

When you run the Delete Balances process depends on when your company no longer has legal or corporate requirements that require it to maintain the information. For example, you might run the process annually after you print W-2s, produce quarterly reports, and so on.

Warning! Running the Delete Balances process deletes balances for earnings, deductions, taxes, and paychecks YTD for the year and period that you specify. Once deleted, this information is not recoverable. Use this process with care.

Page Used to Delete Balances

Page Name	Object Name	Navigation	Usage
Balance Deletion	RUNCTL_PAY_DEL_BAL	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Delete Balances, Balance Deletion • Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Delete Balances, Balance Deletion • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Delete Balances, Balance Deletion	Specify process parameters for the Delete Balances process. You can delete balances for a specific company and a specific balance year and period.

Running the Delete Balances COBOL SQL Process (PSPDLBAL, PSPDLBLC)

Access the Delete Balances page.

Click Run to run this request. PeopleSoft Process Scheduler runs the Delete Balances process at user-defined intervals.

Balance ID Maintain these values in the Balance ID table, and identify the various year types for which you maintain balances (for example, calendar year, or fiscal year). For each balance ID in the Balance ID table, you must also define the following:

- The balance years, or the years included in that balance year type.
- The applicable periods for each balance year in which you maintain balances.

Balance Year and **Period** For the balance year, the system deletes employee balance records up to but not including:

- The period that you specify in the Period field.
- The period in which the last activity was posted to the balance.

In February 2005, an organization deletes balances for the previous calendar year, specifying December 2004 as the period on the Balance Deletion page. The system:

- Deletes the balance records for the months of January through November 2004.
- Retains the balance records for December 2004.

If an employee had a deduction that met its goal balance in September, the September balance record would be retained, because it is the latest updated balance record for that deduction.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

CHAPTER 29

(CAN) Setting Up and Processing Business Payrolls Survey Reporting

This chapter provides an overview of Business Payrolls Survey (BPS) reporting and discusses how to:

- Set up BPS reporting tables.
- Define BPS reporting units.
- Specify earnings and deduction codes for BPS reporting.
- Generate the BPS electronic data report (EDR) file.

Understanding BPS Reporting

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

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

Setting Up BPS Reporting Tables

This section discusses how to:

- Enter business and contact information.
- Define BPS activity codes.

Pages Used to Set Up BPS Reporting

Page Name	Object Name	Navigation	Usage
BPS Business Information (Business Payrolls Survey business information)	BPS_CONTACT_CAN	Set Up HRMS, Product Related, Payroll for North America, Business Payrolls Survey CAN, Business Information	Enter the business and contact information for Record Type 1 of the survey's EDR file.
BPS Activity Table (Business Payrolls Survey activity table)	BPS_ACT_TBL	Set Up HRMS, Product Related, Payroll for North America, Business Payrolls Survey CAN, Activity Table	Create the business activities (defined by Statistics Canada) to set up the reporting units in the BPS Reporting Unit table.

Entering Business and Contact Information

Access the BPS Business Information page.

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

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

Defining BPS Activity Codes

Access the BPS Activity Table page.

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

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Jobs," Adding New Job Codes

Defining BPS Reporting Units

This section provides an overview of BPS reporting units and discusses how to:

- Specify the pay group and BPS activities.
- Specify BPS locations.

Understanding BPS Reporting Units

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

A reporting unit is defined by:

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

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

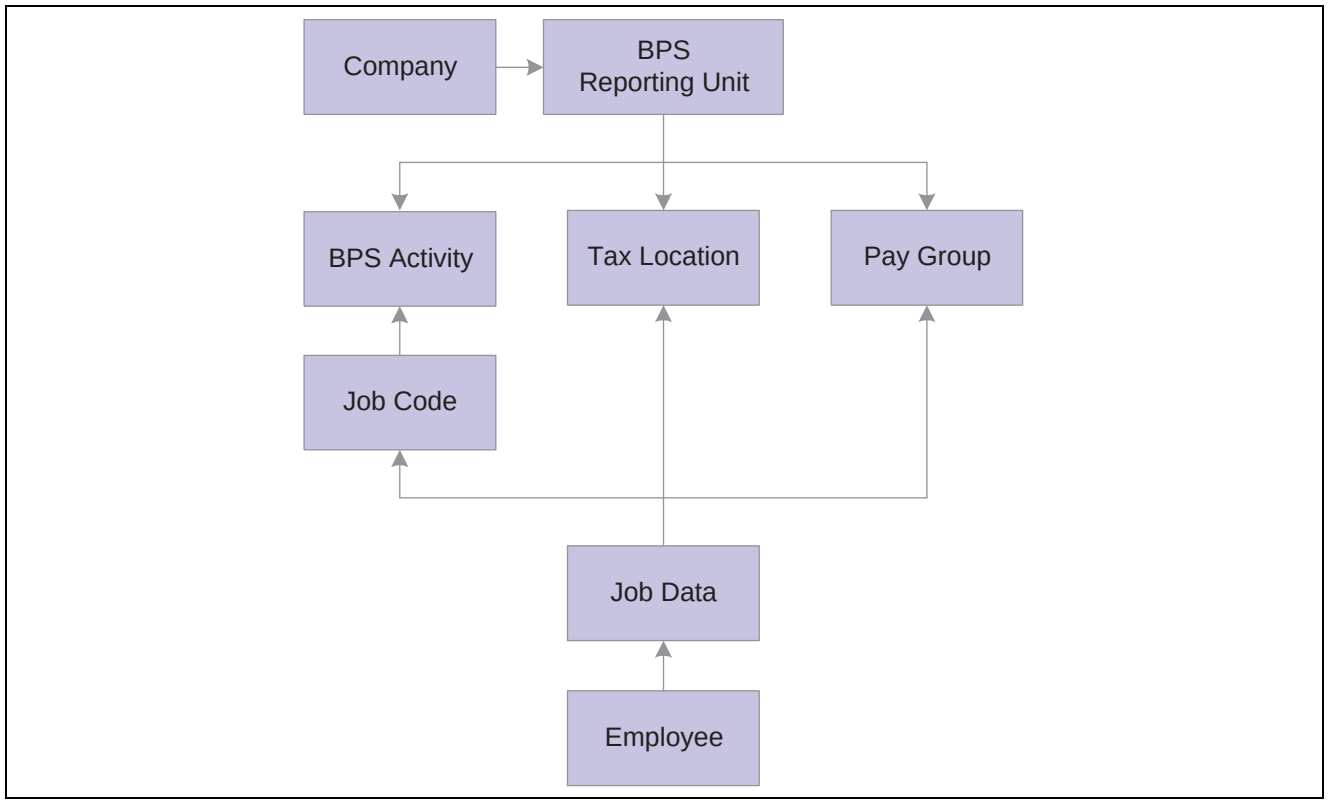
Note. To ensure that each employee appears only once per survey, assign a unique combination of pay group, BPS activity, and tax location information for each reporting unit.

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

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

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

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



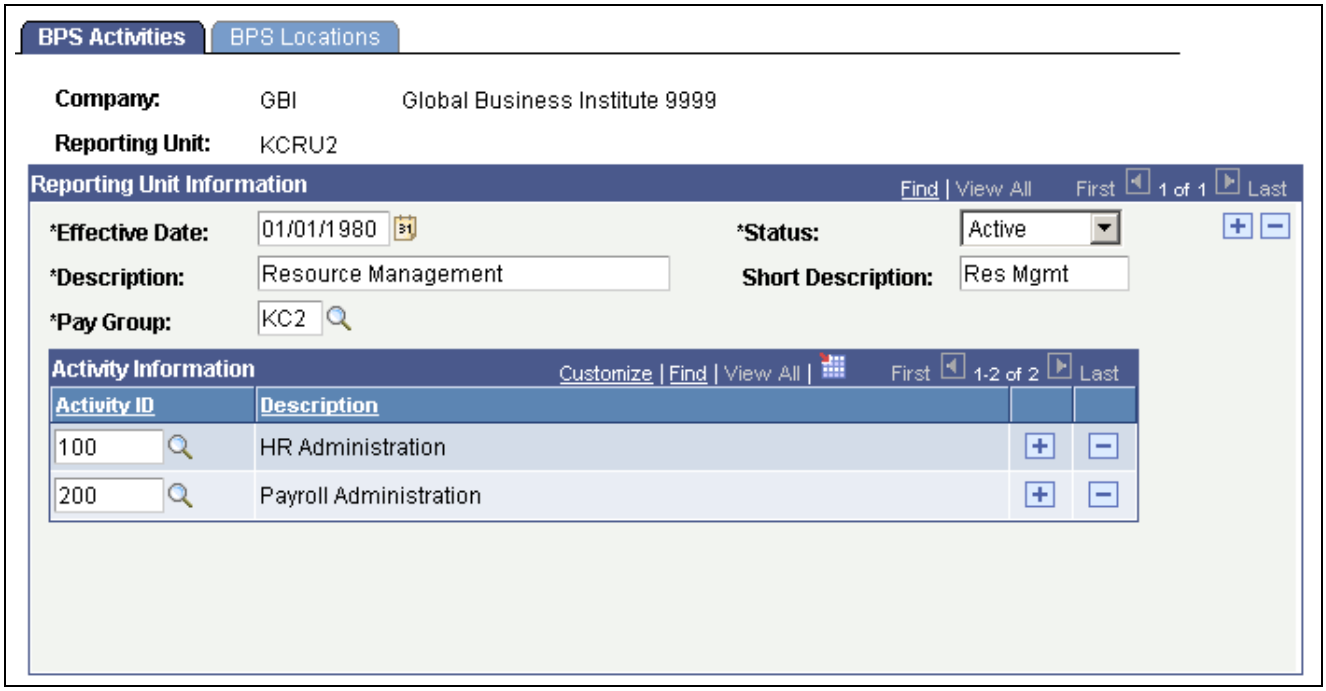
Entities related to the BPS reporting unit

Pages Used to Define BPS Reporting Units

Page Name	Object Name	Navigation	Usage
BPS Activities (Business Payrolls Survey activities)	BPS_RU_TBL1	Set Up HRMS, Product Related, Payroll for North America, Business Payrolls Survey CAN, Reporting Unit Table, BPS Activities	Specify the pay group and BPS activities that define a reporting unit.
BPS Locations (Business Payrolls Survey locations)	BPS_RU_TBL2	Set Up HRMS, Product Related, Payroll for North America, Business Payrolls Survey CAN, Reporting Unit Table, BPS Locations	Specify the BPS locations that define a reporting unit.

Specifying the Pay Group and BPS Activities

Access the BPS Activities page.



BPS Activities page

Reporting Unit Information

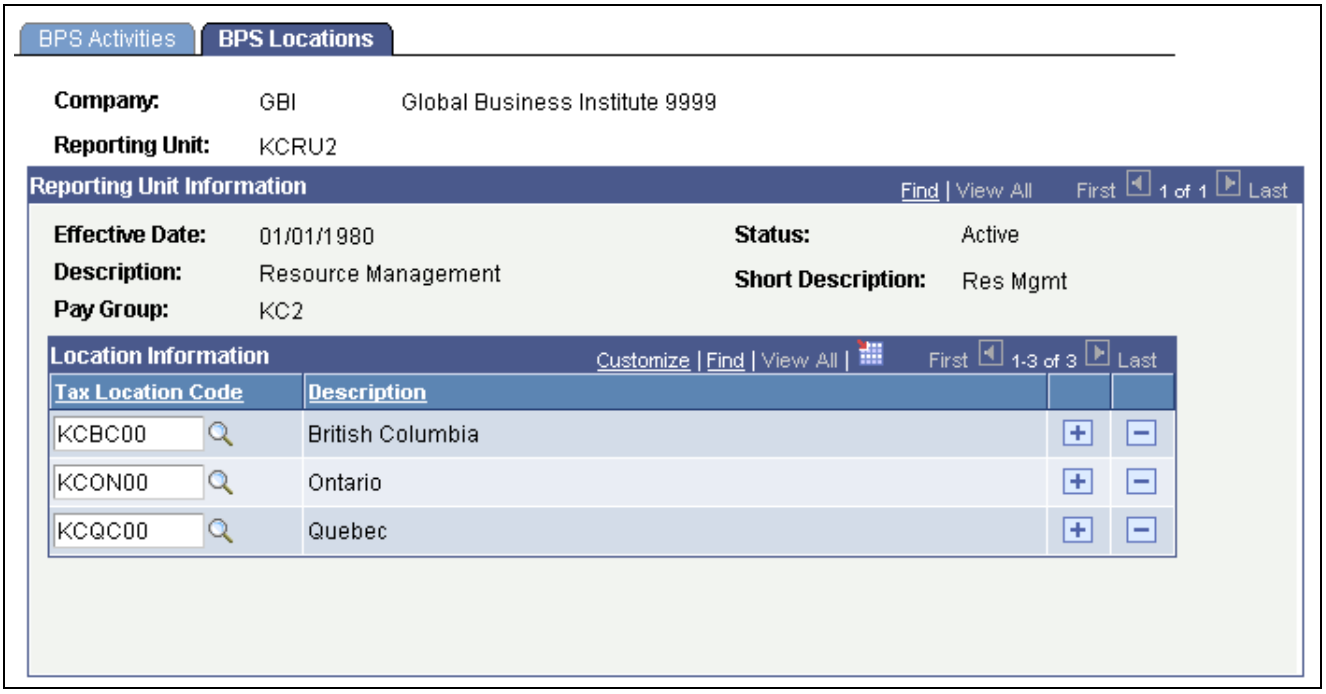
Pay Group Specify the pay group that represents the group of employees selected for the survey. Specify only one pay group for each reporting unit. This ensures that each reporting unit reports on employees of the same pay frequency and pay period dates.

Activity Information

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

Specifying BPS Locations

Access the BPS Locations page.



BPS Locations page

Location Information

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

Specifying Earnings and Deduction Codes for BPS Reporting

This section discusses how to specify earnings and deductions codes for BPS reporting.

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

Page Used to Specify Earnings and Deduction Codes for BPS Reporting

Page Name	Object Name	Navigation	Usage
Tax Form Definitions	TAXFORM_DEFN_TBL	Payroll for North America, Year-End Processing CAN, Define Annual Tax Reporting, Tax Form Definitions, Tax Form Definitions	Specify earnings and deduction codes to accumulate the earnings and hours information for BPS reporting.

Specifying Earnings and Deduction Codes for BPS Reporting

Access the Tax Form Definitions page.

Select *Business Payrolls Survey - CAN* from the Tax Form Identification field on the search page.

The earnings and deduction codes that you specify for each BPS tax form box apply to the respective categories of employees (hourly, salaried, or working owners) for all reporting units.

The tax form box descriptions in the following tables correspond directly to reporting fields of the same descriptions in the EDR record layouts. Ensure that you do not duplicate earnings codes in tax form boxes where you do not want to report those earnings or hours twice (for example, reporting overtime in the OTP [Overtime Pay] box for regular overtime pay versus the reporting of accumulated overtime pay into an SPx [Special Payments x] box).

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

Tax Form Box	Description	Comments
RGP	Regular Gross Pay	For hourly and salaried employees, and working owners.
OTP	Overtime Pay	For hourly and salaried employees only.
THP	Total Hours Paid for Hourly Employees	For hourly only.
OTH	Overtime Hours Worked by Hourly Employees	For hourly only.

The following boxes refer to payments made at any time during a reference month:

Tax Form Box	Description	Comments
SP1	Special Payments - Monthly Payments	As described.
SP2	Special Payments - Payments made every 2 Months	As described.
SP3	Special Payments - Quarterly Payments	As described.
SP4	Special Payments - Greater than Quarterly Payments	As described.
SP5	Special Payments - Federal Taxable Benefits	As described.

Tax Form Box	Description	Comments
SP6	Special Payments - Retroactive Payments	As described.
TGR	Total Gross Monthly Payroll	For all employees paid in the reference month. **Note.** For this box, define only the earnings codes to report in addition to the employees' True T4 taxable gross amounts (for example, severance pay).

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

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

Generating the BPS EDR File

This section provides an overview of the Business Payrolls Survey Structured Query Report (SQR) Report process (PAY104CN) and discusses how to generate the BPS EDR file.

Understanding the Business Payrolls Survey SQR Report Process (PAY104CN)

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

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

Note. Create this file for each reference month only after the corresponding Pay Confirmation COBOL SQL process (PSPCNFRM) is complete for all pay periods that are associated with that reference month.

Selecting Payroll Data by Reference Month

A reference month is the month for which you report payroll data in the BPS.

The system processes the selection of payroll information for a reference month as follows:

- Last Pay Period blocks.

  The system selects payroll information for the *Last Pay Period* blocks in the report from the pay period with an end date that is closest to, but not later than, the third day of the month following the reference month. For example, for the reference month of October 2004, the system selects the pay period with an end date that is closest to, but not later than, November 3, 2004.

- Gross Monthly Payroll blocks.

The system selects payroll information for the *Gross Monthly Payroll* block in the report from pay periods with end dates that are between the fourth day of the reference month and the third day of the following month. For example, for the reference month of October 2004, the system selects the pay periods with end dates from October 4, 2004 to November 3, 2004 inclusive.

- Blocks 1–6.

  The system selects special payment amounts reported in Blocks 1 through 6 in the report from pay periods with cheque dates that are between the fourth day of the reference month and the third day of the following month. For example, for the reference month of October 2004, the system selects the pay periods with cheque dates from October 4, 2004 to November 3, 2004 inclusive.

Classifying Employees

When processing the BPS, the system classifies employees as either hourly or salaried, based on the employee type in Job Data. The system processes exception hourly employees as hourly employees. Employees can also be classified as working owners by the officer code in Job Data, in which case they are excluded from the hourly and salaried categories. Employees that are assigned to the following officer codes are classified as Working Owners and are reported in Category D - Working Owners of Incorporated Businesses:

- Chairman
- Director
- President
- Vice President

Locating the BPS EDR Output

The Business Payrolls Survey process creates the BPS EDR file in the PeopleSoft report output directory. The following table identifies the naming convention of the output files for each platform:

Platform	Output File Name
DB2/AS400	BPS001
MVS	BPS(D001)
Others	BPS.001

Renaming the File

You must rename the file to meet Statistics Canada requirements for submission. PeopleSoft recommends that you rename the file using the following convention.

BPSyymm.txt:

- BPS: Business Payrolls Survey.
- yymm: year and reference month for which the file is generated.
- txt: file extension.

Page Used to Generate the BPS EDR File

Page Name	Object Name	Navigation	Usage
Business Payrolls Survey File	RUNCTL_PAY104CN	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Business Payrolls Survey File, Business Payrolls Survey File	Creates a BPS EDR file for transmission to Statistics Canada and a summary report for your reference. The system produces the transmission file in accordance with the format provided by Statistics Canada.

Generating the BPS EDR File

Access the Business Payrolls Survey page.

Click Run to run this request. PeopleSoft Process Scheduler runs the Business Payrolls Survey process at user-defined intervals.

Period Select the year and a month from 1–12. This is the reference month that the system uses to select payroll data for reporting.

Company Each company selected corresponds to a Business and Contact Information record (Record Type 1) in the EDR file.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

CHAPTER 30

(CAN) Generating a Canadian Record of Employment

This chapter provides an overview of Record of Employments (ROEs) and discusses how to:

- Define earnings for translation to the ROE form.
- Create ROE data.
- Review and update ROEs online.
- Review and adjust ROE balances.
- Print ROEs.
- Generate the ROE Summary report.
- Delete ROE data records.

See Also

Appendix B, "Converting Employee Balances," (CAN) Converting ROE Data, page 803

Understanding ROEs

This section discusses:

- The Record of Employment.
- Tips and techniques for ROE processing.
- ROE data sources.

The Record of Employment

Payroll for North America supports legislated Canadian payroll reporting requirements, including the ROE form. The ROE reports an employee's record of earnings as a result of an interruption of earnings to Human Resources and Skills Development Canada (HRSDC). HRSDC uses the employment history provided on the ROE to:

- Determine whether an applicant qualifies for Employment Insurance (EI) benefits.
- Calculate the EI benefit rate.
- Establish the duration of eligibility for benefits.
- Detect fraud and abuse of the EI program.

Note. The accuracy of the data on the ROE form depends on the integrity and timeliness of the information in the system. You must enter manual cheques that you issued to the employee and final earnings payable before generating a ROE.

Tips and Techniques for ROE Processing

This section provides some tips and techniques to help you in processing ROEs.

Processing Job Status Changes

You must process the human resources data describing returns from leaves of absence and rehires in a timely manner to avoid creating a ROE for an employee who returns to active status without an interruption of earnings (as interpreted by HRSDC).

Moving ROE Balance Amounts

Adjust EI insurable earnings and hours online using the ROE component (ADJ_UI_BAL_CAN). Use the Adjust ROE Balance page to move ROE balance amounts from one period to another. To protect the integrity of the EI earnings and hours balance details, the system does not allow one-sided adjustments that result in the addition or deletion of insurable earnings amounts or hours. For example, you cannot add 50.00 CAD or 5 hours to an EI period on this page. You must enter this type of adjustment by processing manual cheques. The system marks the INS_EARNS_BAL record as amended when it processes an online adjustment, which causes the ROE Mass Create Structured Query Report (SQR) Report process (PAY124CN) to generate a ROE amendment.

Managing Concurrent Multiple Jobs

If an employee has concurrent multiple jobs, the ROE Mass Create process generates a ROE reflecting the first date worked (original hire date) and last date worked (termination date minus one day) for the job that you are terminating. The system processes the ROE, although some concurrent jobs might continue to remain active. The system reports the *total* insurable earnings and hours accumulated during the required ROE reporting period for *all* jobs combined. This information assists HRSDC in determining whether the reduction to the employee's work schedule entitles the applicant to receive EI benefits.

When creating ROE data for an employee with multiple jobs, the ROE Mass Create process generates an exception report to identify the situation. Review the first date worked and update it to correctly reflect either:

- The hire date of the earliest job.
- The termination date of the most recent job that required the issuance of a ROE.

Reallocating Insurable Earnings and Hours to Prior Pay Periods

Use the EI Period Correction (Employment Insurance period correction) check box on the paysheet to:

- Allocate pay corrections (as defined by HRSDC) to the pay periods for which they are earned.
- Allocate earnings to the last pay period in which you paid regular wages upon termination, layoff, or leave.

If you select this check box, the system allocates insurable earnings and hours to the prior EI periods for which they were earned, according to the dates that you specify in the Earnings Begin and End Dates fields on the paysheet. When allocating the earnings to a prior EI period, the earnings begin and end dates on the paysheet must correspond exactly with the beginning and ending dates of the EI period that you're correcting.

When you use off-cycle payroll transactions to issue final payments or monies that you owe to employees upon an interruption of earnings, the earnings begin and end dates on the off-cycle paysheet must correspond exactly with the beginning and ending dates of the employee's final EI period. If the paysheet reflects earnings beginning and ending dates later than the interruption of earnings date, the system does not include those earnings for reporting on the ROE. The ROE process selects only Insurable Earnings Balance records with a period end date that is equal to, or prior to, the job interruption date.

Reporting Earnings When Pay Frequencies Change

If an employee changed pay frequencies during the ROE reporting period, you must complete the entire ROE form manually. The system's ROE automatic and manual creation processes cannot accommodate this situation. To identify the situation for special handling, the ROE Mass Create process creates an exception report containing the message: *ROE not created due to Pay Frequency change.* If you used the manual online data entry method to create the ROE, a message appears in the Comments box of the form to identify this situation.

Recreating ROE Data

Because of updates and corrections to ROE-related information, you might need to re-create the ROE Data pages before you print a ROE (for example, when a termination date is changed or corrected). This situation is different from the ROE amendment process, which occurs when you make changes after you print the ROE in Final Print mode and assign a ROE number.

You can re-create ROE Data pages repeatedly before printing a ROE in Final Print mode and updating it as completed.

ROE Data Sources

The following table describes the sources of all the data that Payroll for North America uses during the ROE Mass Create process and ROE Print SQR Report process (PAY101CN):

ROE Block Number	Description	Data Source
1	Serial number	This number is preprinted on the ROE form, and the system stamps it on the Insurable Earnings Balance record (PS_INS_EARNS_BAL) when you print the ROE in Final Print mode. The number comes from either a run parameter in the ROE Print process or the Last ROE # (last Record of Employment number) field (ROE_NBR_LAST), in the Installation table.
2	Serial number of ROE amended or replaced	Applies to amended ROEs only. The ROE Mass Create process retrieves the ROE number of the original ROE record from the ROE_NBR_REPL field in the PS_ROE record.
3	Employer's payroll reference number	The ROE Print process links the ROE payroll reference number on the Report Parameters page in the Pay Group table (PS_PAYGROUP_TBL) with the ROE number for reporting into this block. This block is intended solely for your internal reference purposes.

ROE Block Number	Description	Data Source
4	Employer's name and address	Originates from the Company table (PS_COMPANY_TBL).
5	Canada Revenue Agency business number	Originates from the Business Number field in the Wage Loss Plan table (PS_WAGELS_PLAN_TBL), which is derived from the Wage Loss Plan field in the ROE record. The employment record number on the Canadian Income Tax Data page defines the employee's wage loss plan.
6	Pay period type	Originates from the Frequency table (PS_FREQUENCY_TBL).
7	Postal code	Originates from the Company table (PS_COMPANY_TBL).
8	Social insurance number	Originates from the National ID field in the Personal NID table (PS_PERS_NID). Define this field on the Personal Information Biographical Details page.
9	Employee's name and address	Employee's name originates from the Personal Data table (PS_PERSONAL_DT_FST) table and the address originates from the Person table (PS_PERSON_ADDRESS).
10	First day worked	The system determines this date by retrieving the Insurable Earnings Balance records and identifying the earliest period earnings end date that has not been previously reported on a ROE. The system inspects the Job Data records for the Hire, Rehire, Recall, Return from Leave, or Return from Disability action record with an effective date closest to, but not after, the earliest period earnings end date. It uses the effective date of that action, if found. If no such action is found, the system retrieves the employee's First Start Date field (HIRE_DT) from the Employment Data record (PS_EMPLOYMENT).
11	Last day for which paid	The system determines this date by retrieving the effective date of the Job Data action that caused the ROE and subtracting one day.
12	Final pay period ending date	Originates from the ROE Print process. It is the EI period date of the latest Insurable Earnings Balance record (PS_INS_EARNS_BAL) reported on the ROE.
13	Occupation	Originates from the Job Title field in the Job Code table (PS_JOBCODE_TBL), derived from the job code in the employee's Job record.

ROE Block Number	Description	Data Source
14	Expected date of recall	The Expected Return Date field (EXPECTED_RETURN_DT) is entered into the Job Data component and retrieved from the Employment Data record (PS_EMPLOYMENT) if the employee's status is: L: Leave of absence. P: Leave with pay. S: Suspended.
14	Not returning	The system selects the Not Returning check box if the employee's status is: Q: Retired with pay. R: Retired. T: Terminated. U: Terminated with pay. V: Terminated pension payout. X: Retired-pension administration.
14	Unknown	If the Not Returning check box is cleared and the system cannot retrieve information for the expected date of recall, it selects the Unknown check box.
15A	Total insurable hours	Total number of insurable hours accumulated in the Insurable Earnings Balance record (PS_INS_EARNS_BAL) for the reporting period, as specified by HRSDC. For example, for a biweekly pay period, the system reports the total insurable hours for the last consecutive 27 pay periods (or fewer, if the period of employment is shorter).
15B	Total insurable earnings	Total insurable earnings accumulated in the Insurable Earnings Balance History record (PS_INS_EARNS_BAL) for the reporting period, as specified by HRSDC. For example, for a biweekly pay period, the system reports the total insurable earnings for the last 14 consecutive pay periods (or fewer, if the period of employment is shorter). All vacation pay and other monies that you pay in the final pay period are included in boxes 15B, 15C, and 17. Statutory holiday pay that you pay in the final pay period appears only in boxes 15B and 15C. See Chapter 30, "(CAN) Generating a Canadian Record of Employment," Entering Additional Employment-Related Information, page 679.

ROE Block Number	Description	Data Source
15C	Insurable earnings by pay period	Information appears in this block only if there are pay periods in which the employee has had no insurable earnings during the required reporting period. The system reports a breakdown of the insurable earnings from the Insurable Earnings Balance record (PS_INS_EARNS_BAL) by pay period. For example, for a biweekly pay period, the insurable earnings appear for the last 14 consecutive pay periods (or fewer, if the period of employment is shorter). If the pay period has zero or no insurable earnings, NIL appears. When block 15C is populated, block 15B is also populated.
16	Reason for issuing this ROE	The system retrieves the reason from the Action and Reason fields in the Job Data record that caused the ROE, then translates it to the ROE reason codes that are provided by HRSDC.
16	For further information contact	The system retrieves the contact from the Contact ID field on the Report Parameters page in the Pay Group table that is associated with the employee's pay group.
16	Telephone number	The system retrieves the telephone number of the contact from the employee's Employment Data record (PS_EMPLOYMENT).

ROE Block Number	Description	Data Source
17	Payments or benefits (other than regular pay) paid in, or in anticipation of, the final pay period, or payable at a later date	These boxes (17A, B, and C) require data if you pay benefits (other than regular pay) in, or in anticipation of, the final pay period, or for benefits payable at a later date. The system retrieves this information from the Box 17 (Future Pays Only) group box on the ROE Data 2 page. All vacation pay and other monies that you pay in the final pay period are automatically included in boxes 17, 15B and 15C. For example, if you paid an employee 500 CAD of vacation pay in the final pay period, plus another 200 CAD of vacation pay after the final pay period, box 17A should report a total amount of 700 CAD. To correctly report 700 CAD, you must manually enter the 200 CAD paid at a later date on the ROE Data 2 page. Statutory holiday pay that you pay in the final pay period is not automatically included in box 17, although it is automatically reported in boxes 15B and 15C. Consequently, you must manually enter all statutory holiday pay that you pay or owe to the employee upon the interruption of earnings on the ROE Data 2 page. For example, if you paid an employee 200 CAD of statutory holiday pay in the final pay period, plus another 100 CAD of statutory holiday pay after the final pay period, box 17B should report a total amount of 300 CAD. To correctly report 300 CAD, you must manually enter both the 200 CAD entry plus the 100 CAD entry on the ROE Data 2 page. See Chapter 30, "(CAN) Generating a Canadian Record of Employment," Entering Additional Employment-Related Information, page 679.
17A	Vacation pay	Originates from the Box 17 (Future Pays Only) group box on the ROE Data 2 page (see the preceding notes).
17B	Statutory holidays: • Holiday date • Amount	Originates from the Box 17 (Future Pays Only) group box on the ROE Data 2 page (see the preceding notes).
17C	Other monies: • Earnings description • Amount	Originates from the Box 17 (Future Pays Only) group box on the ROE Data 2 page (see the preceding notes).
18	Comments	Manually enter on the ROE Data 2 page. Document information that might prevent a phone call from HRSDC.

ROE Block Number	Description	Data Source
19	Paid sick/maternity /parental leave or group wage loss indemnity payment (after the last day worked)	Complete this box if you pay the employee sick, maternity, parental leave, or a group wage loss indemnity payment after the last day worked. The system retrieves this information from the Box 19 (Paid Leave Payments) group box on the ROE Data 2 page.
19	Payment start date	Manually enter on the ROE Data 2 page.
19	Amount	Manually enter on the ROE Data 2 page. This is printed only if the payment start date has been altered.
19	Per day Per week	Select the daily or weekly Frequency on the ROE Data 2 page. This is printed only if the payment start date has been entered.
20	Communication preferred in: • English • French	From the Language Code field in the Personal Data table (PS_PERSONAL_DT_FST) that is associated with the issuer who is defined on the Report Parameters page in the Pay Group table for this employee's pay group.
21	Telephone number	The system retrieves the telephone number of the issuer from the employee's Employment Data record (PS_EMPLOYMENT).
22	Signature of issuer	Left blank for signature.
22	Name of issuer	The system retrieves the issuer from the Issuer ID field on the Report Parameters page in the Pay Group table for the employee's pay group.
22	Date	Left blank for the issuer to complete.

See Also

Chapter 30, "(CAN) Generating a Canadian Record of Employment," Creating a ROE Manually, page 677

Chapter 30, "(CAN) Generating a Canadian Record of Employment," Entering Additional Employment-Related Information, page 679

Defining Earnings for Translation to the ROE Form

This section provides an overview of how to define earnings for translation to the ROE form and lists the page used to define earnings for translation to the ROE form.

Understanding How to Define Earnings for Translation to the ROE Form

Define earnings for translation to the ROE form by using the Tax Form Definition page. The system uses this information to determine how to distribute the following information to the boxes in block 17 on the ROE form:

- Earnings information that you enter manually on the ROE Data 2 page.
- Vacation pay and other monies that you pay in the final pay period using the Pay Calculation COBOL SQL process (PSPPYRUN).

The following table describes the earnings information to enter for each ROE box on the Tax Form Definition page:

Box	Earnings Description	Explanation
17A	Vacation pay	Specify the earnings code(s) that you use to pay vacation pay owing to an employee, on an interruption of earnings.
17B	Statutory holiday pay	Specify the earnings code(s) that you use to pay statutory holiday pay for holiday dates occurring after the date in block 11 of the ROE form.
17C	Other monies	Specify the earnings codes for other payments that you might owe to an employee after an interruption of earnings. Earnings that you must report in this box include pension payments, both lump sum and ongoing severance payments or retiring allowances, wages in lieu of notice, and retroactive wage increases.

Page Used to Define Earnings for Translation to the ROE Form

Page Name	Object Name	Navigation	Usage
Tax Form Definitions	TAXFORM_DEFN_TBL	Payroll for North America, Year-End Processing CAN, Define Annual Tax Reporting, Tax Form Definitions, Tax Form Definitions	Define earnings for translation to the ROE form.

Creating ROE Data

This section provides overviews of automatic ROE data creation and manual ROE data creation and discusses how to:

- Create ROE data automatically.
- Create a ROE manually.
- Enter additional employment-related information.

Note. Payroll for North America provides the capability to manually enter ROE information directly in the Update ROE Data component (ROE_DATA) to manage exception circumstances. For normal creation of ROE data, use the electronic ROE Mass Create process.

Understanding Automatic ROE Data Creation

Create ROEs automatically for a range of dates using the ROE Mass Create process. This process creates ROE data for all employees who had a change in status requiring a ROE during the date range that you specify. The system uses this data to populate the ROE Data 1 and ROE Data 2 pages.

Selecting Amended ROE Records

Through the Pay Calculation process and Pay Confirmation COBOL SQL process (PSPCNFRM), the system:

1. Identifies previously reported employee EI Insurable Earnings Balance records (PS_INS_EARNS_BAL) that you have updated with earnings or hours adjustments.
2. Updates these records to an amended status for reporting by the ROE Mass Create process.

The ROE Mass Create process scans the employee EI Insurable Earnings Balance records for records that reflect an amended status. If the system finds any that are within the reporting period, it creates a ROE Amendment record.

Selecting New ROE Records

The date range that you specify on the ROE Mass Create (Record of Employment mass create) page defines the activity period from which the system selects employees qualifying for a ROE. The ROE Mass Create process inspects the database for employees who have *nonactive* Job records (based on the EMPL_STATUS field in the PS_JOB record) and an effective date within the specified date range. The system identifies a record for ROE creation if it has one of the following statuses:

- L: Leave of absence

- P: Leave with pay
- Q: Retired with pay
- R: Retired
- S: Suspended
- T: Terminated
- U: Terminated with pay
- V: Terminated pension payout
- X: Retired-pension administration

Even if the system identifies an employee using the preceding criteria, it suppresses the ROE under either of the following conditions:

- A subsequent, effective-dated Job record becomes active within seven consecutive calendar days of the earnings interruption.
- The Insurable Earnings Balance records do not contain insurable earnings for the period being reported.

Note. The system generates ROE records for all interruptions of employment with or without pay. Examine these ROE records and identify to the system those employees for whom it should issue a ROE. To print and issue a ROE, update the ROE Process (Record of Employment process) field on the ROE Data 1 page from *Hold* to *Generate.*

Calculating Insurable Earnings and Hours

The system calculates insurable earnings and hours during the Pay Calculation process, and it updates the Insurable Earnings Balance records during the Pay Confirmation process. The system determines insurable earnings and their associated hours by the following fields in the Earnings table:

- Subject EI Earn (subject to Employment Insurance earnings).
- Subject EI Hrs (subject to Employment Insurance hours).

Although the EI premium deduction stops when one reaches the annual maximum insurable earnings amount (for example, 39,000 CAD in 2004), the insurable earnings and hours balances continue to accumulate for ROE reporting.

Processing Amended ROE Records

If earnings meet the criteria for amended ROE records processing, the system identifies the earnings that are associated with the original ROE to indicate that they must be reported again, and the ROE Mass Create process creates a ROE Amendment record (PS_ROE).

The ROE Amendment record contains data from the original ROE, plus the amended information about insurable earnings and hours. Review and update the original employment data using the Update ROE Data component.

Note. The ROE Mass Create process automatically causes the creation of ROE Amendment records. The manual ROE creation process does not support the creation and printing of amended ROEs.

For tracking purposes, the system populates the ROE# Amended (Record of Employment number amended) field in the ROE Amendment record with the original ROE number. The system also populates the Sequence # (sequence number) field in sequential order, starting with the first amendment created. The ROE Process field status is *Hold.*

Processing New ROE Records

If records meet the criteria for new ROE records processing, the ROE Mass Create process creates a ROE record with a status of *Hold.* This process uses data from the following records:

- PS_JOB
- PS_EMPLOYMENT
- PS_PAYGROUP_TBL
- PS_PERSON
- PS_PERSON_NAME
- PS_INS_EARNS_BAL

Understanding Manual ROE Data Creation

Payroll for North America provides the capability to manually create ROE data online using the Update ROE Data component for managing exception circumstances. This process requires that you manually enter all employment-related ROE reporting details into the system.

As you load information manually into the Update ROE Data component, be aware that there is no online editing feature to validate your entries. In other words, the data entry fields in the ROE process are free-form edit boxes into which you can enter *any* valid value. Enter information into these fields carefully.

After reviewing your entries for accuracy, select *Generate* in the ROE Process field to indicate that you want to print this ROE when you run the ROE Print process.

Note. The manual ROE creation process does not support the creation and printing of amended ROEs or ROEs for employees who changed pay frequencies during the reporting period.

Reporting of Earnings when Pay Frequencies Change

If an employee changed pay frequencies within the ROE reporting period, you'll need to complete the entire ROE form manually. The system's ROE creation processes, both automated (ROE Mass Create process) and manual (online data entry into the Update ROE data component) are unable to accommodate this situation. To identify the situation for special handling, the ROE Mass Create process will create an exception report containing the following message: *ROE not created due to Pay Frequency change.*

If the manual online data entry method was used to create the ROE, a message will be printed in the Comments box of the form to identify the situation.

Pages Used to Create ROE Data

Page Name	Object Name	Navigation	Usage
ROE Mass Create (Record of Employment mass create)	RUNCTL_FRMTHRU_PAY	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, Create Mass ROE Data, ROE Mass Create	Run PAY124CN, which creates ROE data automatically for a range of dates.
ROE Data 1 (Record of Employment data 1)	ROE_DATA1	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, Update ROE Data, ROE Data 1	Manually create a ROE and enter employment-related details.
ROE Data 2 (Record of Employment data 2)	ROE_DATA2	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, Update ROE Data, ROE Data 2	Enter more employment-related details, after you finish entering data on the ROE Data 1 page.

Creating ROE Data Automatically

Access the ROE Mass Create page.

Enter the date range that defines the activity period from which the system selects employees qualifying for a ROE.

Click Run to run this request. PeopleSoft Process Scheduler runs the ROE Mass Create process at user-defined intervals.

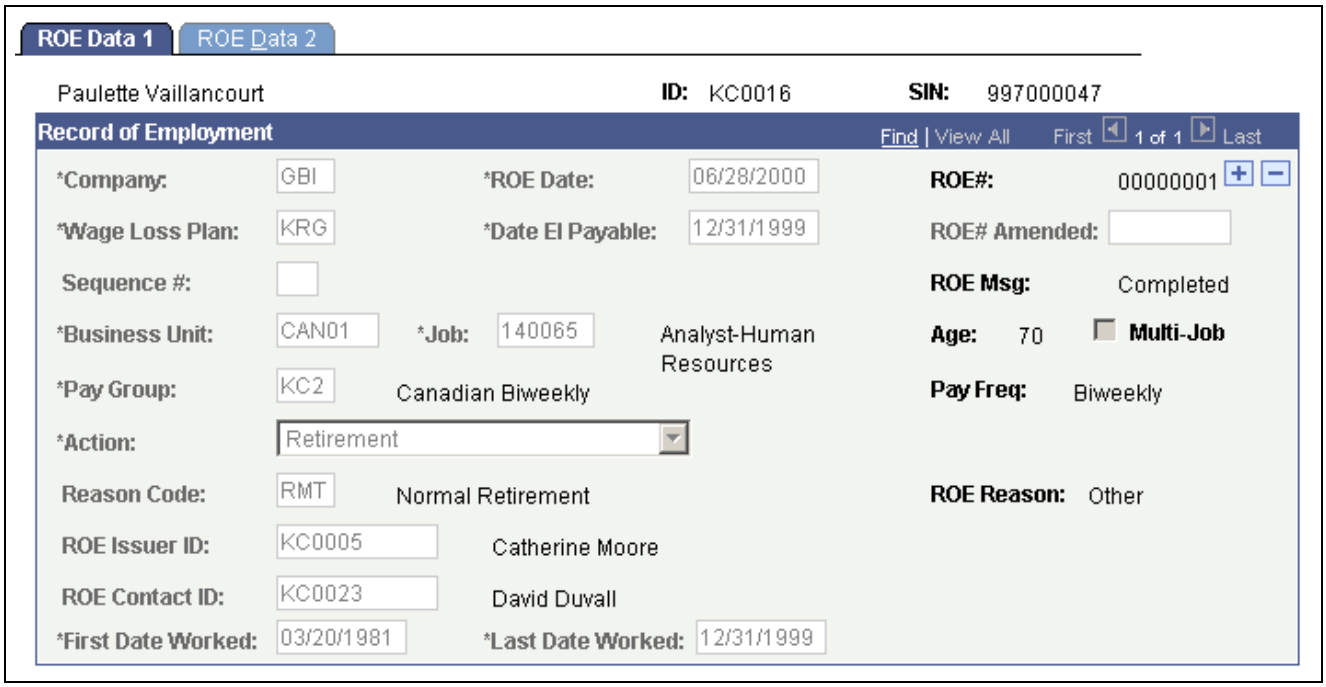
See Also

Chapter 30, "(CAN) Generating a Canadian Record of Employment," Understanding Automatic ROE Data Creation, page 674

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Creating a ROE Manually

Access the ROE Data 1 page.



ROE Data 1 page

Company Enter the company as entered in the Job record.

ROE Date (Record of Employment date) This date is for internal reference only. The default is the current date. During automated ROE creation, the default is the system date.

ROE# (Record of Employment number) The system adds this number when it prints the final ROE and stamps it onto relevant Insurable Earnings Balance records.

Wage Loss Plan Enter the wage loss plan as entered in the employee's Canadian Income Tax Data record.

Date EI Payable (date Employment Insurance payable) Enter the last date to which the EI premium is paid.

During manual ROE creation, the default comes from the Add − ROE Data dialog box. During automated ROE creation, the default is the end date of the last Insurable Earnings Balance record or the last date worked, whichever is earlier.

ROE# Amended (Record of Employment number amended) Leave this field empty because the manual ROE creation process does not support amended ROEs. During automated ROE creation, the system generates the original ROE number if the record is an amendment or replacement to an existing ROE.

Sequence # (sequence number) Leave this field empty because the manual ROE creation process does not support amended ROEs. During automated ROE creation, the system assigns a sequential number to identify different versions of an amended ROE.

ROE Process (Record of Employment process) Displays the status of the ROE:

Delete: The ROE is ready to be deleted.

Hold: The ROE has been created but is not yet ready for printing.

Generate: The ROE is ready to be printed.

Complete: The final ROE has been printed.

Note. After confirming that all information is correct, change the status from *Hold* to *Generate* so that the ROE Print process reports this record. After the ROE has a status of *Complete,* the ROE Process field disappears and a ROE Msg (Record of Employment message) field appears with a value of *Complete.*

Business Unit and **Job** — Enter this information as entered in the Job record.

Age — The system calculates this value.

Multi-Job (multiple jobs) — Select this check box if the employee has multiple jobs.

Pay Freq (pay frequency) — The system populates this entry according to the pay group.

Pay Group, Action, and **Reason Code** — Enter this information as entered in the Job record.

Note. You *must* make a selection for the Reason Code field. It populates block 16 on the ROE form.

ROE Issuer ID (Record of Employment issuer ID) — Select the employee ID of the person who issued the ROE.

ROE Contact ID (Record of Employment contact ID) — Select the employee ID of the person who can be contacted for additional information.

First Date Worked — This date appears in block 10 of the ROE form.

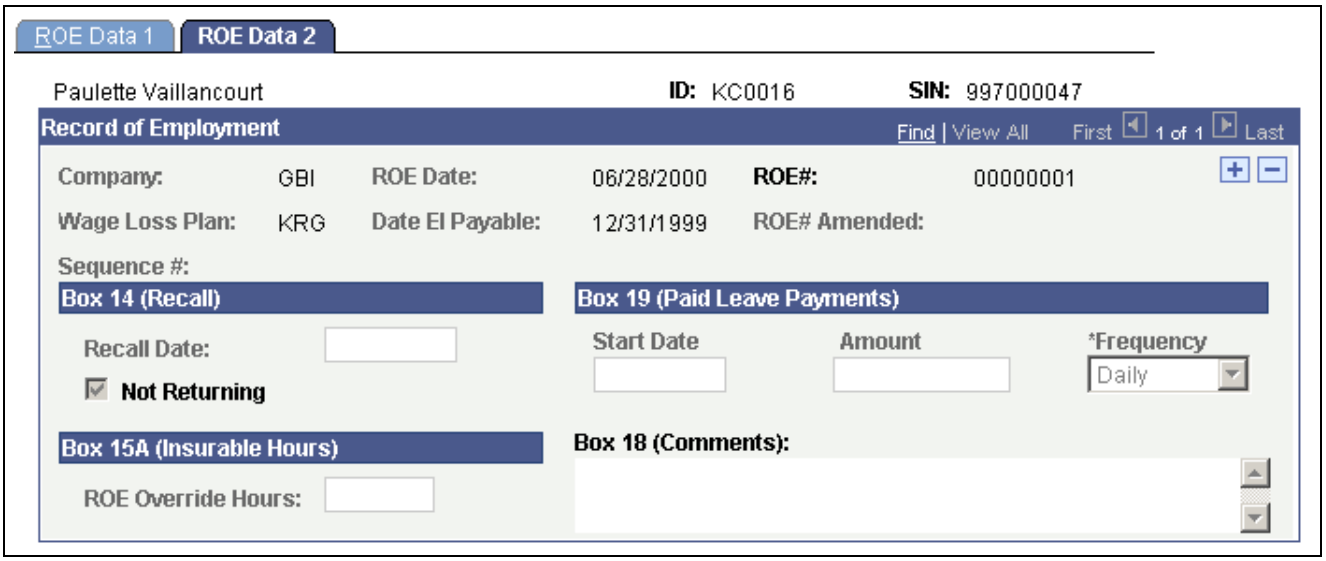
Last Date Worked — This date appears in block 11 of the ROE form.

See Also

Chapter 30, "(CAN) Generating a Canadian Record of Employment," Understanding Manual ROE Data Creation, page 676

Entering Additional Employment-Related Information

Access the ROE Data 2 page.



ROE Data 2 page

Box 14 (Recall)

Recall Date Enter the expected return date as entered in the Employment Data record.

Not Returning Select this check box if the employee is not returning to work (for example, the employee is retired or terminated).

If the Not Returning check box is cleared and the Recall Date field is empty, the system selects the Unknown check box in block 14 on the ROE form.

Box 19 (Paid Leave Payments)

This group box corresponds to block 19 on the ROE form. Complete these fields only if the employee receives paid sick, maternity, parental leave, or group wage loss indemnity payments after the last day worked. These fields appear on the ROE form as you enter them here. The system does not validate them.

Box 15A (Insurable Hours)

ROE Override Hours (Record of Employment override hours) Enter the ROE override hours if you must correct the ROE insurable hours.

Box 18 (Comments)

These comments appear in block 18 on the ROE form.

Box 17 (Future Pays Only)

Enter earnings paid to the employee after the employee's final pay period.

Earnings Type You *must* define the earnings code on the Tax Form Definition page.

Amount Enter the amount that you paid to the employee after the final period.

The system does not automatically add this amount to balances for year-end reporting. When you use this field, you are responsible for ensuring that the applicable balance records are updated to reflect these amounts.

Holiday This field is used for box 17B, Statutory Holiday.

Special Notes About Box 17

Block 17 on the ROE form reports payments or benefits (other than regular pay) paid in, or in anticipation of the final pay period, or payable at a later date.

The following table describes how the system reports these earnings. You must first define all earnings on the Tax Form Definition page:

Box	Earnings Paid in Final Pay Period	Earnings Paid After Final Pay Period
Box 17A Vacation Pay	Earnings are reported in boxes 15B, 15C, and 17A.	You must enter the earnings manually on the ROE Data 2 page, box 17. These earnings are reported in box 17A only.
Box 17B Statutory Holiday Pay	Earnings are reported in boxes 15B and 15C only. For the earnings to be reported in box 17B, you must also enter the same earnings information on the ROE Data 2 page.	You must enter the earnings manually on the ROE Data 2 page, box 17. These earnings are reported in box 17B only.
Box 17C Other Monies	Earnings are reported in boxes 15B, 15C, and 17C.	You must enter the earnings manually on the ROE Data 2 page, box 17. These earnings are reported in box 17C only.

See Also

Chapter 30, "(CAN) Generating a Canadian Record of Employment," Creating ROE Data, page 674

Reviewing and Updating ROEs Online

This section discusses how to review and update ROEs online and lists the pages used to review and update ROEs online.

Understanding How to Review and Update ROEs Online

After you create ROE records, use the ROE Data 1 and ROE Data 2 pages to:

- Review the data.
- Add or update data to complete the ROE—for example, the Box 17 (Future Pays Only) and Box 18 (Comments) group boxes.
- Update all acceptable records from hold to generate status by selecting *Generate* in the ROE Process field on the ROE Data 2 page and saving the records.

See Also

Chapter 30, "(CAN) Generating a Canadian Record of Employment," Creating a ROE Manually, page 677

Chapter 30, "(CAN) Generating a Canadian Record of Employment," Entering Additional Employment-Related Information, page 679

Pages Used to Review and Update ROEs Online

Page Name	Object Name	Navigation	Usage
ROE Data 1 (Record of Employment data 1)	ROE_DATA1	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, Update ROE Data, ROE Data 1	Review a ROE and update employment-related details.
ROE Data 2 (Record of Employment data 2)	ROE_DATA2	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, Update ROE Data, ROE Data 2	Review and update more employment-related details, after you finish reviewing and updating data on the ROE Data 1 page.
ROE Insurable Earnings	ROE_INS_EARNS	Payroll for North America, Payroll Processing CAN, Produce Payroll, Review ROE Insurable Earnings, ROE Insurable Earnings	Review ROE Insurable Earnings and Hours Information.

Reviewing and Adjusting ROE Balances

This section provides an overview of ROE balances and discusses how to:

- Identify ROE balances.
- Change ROE balances.

Understanding ROE Balances

The system maintains EI insurable earnings and hours balances by pay period and reports those figures during the ROE Mass Create process. We refer to these balances as ROE balances.

The ROE component enables you to process online adjustments to ROE balances. This process adjusts balances and moves or reallocates ROE balances from one period to another, from one wage loss plan to another, or a combination of both. It does not allow for the creation of new balances.

See Also

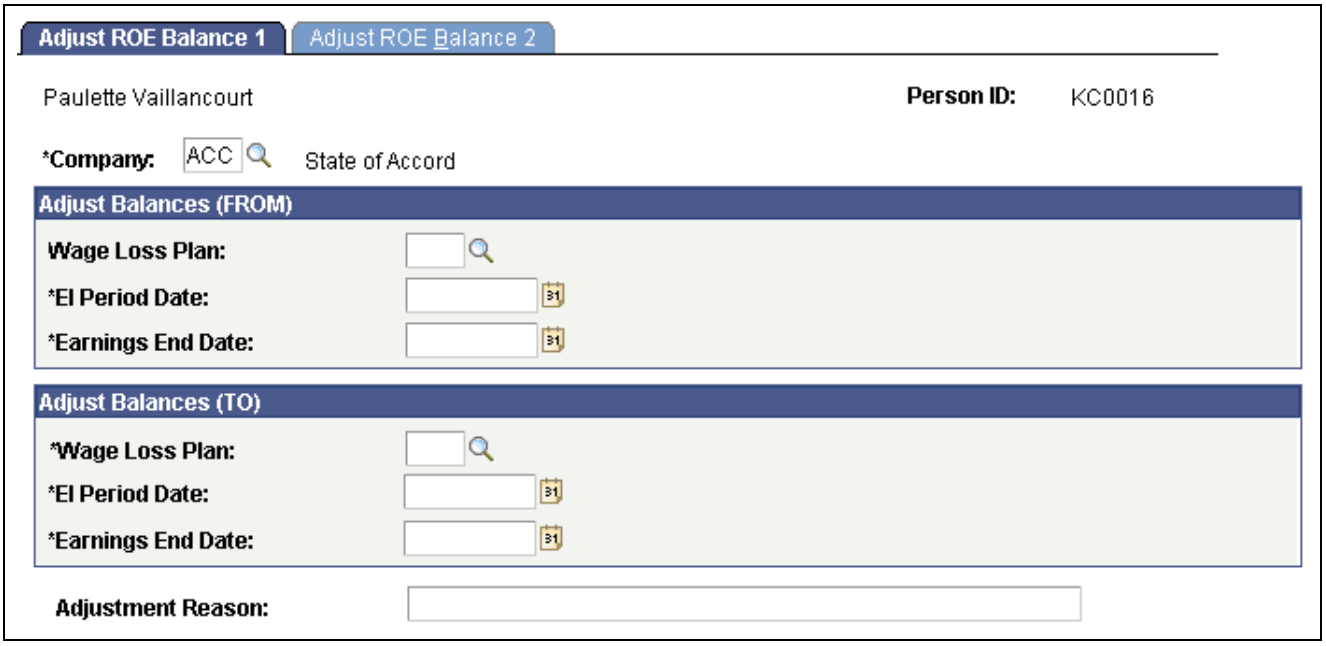
Chapter 28, “Reviewing, Adjusting, and Deleting Employee Balances,” Balance Adjustment Component, page 626

Pages Used to Review and Adjust ROE Balances

Page Name	Object Name	Navigation	Usage
ROE Balances (Record of Employment balances)	BALANCES_UI1_CAN	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, ROE, ROE Balances	Review an employee's ROE balances.
ROE Balance Adjustments (Record of Employment balance adjustments)	BALANCES_UI2_CAN	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, ROE, ROE Balance Adjustments	Review online adjustments of an employee's ROE balance.
Adjust ROE Balance 1 (adjust Record of Employment balance 1)	ADJ_UI_BAL1_CAN	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, ROE, Adjust ROE Balance 1	Identify the wage loss plan, the EI period, and the earnings end date for both the FROM and TO records.
Adjust ROE Balance 2 (adjust Record of Employment balance 2)	ADJ_UI_BAL2_CAN	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, ROE, Adjust ROE Balance 2	Change earnings and hours balances for the EI periods.

Identifying ROE Balances

Access the Adjust ROE Balance 1 page.



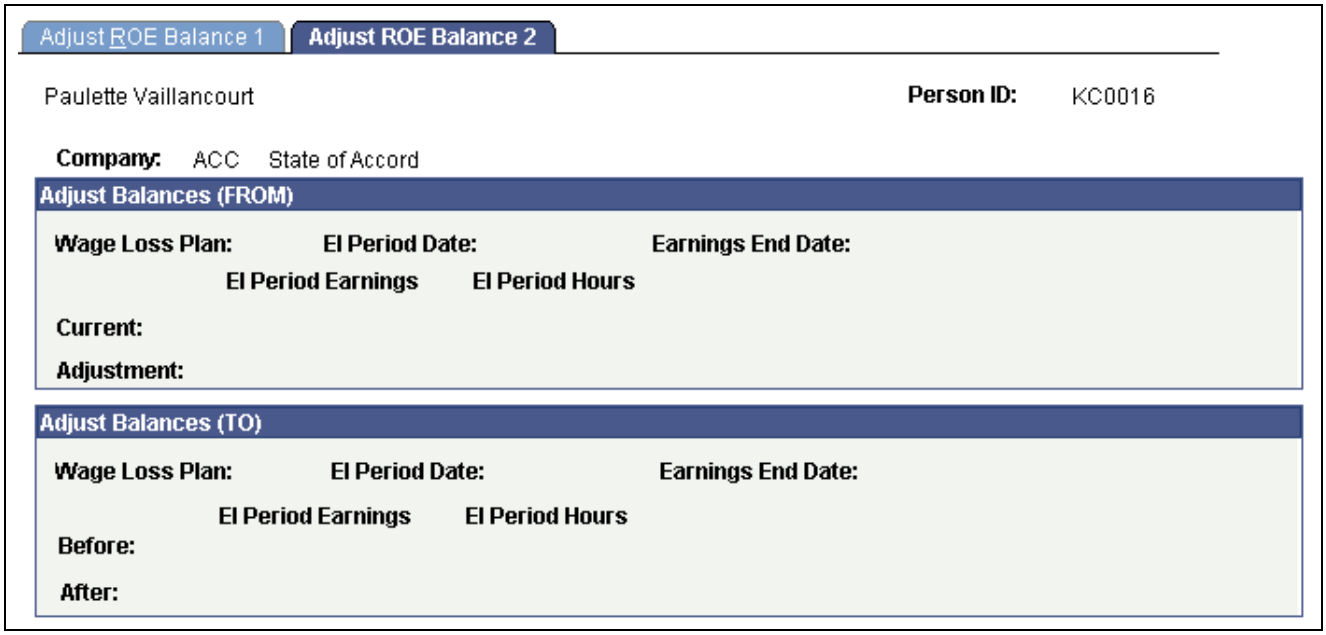
Adjust ROE Balance 1 page

Identify the ROE balance that you want to adjust and enter an adjustment reason.

Adjustment Reason Text that you enter here becomes part of the adjustment record and your audit trail.

Changing ROE Balances

Access the Adjust ROE Balance 2 page.



Adjust ROE Balance 2 page

Amounts must be entered in the Adjust Balances (FROM) group box representing the source balance.

EI Period Earnings (Employment Insurance period earnings) and **EI Period Hours** (Employment Insurance period hours)
If you enter a new current balance, the system calculates the adjustment amount for the source balance record and the adjusted after balance amount of the target balance record. If you enter an adjustment, the system calculates the new current balance for the source balance record and the adjusted after balance amount of the target balance record.

Suspend Adjustment
Select to return to the first page to reenter one or more of the fields.

Printing ROEs

This section provides an overview or ROE printing and discusses how to print ROEs.

Understanding ROE Printing

The ROE Print process prints ROEs that conform to the prescribed form that is supplied by HRSDC. This is a multipart, tractor-feed form that requires an impact printer. You can run this process repeatedly until you select the ROE Final Print option, at which time the system assigns ROE numbers.

The ROE Print process utilizes validation rules to identify potential errors detected while processing the data for reporting. Use the ROE Print Exceptions report (PAY126CN.SQR) to output these error messages for review. The potential errors that are identified by the ROE Print process are treated as warnings only and will not prevent the corresponding ROE forms from being processed. The ROE Print Exceptions report should be executed and reviewed each time the ROE Print process is run. Ensure that all errors have been resolved prior to executing the ROE Print process in Final Print mode to produce the forms for distribution to employees.

The ROE Print process prints only the following:

- ROE records that have a generate status.
- ROE records for employees with no outstanding cheques (that is, all cheques for the employees involved must be calculated and confirmed).

Because the manual ROE creation process is designed for exception circumstances, it bypasses edits that the automatic ROE Mass Create program uses. Therefore, the system might print a manually created ROE for an employee who does not actually have an interruption in service, provided that the two criteria are fulfilled.

The ROE Print process extracts data from the ROE data and the Insurable Earnings Balance records to calculate the insurable earnings amounts and hours to report on the ROE forms.

Important! The ROE Print process reports all earnings during the reporting period that you have paid up to the point at which you run the process. If you create the ROEs and wait several days before running the ROE Print process, the ROE Print process includes earnings paid in the interim, including earnings that you input as future earnings on the ROE Data 2 page and have since paid. You must delete the Future Pays row for amounts that should not be included in box 17 at the time of the final print run.

Important! The ROE Print process is *not* designed to *reprint* ROEs after they have been generated. Each employer receives ROEs that have been assigned serial numbers to keep track of the forms. Because of this strict tracking of the forms and the design of the create and print processes, you must issue a ROE amendment instead of reprinting the ROE.

See Also

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," page 859

Pages Used to Print ROEs

Page Name	Object Name	Navigation	Usage
ROE Print	RUNCTL_PAY101CN	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, Print ROEs, ROE Print	Run PAY101CN, which prints ROE data onto preprinted forms that are supplied by HRSDC. You must use line printer (LP) format.
ROE Exceptions Report	RUNCTL_PAY126CN	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, ROE Exceptions Report, ROE Exceptions Report	Generate the PAY126CN exception report of ROE errors detected during the ROE Print process.

Printing ROEs

Access the ROE Print page.

Click Run to run this request. PeopleSoft Process Scheduler runs the ROE Print process at user-defined intervals.

ROE Final Print (Record of Employment final print) Select this option if you intend to distribute these ROEs. During final print, the system assigns ROE numbers to the INS_EARNS_BAL records and marks the ROE records as completed. The system also populates the Last ROE # field in the Installation table.

ROE Start Number (Record of Employment start number) Used only for final printing. Enter a maximum of eight characters. This number should match the serial number preprinted on the ROE form. The system enters it in the Insurable Earnings Balance History records during the final printing.

If you do *not* enter a ROE start number, the process uses the last ROE number defined in the Installation table to determine the next number.

ROE Form Language (Record of Employment form language) The system matches this value with the language code in the employee's Personal Information record for printing purposes only. For example, if you select *French,* the system prints ROEs for those employees with a language code of French. You must load the French forms to print this batch of ROEs.

Alignment Count This optional field specifies the number of alignment pages to print before printing the ROE data. Use this in conjunction with impact printers to ensure the proper positioning of the data in the preprinted boxes on the ROE forms.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Generating the ROE Summary Report

This section discusses how to generate the ROE Summary report:

Page Used to Generate the ROE Summary Report

Page Name	Object Name	Navigation	Usage
ROE Summary Report	RUNCTL_PAY125CN	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, ROE Summary Report, ROE Summary Report	Produce the PAY125CN summary report of ROE Data records that have a ROE status of hold, complete, delete, or generate. The system deletes all ROE Data records that have a ROE process of delete.

Generating the ROE Summary Report

Access the ROE Summary page.

ROE Process Select *All, Complete, Delete, Generate,* or *Hold* to indicate the status of the data records for which you want to generate the report.

Start Date and **End Date** Enter the beginning and ending dates of the payable date range.

Sort By	Sort the report by employee name or employee ID.
Delete ROEs (delete Records of Employment)	Select this check box to delete void ROE Data records that have a ROE process type of *Delete.*

Deleting ROE Data Records

This section provides an overview of ROE data records deletion and lists the pages used to delete ROE data records.

Understanding ROE Data Records Deletion

You can delete extraneous ROE data records that were created in error, providing that those records do not reflect a ROE process status of complete. To protect the history records of valid ROE Data records, this process cannot be used to delete records that were previously used to produce ROE forms in Final Print mode. The process also cannot be used to delete amended ROE Data records.

Deleting ROE Data records is a two-step process.

1. Flag the appropriate records for deletion by using the ROE Data 1 page.

   Do this by selecting *Delete* in the ROE Process field.

2. Run the ROE Summary SQR Report process (PAY125CN) to physically delete the flagged records from the database.

   Select *Delete* as the ROE process status and select the Delete ROEs check box.

   ROE data records with EI payable dates that fall within the specified start date and end date will be selected for deletion.

See Also

Chapter 30, "(CAN) Generating a Canadian Record of Employment," Creating a ROE Manually, page 677

Pages Used to Delete ROE Data Records

Page Name	Object Name	Navigation	Usage
ROE Data 1 (Record of Employment data 1)	ROE_DATA1	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, Update ROE Data, ROE Data 1	Flag ROE data records for deletion.
ROE Summary Report	RUNCTL_PAY125CN	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, ROE Summary Report, ROE Summary Report	Produce the PAY125CN summary report of ROE Data records that have a ROE status of delete. Delete all ROE Data records that have a ROE process of delete.

CHAPTER 31

(USF) Generating IRR and ROST Reports

This chapter provides an overview of the Individual Retirement Record (IRR) process and discusses how to:

- View and maintain employee IRR data.
- Create IRR worksheets.
- Generate final IRRs.
- Generate Register of Separations and Transfers (ROST) reports.
- Generate supplemental or correction IRRs.
- Accumulate and adjust fiscal data.

Understanding the IRR Process

This section lists prerequisites and discusses the IRR process.

Prerequisites

Here are some prerequisite tasks that must be completed before you can process IRR and ROST reports:

- Set up IRR remarks.

  See Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Setting Up IRR Remarks, page 189.

- Set up Nature of Action (NOA) codes.

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

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

  See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "(USF) Setting Up Human Resources Management Tables," Setting Up Nature of Action Codes.

- Define IRR reportability for earnings codes.

  See Chapter 3, "Defining Earnings Codes and Earnings Programs," (USF) Specifying Additional Earnings, page 45.

- Define the pay year for every pay calendar that you establish.

  The IRR Fiscal Data Accumulation Structured Query Report (SQR) Report process (FGPY006) requires this. We recommend that the pay year match the pay end date.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Pay Calendars," Creating Pay Calendars and FLSA Calendars.

- Associate Personnel Action Request (PAR) remarks with IRRs.

  All PAR remarks display on the IRR Service Hist (Individual Retirement Record service history) page. However, only the PAR remarks that you designate as IRR reportable in the PAR Remarks table appear in the final IRR report.

  See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "(USF) Setting Up Human Resources Management Tables," Setting Up PAR Remarks.

The IRR Process

You must maintain an IRR for each employee who is covered by either the Civil Service Retirement System (CSRS) or the Federal Employee Retirement System (FERS). Employees who are covered by CSRS require SF-2806. Employees who are covered by FERS require SF-3100.

Summary of the IRR Process

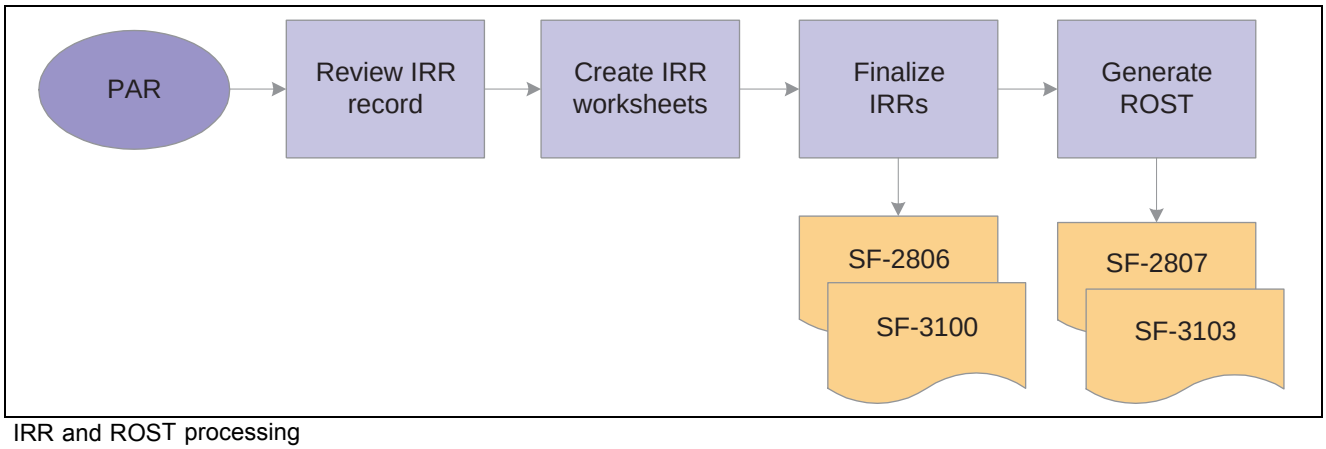
Here is a summary of the steps in the IRR process:

1. Link a separation NOA code to a PAR.

   The system generates an IRR control record and the IRR process begins.
2. View and maintain IRR-related information in the IRR component.
3. Create an IRR worksheet to verify the information that is stored on the IRR pages.
4. Run the Individual Retirement Records SQR Report process (FGPY007) to generate the final IRR.
5. Generate a ROST form that summarizes the information in all of the IRRs for that payroll run.
6. Generate a supplemental IRR or correction IRR if adjustments are necessary.
7. Create an IRR Fiscal Data Accum (Individual Retirement Record fiscal data accumulation) report.

Illustration of the IRR Process

This illustration shows an overview of IRR and ROST processing:



IRR and ROST processing

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "(USF) Administering Personnel Action Requests"

Viewing and Maintaining Employee IRR Data

This section provides an overview of the IRR component and discusses how to:

- View IRR control information.
- Enter IRR tracking comments.
- View employee service history details.
- View and enter PAR remarks.
- View an employee's fiscal history.
- Enter IRR remarks.

Understanding the IRR Component

After you create a separation PAR with an NOA code that is associated with an IRR type, the system generates an IRR control record. The IRR control record drives the entire IRR process. By creating the IRR control record, the system enables you to view an IRR online and print the final IRR.

When an IRR control record is created, a separation PAR takes effect. You can then monitor all the PARs and fiscal data for an employee in one component. The IRR component is similar to an online version of the SF-2806 and SF-3100 forms:

- The IRR Control (Individual Retirement Record control) page corresponds to the header part of the forms and contains a summary of information for the employee.
- The IRR Service Hist page corresponds to the left-hand side of the form and contains all the PARs for the employee.
- The Fiscal History page corresponds to the right-hand side of the form and contains a summary, by year, of all retirement deductions for the employee.

Use these pages to track an employee's IRR information and add remarks to a pending IRR before running the final IRR.

The IRR component includes pages to review and update a pending IRR. After a final IRR is created, you can no longer modify it in these pages.

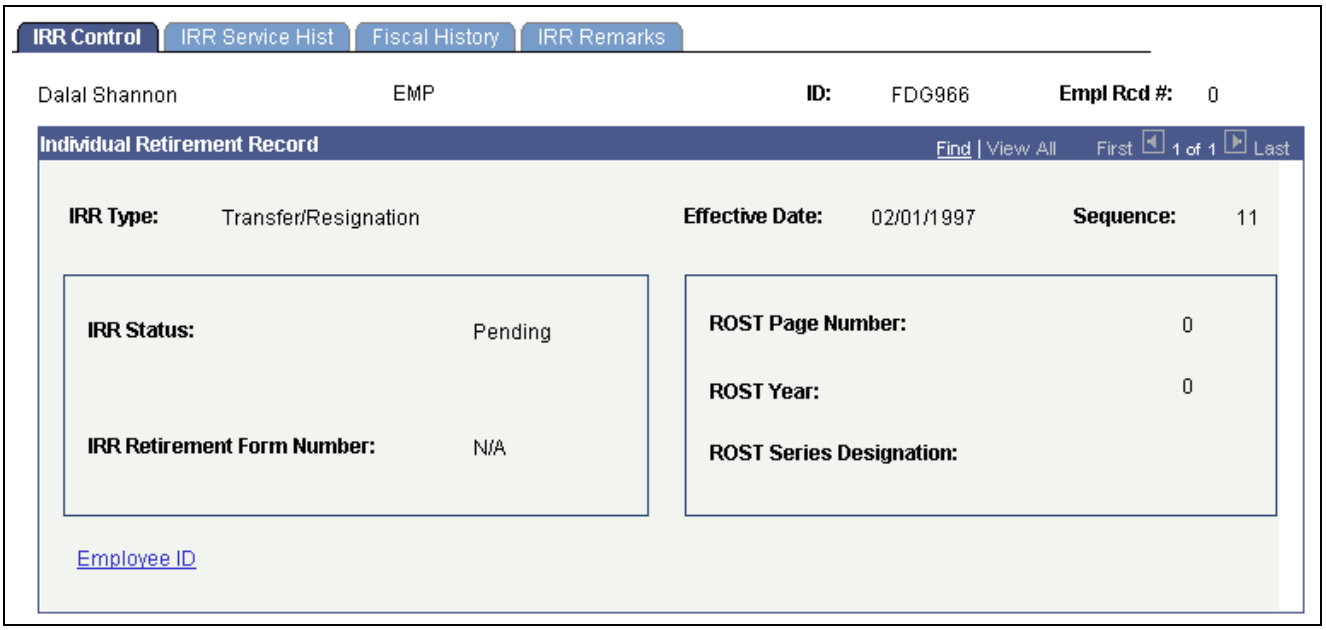
Pages Used to View and Maintain Employee IRR Data

Page Name	Object Name	Navigation	Usage
IRR Control (Individual Retirement Record control)	GVT_IRR_CNTRL_HDR	• Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Identify IRR • Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Review IRRs	Track an employee's IRR information, such as the IRR type and status, after you create an IRR control record.
Employee WIP (employee work-in-progress)	GVT_IRR_DTA_TRK	Click the Employee ID link on the IRR Control page.	Enter tracking data comments.

Page Name	Object Name	Navigation	Usage
IRR Service Hist (Individual Retirement Record service history)	GVT_IRR_CNTRL_SERV	• Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Identify IRR, IRR Service Hist • Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Review IRRs, IRR Service Hist	View employee service history details.
PAR Remarks	GVT_IRR_PAR_RK_SEC	Click the Information button on the IRR Service Hist page.	Display the PAR remarks for a specific action.
Fiscal History	GVT_IRR_CNTRL_FIN	• Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Identify IRR, Fiscal History • Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Review IRRs, Fiscal History	View an employee's current year and accumulated fiscal data.
IRR Remarks	GVT_IRR_REMARK	• Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Identify IRR, IRR Remarks • Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Review IRRs, IRR Remarks	Enter remarks to an employee's IRR.

Viewing IRR Control Information

Access the IRR Control page.



IRR Control page

IRR Status (Individual Retirement Record status)

Indicates the IRR status:

Pending: The separation PAR has been generated, but the final IRR process has not been run.

Final IRR.: The final IRR process has been run.

IRR Retirement Form Number (Individual Retirement Record form number)

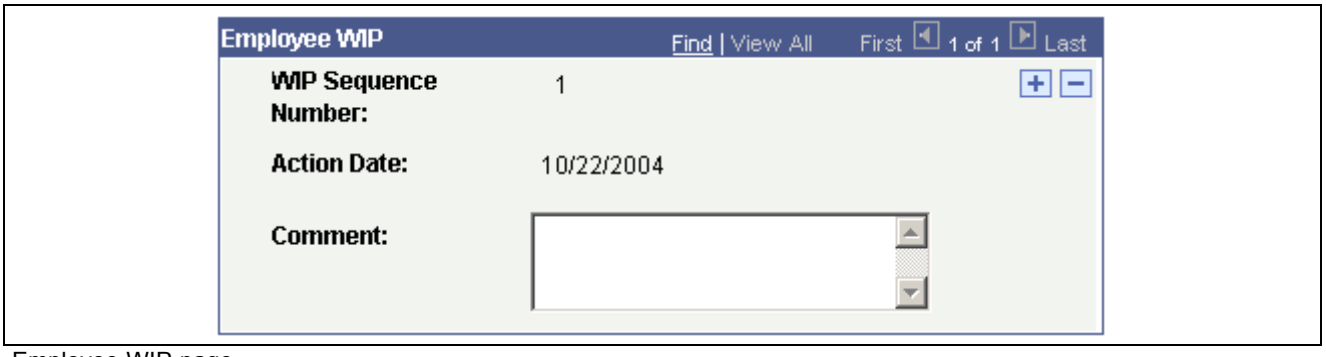
The form type comes from the IRR retirement plan type that you designated on the Retirement Plan table in the PeopleSoft Enterprise Human Resources: Manage Base Benefits business process.

Employee ID

Click to access the Employee WIP page.

Entering IRR Tracking Comments

Access the Employee WIP page.



Employee WIP page

You can record the PeopleSoft Human Resources processing information for your agency's internal use as an audit trail for WIP. For example, you can track who makes changes to the IRR.

WIP Sequence Number (work-in-progress sequence number) The WIP sequence number enables the audit trail entry to be uniquely identified in the system. This value is set by default from the Establishing Job Codes.

Action Date The current date at time of entry by default.

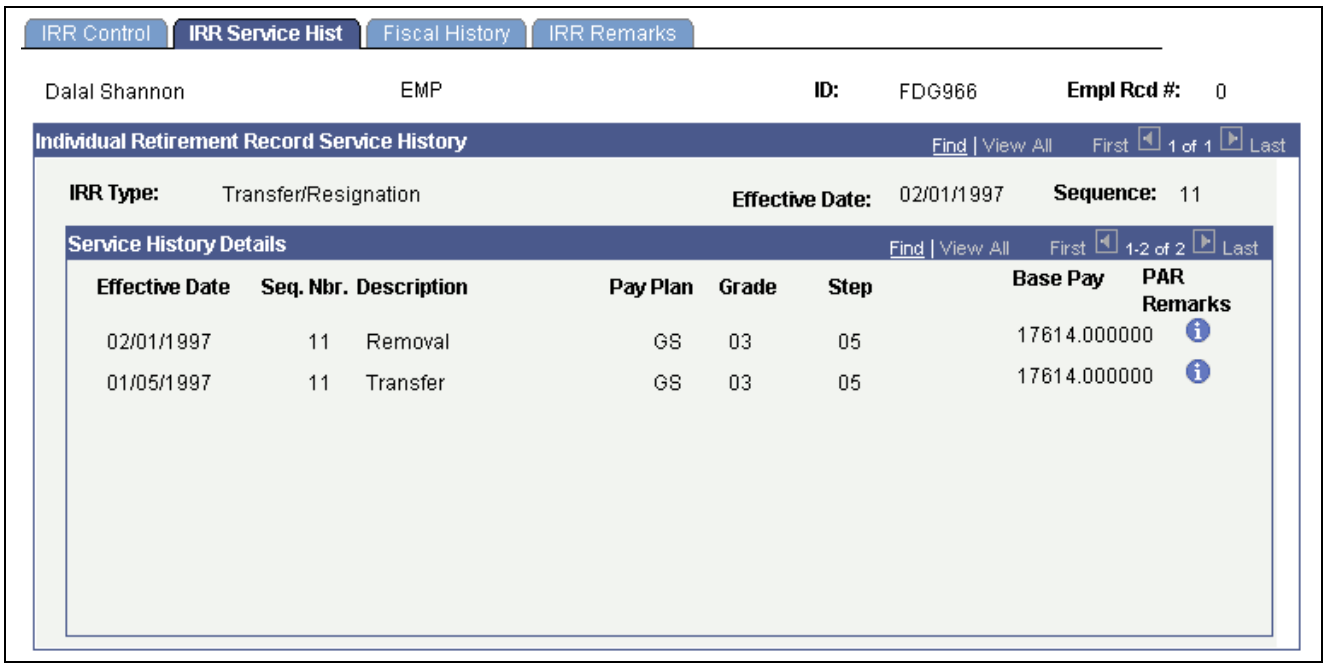
Comment Enter comments to track updates to an IRR or to indicate the person who is responsible for processing the IRR.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits

Viewing Employee Service History Details

Access the IRR Service Hist page.



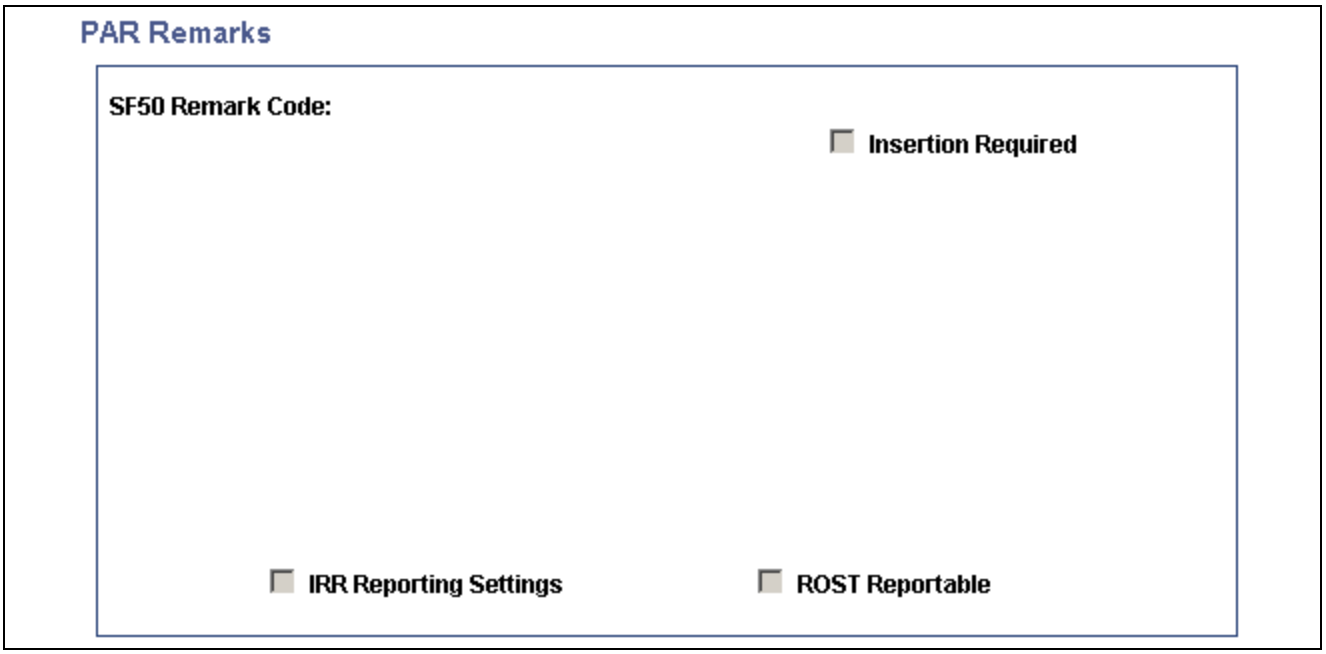
IRR Service Hist page

Base Pay The base pay that is associated with each PAR.

PAR Remarks (Personnel Action Request remarks) PARs are reported in the Service History Details group box. Each human resource change (PAR) has a remark associated with it. The remarks can be found in the PAR Remarks Table page.

Viewing and Entering PAR Remarks

Access the PAR Remarks page.

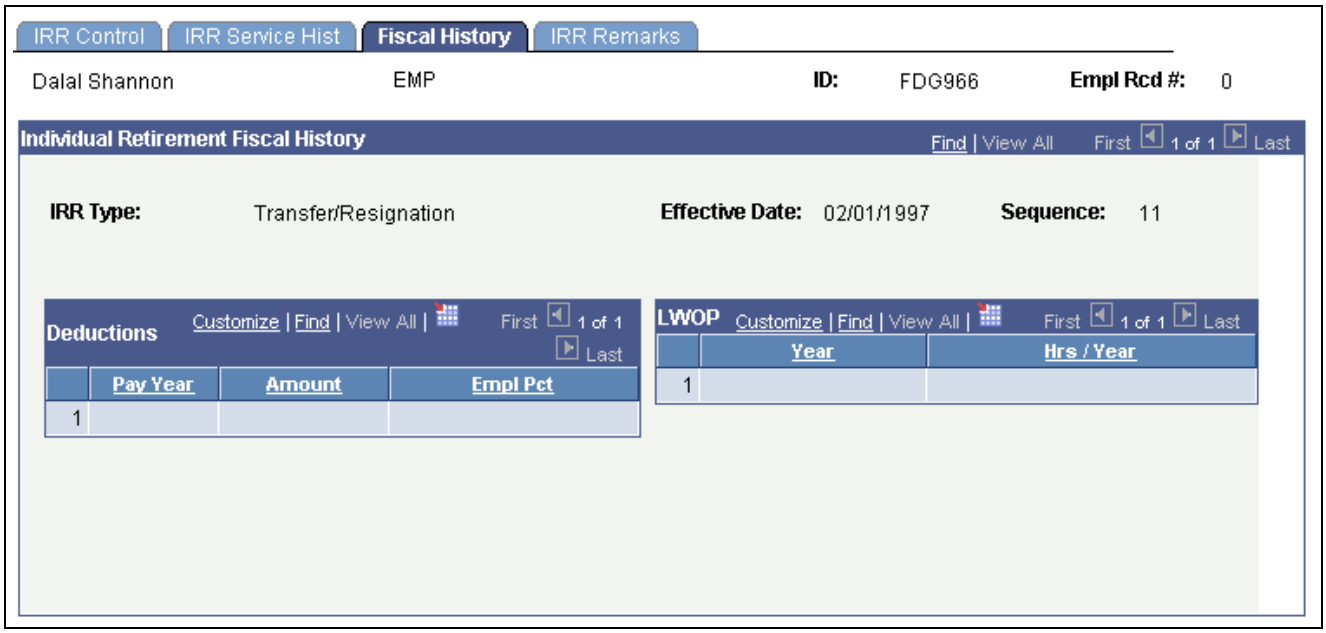


PAR Remarks page

Remark CD (remark code)	This code uniquely identifies the PAR remark. The value comes from the PAR Remarks Table page.
Insertion Required	Select this check box to specify that additional text must be inserted into the remark when it is associated with a PAR.
IRR Reporting Settings (Individual Retirement Record reporting settings)	This check box is selected and unavailable, indicating that this PAR remark will be printed on the IRR report.
ROST Reportable (Register of Separations and Transfers reportable)	This check box is selected and unavailable, indicating that this PAR remark will be printed on the IRR report.

Viewing an Employee's Fiscal History

Access the Fiscal History page.



Fiscal History page

Individual Retirement Fiscal History

Amount The basic pay for prior years while not enrolled in the CSRS or FERS retirement plan.

Deductions

As payroll processes run, the system enters information about retirement deductions withheld from employees' earnings into the Fiscal History page for those earnings designated as such on the earnings code. These are summarized yearly in this group box.

Pay Year The year in which the retirement deduction was taken.

Amount The sum of the retirement deductions for that year.

Empl Pct (employee percentage) The deduction percentage of the retirement deduction for that year.

LWOP

Hrs/Year (hours/year) The hours accumulated for the year.

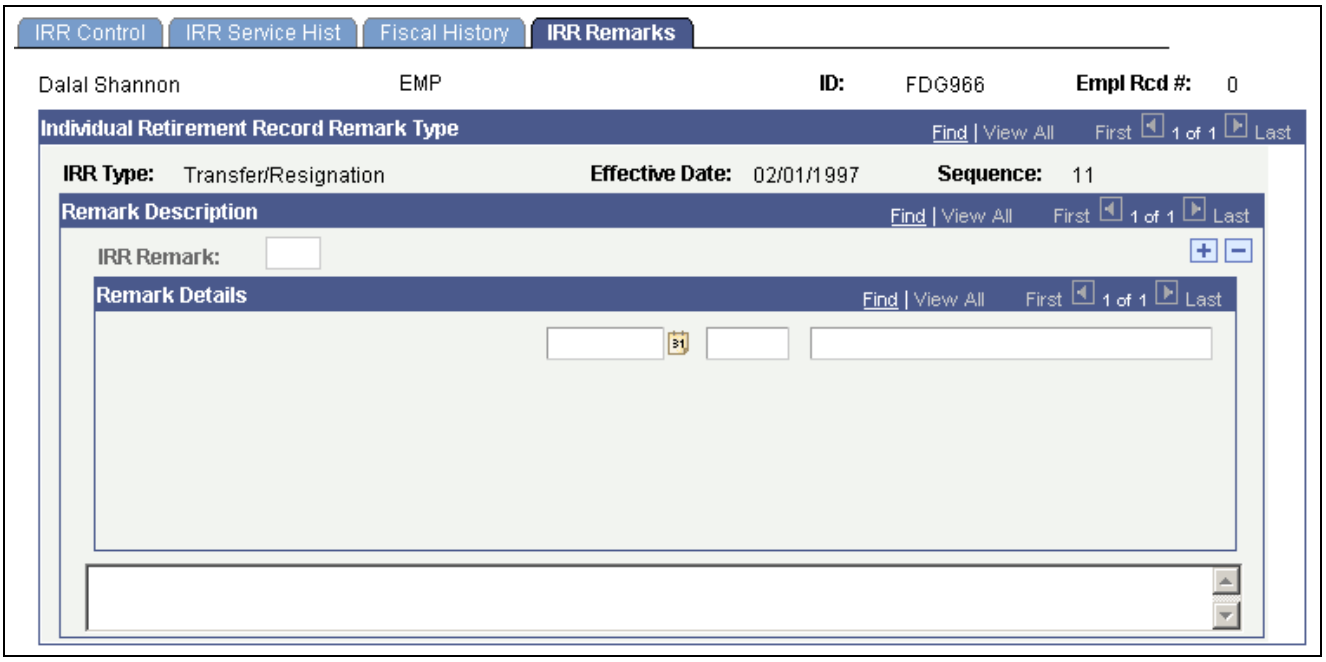
Basic Pay prior to CSRS/FERS appt (basic pay prior to Civil Service Retirement System or Federal Employee Retirement System appointment) The basic pay for the year before enrollment in CSRS or FERS.

LWOP (leave without pay) The year and corresponding hours accumulated.

Retirement Deductions The year of the contribution, the amount of the deduction, and the percent of the employee contribution.

Entering IRR Remarks

Access the IRR Remarks page.



IRR Remarks page

Remark Description

IRR Remark (Individual Retirement Record remark)

Select an IRR remark code. When you select an IRR remark code for an employee, the system provides a format with which you can complete the employee-specific component.

The components of the IRR remark code, as defined in the IRR Remarks table, appear sequentially. The IRR remark code consists of the sequence number, remark type, field type, and label.

Depending on the remark type selected, different fields appear. For example, fields that have a *Text* remark type have the text appear as display-only on the page, without any user entry fields. Fields that have an *Employee-specific* remark type have user entry fields available. Use these fields to indicate employee-specific remarks, such as specifying the dollar amount of indebtedness (a number) or a reason for the indebtedness (text). As you complete the employee-specific information, the remarks are dynamically generated and displayed in the comment box at the bottom of this page. You can add as many remarks as necessary for an employee.

Note. Values for IRR remarks can be set up in advance in the IRR Remarks table.

Remark Details

These fields provide the association of the defined IRR remark with the separated employee's IRR. In addition, employee-specific text, date, or an amount may be entered, provided the IRR remark has been defined. The design of these remarks is generic and enables the customer to predefine the remark format. Depending upon how the remark is defined (employee specific or text), you may need to enter additional information. If the remark is defined as employee specific, then you may need to enter a date (first field in the Remark Details group box) or an amount (second field) or text (third field).

After you insert a remark, the display changes.

See Also

Chapter 9, "(USF) Setting Up Additional U.S. Federal Payroll Functionality," Setting Up IRR Remarks, page 189

Creating IRR Worksheets

This section provides an overview of IRR worksheets and discusses how to create an IRR worksheet for a separated employee.

Understanding IRR Worksheets

You have 30 days after an employee separates to prepare and submit an IRR to OPM. During that time, you can print an IRR worksheet for a separated employee and review the data. Also, use the IRR worksheet to view service history and fiscal history for a current employee.

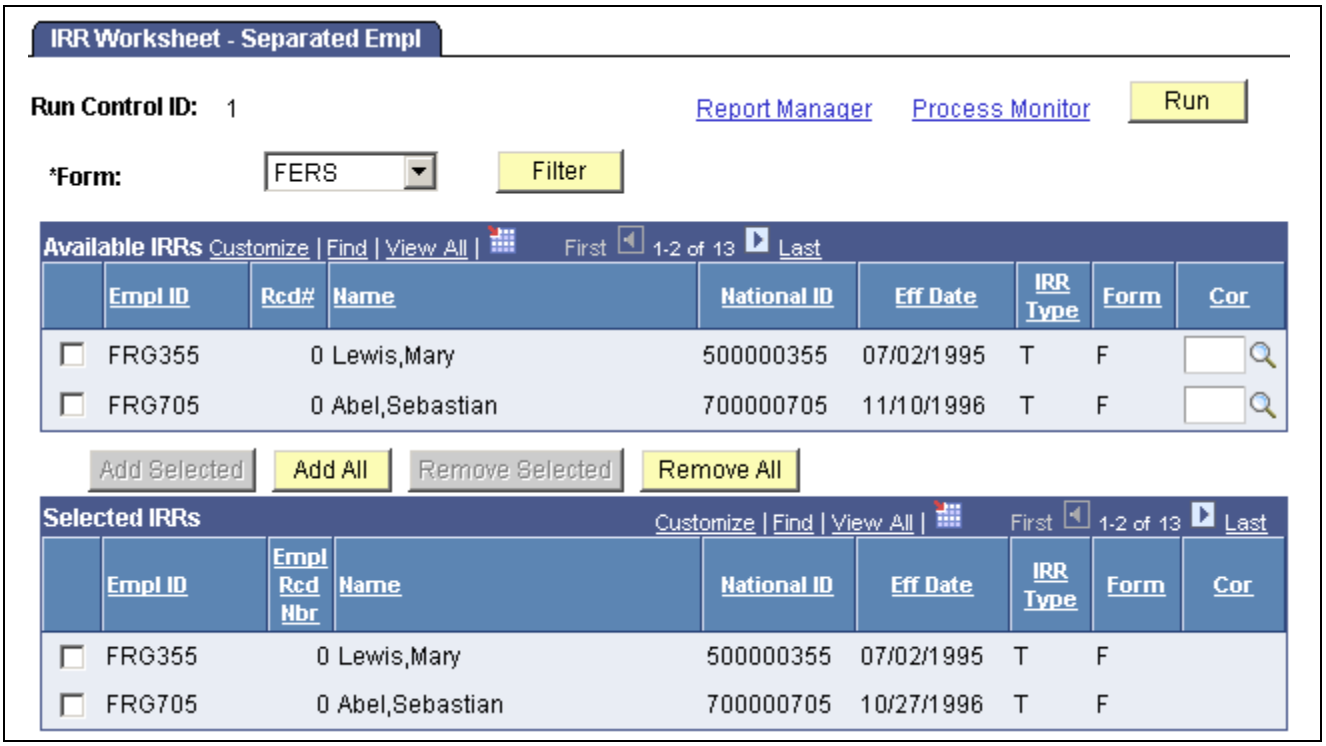
The IRR worksheet for a separated employee contains the same information that appears in the final IRR, but the worksheet is not formatted to print on OPM stock and is for internal agency use only. If you find mistakes on an employee's IRR worksheet, you can correct or add remarks using the online pages before generating the final IRR.

Pages Used to Create IRR Worksheets

Page Name	Object Name	Navigation	Usage
IRR Worksheet - Separated Empl (Individual Retirement Record worksheet - separated employee)	RUN_FGPY009	Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Create IRR Worksheet-Sep, IRR Worksheet - Separated Empl	Run the IRR Worksheet SQR Report process (FGPY009) to produce an IRR worksheet for separated employees.
IRR Worksheet - Current Empl (Individual Retirement Record worksheet - current employee)	RUN_FGPY010	Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Create IRR Worksheet-Current, IRR Worksheet- Current Empl	Run the IRR Worksheet - Current Empls SQR Report process (FGPY010) to produce an IRR worksheet for current employees.

Creating an IRR Worksheet for a Separated Employee

Access the IRR Worksheet - Separated Empl page.



IRR Worksheet - Separated Empl page

Click Run to run this request. PeopleSoft Process Scheduler runs the IRR Worksheet process at user-defined intervals.

Note. The run control parameters for this report are the same as for generating IRRs.

See Chapter 31, "(USF) Generating IRR and ROST Reports," Generating Final IRRs, page 700.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Generating Final IRRs

This section provides an overview of final IRR generation and discusses how to generate final IRRs.

Understanding Final IRR Generation

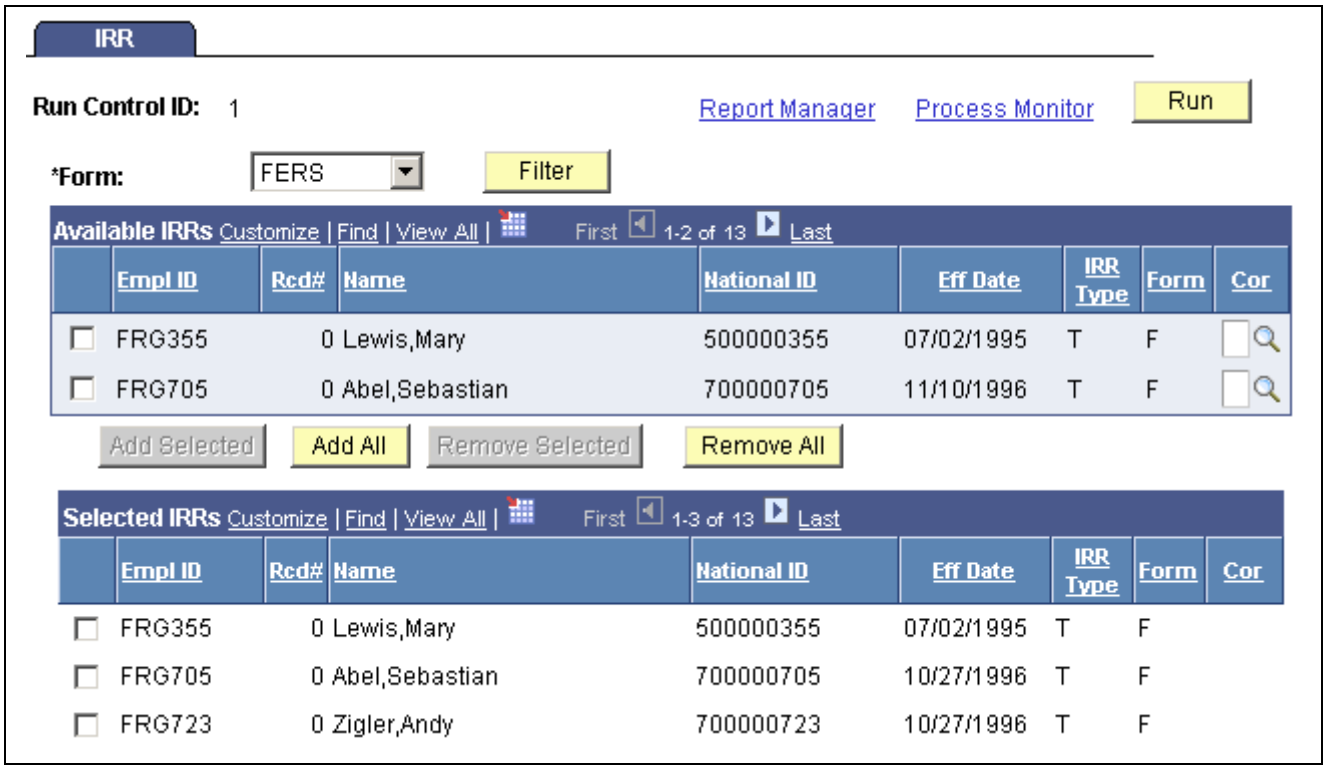
When the IRR information is correct, run the Individual Retirement Records process to process the final IRR and print an official SF-2806 or SF-3100 form on OPM stock for transfer to OPM. The system changes the IRR status for an employee to final IRR. After running this process, you can view PARs for an employee only through the Supplemental IRR and Correction IRR components.

Page Used to Generate Final IRRs

Page Name	Object Name	Navigation	Usage
IRR	RUN_FGPY007	Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Process IRRs, IRR	Run the Individual Retirement Records process to generate a final IRR or a supplemental or correction IRR.

Generating Final IRRs

Access the IRR page.



IRR page

Click Run to run this request. PeopleSoft Process Scheduler runs the Individual Retirement Records process at user-defined intervals.

Form Select the IRR retirement form: *CSRS* (Civil Service Retirement System), *FERS* (Federal Employee Retirement System), or *N/A* (not applicable).

Filter Click to filter out all employees except those relevant to the form that you selected.

Available IRRs

Use the check box to select individual employees.

Add Selected and **Remove Selected** Click to add or remove only the selected IRRs that appear in the Available IRRs (available Individual Retirement Records) group box.

Add All and **Remove All** Click to add or remove all IRRs that appear in the Available IRRs group box.

Cor (correction) For generating supplemental or correction IRRs.

Select the IRR type that is associated with the original IRR. For example, if the original IRR type was R (retirement), enter *R* in the Cor field.

This links the original IRR that you are changing to the supplemental IRR or correction IRR.

Selected IRRs

Only IRRs listed in this group box print from this run control.

Note. You can select only pending IRRs on this page. After you generate a final IRR, you cannot rerun it.

Note. Although all PAR processing runs on both two-tier and three-tier systems, some differences exist when printing the SF-50 and SF-52 reports using the Print button on the PAR pages. Click the Print button or select the Print menu option to print SF-50 or SF-52 from the PAR pages in a two-tier system. You can print SF-50 or SF-52 from the PAR pages in a three-tier system only by selecting the Print menu option.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Generating ROST Reports

This section provides an overview of the ROST reports and discusses how to run the ROST report.

Understanding ROST Reports

The ROST summarizes information in the IRRs. It must accompany the IRRs that you submit to the OPM.

The system generates the following official OPM forms:

- SF-2807 for employees covered by the CSRS.

  This report summarizes all SF-2806 and SF-2806-1 IRRs.

- SF-3103 for employees covered by the FERS.

  This report summarizes all SF-3100 and SF-3101 IRRs

You can create a ROST only after you generate final IRRs.

Note. The system groups IRR batches together by form type (either SF-2806 or SF-3100). Generate a separate ROST for each IRR batch type.

When you generate the ROST, the system:

1. Selects all the IRRs that are in final IRR status and have not been previously reported to OPM.

   By creating the ROST report, the system automatically updates the ROST series, year, and page information in the individual IRR so that you don’t report it to OPM again in future ROST runs.

2. Creates summarized information for each IRR.

   The ROST report displays one employee per line, with the employee's total current-year retirement deductions and total retirement deductions. The current-year retirement deductions should match those reported in the individual IRRs. The total retirement deductions should match the last cumulative deduction reported in the IRRs.

   The system creates a new ROST control record for each ROST page by agency, ROST type, current year, and ROST page number. Page totals for IRRs are also recorded.

Pages Used to Generate ROST Reports

Page Name	Object Name	Navigation	Usage
Register of Seps/Transfers (Register of Separation and Transfer)	RUN_FGPY008	Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Register of Seps/Transfers, Register of Seps/Transfers	Generate a ROST report.
ROST Summary (Register of Separations and Transfers summary)	GVT_ROST_SUMMARY	Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Review ROST Summary, ROST Summary	View the cover page that accompanies the IRRs that you submit to OPM. The system generates the ROST summary when you process the ROST. You can also review a processed ROST report online through the ROST summary.

Running the ROST Report

Access the Reg of Separation and Transfer page.

Click Run to run the report by using PeopleSoft Process Scheduler.

Agency The default values come from the Agency table.

Series Select *OPM*. This field defines a page-numbering scheme for the form.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Generating Supplemental or Correction IRRs

This section provides an overview of supplemental and correction IRRs and discusses how to:

- Initiate a PAR for supplemental or correction IRR.
- Adjust IRR data.
- Create a supplemental or correction IRR worksheet.

- Generate the final supplemental or correction IRR.

Understanding Supplemental and Correction IRRs

If you discover inaccuracies in an IRR after you send it to OPM, generate a supplemental IRR or correction IRR to make the necessary adjustments. This requires you to create another PAR.

Use a supplemental IRR if you originally under-reported an employee's retirement deductions. The system automatically calculates the difference after processing the payroll adjustments. Create a supplemental IRR to report the difference in the retirement deduction amount to OPM.

Use a correction IRR (SF-2806-1 or SF-3101) to correct the original IRR or if you over-reported retirement deductions.

Summary of Procedures

Here's a summary of the steps to generate a supplemental or correction IRR:

1. Initiate a supplemental or correction IRR PAR.
2. Review the IRR record.
3. Create a supplemental or correction IRR worksheet.
4. Create the final supplemental or correction IRR.
5. Generate a corresponding ROST report.
6. Submit to OPM.

Final Supplemental or Correction IRR Generation

Use the Individual Retirement Records process to generate a supplemental IRR or correction IRR. This is the same process and run control page that you use to generate a final IRR. On the run control page you link the original IRR that you are changing to the supplemental IRR or correction IRR.

When the system generates a supplemental IRR or correction IRR, it prints only the IRR-reportable PARs created since the original IRR, along with IRR remarks and adjustments to fiscal data.

In a correction IRR, IRR remarks appear in the Reason for Correction box. In a correction PAR, IRR remarks appear in the Corrected Data section of the SF-2806-1 (CSRS) or the SF-3101 (FERS) form.

Note. A supplemental IRR reports only the retirement deduction adjustment and IRR Remarks associated with the supplemental action. Unlike a regular IRR, it does not display a full history of all PARs. The Supplemental IRR displays only the difference between the original under-reported amount and the new amount.

Send the Supplemental IRR or Correction IRR, accompanied by a ROST form (SF-2807 or SF3103), to the OPM.

Pages Used to Generate Supplemental or Correction IRRs

Page Name	Object Name	Navigation	Usage
1st Rqst Authorization USF - Data Control (first request authorization United States federal government - data control)	GVT_JOB0	Workforce Administration, Job Information, 1st Rqst Authorization USF, Data Control	Add IRR PAR information if you under-reported an employee's original deductions.
Correct IRR Supplement USF - Data Control (correct Individual Retirement Records supplemental United States federal government - data control)	GVT_JOB0	Workforce Administration, Job Information, Correct IRR Supplement USF, Data Control	Add IRR PAR information (SF-2806-1 or SF-3101) to correct reported PAR information and over-reported retirement deductions to the OPM. Changes can be related to a PAR or to the payroll.
IRR	RUN_FGPY007	Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Process IRRs, IRR	Run the Individual Retirement Records process to generate a supplemental or correction IRR.

Initiating a PAR for Supplemental or Correction IRR

Access the 1st Rqst Authorization USF - Data Control page or the Correct IRR Supplement USF - Data Control page.

In the Actual Effective Date field, enter the date that the supplemental IRR or correction IRR becomes effective. When you create the new PAR, the system creates an IRR control record with an IRR type of C (correction) or S (supplemental).

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "(USF) Administering Personnel Action Requests"

Adjusting IRR Data

Use the same pages that you use to create a new IRR.

See Also

Chapter 31, "(USF) Generating IRR and ROST Reports," Viewing and Maintaining Employee IRR Data, page 691

Creating a Supplemental or Correction IRR Worksheet

Use the same page that you use to create a new IRR worksheet.

See Also

Chapter 31, "(USF) Generating IRR and ROST Reports," Creating IRR Worksheets, page 698

Generating the Final Supplemental or Correction IRR

Access the IRR page.

See Also

Chapter 31, "(USF) Generating IRR and ROST Reports," Generating Final IRRs, page 700

Accumulating and Adjusting Fiscal Data

This section provides an overview of the IRR Fiscal Data Accum report and discusses how to:

- Run the IRR Fiscal Data Accum report.
- Adjust IRR yearly amounts.

Understanding the IRR Fiscal Data Accum Report

Create an IRR Fiscal Data Accum report at the end of the tax year to accumulate and store fiscal information from the IRRs for all employees.

The IRR Fiscal Data Accumulation process uses payroll earnings and deductions for the current year and accumulated fiscal data for all prior years. You do not need to run this process for an employee whose separation occurs mid-year. All IRR pages and reports automatically select and summarize payroll detail earnings and deductions.

This report accumulates all retirement deductions for employees, leave without pay hours, and basic pay that they received when they were not covered by CSRS or FERS retirement plans. Run this process at the end of a tax year.

If you must run this process at any time other than the end of the tax year, or if you must make a correction to an employee's fiscal data, you can do so for employees whose IRRs are affected.

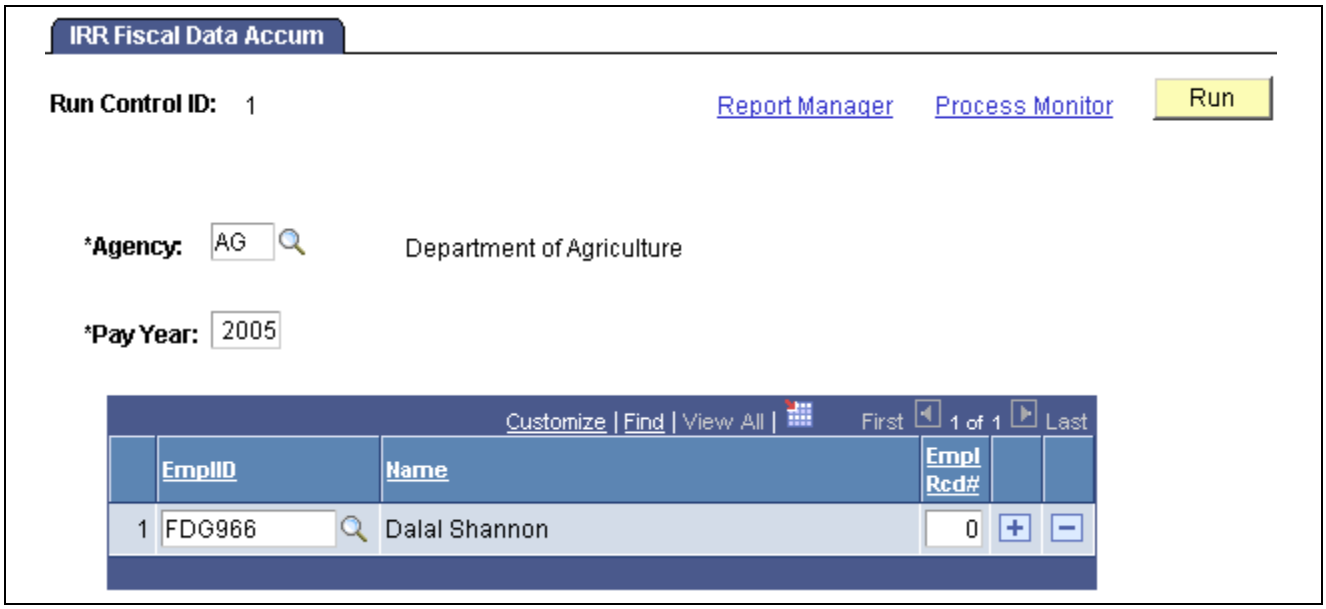
If run regularly at the end of the tax year, this report processes records for all employees in your agency. If run for selected employees, it processes records for those employees only.

Pages Used to Accumulate and Adjust Fiscal Data

Page Name	Object Name	Navigation	Usage
IRR Fiscal Data Accum (Individual Retirement Record fiscal data accumulation)	RUN_FGPY006	Payroll for North America, Periodic Payroll Events USF, Individual Retirement Record, Process Accum Fiscal Data, IRR Fiscal Data Accum	Run the IRR Fiscal Data Accum report (FGPY006) to transfer all of the fiscal data recorded on an employee's IRR and stored in the payroll system to the fiscal data portion of the IRR.
Adjust Empl Fiscal Yr History (adjust employee fiscal year history)	GVT_ADJ_FISCAL_YR	Payroll for North America, Periodic Payroll Events USF, Update Emp Fiscal Year History, Adjust Empl Fiscal Yr History	Adjust an employee's yearly retirement deduction totals.

Running the IRR Fiscal Data Accum Report

Access the IRR Fiscal Data Accum page.



IRR Fiscal Data Accum page

If an employee has a status of retired and has accumulated retirement amounts in a plan for which that employee is ineligible, you can adjust the employee's fiscal year history.

Click Run to run the report by using PeopleSoft Process Scheduler.

Pay Year

Enter the pay year for which you're running the fiscal data accumulation.

Note. For every pay calendar that you establish, specify the pay year on the Year Settings page in the Pay Calendar table. This is defined automatically during the pay calendar creation, and it is generally the same as the year of the pay end date. When processing IRRs, the IRR Fiscal Data Accumulation process identifies all monies that come from the pay year.

Note. If you're populating historical data, you must populate pay calendars from prior years.

EmplID (employee ID) and **Empl Rcd#** (employee record number)

Enter the employee ID and record number for employees to include in the IRR Fiscal Data Accumulation process. If you do not enter any employees, this process runs for your agency's employee population.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Pay Calendars," Creating Pay Calendars and FLSA Calendars

PeopleTools PeopleBook: Using PeopleSoft Applications

Adjusting IRR Yearly Amounts

Access the Adjust Empl Fiscal Yr History page.

Year	Displays the year.
Amount	Displays the current amount balance.
Adjusted Amount	Enter the adjusted amount balance.
Empl Contrib % (employee contribution percentage)	Displays the current value of the employee's contribution percentage.
Adjusted Empl Contrib % (adjusted employee contribution percentage)	Enter the adjusted value of the employee's contribution percentage.
LWOP Hrs (leave without pay hours)	Displays the employee's current balance of leave without pay hours.
Adjusted LWOP Hrs (adjusted leave without pay hours)	Enter the adjusted balance of leave without pay hours.
Reason for Adjustment	Enter a reason.

CHAPTER 32

Accessing Year-End Processing Instructions

This chapter discusses year-end processing instructions.

Understanding Year-End Processing Instructions

Payroll for North America is designed to help you efficiently organize and process year-end data and reports.

This documentation does not include specific information about year-end processing because, due to legislative changes in your region, year-end processing information usually changes annually.

Download the appropriate documentation from the PeopleSoft Customer Connection website. The documentation is posted with the year-end tax update. If you do not currently have access to the Customer Connection website, contact the PeopleSoft Global Support Center.

Year-end processing documentation is available each year for these jurisdictions:

- United States
- Canada
- American Samoa
- Guam
- Virgin Islands
- Puerto Rico

APPENDIX A

Configuring Batch Processes

This appendix discusses:

- Batch process configuration.
- Payroll-related tables.
- Processes.
- High-level processes.
- Process detail.
- Payroll for North America COBOL program types.
- PeopleSoft SQL application programming interface (API) for batch COBOL.
- Flexible field lengths.

Batch Process Configuration

This section lists prerequisites and discusses:

- Batch process configuration considerations.
- True configuration costs.
- Payroll for North America system capabilities.
- The vanilla PeopleSoft system.
- Your modification requirements.
- List of required modifications.
- Proposed modifications review with PeopleSoft.
- Contact with other customers.

Prerequisites

Do you really need to configure Payroll for North America?

Configuration is not to be performed lightly. Before you start to think about adding, deleting, or modifying code, ensure that everyone in the organization understands what configuration entails. Your goal should be to modify the system as little as possible, and preferably not at all.

Remember that companies decide to acquire a software package such as Payroll for North America because it is a package. It's a coherent and self-contained system, already designed and delivered. It runs, it works, it satisfies the demands made upon it, and it does this best—and with the least problem and expense—when you work with the package as it exists.

Before you make a list of required modifications to Payroll for North America, perform the following prerequisite activities:

- Understand what configuration may cost—and this includes hidden maintenance expenses that might not be immediately obvious.
- Understand Payroll for North America system capabilities and design from a functional point of view. For what tasks are you trying to use it?
- Use the vanilla Payroll for North America system extensively; both with the PeopleSoft-supplied Demonstration data and with your own realistic test data.
- Revisit your configuration requirements thoroughly.
- Produce a list of your required modifications.
- Review your proposed modifications with PeopleSoft.
- Contact other PeopleSoft customers to discuss configuration issues you may have in common.

Batch Process Configuration Considerations

Before you modify Payroll for North America batch processes, make a thorough analysis of the business requirements that you're trying to address through configuration and seriously consider the possibility of addressing those requirements through reengineering the payroll department procedures rather than through changing PeopleSoft COBOL source code. It is almost always more cost-effective to reduce the list of required changes to an absolute minimum. When you configure batch processes, you incur a variety of ongoing maintenance expenses and possible conflicts as the effects of the changes move through the system.

An important configuration consideration is how the system processes the various dates in Payroll for North America: effective dates, begin and end dates, dates on the job record, dates on the General Deduction table, and dates on the Pay Calendar table.

Note. In providing information on this topic, we assume that you have a basic understanding of PeopleSoft online processing flow, PeopleTools, relational databases, and COBOL programming.

See Also

Chapter 5, "Setting Up the Payroll Process," Understanding Pay Calendar Date Fields, page 89

True Configuration Costs

This section discusses the cost of configuring your batch processes such as upgrading, further documentation, and support limitations.

Future Ongoing Liability: Upgrades

After you configure the PeopleSoft system, upgrades inevitably become more difficult, with the degree of difficulty directly proportional to the extent of the modifications that you make.

You must retrofit all the configured code to the new PeopleSoft application. We supply you with a new, upgraded system, and you've modified the old one. You're going to have to make a careful analysis of the old and new systems, relying to some extent on the documentation you've (hopefully) produced to go along with the configured code. Additionally, you need to decide which modifications to keep (and how to keep them), which to delete, which to record from scratch, and so on.

PeopleSoft maintains our application features from release to release. We may alter the manner in which we provide certain functions. When we do, we deliver the upgraded feature as part of the new system release. When the change requires a new structure for data, we provide you with specific, rigorously tested procedures to change your data or programs to conform to the new release. This, in itself, is a powerful argument against configuration and its associated maintenance costs, because when you make modifications, you may have to reimplement the modifications whenever a new release comes out.

This might be fairly straightforward process: You just add your old modified code into the new system. On the other hand, PeopleSoft may have changed the way we do things from release to release, so you have to look at each modification and technically assess whether it works the way it used to or not. After you make the decision to configure, you have to continue to modify the package each time you implement a new release.

Future Ongoing Liability: Documentation

For every configured feature that you implement, you must produce your own documentation. You have to decide whether to merge the documentation with PeopleSoft's or to keep them separate. And documentation must be maintained. Each time a new release comes out, you have to go through the same process all over again, merging or adapting the documentation as necessary. It's expensive. And this expense will continue. Documentation isn't just a part of your initial configuration project. It's part of your upgrade process with every new release.

Possible Support Limitations

After you modify the system, you face another dilemma: If something in the system doesn't seem to work properly, is the problem due to PeopleSoft or to your configurations? Is the alleged bug in PeopleSoft code or yours?

Can PeopleSoft duplicate the problem you're having? After you've modified the system, PeopleSoft might not be able to do so. It's important to be able to duplicate a given problem, to satisfy yourself that there is indeed a problem, and to know whether you've fixed it.

For PeopleSoft to help you solve the problem, we must be able to duplicate the problem, fix the source code, and rerun the process. This is sometimes very difficult to do, even if you haven't modified the system in any way. We might not be able to do this at all, after you configure the system.

It might be difficult, depending on what you modify, to help you. Such inherent support limitations constitute just one more reason to stay with the core application as much as possible, and if you're going to modify it, to modify only minor aspects.

Payroll for North America System Capabilities

To configure Payroll for North America you must have a rigorous understanding of the system. How is the system put together? What is its component tables, programs, and pages? What is its system architecture and what is it really designed to do? And, of equal importance: How is your organization using it or planning to use it?

The following section provides some tips for training the appropriate people in your organization with Payroll for North America.

Combine Functional and Technical Personnel into One Team

When you're learning about Payroll for North America, the functional and technical personnel should be in close communication with each other, to the point of becoming a single team. Your functional people know how your business runs; your technical people know how your current system is put together. And between the two groups, they can act as an effective team.

Ensure That Team Receives Training

Make sure that the whole team receives training in the PeopleSoft system, as a team, everybody together.

Run PeopleSoft Vanilla Payrolls at Your Site

Before rushing to configure, or even to formulate a list of configuration requirements, PeopleSoft recommends that you install the standard Payroll for North America demonstration software without changes. Have your team start using the demonstration companies, employees, pay groups, pay calendars, deductions, and so on; have everyone read Payroll for North America Business Processes; run Payroll for North America. In this way, everyone becomes familiar with such critical concepts as what paysheets are and what the Create Paysheet COBOL SQL process (PSPPYBLD) is; what the Pay Calculation COBOL SQL process (PSPPYRUN) does, and what checks are in Payroll for North America; what the Pay Confirmation COBOL SQL process (PSPCNFRM) does, what balances are, and so on.

The Vanilla PeopleSoft System

Everyone in the team should be familiar with how Payroll for North America works, because the next step is to try to duplicate your company's payroll with the vanilla Payroll for North America system.

Build Real Earnings/Benefit/Deduction Table Entries

Start configuring your Earnings table, Benefits tables, and Deduction table by creating entries tailored exactly to support your company's payroll operations. As you do this, you will, of necessity, start making some real decisions on how to define the actual earnings, deductions, and benefits that you need, according to the PeopleSoft vanilla style.

Set Up Realistic Test Cases

Set up some realistic employee test data; then use all parts of the system. Hire employees through the normal PeopleSoft Human Resources paths; set them up with realistic earnings, general deductions, and benefits; enable them to be paid; then go ahead and pay them.

Keep the Demonstration System Available

Be sure to keep the original Payroll for North America demonstration system data available, so that as you're going through and modifying earnings, deductions, employees, and other data, you can always refer back to some of our test cases to see how they were set up. Many of the demonstration employees are paid, for example, with fairly complex benefit setups. And if you purge all the PeopleSoft demonstration data, you won't know how they were originally set up. By keeping the demonstration system available, you always have a reference point as you continue to build tables for your own company's real-life needs.

Your Modification Requirements

After you've gone through these exercises, and everyone on the team has a thorough understanding of PeopleSoft system capabilities, we encourage you to go back to your original list of requirements, whether this is in the form of a request for proposal or something else. Based on your new knowledge of the PeopleSoft system, you may find you can significantly refine your requirements, and that some might actually disappear. The following section provides some key questions to ask when revisiting your requirements.

Where Did We Get This Requirement? Is It Real?

Is it really a company requirement that we do payroll in this particular manner? Do we want to do it that way just because we've always done it that way? And, if so, is that sufficient reason to continue with this practice? Or is there another way that's just as easy, just as good, and doesn't require modification of Payroll for North America?

How Much Have Operational Characteristics of the Existing System Influenced Requirements?

When companies revisit and analyze their payroll requirements, they sometimes discover that particular requirements were actually formulated in response to operational characteristics or restrictions in their current (or old) system. A particular procedure came about that was really a compromise or a work-around. Some payroll department procedures may have no basis in any real payroll requirements; they might just reflect some operational characteristic of the current or old system. If so, this is an argument for reengineering some of your business procedures and practices and not configuring Payroll for North America.

Whose Standards Should We Use, Ours or PeopleSoft's?

Because of your company's in-house standards and conventions, you might discover a discrepancy between the way you ordinarily do things and the way PeopleSoft has delivered the system.

One reason your company decided to use the PeopleSoft system is the high degree of fit between your requirements and our features. Your selection team determined that Payroll for North America has attributes that your company could use.

A system your company builds in-house will in all likelihood conform to your company's standards; but if you bring in a package, it might be more reasonable to adopt the standards set by the vendor of the package.

Decisions having to do with standards start right at the beginning, when you install Payroll for North America. We require a database to be set up, and the tables all have to be named. A database administrator might say, "Our Company does not name tables this way," and suggest renaming all 8000 and some odd PeopleSoft tables and views. Keep in mind the ramifications of renaming all 8000 tables and just how extensive a change that really is.

List of Required Modifications

Now that you've assessed the costs of configuration, acquired a deep understanding of Payroll for North America system capabilities, used the vanilla system extensively both with the DEMO data and your own test cases and thoroughly examined your requirements—you are in a position to come up with a list of required modifications. What remains should consist of changes you absolutely have to make to the Payroll for North America system to make it acceptable for production.

After you've come up with such a list, separate it into two parts:

1. Changes that can be addressed through business reengineering.
2. Changes that require configuration of the PeopleSoft system.

Examine your list very carefully with the goal of having an absolute minimum of changes that require configuration.

Proposed Modifications Review with PeopleSoft

After compiling your list of modifications, work with your PeopleSoft Account Executive on these proposed changes.

Remember that there might be another way, short of rewriting code, to do what you want to do. It's always useful to reconsider the functional and technical issues, with the help of an experienced expert in the system. Often, they can suggest another way of achieving the functionality that you want, ideally, through the standard system.

And it may be that PeopleSoft is already planning and designing, for a future release, a feature similar or identical to what you have in mind. Particularly if your requirement doesn't represent something unique to your company's individual way of doing things, but is rather a genuine functional requirement typical of many payroll departments, we might have other customers who have requested we add such a feature to our standard system.

PeopleSoft may have already designed the feature that you need. If this is the case, you can work with PeopleSoft, through your Account Executive, so that we can jointly get that feature into your system.

It's always to your advantage to remain in close contact with PeopleSoft on configuration issues. For example, even if you do all the work on designing and implementing a modification, if PeopleSoft subsequently takes it over and makes it part of our standard application, then you'll be free from the ongoing maintenance liability.

Contact with Other Customers

Your company probably has payroll requirements that overlap to a considerable extent with those of other PeopleSoft customers. Another PeopleSoft customer may have requested the same modification that you are contemplating; they might have gone ahead and designed the feature on their own. This might occur even if you think the requirement is absolutely pure or unique to your circumstances.

Other customers might have similar requirements and built it into their systems. By trading design ideas back and forth with other customers, you might be able to come up with a great solution more effectively and efficiently than either of you could on your own.

Use Customer Connection to Communicate

Customer Connection, PeopleSoft's web-based communications service consisting of updates and fixes, discussions and SIGs, and news and information about PeopleSoft applications and development plans, is an ideal tool for communicating with other customers about configuration issues.

Payroll-Related Tables

This section discusses:

- Payroll-related tables.
- Employee data input tables.
- Effect of database changes.
- Payroll process input tables.
- Paycheck output tables.

Payroll-Related Tables

Payroll for North America is a set of input tables, processes, and output tables. You set up your input tables, run a process, and the process—in turn—writes new data to the output tables. Here's an example:

Input Tables	Processes	Output Tables
Employee Data	*Payroll*	*Paycheck*
Job	Create Paysheet	Checks
Benefits	Pay Calculation	Deductions
Deductions	Pay Confirmation	Taxes
	Actuals Distribution	Balances
Pay Process	Reversal Processing	Messages
Earnings	Calendar Build	
Deductions	Delete Balances (U.S.), Delete Balances (Canada)	
Taxes	Check Reprint	
	Unconfirm Pay	
	Payroll Unsheet	
	Benefits	
	Calculate Deductions	
	Confirm Deductions	
	Savings Management Balances	
	Leave Accrual	
	Human Resources	

Input Tables	Processes	Output Tables
	Fiscal Yr Encumbrance Process (fiscal year encumbrance process)	
	Nightly Encumbrance Process	
	Tenure/Flexible Service Calc'n (tenure/flexible service calculation)	

Note. This chart doesn't list actual table names, but are generic classifications for the various tables in the system.

Running Payroll for North America processes might be labeled a quiet task. The processes start, run, and stop, rarely putting out more than five or ten lines of output, which typically consist of messages to the effect that the process began at a certain time, a certain pay group is being processed, and finally, that the run has finished.

The system writes all results of the Payroll for North America processes back into the database. Any tangible outputs from these processes, such as paychecks, are all reports based on database tables. To get the physical paychecks, for example, you run an Structured Query Report (SQR) against the database.

So what does a typical Payroll for North America process do? It reads some input from various tables, writes new data back into the database, and goes away. A process might send a message that says "Check Messages!!!"; that means it wrote at least one message into the message table. In that case, you need to go back and run a report against the message table to get the messages, or view the messages online on the Paysheets page, Payroll Messages page.

Employee Data Input Tables

As shown in the preceding chart, the employee data input tables can be classified as employee jobs, benefits, and deductions. Online, some of these tables are found in the Workforce Administration menu, others in the Employee Pay Data menu, and some in the Benefits menu.

You hire employees and set up their job data; enroll them in benefits programs and set up their benefits data; set them up for general deductions and enter this information on the database. You insert rows into their various job, benefits, and deduction tables:

Table Name	Online Page Name
ADDL_PAY_DATA ADDL_PAY_EFFDT ADDL_PAY_ERNCD	Additional Pay
BOND_SPEC_DATA BOND_SPEC	U.S. Savings Bond Specification Data

Table Name	Online Page Name
CSB_EMPL_SERIES CSB_REGISTRANT CSB_REG_DENOM	Canada Savings Bond Specification Data
DIRECT_DEPOSIT DIR_DEP_DISTRIB	Direct Deposit
EMPL_DED_PROC	General Deduction Override
GENL_DEDUCTION GENL_DED_CD	General Deduction Data
GARN_SPEC GARN_SCHED GARN_RULE GARN_EMPL_DED	Garnishment Specification Data
TAX_DIST_EFFDT TAX_DISTRIB	Employee Tax Distribution
JOB	Job
PAYROLL_DATA ADDRESSES	Payroll Data
PERS_DATA_EFFDT PERSON ADDRESSES PERSONAL_PHONE EMAIL_ADDRESSES	Personal Data
BEN_PROG_PARTIC	Benefits Program Participation

Table Name	Online Page Name
DEP_GEN DEP_BEN_EFF DEP_BEN_NAME DEP_BEN_ADDR	Dependent/Beneficiary Data
DISABILITY_BEN BENEFIT_PARTIC	Disability Benefits
FSA_BENEFIT BENEFIT_PARTIC	FSA Benefits
HEALTH_BENEFIT BENEFIT_PARTIC	Health Benefits
LEAVE_ACCRUAL	Leave Accruals
LEAVE_PLAN BENEFIT_PARTIC	Leave Plans
LIFE_ADD_BEN BENEFIT_PARTIC	Life and AD/D Benefits
RTRMNT_PLAN BENEFIT_PARTIC	Retirement Plans
SAVINGS_PLAN SAVINGS_BENEFIC SAVINGS_INVEST BENEFIT_PARTIC	Savings Plans
VACATION_BEN BENEFIT_PARTIC	Vacation Benefit
PENSION_BENEFC PENSION_PLAN	Pension Plans

Table Name	Online Page Name
CAN_TAX_DATA CAN_TAX_PRVDATA EMPL_WAGELS_CAN	Canadian Income Tax Data
FED_TAX_DATA STATE_TAX_DATA LOCAL_TAX_DATA TAX_DIST_EFFDT TAX_DISTRIB TREATY_EARN_TBL (E&G only)	Federal Tax Data State Tax Data Local Tax Data Employee Tax Distribution
CONTRACT	Contract Pay Data
EG_FLX_SVC_DT EG_PRIOR_CREDIT EG_SVC_HIST EG_SVC_HIST_FLX EG_TENURE_DATA	Flexible Service Data Prior Credit Data Service History Data Flexible Service History Data Tenure Data

Employee data tables all have EMPLID as a key, so if you need to find them all, a good way to start is to look at those tables containing EMPLID. To do this, use the Records and Fields PeopleTools Cross Reference Report (XRFFLRC).

Effect of Database Changes

One of the advantages of Payroll for North America is that you can use PeopleTools to easily configure the payroll tables. However, you keep in mind how any changes you make might move through the database, particularly considering the interdependency not only of tables, but also of the batch processes that call them.

Suppose you decide you have to add a column (a field) to PERSONAL_DATA. PeopleSoft batch processes never issue a SQL SELECT statement against a table. The system always selects only the columns that it wants from the table. If it wants to retrieve or update rows of the employee names, for example, it specifically asks for the NAME. It never makes an assumption about what columns are on that table.

Consequently, if you add a column to PERSONAL_DATA, it doesn't affect batch payroll processes, because if a batch process wants something from PERSONAL_DATA, such as the employee's address, it asks for the address by column name. So, in effect, you can add multiple columns, and if you do not need or want your new columns to affect batch processing, that's OK, because the processes ignores them. Any tables that you modify, of course, are maintained by the online system, so you need to modify and store the appropriate records (and possibly pages).

You must be more careful when modifying existing columns that are used by the batch processes. For example, you might decide to alter the HOURLY_RT column on the JOB table. You need seven decimal places instead of the six provided in PeopleSoft. Now, the batch Payroll system is set up to read the HOURLY_RT column from the JOB table; and when it does so, it makes the assumption that it's reading the HOURLY_RT as defined in the standard application. In this case, modifying an existing column affects payroll processing, because the COBOL programs must know the format of the data to be mapped. Because the HOURLY_RT column is used by Payroll, you also have to modify some of the batch processes.

Remember also that if you change the name of the HOURLY_RT column, the batch processes won't be able to find it unless you modify the batch processes accordingly.

Some of the tables—particularly the output tables—are maintained by batch processes (DEDUCTION_BAL, the Deduction Balance table, for example). During normal processing, the system inserts, updates, and possibly even deletes individual rows. When you add new or modify existing columns on these tables, you have to make the corresponding COBOL changes.

Payroll Process Input Tables

For payroll process input tables, you set up much of the controlling information for running payrolls, information having to do with the specifics of particular earnings, deductions, or taxes. You can find these tables online in the Set Up HRMS, Product Related, North American Payroll menu, unless otherwise indicated.

The fact that an employee works in the state of New York is employee-level data stored in the employee data input tables. But to calculate that employee's taxes, the system checks the appropriate pay process input table that defines tax rates for employees who work in New York:

Table Name	Online Page Name
ACCT_CD_TBL PYCF_VERTGRID_WK	Account Code Table
BALANCE_ID_TBL BALANCE_ID_DEF BALANCE_ID_QTR	Balance ID Table
BANK_EC_TBL	Bank Table
BOND_TBL	U.S. Savings Bond Table
COMP_RATECD_TBL	Comp Rate Code Table
CSB_SERIES_TBL CSB_FREQ_TBL	Canada Savings Bonds Table

Table Name	Online Page Name
DEDUCTION_TBL DEDUCTION_CLASS DEDUCTION_FREQ EARNS_SPCL_DEDN DED_SUBSET_CD	Deduction Table
DEPT_BUDGET DEPT_BUDGET_DT DEPT_BUDGET_ERN DEPT_BUDGET_DED DEPT_BUDGET_TAX DEPT_BUDGET_CTX DEPTBDGT_SUSPNS	Department Budget Table (found online in the Define Budget/Encumbrnce (U.S.) or (CAN) menu)
DED_SUBSET_TBL	Deduction Subset Table
EARNINGS_TBL EARNINGS_ACCRL EARNINGS_SPCL	Earnings Table
ENCUMB_DEFN_TBL ENCUMB_DEFN_DED ENCUMB_DEFN_TAX	Encumbrance Definition Table (found online in the Define Budget/Encumbrnce (U.S.) or (CAN) menu)
ERN_PROGRAM_TBL ERN_PROGRAM_DEF	Earnings Program Table
VENDOR	Garnishment Payee Table
GARN_RULE_TBL GARN_EXEMPT_TBL	Garnishment Rules Table (U.S.)

Table Name	Online Page Name
GARN_RULE_TBL GARN_DE_EARN GARN_EXEMPT_TBL GARN_OPERANDS	Garnishment Rules Table (CAN)
GARN_DE_DEFN GARN_DE_DED GARN_DE_DEF_LNG	Garnishment DEDefinition Garnishment DE Definition Related Language Table
GARN_DE_DED	Garnishment Disposable Earnings Deduction Table
GARN_DE_EARN	Garnishment DE Earnings Table
GARN_EXEMPT_TBL	Garnishment Exemption Table
GARN_OPERANDS	Garnishment Operands Table
GARN_PRORATE_DF	Garn Prorate Defn
GARN_PRORATE_RL	Garnishment Proration Rules
GENL_DED_TBL	General Deduction Table
HOLIDAY_TBL HOLIDAY_DATE	Holiday Schedule Table
LIMIT_TBL LIMIT_EXCLD_TBL LIMIT_INCLD_TBL LIMIT_IMPIN_TBL LIMIT_COORD_TBL	Limit Table (found online in the Benefits menu)
PAY_FORM_TBL	Form Table
PAYGROUP_TBL PAYGRP_EMPLTYPE	Pay Group Table

Table Name	Online Page Name
PAY_CALENDAR	Pay Calendar Table
PAY_MESSAGE_TBL	Pay Message Table
PAY_OL_PRNTCTL	Configure Online Printing
PAY_RUN_TBL	Pay Run Table
COMPRT_GRP_TBL	Rate Code Groups
SAVINGS_PLN_TBL SAVINGS_INV_TBL	Savings Table (found online in the Benefits menu)
SHIFT_TBL	Shift Table
SPCL_EARNS_TBL	Special Accumulator Table
TERM_ACTN_RSN	Final Check Action/Reason
TERM_PGM_TBL	Final Check Program Table
EG_AUDIT	Application Trace (Set Up HRMS, Product Related, Workforce Administration, Flexible Service EG, Service Rules, Application Trace)
EG_CAL_DEFN_TBL EG_CAL_DETP_TBL	Calendar (Workforce Administration, Flexible Service EG, Define Service Rules)
EG_DATE_CNV_OPT	Date Conversion Table (Set Up HRMS, Product Related, Workforce Administration, Flexible Service EG, Service Rules, Date Conversion Option)
EG_DURATION_OPT	Duration Option Table (Set Up HRMS, Product Related, Workforce Administration, Flexible Service EG, Service Rules, Duration Option)

Table Name	Online Page Name
EG_DATE_RND_OPT	Date Round Option Table (Set Up HRMS, Product Related, Workforce Administration, Flexible Service EG, Service Rules, Date Round Option)
EG_DFN_SCAT_CAT EG_DFN_SVC	Service Rules Table (Workforce Administration, Flexible Service EG, Define Service Rules)
EG_HR_ACTION	HR Action/Reason Category Table (Workforce Administration, Flexible Service EG)

Tax Tables	Online Page Name
EG_CALC_GRP_TBL EG_FNC_RSLT_DFN EG_FUNCTN_RESLT	Calculation Group Table
CO_LOCALTAX_TBL	Company Local Tax Table
CO_STATETAX_TBL	Company State Tax Table
LOCTX_RECIP_TBL	Local Tax Reciprocity Table
LCLWK_TXRCP_TBL	Local Work-Work Reciprocity Table
LOCAL_TAX_TBL	Local Tax Table
LOCAL_TAX_TBL2	Local Tax Table - User defined fields
US_SOC_TBL	U.S. SOC Table
STATE_TAX_TBL STATE_TAXRT_TBL ST_OTH_TAX_TBL	Federal/State Tax Table
STTAX_RECIP_TBL	State Tax Reciprocity Table

Tax Tables	Online Page Name
SWT_MARSTAT_TBL	SWT Marital Status Table
TAXFORM_TBL TAXFORM_BOX TAXFORM_DED TAXFORM_ERN	Tax Form Definition Table Payroll for North America, U.S. Annual Processing, Define Annual Tax Reporting, Tax Form Definitions)
TAXGR_BASE_TBL TAXGR_DEFN_TBL TAXGR_CMPNT_TBL	Taxable Gross Definition Table
TREATY_NRA_TBL TREATY_EARN_TBL	Treaty/Non-Resident Alien Table
TAX_LOCATION1 TAX_LOCATION2	Tax Location Table
VENDOR	Tax Collector Table
CO_UI_RPTCD_TBL	UI Report Code Table
VDI_ADMIN_TBL	VDI Administrator Table
CAN_USR_TAX_TBL CAN_USR_TAX_PRV	Canadian Company Tax Table
CAN_TAX_CITLUMP CAN_TAX_CITRATE CAN_TAX_PROV CAN_TAX_PROVNCT CAN_TAX_PROVTHR CAN_TAX_QITLUMP CAN_TAX_QITRATE CAN_TAX_TBL	Canadian Tax Table

Tax Tables	Online Page Name
WAGELS_PLAN_TBL WGLS_LIA_GL_ACC WGLS_EXP_GL_ACC	Canadian Wage Loss Plan Table
CAN_WCB_PROV CAN_WCB_RT_GRP CAN_WCB_CU	Canadian WCB Classifications
BANK_BRANCH_TBL	Bank Branch Table

Paycheck Output Tables

Paycheck output tables are result tables written to and maintained by the batch processes. Some paycheck output tables are, in turn, inputs to other batch processes:

Payroll Input Tables (Paysheets)	Payroll Output Tables (Balance Tables)
PAY_CTX_OVRD	PAY_CHECK
PAY_EARNINGS	PAY_DEDUCTION
PAY_GARN_OVRD	PAY_DISTRIBUTN
PAY_LINE	PAY_EARNINGS
PAY_ONE_TIME	PAY_GARNISH
PAY_OTH_EARNS	PAY_INS_EARNS (CAN ONLY)
PAY_PAGE	PAY_MESSAGE
PAY_TAX_OVRD	PAY_OTH_EARNS
	PAY_SPCL_EARNS
	PAY_TAX

Payroll Input Tables (Paysheets)	Payroll Output Tables (Balance Tables)
	PAY_TAX_1042
	PAY_TAX_CAN

The tables on the left are payroll input tables. Often, they are populated with data during the Create Paysheet process, so in that sense they are output tables. But after they are created, they serve as inputs to the other payroll batch processes, such as Pay Calculation and Pay Confirmation. Create Paysheet is a process that goes through the database and forms a proposal to pay someone; it creates the paysheets. When you view paysheets online, you're looking at data from the payroll input tables. When you make one-time tax, deduction, or garnishment changes to an employee's paysheet, you are writing data to these tables, data that the batch processes uses in the next step of converting input to output.

The tables on the right are payroll output tables; most of them also have corresponding balance tables. These tables are the result of running one of the payroll batch processes. These tables are maintained by the Payroll for North America system. That is, these are tables that the system uses to write back to the database during processing.

Notice that the PAY_EARNINGS table functions both as a payroll input table and as a payroll output table. The Create Paysheet process initially generates information in PAY_EARNINGS. Your online users might then update the table. However, the Pay Calculation and Pay Confirmation processes subsequently write results back into PAY_EARNINGS, because PAY_EARNINGS also serves as the history record of the employee's earnings.

PAY_EARNINGS before and after pay confirmation is the same table, but there is a difference. The PeopleCode behind the data-entry paysheets pages doesn't read any data that you've already confirmed. That is, the system considers information on a confirmed PAY_EARNINGS row ineligible to display on a paysheet. The information, however, is still there; it exists until you purge it.

PAY_OTH_EARNS is treated in a similar fashion.

See Also

Chapter 10, "Maintaining Payroll Data," page 193

Appendix A, "Configuring Batch Processes," Cross-Reference Reports, page 734

Processes

This section discusses:

- Upper-level programs.
- Cross-reference (.XRF) files.
- Cross-reference reports.
- One set of COBOL source.

Upper-Level Programs

Having briefly discussed the tables that are either required for online input to Payroll or written to by Payroll, the next step is to discuss the processes by which the system maintains the output tables. This table provides a general view of the upper-level programs of Payroll for North America:

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Create Paysheet	PAYSHEET	PSPPYBLD	PSPPYSHT	
Pay Calculation	CALCPAY	PSPPYRUN	PSPPYCAL (U.S.)	PSPECALC (Earnings Calculator) PSPDEDTN (Deduction Calculator) PSPTCALC (Tax Calculator-U.S.)
		PSPPYRUN	PSPCPCAL (Canada)	PSPECALC (Earnings Calculator) PSPDEDTN (Deduction Calculator) PSPXCALC (Tax Calculator-Canada)
Calculate Deductions	DEDCALC	PSPDCRUN	PSPDCCAL	
Pay Confirmation	CONFIRM	PSPCNFRM	PSPPYUPD	
Confirm Deductions	DEDCONF	PSPDCCNF	PSPDCCNF	
Unconfirm Pay	UNCNFRM	PSPUNCNF	PSPPYUNC	
Calendar Build	CALENDAR	PSPCLBLD	PSPCLBLD	
Delete Balances (US)	DLTBALUS (U.S.)	PSPDLBAL	PSPDLBAL	

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Delete Balances (Canada)	DLTBALCN (Canada)	PSPDLBLC	PSPDLBLC	
Check Reprint	REPRINT	PSPRPRNT	PSPRPRNT	
Reversal Processing	REVERSAL	PSPPYREV	PSPCKREV	
Leave Accrual	ACCRUAL	PSPACCRL	PSPACCPR	
Payroll Unsheet (SQR)	PAYUNSHT			
Deductions Unconfirm	DEDUNCF	PSPDCUNC	PSPDCUNC	
Final Check Build		PSPFCBLD	PSPFCBLD	
Create Initial FLSA Cal Period (create initial Fair Labor Standards Act calculation period)		PSPIFLSA	PSPIFLSA	
Imputed Income		PSPIMRUN	PSPIMRUN	
Time & Labor / Payroll Update		PSPLDTL1	PSPLDTL1	
Delete online check data		PSPOLCDL	PSPOLCDL	
Check number reassignment for online checks		PSPOLCRN	PSPOLCRN	
Load/Reset Paysheet Trans (load/reset paysheet transactions)		PSPPSHUP	PSPPSHUP	

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Retro Deductions Calculate		PSPRDEXT	PSPRDEXT	
Retro Deductions Mass		PSPRDMSS	PSPRDMSS	
Retro Deductions Load		PSPRDPSH	PSPRDPSH	
Retroactive Pay Calculations		PSPRPEXT	PSPRPEXT	
Retroactive Pay Mass Process		PSPRPMSS	PSPRPMSS	
Retroactive Pay Load Paysheets		PSPRPPSH	PSPRPPSH	
Retroactive Pay Undo		PSPRPUND	PSPRPUND	
Run Tips Allocation		PSPTARUN	PSPTARUN	
Calculate Total Compensation		PSPTCRUN	PSPTCRUN	
Actuals Distribution	DISTPAY	PSPPFUND	PSPPFDST	PSPPFDST (Distribute Earnings) PSPPFDED (Distribute Deductions) PSPPFTAX (Distribute Taxes - U.S.) PSPPFCTX (Distribute Taxes - Canada)

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Fiscal Yr Encumbrance Process	ENANN	PSPENANN	PSPENANN	
Nightly Encumbrance Process	ENNHT	PSPENNHT	PSPENNHT	
Tenure/Flexible Service Calc'n		EGPPRCTL	EGPPRCTL	
Savings Management Balances		PSPSV403	PSPSV403	PSPDEDTN (Deduction Calculator) PSPDCOVG (Benefit Coverage Calculator)
				Other Lower-Level COBOL Programs:
				Table Access Programs
				Input Programs
				Utility Programs
				Output Programs
				PTPSQLRT

So, for example, PAYSHEET is a high-level process; its online name is Create Paysheet. If you run DOS, you use the PAYSHEET.BAT file to initiate the process; if you run MVS/DB2, there's a PAYSHEET JCL PROC.

Note. The run control processes on the preceding chart are the only programs that are initiated at the operating-system level. All other programs—including everything to the right of the Run Control Programs column on the chart—are initiated by the high-level process programs through call statements.

Cross-Reference Reports

For further views of the architecture of the application, you can use the PeopleTools cross-reference reports. These are actually predefined SQR reports, not unlike the standard reports that are delivered with the PeopleSoft system. The cross-reference reports scan the PeopleTools tables containing the definitions for application objects, then print them out in a report designed specifically as a PeopleTools configuration reference tool.

As with our other standard reports, you can easily identify cross-reference reports by their three-character prefix: XRF. So, for example, XRFFLPN is the Fields and Pages cross-reference report, which lists all fields in alphabetical order.

One Set of COBOL Source

Payroll for North America has only one set of COBOL source for all platforms. Our COBOL source is ANSI-85-compatible, and it is becoming strictly ANSI-85-compatible.

Note. Each platform does have a few COBOL programs written expressly for that platform, notably a batch API program and a PeopleSoft Process Scheduler program.

High-Level Processes

This section discusses:

- Benefit processes.
- Payroll processes.

Benefits Processes

The following table lists the benefits processes.

DEDCALC*	Calculate Deductions goes through the initial part of the Pay Calculation process, determining which employees are enrolled in which benefits. Where it can, Calculate Deductions determines coverage rates and calculates deductions according to the rules that are stored in the Benefits tables.
DEDCONF*	Confirm Deductions confirms the deductions that are calculated by Calculate Deductions.
ACCRUAL	Leave Accrual (also used by Payroll).

*These constitute PeopleSoft Enterprise Payroll Interface, an interface application for companies using PeopleSoft HRMS for benefits without Payroll for North America.

Payroll Processes

We classify Payroll for North America processes into three types: those that you use on a regular basis, those that you run occasionally, and those that you need only in emergency situations.

Regular Processes

Payroll for North America includes six processes that you run repeatedly as part of your normal payroll procedures:

Process	Description
PAYSHEET	Create Paysheet builds the payroll input tables shown in the previous chart. If you do not have those tables, then the next process, Pay Calculation, doesn't have anything to do.
CALCPAY	Pay Calculation can run, after the payroll input tables are populated on the database, and the pay earnings have been marked as OK to Pay (by Create Paysheet itself, if you've set this up as the default, or by your payroll users through the online Paysheets pages). Pay Calculation checks all the earnings for a particular pay calendar (or group of pay calendars) and starts to produce checks. You can run Pay Calculation repeatedly. Typically, you run it initially to calculate most of your employees, and then you run it again to clean up errors or perhaps to select some late hours that you've just entered. When you run Pay Calculation again, it doesn't have to recalculate everybody; it can calculate only those employees who need to be recalculated.
CONFIRM	Pay Confirmation is the process you run after your final Pay Calculation, after you've corrected all errors and the checks are exactly as you want them. Pay Confirmation completes the preparation of the check distribution information, assigns check numbers, updates the balance tables, and again writes all these results back into the database.
DISTPAY	Actuals Distribution is run after a payroll has been confirmed. It distributes pay earnings, employer-paid deductions, and employer-paid taxes across funding sources and accounting periods in preparation for the Actuals GL Interface (actuals general ledger interface) PSJob process (PAYGL02A).
ACCRUAL	Leave Accrual updates leave accrual information for employees. You typically run this process after you run Pay Confirmation.
REVERSAL	Reversal Processing is for reversing or adjusting confirmed checks. You use this process as you need it.

(E&G) PeopleSoft Human Resources Processes for Education and Government

This table describes the four PeopleSoft Human Resources processes for education and government:

Process	Description
PSPENANN	Fiscal Yr Encumbrance Process generally runs once each fiscal year to initially calculate encumbrances for that year.

Process	Description
PSPENNHT	Nightly Encumbrance Process runs on a regular basis (for example, nightly) to update encumbrance calculates with changes that have occurred since the last encumbrance run.
EGPPRCTL	Tenure/Flexible Service Calc'n is a regular process. It calculates service based on the user-defined time period.

Occasional Processes

Four Payroll for North America processes are for occasional use:

Process	Description
CALENDAR	Calendar Build builds the pay calendars. For example, if you're planning on running monthly payrolls, you can run Calendar Build to generate 12 pay calendars for the next year.
DLTBALUS (U.S.)	Delete Balances (U.S.) deletes balances from the balance table.
DLTBALCN (Canada)	Delete Balances (Canada) deletes balances from the balance table.
REPRINT	Check Reprint is a check reprint facility that works by reassigning check numbers. If your printer destroys a few checks, you can run Check Reprint, telling the program that you want some replacement checks printed, starting and ending at particular check numbers.

Emergency Processes

These three processes are for emergency use only:

Process	Description
UNCNFRM	Unconfirm Pay backs a confirmed payroll out of the database. That is, it backs all of the detail out of the balance tables, so that everything looks as if you had been running pay calculation, but not pay confirmation. Note that after you run Unconfirm Pay, you must manually reset the Last Form Number Used field in the Form table to the last number that was used before you ran Pay Confirmation. Unconfirm Pay does not reset this number automatically. We do not recommend that you use Unconfirm Pay in production. It is available, and it does work, but in production, after you've made your final decision to confirm a payroll, update balances, and distribute checks, you normally do not want to go back and unconfirm. Unconfirm Pay reverses out the entire pay run; use the Reversal Processing process for individual checks. **Note.** You must recalculate all after running UNCNFRM and before confirming again. Otherwise, the Location field isn't repopulated when you confirm again.
DEDUNCF	Deductions Unconfirm is for use with Calculate Deductions in the Payroll Interface product. Deductions Unconfirm resets the calendar.
PAYUNSHT	Payroll Unsheet effectively erases all records belonging to a specified set of paysheets, including the results of any pay calculations run on those paysheets. When you run Payroll Unsheet, the program prompts you for the pay run ID that you want to unsheet. The source code for Payroll Unsheet consists essentially of a series of deletes; all the tables from which it deletes are PS_PAY_ tables, and the program goes through and erases them all, as though paysheets were never created. You typically use Payroll Unsheet during testing. For example, when testing the system, people may get used to paying people in a particular month, and it upsets them if they have to move to September, for example, if they're running August monthly payrolls. With Payroll Unsheet, they can test an August pay run all the way through pay confirmation, unsheet the pay run to bring everything back to zero, and then rerun the Create Paysheet process for August to test some other option. PeopleSoft customers with automated time-entry systems sometimes use Payroll Unsheet when an error is made that results in, for example, doubling the input to paysheets. Rather than attempting to fix the error manually online, they can just unsheet to get rid of everything and start over. **Note.** Payroll Unsheet deletes all paysheets that are associated with a particular pay run ID off-cycle and on-cycle. It's important to be aware of this when deciding to unsheet a pay run, because you might have off-cycle paysheet pages that you want to save attached to the pay run that you want to unsheet.

Process Detail

This section discusses:

- Operating systems.
- One common command (PSRUN) referenced by all processes.
- Process example for MVS/DB2.

Operating Systems

How are processes—Create Paysheet, Pay Calculation, and so on—actually implemented in Payroll for North America? At the user level, the user defines process parameters, clicks the Run button, and then tells the system when and where to run the process in the Process Scheduler Request page.

For each process, no matter what the environment, the PeopleSoft system uses operating system-stored commands. PeopleSoft uses whatever method the operating system uses to store operating system commands.

If you run Payroll for North America under environments other than Microsoft Windows (NT):

Operating System	Operating System-Stored Commands
OS/2	PeopleSoft uses .CMD (command) files.
MVS	PeopleSoft uses JCL.
VMS	PeopleSoft uses a combination of command files and logicals.
UNIX	PeopleSoft uses script files to initiate PS batch processes in a shell environment (BOURNE, KORN, OR C). Our script files are compatible with all three shells.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

One Common Command (PSRUN) Referenced by All Processes

These stored commands have one thing in common: They start another stored procedure called PSRUN. PSRUN, in turn, is the procedure that actually starts the process, initiating a run control COBOL program. (PAYUNSHT, being an SQR, is an exception).

Process Example for MVS/DB2

The following example, delivered in the JCL Library, shows how PeopleSoft implements the Pay Calculation process under MVS:

```
//*
//*******************************
//* RUN PS PAYROLL CALCULATION
//*******************************
//*
//PROCLIB DD DISP=SHR,DSN=PROCLIB
//CALCPAY EXEC PSRUN,PSLOAD = 'PSLIB'
```

```
//SYSTSIN  DD  *
DSN SYSTEM (DDD) RETRY (O) TEST (0)
RUN PROGRAM (PSPPYRUN) -
   PLAN (PLANRT)
END
/*
//
```

You can see that the program is executing a PROC called PSRUN. In this startup routine, the procedure passes the SYSTSIN input file to the PSRUN procedure, and it indicates that the program to start is PSPPYRUN. PSPPYRUN is the run control program, the driving program for Pay Calculation.

Payroll for North America COBOL Program Types

This section discusses:

- COBOL program naming conventions.
- Run control programs.
- Main programs.
- Table access programs.
- Input programs.
- Utility programs.
- Processing programs.
- Output programs.

COBOL Program Naming Conventions

All Payroll for North America COBOL programs have eight-character names beginning with PS (for PeopleSoft):

COBOL Prefix	Description
PSP	COBOL source (P stands for Program).
PSC	Regular COBOL Copy code.

In general, the five letters following the prefix are an abbreviated form of the program's functional name. These abbreviations are typically formed by removing the vowels.

Table Access Program Names

After PSP or PSC come three letters identifying the table, and then TB (for table):

PSP ERN TB = Earnings table manager (looks up and loads earnings types)

Input Program Names

After PSP or PSC comes one letter identifying the program, and then ARRY (for array):

PSC E ARRY = Earnings Array Input Program (loads the earnings array)

Utility Program Names

After PSP or PSC comes five letters that abbreviate the function of the program:

PSP DTWRK = Date manipulation routine

PSP ANNLZ = Annualizes/deannualizes amounts

Processing Program Names

Processing programs typically end in -CALC, with one letter identifying the type of calculation:

PSP E CALC = Earnings Calculator

PSP D CALC = Deduction Calculator

PSP T CALC = U.S. Tax Calculator (PeopleSoft-maintained)

PSP X CALC = Canadian Tax Calculator (PeopleSoft-maintained)

Output Program Names

Output programs have descriptive names such as the following:

PSP CB UPD = Maintains check balance table (UPDates Check Balances)

PSP DB UPD = Maintains deduction balance table (UPDates Deduction Balances)

PSP C UPDT = Maintains current pay result table (UPDaTes earnings data)

PSP T UPDT = Maintains current pay result table (UPDaTes Tax data)

PSP X UPDT = Maintains current pay result table (UPDaTes Canadian TaX data)

Run Control Programs

Run control programs are the top-level programs started from the stored operating system command files. These are the programs that PSRUN starts. The run control programs fetch parameters from the run control table, which you set up online through the pages in the Paysheets page (or, for benefits processes, the Benefits Tables pages). In the example of process detail in the previous topic, the job of the run control program PSPPYRUN is to read the run control for Pay Calculation that you enter into the database.

Run control programs usually call a main program to initiate the process for the pay calendar or calendars that are associated with a particular pay run ID. The main program then loops through all of the pay calendars in a run.

Here’s a list of the run control programs, each with its associated online process name:

Run Control Program	Online Process Name
PSPPYBLD	Create Paysheet
PSPPYRUN	Pay Calculation
PSPDCRUN	Calculate Deductions
PSPCNFRM	Pay Confirmation
PSPDCCNF	Confirm Deductions
PSPUNCNF	Unconfirm Pay
PSPDCUNC	Deductions Unconfirm
PSPCLBLD	Calendar Build
PSPDLBAL	Delete Balances (U.S)
PSPDLBLC	Delete Balances (Canada)
PSPRPRNT	Check Reprint
PSPPYREV	Reversal Processing
PSPACCRL	Leave Accrual
PSPPFUND	Actuals Distribution
PSPENANN	Fiscal Yr Encumbrance Process
PSPENNHT	Nightly Encumbrance Process
EGPPRCTL	Tenure/Flexible Service Calc'n

In most cases, these run control programs call a main program, but there are some exceptions. For example, the Confirm Deductions process is so simple that everything is processed within the run control program, PSPDCCNF, itself so there's no need for a main program, and PSPDCCNF doesn't call anything else. PSPCLBLD (Calendar Build), PSPDLBAL (Delete Balances (U.S)), PSPDLBLC (Delete Balances (Canada)), and PSPRPRNT (Check Reprint) are processed the same. Other than these exceptions, the run control programs call main programs to do the actual work, or at least to control it.

PSPPYWKS

Three of the run control programs—PSPPYRUN, PSPCNFRM, and PSPUNCNF—call a special controlling program, PSPPYWKS. The purpose of PSPPYWKS is to hold working storage. In the compiler we use, any given section can be a maximum of 64K. To pass more than 64K of data between our programs, PSPPYWKS owns working storage for the programs and passes it to them through linkage.

The arrays owned by PSPPYWKS are EARRY (the Earnings Array), DARRY (the Deduction Array), and DEDT1-6 (the Deduction Table Arrays).

Main Programs

The main COBOL programs are called by most run control programs to process one pay calendar:

COBOL Program	Run Control Program
PSPPYSHT	Create Paysheet
PSPPYCAL	Pay Calculation (U.S.)
PSPCPCAL	Pay Calculation (Canada)
PSPDCCAL	Calculate Deductions
PSPPYUPD	Pay Confirmation
PSPPYUNC	Unconfirm Pay
PSPCKREV	Reversal Processing
PSPACCPR	Leave Accrual (U.S.)
FGPACCRL	Leave Accrual (USF)
PSPPFDST	Actuals Distribution
No main program	Tenure/Flexible Service Calc’n
No main program	Savings Management Balances
No main program	Fiscal Yr Encumbrance Process
No main program	Nightly Encumbrance Process

COBOL Program	Run Control Program
No main program	Confirm Deductions
No main program	Calendar Build
No main program	Delete Balances (U.S), Delete Balances (Canada)
No main program	Check Reprint

The run control program for Pay Calculation, PSPPYRUN, must call one of the main pay calculation business processes to do the actual work. If PSPPYRUN finds that the pay groups to be calculated is a U.S. pay group, then it calls PSPPYCAL, which is the pay calculation business process for U.S. pay groups. If the pay group to be calculated is Canadian, PSPPYRUN calls PSPCPCAL, the pay calculation business process for Canadian pay groups.

The main programs are thus second-level down in the call tree.

Table Access Programs

PeopleSoft table access programs are designed to keep all pay process table information for each pay calendar in memory for the entire run. All the table access programs are identically configured; they're all clones of each other.

Selected Table Access Programs

This table describes selected table access programs:

Table Access Program	Description
PSPERNTB	Earnings Table Manager
PSCERNTB	Earnings Table Copy Section Manager
PSPDEDTB	Deduction Table Manager
PSCDEDT1 through PSCDEDT6	Deduction Table Copy Section Manager

Understanding Table Access Programs

To understand the function of the table access programs, let's look at how a process as Pay Calculation actually works. As Pay Calculation is calculating a pay group, it needs certain information. Among other things, it needs to know who needs to be paid. Pay Calculation bases the answer to the question of who needs to be paid on what earnings and deductions it finds on the database. At the employee level, it takes in all the earnings and all the deductions for a particular employee.

In addition, Pay Calculation must know the details about those deductions and earnings. It gets this information from the Earnings table and the Deduction table. These are pay-process-level tables, not employee-level tables, and when you run a process, they're managed by subroutines in the payroll system, the table access programs.

When Pay Calculation sees an earnings come in for an employee, it reads the employee-level data, and sees, for example, that this employee is going to be paid some regular pay. It then goes to the Earnings table to find out the details of regular pay, reads the information about regular pay once, and stores it in a table array in memory. When the next employee comes along and also has regular pay, it doesn't have to read the Earnings table again.

After the first few checks are calculated, the table access programs typically have all the details about all the earnings and deductions for that particular pay run. Ideally, Pay Calculation reads the Earnings table only once for each earnings type during a given run.

The key to running a process like Pay Calculation quickly is to reduce the number of hits on the database tables. This is why, if you have an Earnings table on the database containing 300 earnings types, we do not want Pay Calculation to read the Earnings table 300 times. For a particular pay group, you might use only 20 earnings types, so the table access programs reads them into the table array once, as they're first encountered.

Increasing the Occurs Count on Table Access Programs

If your company requires it, one fairly safe and easy modification you can make is to increase the occurs count on your table access programs.

The table access programs allocate a specified, limited amount of memory space to store in a table array all the details of particular pay process tables typical for one of your pay runs.

The table access program that manages the Earnings table is called PSPERNTB. What happens if the array it stores earnings data in is allocated to 50 earnings types, and your typical pay run requires more than 50? PSPERNTB attempts to go find some information about this new earnings code, and get its, but there's no more room in the array.

In this situation, PSPERNTB moves something else out of the array and replaces it with the information for the new earnings code. It does this without comment. It replaces one of the entries with a new one.

In this manner, you can encounter problems with the Earnings table, or other tables, on the database, if the amount of storage isn't enough. There are two ways to determine whether you're doing this:

- The easy way.

  Make a performance analysis of the payroll process and check the table accesses on particular tables. If the Earnings table, for example, is being hit more than you would expect—more than the number of entries in your Earnings table—then you know that you're starting to stress it.

- The more difficult way.

  Insert a display into PSPERNTB into the particular piece of code that actually does move one of the earnings codes out and send a message to yourself, saying something to the effect of, "I'm starting to replace entries in the Earnings table, you might want to look at this."

Note. It's important to recognize that this kind of table destruction might be costing you a lot of processing time.

If you determine you're destroying a table, you can increase the occurs count in the appropriate table access program. For example, let's look at a piece of the unmodified code in PSCDEDTB, the Deduction Table Manager

```
02  DEDUCTION-COUNT        PIC 9999  VALUE ZERO  COMP.
   88  DEDUCTION-COUNT-MAX          VALUE 500.
02  DED-CLASS-TABLE-MAX    PIC 9999  VALUE 6     COMP.
02  DEDUCTION-TABLE                  OCCURS 500
                                       INDEXED BY
```

```
                                        DEDTB-IDX
                                        DEDTB-NEXT-IDX.
    03  PLAN-TYPE            PIC XX.
        88  PLAN-TYPE-DEDUCTION       VALUE '00'.
        88  PLAN-TYPE-HEALTH          VALUE '10' THRU '19'

...
    03  DEDCD                PIC X(10).
```

This is saying that you can have 500 deductions total for a pay run for any pay calendar. And if you exceed the 500, PSCDEDTB is going to start quietly replacing them. If you require a larger number of deductions, you want to replace the DEDUCTION-COUNT-MAX VALUE and DEDUCTION-TABLE OCCURS values of 500 with larger values.

PeopleSoft has built the Payroll system so that it runs under DOS; and with DOS there are severe memory constraints. Under MVS/DB2, OS/2, or UNIX, the memory constraints effectively go away. Increasing these two 500s to 999s, for example, isn't going to cost you anything other than storage, and on non-DOS platforms, storage is usually readily available.

This type of modification is not particularly difficult to deal with when you upgrade to a new Payroll for North America release. When you upgrade, PeopleSoft delivers a whole new set of source. At that point, you use your installation Compare utility to compare the new source we send you with the old source.

The code in the previous example is a piece of the copy section called PSCDEDT1, and when you run the Compare utility, you'll see that the new incoming source for PSCDEDT1 contains different values. You'll probably just decide to retain your change to the code.

Input Programs

PeopleSoft input programs are similar to the table access programs. The input programs access employee-level payroll data and store it in arrays. For example, during pay calculation, an input program called PSPEARRY fetches all pay earnings records for an employee and stores them in an array called EARRY.

Understanding Input Programs

The situation is a little different than with the table access programs, because here, to take earnings as an example, before the system can process a given pay run for an employee, it needs to store all the employee's earnings for that payroll in memory. These earnings are taken from the PAY_EARNINGS table and the PAY_OTH_EARNS table.

It's similar with deductions and with a number of other types of employee-level data. All the relevant employee data must be stored in memory for processing to take place.

Such data is stored in Employee Storage Arrays. As delivered in vanilla Payroll for North America, these arrays, as the ones for pay process data, might not be sufficiently large to run your processes. But if they're too small and you overflow the array, the system creates a message for that check, to the effect of, "We haven't got enough space to store the earnings for this employee." And the system bypasses processing of that check.

Increasing the Occurs Count

If you need more memory space in your Employee Storage Arrays, you can perform a modification similar to the modification of the table access programs we've already discussed.

For example, we deliver the Earnings Array with an EARNINGS-COUNT-MAX of 300. That is, you can have up to 300 pay earnings and other earnings for an employee on a check; if you need more, you've got to increase the number.

Here's the relevant code from PSCEARRY:

```
EARNINGS-COUNT          PIC 9999                COMP.
   88  EARNINGS-COUNT-MAX              VALUE 300.
02  EARNS-LIMIT-COUNT       PIC 99                 COMP.
   88  EARNS-LIMIT-COUNT-MAX           VALUE 25.
02  EARRY-ERNTB-START-PTR   PIC 9999    VALUE 1     COMP.
02  EARNINGS-DATA                       OCCURS 300
                                           INDEXED BY
                                           EARRY-IDX
                                           EARRY-SPEC-IDX
                                           EARRY-PREV-IDX
                                           EARRY-NEXT-IDX.
   03  ERNTB-PTR           PIC 9999                COMP.
   03  ERNCD               PIC X(10).
   03  ADDL-NO             PIC 999                 COMP.
```

You can increase the values of 300 up to 999.

Utility Programs

Payroll for North America includes a series of utility programs that are called by the COBOL business processes that make up the payroll processes.

This section discusses:

- PTPDTWRK utility
- PSPANNLZ utility

PTPDTWRK Utility

PTPDTWRK is a date manipulation routine used for various date functions:

Date Function	Description
D	Date difference. How many days between?
A	Add days to a date.
G	Age. How old is this employee? Used for deduction calculations.
W	Days of week. Used for Canadian weeks/calendar build.
K	Work days.
M	Month difference. Used for deduction calculations.

Date Function	Description
C	Converts microseconds to hours, minutes, seconds, and microseconds.
L	Calculates leap days.
T	Calculates the difference between two date/time entries in seconds.
I	For future use.

PSPANNLZ Utility

PSPANNLZ annualizes and deannualizes amounts. The input consists of:

- Amount. What amount is for (for example, weekly, or monthly).
- Old frequency type (for example weekly, or monthly).
- Old frequency factor.

  If this value is supplied as zero, then the value will be determined from the old frequency type.
- New frequency type (for example weekly, or monthly.
- New frequency factor.

  If this value is supplied as zero, then the value will be determined from the new frequency type.

The output is the amount relating to the output format.

Processing Programs

Processing programs do the actual work. PeopleSoft strongly recommends that you limit your modifications of processing programs to the following types:

- Inserting special earnings and deduction calculation routines in the specific places we've allotted for them.
- Cloning standard PeopleSoft code and using it as the basis for any modifications that you have to make.

Selected Processing Programs

This table describes selected processing programs:

Processing Program	Description
PSPECALC	Earnings Calculator
PSPDEDTN	Deduction Calculator

Processing Program	Description
PSPTCALC	U.S. Tax Calculator (PeopleSoft-maintained)
PSPXCALC	Canadian Tax Calculator (PeopleSoft-maintained)

Special Deduction Calculation Routines

To write your own code to calculate a deduction:

1. On the General Deduction table, select *Special Deduction Calculation* in the Deduction Calculation Routine field.
2. Insert the code in the SPECIAL-DEDUCTION-CALC section of PSPDEDTN.

The following example shows the SPECIAL-DEDUCTION-CALC section from the Deduction Calculator, PSPDEDTN:

```
IF CALC-DED-YES OF W-SW
    EVALUATE TRUE
          WHEN DED-CALC-AMOUNT
             ...
          WHEN DED-CALC-PCT-TTL
          ...
          WHEN OTHER
              PERFORM DG200-SPECIAL-DEDUCTION-CALC
     END-EVALUATE
     ...
/*************************************************************
       DG200-SPECIAL-DEDUCTION-CALC SECTION.
*SPECIAL CALCULATION ROUTINES IDENTIFIED BY DEDUCTION CODE*
/*************************************************************
          MOVE ZERO TO WK-AMT OF W-WORK.
    SPECIAL-DEDUCTION-CALC-EXIT.
```

Notice that we've taken out a number of pieces of code for this example (indicated by the ellipses, "..."). Essentially, the first part consists of a series of WHEN statements that typically take care of all the PeopleSoft radio buttons on the General Deduction Table page. Then, if none of the radio buttons are true, PSPDEDTN goes ahead and performs the special deduction calculation routine DG200.

Further on in the program, the example shows the DG200 special deduction calculation routine supplied with vanilla Payroll for North America: MOVE ZERO TO WK-AMT OF W-WORK. (If, before modifying PSPDEDTN, you've ever clicked on Special Deduction Calculation and run a pay calculation just to see what happens, you know that it always comes out with a zero. Now you know why).

So this is where you put all your special deduction calculation routines.

Special Earnings Calculation Routines

To write your own code to calculate an earnings type:

- On the Earnings Table - Calculation page, select the Special Calculation Routine check box.
- Insert the code in the SPECIAL-EARNINGS-CALC section of PSPECALC.

Cloning Code for Your Modifications

If you're thinking of inserting special calculations for deductions or earnings, PeopleSoft recommends that you first make a thorough study of DEDTN and ECALC, so that you get a feel for how these programs make their calculations, read flags, get their amounts, and so on.

The easiest way of implementing a special routine is to clone some piece of PeopleSoft code. For example, take out the health insurance calculation, play with it all you want, then plug it back into the Special Deduction Calc section. Ideally, when the time comes to do an upgrade, all your modifications are isolated in this section. Then, assuming that the way we did the new DEDTN is the same as the way we did the old DEDTN, make your special calculation routine and insert it into the Special Deduction Calc section in the new release.

Alternatively, of course, instead of cloning some of our code, modifying it, and inserting it into the Special Deduction Calc section, you can modify the appropriate section of our code that actually performs a given calculation. Just be sure to document your modifications carefully and clearly, with plenty of comments that document your reasoning behind the modification. As long as you ensure that the modified code stands out clearly when you do an upgrade, you're usually able to post the same change into our new application.

See Also

Chapter 4, "Defining Deductions," page 55

Chapter 3, "Defining Earnings Codes and Earnings Programs," page 31

Output Programs

PeopleSoft output programs typically maintain balance tables, including year-to-date balance tables; they also maintain current pay result tables.

Selected Output Programs

This table describes selected output programs:

Output Program	Description
PSPCBUPD	Maintains balance table
PSPDBUPD	Maintains balance table
PSPCUPDT	Maintains current pay result table
PSPTUPDT	Maintains current pay result table (PSPXUPDT for Canada)

Do You Really Want to Modify the Output Programs?

If you're looking at modifying some of the output programs, we recommend you take another look at that requirement. Changing deduction and earnings calculation rules is one thing. It is reasonable to expect that you might have business requirements necessitating such modifications. But changing the balances the system maintains is another thing. If you're seriously contemplating that type of change, then talk with your PeopleSoft Account Executive.

PeopleSoft SQL API for Batch COBOL

This section discusses:

- PeopleSoft SQL API for batch COBOL.
- Interface.
- Setup list.
- Data list.
- SQL restrictions/limitations.
- Interface data.
- Dynamic SQL interface.

PeopleSoft SQL API for Batch COBOL

The purpose of PeopleSoft SQL API is to enable PeopleSoft batch COBOL programs to execute SQL commands and control the SQL environment.

Features

These are the features:

- Predefined SQL statements are stored outside of the COBOL program and are identified by name.
- SQL statements are executed dynamically.
- Multiple (up to 254) SQL cursors are available.
- The SQL interface is invoked from the application COBOL program from CALL with parameters.
- Support is provided for SQL statements built dynamically by COBOL programs.

Functions

These are the functions:

- Process Select Statement.
- Fetch Row.
- Process Update Statement: DELETE, INSERT, and UPDATE.
- Commit Run Unit.
- Clear Common Statement (after program CANCEL).
- Disconnect Cursor.
- Disconnect All Cursors.
- Process Fatal Application Error.

Interface

SQL API services are provided through CALLs to program PTPSQLRT, which provides a consistent application interface for COBOL programs running on a variety of database platforms. The call has this general form:

```
CALL 'PTPSQLRT' USING action,
                      sqlrt,
                      cursor,
                      statement,
                      bind-setup,
                      bind-data,
                      select-setup,
                      select-data
```

The actual list of parameters that are needed depends on the action requested. For example, a SELECT statement requires all of the previous parameters, while a FETCH action requires only the first three. Only the first two parameters are required in every case. The following table identifies the parameters, the order coded, and the functions for which they are required:

Parm #	CALL Parameter	Required for Actions
1.	Action	All
2.	SQLRT	All
3.	Cursor	Select, Fetch, Update, Commit, & Disconnect
4.	Statement	Select & Update
5.	Bind-setup	Select & Update
6.	Bind-data	Select & Update
7.	Select-setup	Select
8.	Select-data	Select

Note. Parameter descriptions are provided in the next topic in this section.

Communication Area

To use the SQL interface, copy PTCSQLRT into the WORKING-STORAGE topic of the main program and pass this 01-level data to all sub-programs using the SQL interface. This member defines data needed by the SQL interface and supports communication between the SQL interface and the application program.

Parameter Descriptions

The following is a list of parameter descriptions.

1. Action

This is a one-character code representing one of the eight functions supported. Use one of the data names with pattern “ACTION-” from copy member PTCSQLRT.

Example

```
ACTION-SELECT OF SQLRT
```

These are the actions provided:

Action Name	Service Provided
ACTION-SELECT	Process a SELECT statement.
ACTION-FETCH	Fetch from a previous SELECT answer set.
ACTION-UPDATE	Process an UPDATE, INSERT, or DELETE statement.
ACTION-COMMIT	Commit a unit of work.
ACTION-ROLLBACK	Roll back the changes since the last COMMIT.
ACTION-DISCONNECT	Disconnect a cursor.
ACTION-DISCONNECT-ALL	Disconnect all cursors.
ACTION-CONNECT	Create a database connection and establish a cursor.
ACTION-ERROR	Process an error condition.
ACTION-CLEAR-STMT	Clear common statement (when program CANCELED).

2. SQLRT

This is the 01-level of data division copy member PTCSQLRT and is used to send and return several sub-parameters and to provide work space.

The individual elements in PTCSQLRT are described in the topic Interface Data.

3. Cursor

This is a four-digit computational number representing a resource connection unit. Copy data division SQLRT contains a common cursor for use when resources do not have to be saved for reuse.

Examples

```
SQL-CURSOR-COMMON OF SQLRT
SQL-CURSOR OF S-CHECK
```

4. Statement

The 18-character name of a stored SQL statement must conform to the following pattern:

Char 1-8	Program Name
Char 9	Constant "_" (underscore)
Char 10	Constant specifying SQL statement type:
	S for select
	D for delete
	I for insert
	U for update
Char 11	Constant "_" (underscore)
Char 12-17	Unique Statement Name within program

Example

```
01  S-CHECK.
  02  STMT-NAME      PIC X(18)   VALUE 'PSPRPRNT_S_CHECK'.


CALL 'PTPSQLRT' USING ACTION-SELECT OF SQLRT
                      SQLRT
                      SQL-CURSOR-COMMON OF SQLRT
                      STMT-NAME OF S-CHECK
....
```

5. Bind-Setup

This is a list of descriptors for the data that is used by the SQL statement in the WHERE, HAVING, SET, and VALUES clauses. These descriptors tell the API the sizes and types of the corresponding bind variables. The descriptors exactly match the memory layout of the bind variables themselves. Setup strings are the same for both bind and select setup lists.

For details, see the topic Setup List.

Example

```
BIND-SETUP OF S-CHECK
```

6. Bind-Data

This is a list of data elements defined by BIND-SETUP and is described subsequently for both bind and select data lists.

Example

```
BIND-DATA OF S-CHECK
```

7. Select-Setup

This is a list of specifications for the data that is returned by the SQL statement - SELECT.

For details on both bind and select setup lists, see the topic Setup List.

Example

```
SELECT-SETUP OF S-CHECK
```

8. Select-Data

This is a list of data elements defined by SELECT-SETUP. Setup lists are described in the following section for both bind and select data. Select-Data is the buffer area into which data is returned by the Fetch action. Be sure to initialize this area before each Fetch, because character fields are not blank-filled on all platforms. If you do not clear the buffer, a short character value might only partially replace a longer value from a previous fetch.

Example

```
SELECT-DATA OF S-CHECK
```

Setup List

A setup list is a string of codes, terminated with a “Z,” fully specifying both the logical and physical characteristics of the data elements in a Data List. Specifications include data type, physical data storage bytes, and decimal places for decimal numbers. Each data element is specified with a character string whose length represents the actual bytes of storage the data element occupies and whose value includes data type codes and decimal positions. All data types except decimal numbers use alphabetic characters preceded a number or special character. Consecutive data elements of the same type alternate one of the two characters representing the data type.

The following table summarizes information for the data types supported:

Data Type	Codes	Length (bytes)	Data List Picture
Character	C, H	1 to 255	X through X(255)
Date	D, A	10	X(10)
Time	T, E	26	X(26)
Small Integer	S, M	2	[S]999 or [S]9999 COMP

Data Type	Codes	Length (bytes)	Data List Picture
Large Integer	I, N	4	[S]9(8) or [S]9(9) COMP
Decimal Number	d[P...]	1 to 8	[S]9(w)[V9(d)], where d is the number of decimal places, and w is the remaining number of whole number digits, deduced from the total length of the field and the number of decimals. See Examples. d = 0-9 for 0-9 decimal places, |0-|5 for 10-15 decimal places. (The vertical bar character represents the tens digit). **Note.** Packed decimal numbers are stored two digits (including the sign) per byte. For example, the number PIC S9(9)V9(2) occupies 6 bytes.

Examples:

SETUP List	DATA List
PIC X(5) VALUE ALL 'C'	PIC X(5)
PIC X(10) VALUE ALL 'D'	PIC X(10)
PIC XX VALUE ALL 'S'	PIC S9999 COMP
PIC XXXX VALUE ALL 'I'	PIC S9(8) COMP
PIC XX VALUE '0P'	PIC S999 COMP-3
PIC X(5) VALUE '3PPPP'	PIC S9(6)V999 COMP-3
PIC X(8) VALUE '|3PPPPPP'	PIC S99V9(13) COMP-3

Data List

This is a list of data elements with COBOL name and pictures. The list must be concluded with a one-character filler containing the value “Z.” The Setup List and the Data List must be equal in length.

SQL Restrictions/Limitations

SQL statements must conform to a subset of ISO/ANSI standards common to all vendors. The basic standard used is DB2:

- Use only statements SELECT, DELETE, INSERT, and UPDATE.
- Always use the Fetch Function following a Select Statement, even when only one row is expected.
- No SELECT INTO.
- No SELECT FOR FETCH ONLY.
- LONG VARCHAR columns are not supported.
- Program (Host) variables must be preceded by a colon (“:”) and represented by numbers ascending from 1 (one) without gaps in the order of specification within the statement and without repetition of any number.
- Code the stored SQL name for the select as the cursor name when using DELETE or UPDATE with positioning. For example:

```
WHERE CURRENT OF CURSOR PSPRPRNT_S_CHECK
```

Note. A separate SQL select with FOR UPDATE OF must be coded for DELETE and UPDATE with positioning in DB2.

- The internal (COBOL) select list might be shorter than the external (SQL) select list. Only those columns identified internally are retrieved. An example where this is useful is the requirement that ORDER BY columns be included in the select list. Add the columns to the end of the SQL select list, but do not include in the COBOL source.

Interface Data

COPY member PTCSQLRT contains the following sub-parameters:

Subparameter	Description
RTNCD	A four (4) digit computational number returned with each call indicating results of processing. A zero value means no errors were detected.
ERR-SECTION	A thirty (30) character field used to send the name of the COBOL SECTION issuing a call to process a fatal application error.
OPERID	An eight (8) character field that contains the user ID used to initiate this run.

Subparameter	Description
BATCH-RUN-ID	A thirty (30) character field that contains the batch run ID used to initiate this run or a value of "N" if no batch run ID was required.
SQL-CURSOR-COMMON	A four (4) digit computational number representing a shared resource connection unit.
CURSOR-CNT	Work field—not used by application program.
SQL-CURSOR-SAVES	Work field—not used by application program.
ACTION	Constants described previously in ACTION parameter.
OPTION-SW	A one (1) character code used with the process select statement function to indicate that positioning is required for subsequent UPDATE and DELETE statements.
ERROR-DISC-SW	This field is used for ROLLBACK processing and is not used by application program.
DBTYPE-SW	An eight (8) digit computational number used to define the current database type being accessed.
	00 Not set
	01 SQLBase
	02 DB2
	04 Oracle
	08 SQL Server
	10 ALLBASE
	11 RDB
DB2-WORK-AREA	Work field—not used by application program.
SQLRT-CHECK	Work field—not used by application program.

Dynamic SQL Interface

If it is necessary for the application program to construct SQL statements on the fly at run time, the BIND-SETUP and SELECT-SETUP methods of describing bind and select data are not appropriate. For this case, the SQL API provides an alternative interface in which the bind and select data items are passed in arrays of descriptors, with a data type, length, and pointer for each item. When using this interface, the CALL interface is different:

```
CALL 'PTPSQLRT' USING action,
                      sqlrt,
                      cursor,
                      statement,
                      bind-table,
                      bind-table[place-keeper],
                      select-table
```

The parameters correspond to the CALL used for executing predefined statements, but different values and formats for the following parameters indicate that this is a dynamic statement.

1. Action

This is a one (1) character code that indicates the type of statement. Use one of the data names with pattern "ACTION-" from copy member PTCSQLRT.

Example

```
ACTION-SELECT OF SQLRT
```

These are the dynamic actions provided:

Action Name	Service Provided
ACTION-SELECT	Process a SELECT statement.
ACTION-UPDATE	Process an UPDATE, INSERT, or DELETE statement.

Other actions, such as ACTION-FETCH, use the same calls as for predefined SQL, as documented previously.

2. SQLRT

This is the 01-level of copy data division PTCSQLRT used to send and return several sub-parameters and to provide work space.

The individual elements in PTCSQLRT are described in the "Interface Data" topic previously.

3. SQL-Cursor

A four (4) digit computational number that represents a resource connection unit. Copy data division SQLRT contains a common cursor for use when resources do not have to be saved for reuse.

Examples

```
SQL-CURSOR-COMMON OF SQLRT
SQL-CURSOR OF S-CHECK
```

4. Statement

The first three characters of the statement parameter are used to determine if the current statement is a dynamic statement, rather than the name of a predefined statement.

These are the allowable dynamic statements:

```
SELECT
INSERT
UPDATE
DELETE
```

5. Bind-Table

Use this parameter to specify a table form of bind setup information. This has the same format as the following Select-Table.

6. Bind-Table (place-keeper)

Because the bind data is supplied through pointers, the address of a bind data area is not applicable to dynamic calls. However, you must pass a parameter as a place-keeper, so provide the bind table a second time.

7. Select-Table

Use this parameter to specify the table form of select setup information. The first character indicates that the table form of setup list is in use. The SETUP-COUNT variable gives the number of entries, that is, the number of bind or select items. Each SETUP-ENTRY gives the address, length, scale (number of decimal places), and type of the corresponding data field.

```
01  SQLSI.
    02  SETUP-FORM            PIC X.
        88  SETUP-FORM-TBL              VALUE 'Y'.
    02  SETUP-COUNT           PIC 999              COMP.
        88  SETUP-COUNT-MAX             VALUE 100.
    02  SETUP-ENTRY                     OCCURS 100
                                            INDEXED BY
                                            SQLSI-IDX.
        03  SETUP-DATA-PTR                         POINTER.
        03  SETUP-LENGTH      PIC 999              COMP.
        03  SETUP-SCALE       PIC 99               COMP.
        03  SETUP-TYPE        PIC X.
            88  SETUP-TYPE-CHAR         VALUE 'C'.
            88 SETUP-TYPE-SMALLINT      VALUE 'S'.
            88 SETUP-TYPE-INT           VALUE 'I'.
            88 SETUP-TYPE-DEC           VALUE 'P'.
            88 SETUP-TYPE-DATE          VALUE 'D'.
            88 SETUP-TYPE-TIME          VALUE 'T'.
```

Flexible Field Lengths

This section discusses:

- Flexible field lengths.
- Character fields.
- Number fields.

Flexible Field Lengths

Payroll for North America provides some flexibility of redefining the lengths of certain fields. Whenever you redefine field lengths, you should exercise caution. Because the batch programs used by the system expect certain fields to be the lengths defined in the standard as-shipped application, you should be careful not to increase those field sizes beyond the maximums allowed. Otherwise, you might have to modify the batch programs to reflect the changes.

This section provides a list of the maximum field sizes expected by specific PeopleSoft applications.

Note. For fields that aren't listed here, the applications are programmed to process the length defined in the standard product as the maximum length.

Character Fields

In many cases, Payroll for North America batch programs are designed to process larger-than-standard character field sizes. They can always process smaller-than-standard field sizes. Here's an alphabetical list of the maximum field sizes allowed for character fields used by Payroll for North America programs:

Character Field Name	Maximum Size Defined in the Batch Programs
ACCT_CD	35
CITY	50
COMPANY	10
COVG_GROUP_CD	10
DEDCD	10
DEPTID	20
EMPLID	20
ERNCD	10
ERNCD_SPCL	10
FORM_ID	10

Character Field Name	Maximum Size Defined in the Batch Programs
HOLIDAY_SCHEDULE	10
JOBCODE	20
LOCATION	20
PAYGROUP	10
POSITION_NBR	10
RUN_ID	10
SCHEDULE_ID	10
TAX_GRS_COMPNT	10
WAGE_LOSS_PLAN	10

Number Fields

As with character fields, with certain decimal fields the batch programs in Payroll for North America can accommodate field sizes larger than those defined in the standard application. Here's an alphabetical list of the maximum field sizes allowed for decimal fields:

Number Field Name	Maximum Size
DED_RATE_PCT	9,999.99999
EMPLR_CONTRB_PCT	999.99999
EMPLR_COVRG_RATE	.99999
EMPLR_EMPL_PCT	999.99999
EMPLR_LIMIT_PCT	999.99999
EMPLR_PCT	999.99999
EMPLR_RATE_NONSMOK	99.99999

Number Field Name	Maximum Size
EMPLR_RATE_SMOKER	99.99999
EMPL_LIMIT_PCT	999.99999
EMPL_PCT	999.99999
EMPL_PCT_ATAX	999.99999
EMPL_PCT_BTAX	999.99999
FACTOR_XSALARY	99.99999
MAXIMUM_MO_BENEFIT	999,999.99
PCT_EMPL_CONTRBUTN	999.99999
PCT_EMPL_INVESTMNT	999.99999
PCT_GROSS	999.99999
PCT_GROSS_ATAX	999.99999
SALARY_REPLACE_PCT	999.99999
TOTAL_COVRG_RATE	99999.99999
TOTAL_RATE_NONSMOK	99.99999
TOTAL_RATE_SMOKER	99.99999

Data Input Requirements for a Paysheet Update Source of Other Sources

When you use the Load/Reset Paysheet Trans COBOL SQL process (PSPPSHUP) to load paysheet entries from the record PSHUP_TXN with a paysheet update source (PU_SOURCE) of *Other Sources* (OT), the following transaction types are supported:

- C - Canadian tax override

- D - deduction override (benefit/general deduction overrides; excludes garnishments)
- E - earnings
- T - U.S. tax override
- G - total gross
- N - net pay

The Load/Reset Paysheet Trans process bypasses paysheet transactions for inactive employees.

The paysheet load holding record (PSHUP_TXN) must contain valid transactions that do not result in payroll error messages. For example, when a manual check is loaded with a paysheet update source of *Other Sources,* transactions for the related total gross and net pay transaction types must also be provided as follows:

- A total gross transaction for each manual check when the total gross is not zero.
- A net pay transaction for each manual check when the net pay is not zero.

The following table provides the data input requirements for a paysheet update source (PU_SOURCE) of *Other Sources* for each of the supported transaction types. Failure to follow the recommended setup may result in unpredictable pay data.

Field Name	Canadian Taxes	Deductions	Earnings	U.S. Taxes	Total Gross	Net pay
PU_SOURCE	*OT*	*OT*	*OT*	*OT*	*OT*	*OT*
CREATION_DT **Note.** If MANUAL_CHECK is set to *Y,* then this date is used as the check date of the manual check.	A valid date	A valid date	A valid date	A valid date	A valid date	A valid date
COMPANY	A valid company code	A valid company code	A valid company code	A valid company code	A valid company code	A valid company code
PAYGROUP	A valid pay group	A valid pay group	A valid pay group	A valid pay group	A valid pay group	A valid pay group
PAY_END_DT	*Null*	*Null*	*Null*	*Null*	*Null*	*Null*
OFF_CYCLE	*N* for on-cycle *Y* for off-cycle	*N* for on-cycle *Y* for off-cycle	*N* for on-cycle *Y* for off-cycle	*N* for on-cycle *Y* for off-cycle	*N* for on-cycle *Y* for off-cycle	*N* for on-cycle *Y* for off-cycle
EARNS_BEGIN_DT	*Null*	*Null*	A valid date or *Null* to let system set the date.	*Null*	*Null*	*Null*
EARNS_END_DT	*Null*	*Null*	A valid date or *Null* to let system set the date.	*Null*	*Null*	*Null*
EMPLID	A valid EmplID	A valid EmplID	A valid EmplID	A valid EmplID	A valid EmplID	A valid EmplID
EMPL_RCD	A valid Empl Rcd # for the EmplID	A valid Empl Rcd # for the EmplID	A valid Empl Rcd # for the EmplID	A valid Empl Rcd # for the EmplID	A valid Empl Rcd # for the EmplID	A valid Empl Rcd # for the EmplID

Field Name	Canadian Taxes	Deductions	Earnings	U.S. Taxes	Total Gross	Net pay
SEQNO	A unique sequence number for the combination of: PU_SOURCE, CREATION_DT, COMPANY, PAYGROUP, OFF_CYCLE, EMPLID, EMPL_RCD	A unique sequence number for the combination of: PU_SOURCE, CREATION_DT, COMPANY, PAYGROUP, OFF_CYCLE, EMPLID, EMPL_RCD	A unique sequence number for the combination of: PU_SOURCE, CREATION_DT, COMPANY, PAYGROUP, OFF_CYCLE, EMPLID, EMPL_RCD	A unique sequence number for the combination of: PU_SOURCE, CREATION_DT, COMPANY, PAYGROUP, OFF_CYCLE, EMPLID, EMPL_RCD	A unique sequence number for the combination of: PU_SOURCE, CREATION_DT, COMPANY, PAYGROUP, OFF_CYCLE, EMPLID, EMPL_RCD	A unique sequence number for the combination of: PU_SOURCE, CREATION_DT, COMPANY, PAYGROUP, OFF_CYCLE, EMPLID, EMPL_RCD
PU_TXN_TYPE	*C*	*D*	*E*	*T*	*G* **Note.** Use this transaction type only for manual check, to populate Gross Pay field.	*N* **Note.** Use this transaction type only for manual check, to populate Net Pay field.
PU_TXN_STATUS	*A*	*A*	*A*	*A*	*A*	*A*
PAGE_NUM	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)
LINE_NUM	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)
ADDL_NBR	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)
SEPCHK	*0* through *9*	*0* through *9*	*0* through *9*	*0* through *9*	*0* through *9*	*0* through *9*
DEPTID	blank	blank	blank	blank	blank	blank
JOBCODE	blank	blank	blank	blank	blank	blank
POSITION_NBR	blank	blank	blank	blank	blank	blank
ACCT_CD	blank	blank	blank	blank	blank	blank
GL_PAY_TYPE	blank	blank	blank	blank	blank	blank
PU_DISTRIBUTE	blank	blank	blank	blank	blank	blank

Field Name	Canadian Taxes	Deductions	Earnings	U.S. Taxes	Total Gross	Net pay
ERNCD	blank	blank	A valid earnings code	blank	blank	blank
ADDL_PAY_SHIFT	*N*	*N*	*N*	*N*	*N*	*N*
ADDL_SEQ	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)
ADDLPAY_REASON	blank	blank	blank	blank	blank	blank
OTH_HRS	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)
HOURLY_RT	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)
OK_TO_PAY	*Y* sets pay line to OK to Pay. *N* sets pay line to Not OK to Pay. Blank sets OK to Pay for pay line based on PSPPSHUP process run control.	*Y* sets pay line to OK to Pay. *N* sets pay line to Not OK to Pay. Blank sets OK to Pay for pay line based on PSPPSHUP process run control.	*Y* sets pay line to OK to Pay. *N* sets pay line to Not OK to Pay. Blank sets OK to Pay for pay line based on PSPPSHUP process run control.	*Y* sets pay line to OK to Pay. *N* sets pay line to Not OK to Pay. Blank sets OK to Pay for pay line based on PSPPSHUP process run control.	*Y* sets pay line to OK to Pay. *N* sets pay line to Not OK to Pay. Blank sets OK to Pay for pay line based on PSPPSHUP process run control.	*Y* sets pay line to OK to Pay. *N* sets pay line to Not OK to Pay. Blank sets OK to Pay for pay line based on PSPPSHUP process run control.
DISABLE_DIR_DEP	*N*	*N*	*N*	*N*	*N*	*N*
STATE	blank	blank	blank	A valid state code for the employee. The state code must exist in employee's tax data.	blank	blank
LOCALITY	blank	blank	blank	A valid locality code for the employee. The locality code must exist in the employee's tax data for the state specified in this record.	blank	blank

Field Name	Canadian Taxes	Deductions	Earnings	U.S. Taxes	Total Gross	Net pay
TAX_PERIODS	*0* (zero) **Note.** The value is set by the PSPPSHUP process.	*0* (zero) **Note.** The value is set by the PSPPSHUP process.	A valid tax period or *0* (zero) to use the default.	*0* (zero) **Note.** The value is set by the PSPPSHUP process.	A valid tax period or *0* (zero) to use the default.	A valid tax period or *0* (zero) to use the default.
TAX_METHOD	blank **Note.** The value is set by the PSPPSHUP process.	blank **Note.** The value is set by the PSPPSHUP process.	A valid tax method or blank to use the default.	blank **Note.** The value is set by the PSPPSHUP process.	A valid tax method or blank to use the default.	A valid tax method or blank to use the default.
DED_TAKEN	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.
DED_SUBSET_ID	blank	blank	blank	blank	blank	blank
DED_TAKEN_GENL	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.	blank **Note.** For a manual check, the PSPPSHUP process sets the value to *N*.
DED_SUBSET_ GENL	blank	blank	blank	blank	blank	blank
BUSINESS_UNIT	blank	blank	blank	blank	blank	blank
COMP_RATECD	blank	blank	blank	blank	blank	blank
TAX_CLASS	blank	blank	blank	A valid U.S. tax class.	blank	blank

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Field Name	Canadian Taxes	Deductions	Earnings	U.S. Taxes	Total Gross	Net pay
ONE_TIME_CD	A valid one-time code: *A* (addition) *O* (override) *P* (arrears payback) *R* (refund)	A valid one-time code: *A* (addition) *O* (override) *P* (arrears payback) *R* (refund)	blank	A valid one-time code: *A* (addition) *O* (override) *P* (arrears payback) *R* (refund)	blank	blank
CTX_CLASS	A valid Canadian tax class.	blank	blank	blank	blank	blank
PLAN_TYPE	blank	A valid plan type	blank	blank	blank	blank
BENEFIT_PLAN	blank	A valid benefit plan	blank	blank	blank	blank
DEDCD	blank	A valid deduction code	blank	blank	blank	blank
DED_CLASS	blank	A valid deduction class for the deduction code	blank	blank	blank	blank
DED_CALC	blank	A valid deduction calculation routine	blank	blank	blank	blank
DED_RATE_PCT	*0* (zero)	*0* (zero) or a position rate/percent	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)
AMT	An amount greater than zero that represents the Canadian tax additional amount, Canadian tax arrears payback amount, Canadian tax override or refund.	*0* (zero) or an amount greater than zero that represents one-time deduction override amount.	A non-zero amount	An amount greater than zero that represents the U.S. tax additional amount, U.S. tax arrears payback amount, U.S. tax override or refund.	A non-zero amount **Note.** The amount in this field is used to populate the Total Gross field for the manual check.	A non-zero amount **Note.** The amount in this field is used to populate the Net Pay field for the manual check.

Field Name	Canadian Taxes	Deductions	Earnings	U.S. Taxes	Total Gross	Net pay
MANUAL_CHECK	*N* *Y* when loading transactions from paycheck generated outside of Payroll for North America	*N* *Y* when loading transactions from paycheck generated outside of Payroll for North America	*N* *Y* when loading transactions from paycheck generated outside of Payroll for North America	*N* *Y* when loading transactions from paycheck generated outside of Payroll for North America	*N* *Y* when loading transactions from paycheck generated outside of Payroll for North America	*N* *Y* when loading transactions from paycheck generated outside of Payroll for North America
PAYCHECK_NBR	*0* (zero) or a valid manual check paycheck number	*0* (zero) or a valid manual check paycheck number	*0* (zero) or a valid manual check paycheck number	*0* (zero) or a valid manual check paycheck number	*0* (zero) or a valid manual check paycheck number	*0* (zero) or a valid manual check paycheck number
DED_SLSTX_CLASS	blank	A valid sales tax type for Canadian deductions. *B* (none) for non-Canadian deductions.	blank	blank	blank	blank
EX_DOC_ID	blank	blank	blank	blank	blank	blank
EX_DOC_TYPE	blank	blank	blank	blank	blank	blank
EX_LINE_NBR	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)
CURRENCY_CD	Blank to use default currency code from pay group. **Note.** If entered, it does not affect the currency in which the employee is paid.	Blank to use default currency code from pay group. **Note.** If entered, it does not affect the currency in which the employee is paid.	Blank to use default currency code from pay group. **Note.** If entered, it does not affect the currency in which the employee is paid.	Blank to use default currency code from pay group. **Note.** If entered, it does not affect the currency in which the employee is paid.	Blank to use default currency code from pay group. **Note.** If entered, it does not affect the currency in which the employee is paid.	Blank to use default currency code from pay group. **Note.** If entered, it does not affect the currency in which the employee is paid.
OVERRIDE_ONLY	*Y*	*Y*	*Y*	*Y*	*Y*	*Y*
GROSSUP	*N*	*N*	*Y* or *N* **Note.** *N* for manual check.	*N*	*N*	*N*

Field Name	Canadian Taxes	Deductions	Earnings	U.S. Taxes	Total Gross	Net pay
VC_PLAN_ID	blank	blank	blank	blank	blank	blank
VC_PAYOUT_PRD_ID	blank	blank	blank	blank	blank	blank
GB_GROUP_ID	blank	blank	blank	blank	blank	blank
APPLID	blank	blank	blank	blank	blank	blank
AWARD_DATE	*Null*	*Null*	*Null*	*Null*	*Null*	*Null*

See Also

Chapter 18, “Working with Paysheets,” Loading Paysheet Transactions, page 409

APPENDIX B

Converting Employee Balances

This appendix provides an overview of employee balance records and discusses how to:

- Generate control totals.
- Use Structured Query Reports (SQRs).
- Use year-end processing.
- (CAN) Convert Record of Employment (ROE) data.

Note. If you go live (begin using the system) at the beginning of a quarter, you need only concern yourself with year-to-date (YTD) balances.

Understanding Employee Balance Records

This section discusses:

- A general description of employee balance records.
- A list of record details.

Note. Only those records and fields that need clarification or elaboration are described in detail.

A General Description of Employee Balance Records

These tables list the Payroll for North America records that you might use to convert employee balances, sorted alphabetically by record ID. If you need more information about a record, see the record details at the end of this section.

(USA) Records for U.S. Only

The following table lists U.S. only records:

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_BOND_LOG	Bond Log	O	This record applies only to U.S. conversions and is required if you use the Bond Processing feature in Payroll for North America. The record contains detailed information about each bond that the employee purchases. The only records of concern are those that are still in process—that is, when the employee is making contributions toward a bond, but has not yet accumulated enough to actually purchase it. The system populates this record after producing each paycheck for an employee.
PS_CHECK_YTD	Check YTD	O	This record contains fields that are currently used only in the following standard PeopleSoft reports: • Check Print (PAY003). • Employee Earnings Snapshot (PAY013). • Employee Earnings Record (PAY014). • Direct Deposit Advice Print (DDP003). PS_CHECK_YTD contains YTD information about total gross, total taxes, total deductions, and net pay. Make sure that these totals represents the correct transition from gross to net. If you don't require this data on your paychecks, don't convert this data.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_DEDUCTION_BAL	Deduction Balance	R	This record is required for deductions on which you impose a YTD limit, such as 401(k) deductions. You must also load other deductions that are reported on Form W-2, such as the taxable benefit portion of group-term life insurance (imputed income). Also, if your check design incorporates YTD and current balance information, consider importing YTD data for all deductions.
PS_EARNINGS_BAL	Earnings Balance	R	This record is required for earnings types that are necessary for W-2 processing and for earnings on which you impose a YTD limit. Also consider check-printing YTD data requirements. Use this record to load special accumulator data. For example, you might require special accumulators to track earnings for pension calculations or retirement wages. If you do not require full detail of earnings, you might substitute a summary earnings type to record the employee's total YTD earnings.
PS_TAX_BALANCE	Tax Balance	R	Tax balances are the most critical set of records to convert. Without these balances, you could have incorrect tax data and tax reports. YTD data is your biggest concern. If you convert at the beginning of a quarter, you do not need quarter-to-date (QTD) or month-to-date (MTD) data.

(CAN) Records for Canada Only

The following table lists Canadian only records:

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_CAN_CHECK_YTD	Check YTD	O	This record contains fields that are currently used only in the following standard PeopleSoft reports: • Cheque Print (PAY003CN). • Statistics Canada, Educational Institutions (PAY110CN). • Direct Deposit Advice Print (DDP003CN). PS_CAN_CHECK_YTD contains YTD information about total gross, total taxes, total deductions, and net pay. Make sure that these totals represents the correct transition from gross to net. If you don't require this data on your paycheques, don't convert this data.
PS_CAN_DED_ BALANCE	Deduction Balance	R	This record is required for deductions on which you impose a YTD limit, most frequently your pension deduction. You must also load other deductions that you report at year-end, such as the taxable benefit for company-paid life insurance. Also, if your check design incorporates YTD and current balance information, consider importing YTD data for all deductions.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_CAN_ERN_ BALANCE	Earnings Balance	R	This record is required for earnings types that are necessary for year-end processing and for earnings on which you impose a YTD limit. Also consider cheque-printing YTD data requirements. Use this record to load special accumulator data. For example, you might require special accumulators to track earnings for pension calculations or retirement wages. If you do not require full detail of earnings, you might substitute a summary earnings type to record the employee's total YTD earnings.
PS_CAN_TAX_ BALANCE	Tax Balance	R	See the U.S. Tax Balance record, PS_TAX_BALANCE.
PS_INS_EARNS_BAL	Insurable Earnings Balance	O	The system creates this record during payroll processing and tracks Canadian Employment Insurance (EI) insurable earnings balances and related information for employees by company, wage loss plan, EI period, and earnings end date. The system uses this data during the ROE Creation process. You must convert your weekly EI earnings to Insurable Earnings records.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_ROE	ROE	O	This is not a balance record. It is a data record that the system uses to print the ROE that you send to the government upon terminating an employee. To use the PeopleSoft ROE Automated Create process, you must enter your submitted ROEs for the past reportable periods. This enables the system to generate amended ROEs. (Only enter data for old ROEs; the system generates new ones). Enter this data on the ROE Data 1 page. PeopleSoft recommends this procedure only if the amount of data is relatively small; alternatively, you can use a conversion process to build the records.
PS_ROE_FUTURE_PAY	ROE Future Pay	O	This record contains information about ROE-reportable payments (other than regular pay) to include in the final or future pay for an employee. **Note.** Use this record only for entering online expected future pay data at the time that you produce a ROE. Do not enter conversion data in this record.

Records for Both U.S. and Canada

The following table lists records for U.S. and Canada:

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_ADDL_PAY_DATA	Additional Pay Data	O	This record operates identically to the GENL_DEDUCTION record, except that it is for earnings instead of deductions. The GOAL_BAL field contains the to-date amount that you've paid to the employee.
PS_ADDL_PAY_EFFDT	Additional Pay Effective Date	O	This record is the effective-dated control record for ADDL_PAY_DATA. It is also the child record of PS_ADDL_PAY_ERNCD.
PS_ADDL_PAY_ERNCD	Additional Pay Earnings Code	O	This record is the earnings code control record for ADDL_PAY_DATA.
PS_DED_ARREARS	Deduction Arrears	O	Use this record to record employee deductions that are in arrears in the current system. If the number of employees with arrears balances is very small, consider manually converting this information after you go live. Use the By Paysheet - One-Time Deductions page to input the arrears amount as a one-time additional amount. If you decide to load these records, the system attempts to take the amount that is in arrears during the first payroll run. These deductions should be valid for the benefit or deduction program in which the employee is currently enrolled.

Record ID	Record Name	Required (R) or Optional (O)	Description
PS_GARN_BALANCE	Garnishment Balance	O	Use this record to record balance data for each garnishment ID. Before loading garnishment balance data into this record, load the PS_DEDUCTION_BAL record with YTD, QTD, and MTD data for the combined total of all garnishments for an employee. PeopleSoft defines garnishments as tax levies, wage assignments, child or spouse support, and bankruptcies. PeopleSoft identifies each garnishment with a garnishment ID.
PS_GENL_DED_CD	Garnishment Deduction Code	O	This record contains the top level keys for employee general deduction data.
PS_GENL_DEDUCTION	General Deduction Detail	O	This record contains employee-specific deduction limits. The GOAL_BAL field contains the to-date amount that the system deducted toward a goal limit. The system might have already loaded this for a previous conversion. It is also the child record of PS_GENL_DED_CD.
PS_LEAVE_ACCRUAL	Leave Accrual	O	This record contains employee balances for vacation and sick leave.
(USF) PS_GVT_ERN_ACR_CLS	Leave Accrual	O	See the standard Leave Accrual record, PS_LEAVE_ACCRUAL.

A List of Record Details

This section lists record details for select records, sorted alphabetically by record ID.

(USA) PS_BOND_LOG - Bond Log

Here are details of the PS_BOND_LOG record:

Field	Remarks
BOND_ID	Required. Value of the bond, such as 100 USD, 500 USD, and so on.
BOND_OWNER_ID	Required. ID of the owner of the bond. If the current system does not contain this information, enter *EE* (employee). Otherwise, this field represents the ID that is assigned to one of the Dependent or Beneficiary records.
BOND_OTH_REG_TYPE	Required. Indicates whether there are co-owners or beneficiaries. If you do not have this information, enter *N* (none).
BOND_OTHER_REG_ID	Required. Indicates the co-owner or beneficiary. If you do not have this information, enter *EE* (employee).
BOND_LOG_SEQ	Required. Indicates a sequential number for each bond. Populate with a *1*.
BOND_LOG_STATUS	Required. Indicates the status of each record: *D:* Funds disbursed. *N:* Funds not ready to disburse. *R:* Funds ready to disburse. Load only records for funds with a status of *N*. *F* *T*
REVERSED	Required. Indicates whether the entry has been reversed due to a check reversal. Set to *N*.
FORM_ID	Required. Form ID from the Pay Group table.
PAYCHECK_NBR	Required. Indicates the PS_PAYCHECK where the system deducted the amount. Enter a dummy check number, such as *999999*.
CHECK_DT	Required. The check date of the paycheck when the system deducted the amount. You can use the conversion date.
BOND_COLLECT_AMT	Required. The amount that the system deducted for each bond. If this data is not available, enter *0*.
BOND_DISBURSE_AMT	Amount that was used to purchase a bond. Leave blank.
BOND_PURCH_UNITS	Indicates how many bonds were purchased for each paycheck. Leave blank.
BOND_ACCUM_AMT	Balance remaining since the last bond was purchased. Load data into this field.
COMPANY	Company.

Field	Remarks
PAYGROUP	Pay group.
PAY_END-DT	Pay period end date.
OFF_CYCLE	Off-cycle.
AP_STATUS	Indicates if the bond purchase details have been sent to PeopleSoft Enterprise Accounts Payable. Leave blank.

(CAN) PS_CAN_CHECK_YTD - Check YTD

Here are details of the PS_CAN_CHECK_YTD record:

Field	Remarks
TOTAL_GROSS_YTD TOTAL_TAXES_YTD TOTAL_DEDNS_YTD NET_PAY_YTD	See PS_CHECK_YTD.

(CAN) PS_CAN_DED_BALANCE - Deduction Balance

Here are details of the PS_CAN_DED_BALANCE record:

Field	Remarks
PLAN_TYPE BENEFIT_PLAN DEDCD DED_CLASS	See PS_DEDUCTION_BAL.

Field	Remarks
DED_SLSTX_CLASS	*B:* None. *G:* Goods and services tax. *H:* Harmonized sales tax. *I:* Provincial sales tax on insurance. *P:* Provincial sales tax. *Q:* QC provincial sales tax on insurance. *S:* QC provincial sales tax. *T:* Provincial premium tax. *U:* QC provincial premium tax.
DED_YTD DED_QTD DED_MTD	See PS_DEDUCTION_BAL.

Note. When converting deduction balances, generate a CAN_DED_BALANCE row with a DED_SLSTX_CLASS set to *B* (none) for the base deduction amount. If you have sales tax amounts types, generate additional rows for the sales tax.

(CAN) PS_CAN_ERN_BALANCE - Earnings Balance

Here are details of the PS_CAN_ERN_BALANCE record:

Field	Remarks
SPCL_BALANCE ERNCD HRS_YTD HRS_QTD HRS_MTD GRS_YTD GRS_QTD GRS_MTD	See PS_EARNINGS_BAL.

(CAN) PS_CAN_TAX_BALANCE - Tax Balance

Here are details of the PS_CAN_TAX_BALANCE record:

Field	Remarks
TAX_CLASS_CAN	Use the following values for each tax class type: *ALL:* Total gross. *CBT:* Canadian bonus tax. *CIT:* Canadian income tax (T4). *CPA:* Pension adjustment. *CPP:* Canada Pension Plan employee. *CPR:* Canada Pension Plan employer. *EIE:* Employment Insurance employee. *EIR:* Employment Insurance employer. *HTX:* Provincial health tax. *PYT:* Payroll tax. *QBT:* Quebec bonus tax. *QIT:* Quebec income tax (RL-1). *QPP:* Quebec Pension Plan employee. *QPR:* Quebec Pension Plan employer. *RV2:* Quebec income tax (RL-2). *T4A:* Canadian income tax (T4A). *TRV:* True RL. *TT4:* True T4.
NLGRS_YTD* NLGRS_QTD* NLGRS_MTD* TXGRS_YTD TXGRS_QTD TXGRS_MTD TAX_YTD TAX_QTD TAX_MTD	See PS_TAX_BALANCE.

* These fields are required because each imposes a limit, such as CPP and QPP. The no-limit gross is the dollar amount of the taxable gross, as if there are no limits. For example, Mark receives one fully taxable payment this year on January 15 for 50,000 CAD. The taxable gross for CPP is 33,400 CAD, whereas, the no-limit gross is 50,000 CAD.

You must populate the No Limit Gross field for tax types TRV and TT4 with employment income (that is, all income, including taxable benefits). To convert the total gross amounts, populate the No Limit Gross field for tax type *All*. However, with all other taxes, leave these fields blank.

Converting taxable grosses for CPP, QPP, and EI is an important requirement for Payroll for North America processing. These taxes are self-adjusting, and the system keeps the contributions synchronized with the earnings during the payroll calculation throughout the year. If you load the balances incorrectly, a refund can occur.

(USA) PS_CHECK_YTD - Check YTD

Here are details of the PS_CHECK_YTD record:

Field	Remarks
TOTAL_GROSS_YTD	Total of all earnings that add to gross (Earnings table).
TOTAL_TAXES_YTD	Total of all employee-paid taxes.
TOTAL_DEDNS_YTD	All before-tax and after-tax deductions.
NET_PAY_YTD	Remaining amount.

PS_DED_ARREARS - Deduction Arrears

Here are details of the PS_DED_ARREARS record:

Field	Remarks
PLAN_TYPE	(USA) See PS_DEDUCTION_BAL. (CAN) See PS_CAN_DED_BALANCE.
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).
DED_CLASS	(USA) See PS_DEDUCTION_BAL. (CAN) See PS_CAN_DED_BALANCE.
ARREARS_BAL	Amount that the employee owes for each deduction.

(USA) PS_DEDUCTION_BAL - Deduction Balance

Here are details of the PS_DEDUCTION_BAL record:

Field	Remarks
PLAN_TYPE	*00:* General deductions. *01:* Benefit program. *10 – 17:* Medical plans *20 – 27:* Life insurance plans. *30:* Short-term disability. *31:* Long-term disability. *40 – 49:* Employee investment plans. *4A:* Employed stock purchase plan. *50:* Sick (no loading required for this record). *51:* Vacation (no loading required for this record). *52:* Personal (no loading required for this record). *53:* Family and medical leave (no loading required for this record). *5A:* Company car. *60:* Flex Spending Health - U.S. *61:* Flex Spending Dependent Care. *65:* Flex Spending Health - Canada. *66:* Retirement counseling Canada. *70:* PERS. *80:* Standard pension. *81:* Supplementary pension. *82:* USDB pension plan 1. *83:* USDB pension plan 2. *84:* USDB pension plan 3. *85:* USDB pension plan 4. *86:* USDB pension plan 5. *87:* USDB pension plan 6. *90:* Vacation buy. *91:* Vacation sell.
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).
DEDCD	Enter the deduction code.

Field	Remarks
DED_CLASS	*A:* After-tax. *B:* Before-tax. *L:* QC (Quebec) taxable benefit. *N:* Nontaxable benefit. *P:* Nontaxable benefit for before-tax match. *T:* Taxable benefit.
DED_YTD	YTD deduction amount.
DED_QTD	(optional) QTD deduction amount.
DED_MTD	(optional) MTD deduction amount

(USA) PS_EARNINGS_BAL - Earnings Balance

Here are details of the PS_EARNINGS_BAL record:

Field	Remarks
SPCL_BALANCE	Set to *Y* if you are loading a special accumulator. Otherwise, set to *N*.
ERNCD	Enter the earnings code. When loading special accumulators, enter the special accumulator code.
HRS_YTD	YTD hours.
HRS_QTD	QTD hours.
HRS_MTD	MTD hours.
GRS_YTD	YTD amount.
GRS_QTD	QTD amount.
GRS_MTD	MTD amount.

PS_GARN_BALANCE - Garnishment Balance

Here are details of the PS_GARN_BALANCE record:

Field	Remarks
PLAN_TYPE	(USA) See PS_DEDUCTION_BAL. (CAN) See PS_CAN_DED_BALANCE.
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).

Field	Remarks
DEDCD	Enter the deduction code.
DED_CLASS	(USA) See PS_DEDUCTION_BAL. (CAN) PS_CAN_DED_BALANCE.
GARNID	Unique identifier for each garnishment. It must match the ID in the employee's GARN_SPEC record.
DED_YTD	Total YTD deduction amount, including the deduction and processing fees.
DED_QTD	Total QTD deduction amount, including the deduction and processing fees.
DED_MTD	Total MTD deduction amount, including the deduction and processing fees.
DED_GARN_YTD	Year-to-date amount collected for the garnishment itself, minus processing fees.
DED_GARN_QTD	QTD amount collected for the garnishment itself, minus processing fees.
DED_GARN_MTD	MTD amount collected for the garnishment itself, minus processing fees.
DED_CFEE_YTD	YTD processing fees paid to the company.
DED_CFEE_QTD	QTD processing fees paid to the company.
DED_CFEE_MTD	MTD processing fees paid to the company.
DED_PFEE_YTD	YTD processing fees paid to the payee.
DED_PFEE_QTD	QTD processing fees paid to the payee.
DED_PFEE_MTD	MTD processing fees paid to the payee.

(CAN) PS_INS_EARNS_BAL - Insurable Earnings Balance

Here are details of the PS_INS_EARNS_BAL record:

Field	Remarks
UI_PERIOD_DT	EI period date (pay period end date).
EARNS_END_DT	Earnings end date (Saturday of each week in the pay period).
UI_PERIODS_PER_YR	EI pay periods per year.
UI_CALC_SEQ	EI calculation sequence.

Field	Remarks
UI_USE_WKLY	EI use weekly values. Set to *N* if entire pay period is insured. Set to *Y* to revert to weekly rules of insurability. For EI period dates of January 1, 1997, or later, set to *N*.
UI_EARNS_CUR	Total insurable earnings in this EI period.
UI_EQUIV_WEEKS_CUR	Total number of weeks in this insured EI period. If all weeks in a biweekly cycle are insured, this is *2*. If all weeks in a monthly cycle are insured, it is *4.33*. For EI period dates of January 1, 1997, or later, leave this field blank.
UI_EE_PREMIUM_CUR	Current employee premium.
UI_ER_RT	EI employer rate.
UI_WKLY_EARNS	EI earnings this week (no limit). All earnings that fall between Sunday and Saturday.
UI_WKLY_HOURS	EI hours this week.
ROE_NBR	ROE number (normally blank).
INS_EARNS_AMENDED	Insurable earnings amended: *A:* Amended. Next run of PAY124CN changes to *R*. *N:* Not applicable (normal status). *R:* Amended and reported.

PS_LEAVE_ACCRUAL - Leave Accrual

Here are details of the PS_LEAVE_ACCRUAL record:

Field	Remarks
PLAN_TYPE	*50:* Sick. *51:* Vacation. *52:* Personal. *53:* Family and medical leave.
ACCRUAL_PROC_DT	Last time you ran the Leave Accruals Processing COBOL SQL process (FGPACCRL). You can leave this field blank.
SERVICE_HRS	Accumulated service hours used to calculate an employee's accrual. If your accrual is based on length of service, you can leave this field blank.
HRS_CARRYOVER	Accrual hours carried over from the previous year.
HRS_EARNED_YTD	Number of hours accrued this year.

Field	Remarks
HRS_TAKEN_YTD	Number of hours taken for each plan.
HRS_ADJUST_YTD	Number of hours used to adjust an employee's plan balance. Can be left blank.
HRS_BOUGHT_YTD	Number of hours that an employee bought during the year.
HRS_SOLD_YTD	Number of hours that an employee sold during the year.
SERVICE_HRS_UNPROC	Service hours that have accumulated in payroll, but have not yet been updated by the Leave Accruals Processing process. Leave blank.
HRS_TAKEN_UNPROC	Taken hours that have accumulated in payroll, but have not yet been updated by the Leave Accruals Processing process. Leave blank.
HRS_ADJUST_UNPROC	Adjusted hours that have accumulated in payroll, but have not yet been updated by the Leave Accruals Processing process. Leave blank.
HRS_BOUGHT_UNPROC	Bought hours that have accumulated in payroll, but have not yet been updated by the Leave Accruals Processing process. Leave blank.
HRS_SOLD_UNPROC	Sold hours that have accumulated in payroll, but have not yet been updated by the Leave Accruals Processing process. Leave blank.

(USF) GVT_ERN_ACR_CLS

Here are details of the U.S. federal government GVT_ERN_ACR_CLS record:

Field	Remarks
GVT_ERN_ACCR_CLASS (key)	Class code.
EFFDT (key)	Effective date.
EFF_STATUS	Active or inactive.
DESCR	Long description.
DESCRSHORT	Short description.

Field	Remarks
GVT_ACCR_TYPE	Earnings accrual type: *A:* Annual. *C:* Credit time. *G:* Religious comp. *L:* LWOP. *N:* Nonpay. *P:* Compensatory time. *R:* Restored. *S:* Sick. *T:* Time-off award.
GVT_ADJ_ALLOWED	Adjustments allowed: yes (*Y*) or no (*N*).
ACCRUAL_FREQUENCY	Accrual frequency: *H:* Hours per hour. *M:* Hours per month. *P:* Hours per pay period. *Y:* Hours per year.
SERVICE_INTERVAL	Service units: *H:* Hours. *M:* Months. *Y:* Years.
HRS_GO_NEGATIVE	Accrued balance go negative: *Y* or *N*.
SPECIAL_CALCULATN	Special calculation routine: *Y* or *N*.
YEAR_BEGIN_CALC	Service calculation at year begin: *Y* or *N*.
GVT_EFF_RATE_PAY	Effective rate disposition: *E:* Use rate when earned. *C:* Use current rate. *P:* Use percentage of current rate.
GVT_ERNCD_EXPIRE	Expiration earnings code.

Field	Remarks
GVT_EXP_INTERVAL	Expiration interval: *H:* Hours. *M:* Months. *Y:* Years.
GVT_EXP_INTERVALS	Expiration intervals.
GVT_EXP_DISP	Expiration disposition: *P:* Convert to pay. *F:* Forfeit. *C:* Convert to other.
GVT_EXP_ERNCD	Termination earnings code.
GVT_EOY_FLAG	End-of-year indicator: *Y* or *N*.
GVT_CEILING_SET	Ceiling indicator: *Y* or *N*.
GVT_MAX_CEILING	Maximum compensation hours.
GVT_CEIL_INTERVAL	Ceiling interval: *H:* Hours. *M:* Months. *Y:* Years.
GVT_CEIL_INTERVALS	Ceiling intervals.
GVT_CEILING_DISP	Ceiling disposition: *A:* Allow to exceed. *U:* Use of lose. *P:* Convert to pay. *F:* Forfeit. *O:* Convert to other.
GVT_CEILING_ERNCD	Ceiling earnings code.
GVT_MAX_CARRYOVER	Maximum carryover indicator: *Y* or *N*.
MAXIMUM_CARRYOVER	Maximum leave carryover.
GVT_COORD_WITH_GF	Coordinate with grandfather: *Y* or *N*.

Field	Remarks
GVT_COVR_DISP	Carryover disposition: *A:* Allow to exceed. *U:* Use of lose. *P:* Convert to pay. *F:* Forfeit. *O:* Convert to other.
GVT_COVR_INTERVAL	Carryover interval: *H:* Hours. *M:* Months. *Y:* Years.
GVT_COVR_INTERVALS	Carryover intervals.
GVT_MAX_COVR_ERNCD	Carryover earnings code.
PAY_TERM_PCT	Pay percentage of hours at term.
GVT_PAY_TERM_DISP	Termination disposition: *P:* Convert to pay. *F:* Forfeit.
GVT_PAY_TERM_ERNCD	Termination earnings code.
GVT_USE_OLD_FIRST	Use oldest hours first indicator: *Y* or *N*.
EMPLID (key)	Employee ID.
EMPL_RCD# (key)	Employee record number.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
COVERAGE_ELECT	Coverage election: *E:* Elect. *T:* Term. *W:* Waive.
COVERAGE_ELECT_DT	Leave plan coverage date.
GVT_ALT_WORK_SCHED	Work schedule.
GVT_GFATH_CYOVER	Grandfather carryover.

Field	Remarks
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
ERNCD (key)	Earnings code.
GVT_R_ADJ_HRS_ADD	Add to restored hours adjusted: *Y* or *N*.
GVT_R_TAK_HRS_ADD	Add to restored hours taken: *Y* or *N*.
HRS_TAKEN_ADD	Add to hours taken.
SERVICE_HRS_ADD	Add to service hours.
ADJUST_HRS_ADD	Add to adjust hours.
BOUGHT_HRS_ADD	Add to hours bought.
SOLD_HRS_ADD	Add to hours sold.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
SERVICE_INTERVALS (key)	Service intervals.
HOURS_EARNED	Hours earned.
GVT_SUPPL_HRS	Hours in last pay period.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
SERVICE_INTERVALS (key)	Service intervals.
HOURS_EARNED	Hours earned.
EMPLID (key)	Employee ID.
EMPL_RCD# (key)	Employee record number.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
ERNCD (key)	Earnings code.
SERVICE_HRS	Hours of service.
HOURS_EARNED	Hours earned.
HRS_TAKEN	Hours taken.

Field	Remarks
HRS_ADJ	Hours adjustment.
GVT_HRS_BOUGHT	Hours bought.
GVT_HRS_SOLD	Hours sold.
GVT_NONPAY_HRS	Nonpay hours.
GVT_CR_REDUC_HR	Credit reduction hours.
GVT_FORFEIT_HRS	Forfeited hours.
GVT_MUSTUSE_USE	Must-use hours.
EXPIRATN_DT	Expiration date.
RATE_AMOUNT	Rate amount.
EMPLID (key)	Employee ID.
EMPL_RCD# (key)	Employee record number.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
ERNCD (key)	Earnings code.
SEQUENCE_NBR (key)	Sequence number.
GVT_ADJ_DT	Adjustment date.
ADJ_REASON	Adjustment reason.
GVT_ADJ_APPLIED	Adjustment applied: *Y* or *N*.
SERVICE_HRS	Hours of service.
HOURS_EARNED	Hours earned.
HRS_TAKEN	Hours taken.
HRS_ADJ	Hours adjustment.
GVT_HRS_BOUGHT	Hours bought.
GVT_HRS_SOLD	Hours sold.
GVT_NONPAY_HRS	Nonpay hours.
GVT_CR_REDUC_HRS	Credit reduction hours.

Field	Remarks
GVT_FORFEIT_HRS	Forfeited hours.
GVT_MUSTUSE_HRS	Must-use hours.
EXPIRATN_DT	Expiration date.
RATE_AMOUNT	Rate amount.
EMPLID (key)	Employee ID.
EMPL_RCD# (key)	Employee record number.
GVT_ERN_ACCR_CLASS (key)	Earnings code class.
EFFDT (key)	Effective date.
HRS_CARRYOVER	Hours carried over – previous year.
HRS_EARNED_YTD	Hours earned YTD.
HRS_TAKEN_YTD	Hours taken YTD.
HRS_ADJUST_YTD	Hours adjusted YTD.
HRS_BOUGHT_YTD	Hours bought YTD.
HRS_SOLD_YTD	Hours sold YTD.
GVT_NONPAY_YTD	Hours nonpay YTD.
MAXIMUM_CARRYOVER	Maximum leave carryover.
GVT_GFATH_CYOVER	Grandfather carryover.
GVT_R_HRS_1	Restored hours balance.
GVT_R_HRS_TAK_1	Restored hours taken.
GVT_R_EXPIRE_DT_1	Expiration date.
GVT_R_HRS_2	Restored hours balance 2.
GVT_R_HRS_TAK_2	Restored hours taken 2.
GVT_R_EXPIRE_DT_2	Expiration date 2.
GVT_R_HRS_3	Restored hours balance 3.
GVT_R_HRS_TAK_3	Restored hours taken 3.
GVT_R_EXPIRE_DT_3	Expiration date 3.
GVT_ADJ_APPLIED	Adjustment made.

Field	Remarks
ADJ_ENTRY_DT	Adjustment entry date.
GVT_AUDITED	Audited indicator: *Y* or *N*.
GVT_YEAR	Year.
GVT_YEAR_FY	Fiscal year begin indicator: *Y* or *N*.
GVT_YEAR_CY	Calendar year begin indicator: *Y* or *N*.
GVT_PP_NBR	Pay period sequence number.
GVT_ACCR_RUN	Accrual year begin indicator: *Y* or *N*.
GVT_YEAR_PY	Pay year begin indicator: *Y* or *N*.
GVT_YEAR_LY	Leave year begin indicator: *Y* or *N*.

(CAN) PS_ROE - ROE

Here are details of the PS_ROE record:

Field	Remarks
UI_PAYABLE_DT	EI premium payable up-to-date.
ROE_SEQ	ROE sequence number.
ROE_PROCESS	*C:* Complete. *D:* Delete. *G:* Generate. *H:* Hold.
ROE_NBR	ROE number.
ROE_NBR_REPL	ROE number amended or replaced.
ROE_DT	ROE date created or completed.
MULTIPLE_JOBS	Employee has multiple jobs (*Y* or *N*).
PAYGROUP	Pay group on the employee's Job data.
JOBCODE	Job code for extraction of job description.

Field	Remarks
Valid action code from PS_ACTION_TBL	*ADL:* Additional job. *ASC:* Assignment completion. *ASG:* Assignment. *DEM:* Demotion. *DTA:* Data change. *FSC:* Family status change. *HIR:* Hire. *INT:* Completion of introductory Per. *JED:* Earnings distribution change. *JRC:* Job reclassification. *LOA:* Leave of absence. *LOF:* Layoff. *LTD:* Long-term disability with pay. *LTO:* Long-term disability. *PAY:* Pay rate change. *PLA:* Paid leave of absence. *POS:* Position change. *PRB:* Probation. *PRC:* Completion of probation. *PRO:* Promotion.

Field	Remarks
Valid action code from PS_ACTION_TBL (continued)	*REC:* Recall from suspension or layoff. *REH:* Rehire. *RET:* Retirement. *RFD:* Return from disability. *RFL:* Return from leave. *RWP:* Retirement with pay. *STD:* Short-term disability with pay. *STO:* Short-term disability. *SUS:* Suspension. *TER:* Termination. *TWB:* Terminated with benefits. *TWP:* Termination with pay. *XFR:* Transfer.
ACTION_REASON	Valid Reason Code from PS_ACTN_REASON_TBL.
ROE_ISSUER_ID	EMPLID of issuer.
ROE_CONTACT_ID	EMPLID of contact.
FIRST_DATE_WORKED	First date worked.
LAST_DATE_WORKED	Last date worked.
PD_LEAVE_START_DT	Paid leave start date.
PD_LEAVE_INTERVAL	Paid leave interval. Duration interval: *D:* Daily. *W:* Weekly.
PD_LEAVE_AMT	Paid leave amount.
EXPECTED_RETURN_DT	Expected return date.
NOT_RETURNING	Not returning (*Y* or *N*).
OVRD_HRS	To override the system-calculated hours for this ROE.
BUSINESS_UNIT	Business unit on the employee's Job data.

Field	Remarks
SETID_JOBCODE	SetID for the job code.
COMMENTS	Comments.

(USA) PS_TAX_BALANCE - Tax Balance

Here are details of the PS_TAX_BALANCE record:

Field	Remarks
STATE	For federal taxes, use *$U*. For state and local taxes, use the two-character state code.
LOCALITY	For federal and state taxes, leave blank. Otherwise, use the PS local tax code.

Field	Remarks
TAX_CLASS	Use the following values for each tax: *A:* Non-resident alien (1042). *B:* Local employer and employee. *C:* Earned income credit. *D:* OASDI or disability − employee. *E:* OASDI or disability − employer. *F:* FICA Medicare Hospital Insurance - employee. *G:* OASDI/EE- tips. *H:* Withholding. *J:* OASDI/ER- tips. *K:* Excise. *L:* NJ Supl Workforce Admin Fund. *M:* New Jersey WFDP. *N:* New Jersey HCSF. *P:* Occupational privilege tax. *Q:* FICA Med Hospital Ins/ER. *R:* Local employer. *S:* Unemployment - special. *T:* FICA Med Hospital Ins/EE- tips. *U:* Unemployment ER. Use for employer-paid federal and state unemployment taxes. *V:* Unemployment EE. Use for employee-paid state unemployment. *W:* Voluntary Disability Plan − employee. *X:* Voluntary Disability Plan − employer. *Z:* FICA Med Hospital Ins/ER-tips.
NLGRS_YTD*	YTD no-limit gross wages.
NLGRS_QTD* NLGRS_MTD*	Not required, if going live at quarter start.
TXGRS_YTD	Enter the amount, up to the taxable limit.
TXGRS_QTD TXGRS_MTD	Not required, if going live at quarter start.

Field	Remarks
TAX_YTD	Enter the tax amount taken.
TAX_QTD TAX_MTD	Not required, if going live at quarter start.

* These fields are required only for taxes that impose a limit, such as FICA, FUT, SUT, and SDI. Leave these fields blank for all other taxes. The no-limit gross is the dollar amount of the taxable gross, as if there are no limits. For example, Mark receives one fully taxable payment this year on January 15 for 50,000 USD. The taxable gross for FUT is 7,000 USD, whereas the no-limit gross is 50,000 USD. PeopleSoft state quarterly tax reports typically use the No Limit Gross field for reporting wages, so this field is very important.

Generating Control Totals

This section discusses how to generate control totals.

To ensure an accurate conversion, generate control totals from the previous system and accounting records before you begin converting data. The following totals are usually sufficient to detect problems that are encountered during the conversion process:

U.S.	Canada
Gross wages (all payroll-processed earnings).	Gross wages (all payroll-processed earnings).
Federal W-2, FICA and FUTA wages.	Taxable wages.
Withheld tax totals by each tax type (FWT, SWT by state, FICA, SDI, and so on).	Withheld tax totals by each tax type (CIT, QIT, CPP, QPP, and EI).

Using SQRs

This section discusses how to use SQRs.

The Tax Summary - Federal report (TAX010FD) provides total U.S. federal W-2, OASDI, and UI wages from the tax balance tables.

The Quarterly Federal Tax Summary report (TAX007) provides detailed quarterly employee data that can be helpful during a mid-quarter conversion.

See Also

Appendix G, “PeopleSoft Enterprise Payroll for North America Reports,” page 859

Using Year-End Processing

This section discusses how to use year-end processing.

PeopleSoft year-end functionality is designed to be available at any time of the year. To verify a successful conversion, run through a mock year-end process, generating the various year-end audit reports.

See Also

Chapter 32, "Accessing Year-End Processing Instructions," page 709

(CAN) Converting ROE Data

This section discusses how to convert ROE data.

Payroll for North America generates ROEs for your employees, if the data is available. The system updates PS_INS_EARNS_BAL during the Pay Confirmation COBOL SQL process (PSPCNFRM), so after the system has been in production long enough, the ROE Creation process uses data that is generated by Payroll for North America. Until then, you have two options:

- Convert all the necessary data.
- Manually combine the PeopleSoft ROE with the previous system data.

The Create Record of Employment SQR Report process (PAY124CN) uses the following records:

- PS_INS_EARNS_BAL
- PS_JOB
- PS_ROE
- PS_PAYGROUP_TBL
- PS_EMPLOYMENT
- PS_PERSONAL_DATA

Consequently, you must convert all of these records accurately to have the system produce an accurate ROE.

See Also

Chapter 30, "(CAN) Generating a Canadian Record of Employment," page 665

APPENDIX C

Reviewing the Parallel Test Checklist

This appendix discusses:

- Parallel test guidelines.
- Parallel test checklist.

Parallel Test Guidelines

The following are some guidelines for parallel testing:

- Apply the most recent tax updates before proceeding with parallel testing.
- Rerun each audit procedure after each test run.
- Reconcile the results of each procedure run during parallel testing to your current payroll system.
- Test the direct deposit transmittal process thoroughly.

  Create the transmittal file or report and test receipt by processing agency.
- If your organization requires multijob or single check processing, set up your test conditions during parallel testing to reflect this.

Parallel Test Checklist

Use this checklist to ensure that the parallel phase of the payroll implementation is complete.

Note. (CAN) Canadian Structured Query Reports (SQRs) contain the ending CN (for example, PAY001CN).

Note. (USF) Federal SQRs begin with FG (for example, FGPY001).

Process	Task	Program	Expected Result	Target Date	Initials
Preproduction Clean Up				_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
Load Data	Time Input	Runtime Input Process	Job completed	_____	_____
			Data reconciled to current system	_____	_____
Verify Data	Run Audit Programs	PreSheet Audit PAY034	Confirms data complete for creating paysheets	_____	_____
			Paysheets created	_____	_____
On-Cycle Testing	Run Paysheets		Job completes	_____	_____
Verify Data	Run Audit Programs	Precalculation PAY035	Confirms payroll key data correct for running calculations	_____	_____
	Run Preliminary Payroll Calculation	PAY001 Deduction Register PAY001CN		_____	_____
	Run Reports for Payroll Calculation	PAY002 Payroll Register		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY011 Payroll Error Messages		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY021 Employer Benefit Contributions PAY021CN		_____	_____
		An iterative series of steps: run until each report is error-free	Data reconciles to current system on subsequent report runs	_____	_____
	Correct invalid data shown by reports		Job completes	_____	_____
	Re-run preliminary payroll calculation			_____	_____
	Re-run reports for payroll calculation		Job completes error free	_____	_____
	Run final payroll calculation		Job completes error free	_____	_____
	Run payroll confirmation	PAY001 Deduction Register PAY001CN	Each report completes	_____	_____
	Run final payroll confirmation reports	PAY002 Payroll Register	Each report reconciles to current system	_____	_____
Verify Data	Run Audit Programs	PAY036 Preconfirm Audit	Confirms that Pay Data is Correct Before Confirming Payroll	_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY003 Check Print PAY003CN	In the required format	_____	_____
		PAY004 Check Register		_____	_____
		DDP005 Direct Deposit Prenotification		_____	_____
		DDP006 Direct Deposit Prenote Memo		_____	_____
		DDP001 Direct Deposit Create file DDP001CN	Transmittal file produced in the correct format	_____	_____
		DDP002 Direct Deposit Register		_____	_____
		DDP003 Direct Deposit Advice Print DDP003CN		_____	_____
		DDP004 Direct Deposit Advice Register		_____	_____
	Process Payroll Savings − Canada	PAY132CN Canada Payroll Savings File	Transmittal file produced in the correct format	_____	_____
		PAY005 Cost Center		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY006 Other Earnings Register		_____	_____
		PAY007 Deductions in Arrears		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY010 Employees Not Processed		_____	_____
		PAY015A Check Reconciliation		_____	_____
		PAY015B Check Reconciliation Report		_____	_____
		PAY016A Bond Purchase		_____	_____
		PAY018 Payroll Summary PAY018CN		_____	_____
		PAY021 Employer Benefit Contributions PAY021CN		_____	_____
		TAX001 Tax Deposit Summary TAX003CN		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
			Check numbers are reassigned	_____	_____
	Perform paycheck reprint process		Balance records are removed from the balance tables	_____	_____
	Delete balances		All payroll records updated with manually derived data	_____	_____
Off-Cycle Processes	Perform manual payroll check print			_____	_____
	Create Online Check			_____	_____
	Disable direct deposit			_____	_____
	Perform gross up process	Override	Jobs complete	_____	_____
	Calculate one-time deductions	Addition		_____	_____
		Refund		_____	_____
		Arrears Payback		_____	_____
		Override	Jobs complete	_____	_____
	Calculate one-time garnishment	Suspend		_____	_____
		Override	Jobs complete	_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
	Calculate one-time tax data	Refund		_____	_____
		Addition		_____	_____
			Balance records show negative entries for reversal	_____	_____
	Perform paycheck reversal			_____	_____
	Perform paycheck adjustment			_____	_____
	Run preliminary payroll calculation for off-cycle	PAY001 Deduction Register PAY001CN		_____	_____
	Run reports for preliminary payroll calculation for off-cycle	PAY002 Payroll Register		_____	_____
	(USF) Run Electronic Certification	FGPY004 ECS Interface		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY008 Deductions Not Taken		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY010 Employees Not Processed		_____	_____
		PAY011 Payroll Error Message		_____	_____
	Run final payroll calculation for off-cycle			_____	_____
	Run off-cycle confirmation	DDP005 Direct Deposit Prenotification		_____	_____
	Run reports for off-cycle confirmation	DDP006 Direct Deposit Prenote Memo		_____	_____
		DDP001 Direct Deposit Create file DDP001CN		_____	_____
		DDP002 Direct Deposit Register		_____	_____
		DDP003 Direct Deposit Advice Print DDP003CN		_____	_____
		DDP004 Direct Deposit Advice Register		_____	_____
		PAY001 Deduction Register PAY001CN		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		PAY002 Payroll register		_____	_____
		PAY003 Check Print PAY003CN		_____	_____
		PAY004 Check Register		_____	_____
		PAY005 Cost Center		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY007 Deductions in Arrears		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY015A Check Reconciliation		_____	_____
		PAY015B Check Reconciliation Report		_____	_____
		PAY016A Bond Purchase		_____	_____
		PAY018 Payroll Summary PAY018CN		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		TAX001 Tax Deposit Summary TAX003CN		_____	_____
	(USF) Run interface programs	FGPY004, ECS Interface; FGPY001, RITS INTERFACE; FGPY002, TSP Interface; FGPY003, Treasury / FRB Bond Interface; FGPY006, FGPY007, FGPY008, FGPY009, Individual Retirement Records		_____	_____
	Compare PeopleSoft and current system data to verify earnings			_____	_____
	Run quarterly reports			_____	_____
	Run general ledger interface			_____	_____
	Run payroll check print			_____	_____
Special Processes	Leave accrual process	Vacation		_____	_____
		Personal		_____	_____

Process	Task	Program	Expected Result	Target Date	Initials
		Process Adjustments		_____	_____
	(USF) Leave Accrual	Cascading Leave, Annual Entitlement, Accrual Summary Ledger		_____	_____
	Set up prior year calendar			_____	_____
	Run year-end processes			_____	_____
	Test other processes (as applicable)			_____	_____

APPENDIX D

(USA) FLSA and Alternative Overtime Calculations

This appendix provides an overview of Fair Labor Standards Act (FLSA) calculations and discusses how to:

- Work with multiplication factors in FLSA calculations.
- Calculate FLSA rates for hourly and exception hourly employees.
- Calculate FLSA rates for hospital employees.
- Calculate FLSA rates for salaried employees.
- Calculate FLSA rates for monthly and semimonthly exception hourly employees.
- Calculate FLSA requirements for public safety employees.
- Calculate FLSA rates with mid-period rate changes.
- Calculate single payments over multiple pay periods.
- Calculate FLSA rates and double-time pay.
- Calculate Alternative Overtime.

Understanding FLSA Calculations

FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.

How you calculate overtime, prorate bonuses, and handle other earnings (such as shift differentials and tips) depends on whether the employees are subject to FLSA standards or exempt from them.

FLSA calculation is affected by the pay frequency. Supported pay frequencies are weekly, biweekly, monthly and semimonthly. Frequency factors that are defined on the Frequency table may be required in converting the amounts from pay period to FLSA period frequency.

See Also

Chapter 8, "(USA) Setting Up Additional U.S. Payroll Functionality," Setting Up for FLSA Calculation, page 161

Working with Multiplication Factors in FLSA Calculations

This section discusses:

- Example of contractual overtime with a multiplication factor of 0.5.

- Example of contractual overtime with a multiplication factor of 1.5.
- Example of contractual overtime with a multiplication factor greater than 1.5.

Note. The information in these tables is summarized on the employee paysheet by earnings codes. The FLSA function does not determine overtime rules. In all of the examples in this section, the Higher of FLSA/Contractual (higher of Fair Labor Standards Act/contractual) option is selected in the FLSA Rule group box on the FICA/Tax Details page that is accessed from the Company - Default Settings page.

Example of Contractual Overtime with a Multiplication Factor of 0.5

When using a multiplication factor of 0.5 for overtime, you must either set up a companion earnings with a multiplication factor of 1.0 to record the straight-time hours, or include the straight-time hours with the regular hours.

This example includes the straight-time hours in a companion earnings:

Employee	David
Contractual hourly rate	12.00 USD
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 0.5	6.5	6.00 USD = 12.00 USD × 0.5	39.00 USD
Overtime at 1.0	6.5	12.00 USD	78.00 USD
Shift 2 differential	12	3.25 USD	39.00 USD

Earnings Code	Hours	Rate	Earnings
Shift 2 overtime at 0.5	2	7.625 USD = (12.00 USD + 3.25 USD) × 0.5	15.25 USD
Shift 2 overtime at 1	2	15.25 USD = 12.00 USD + 3.25 USD	30.50 USD

David's contractual premium pay is 54.25 USD:

- 12.00 USD × 0.5 × 6.5 overtime hours = 39.00 USD.
- 15.25 USD × 0.5 × 2.0 shift overtime hours = 15.25 USD.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 1.0	6.5	12.00 USD	78.00 USD
Shift 2 differential		3.25 USD	39.00 USD
Shift 2 overtime at 1.0	2	15.25 USD	30.50 USD
Totals	48.5		627.50 USD

Calculations:

- FLSA rate:

  12.9381 = 627.50 USD / 48.5 total weekly hours.
- Premium pay:

  54.98 USD = 12.9381 USD × 0.5 × 8.5 overtime hours.

Because the FLSA overtime premium of 54.98 USD is greater than the contractual premium of 54.25 USD, use the FLSA rate to calculate David's overtime for the week.

Example of Contractual Overtime with a Multiplication Factor of 1.5

This example shows the calculation and comparison of the contractual and FLSA premiums:

Employee	Laura
Contractual hourly rate	12.00 USD
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 1.5	6.5	18.00 USD = 12.00 USD × 1.5	117.00 USD
Shift 2 differential	12	3.25 USD	39.00 USD
Shift 2 overtime at 1.5	2	22.875 USD = (12.00 USD + 3.25 USD) × 1.5	45.75 USD

Laura's contractual premium pay is 54.25 USD:

- 12.00 USD × 0.5 × 6.5 overtime hours = 39.00 USD.
- 15.25 USD × 0.5 × 2.0 shift overtime hours = 15.25 USD.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 1.0	6.5	12.00 USD	78.00 USD
Shift 2 differential		3.25 USD	39.00 USD

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Shift 2 overtime at 1.0	2	15.25 USD	30.50 USD
Totals	48.5		627.50 USD

Calculations:

- FLSA rate:

  12.9381 USD = 627.50 USD / 48.5 total weekly hours.
- Premium pay:

  54.98 USD = 12.9381 USD × 0.5 × 8.5 overtime hours.

Because the FLSA overtime premium of 54.98 USD is greater than the contractual premium of 54.25 USD, use the FLSA rate to calculate Laura's overtime for the week.

Example of Contractual Overtime with a Multiplication Factor Greater Than 1.5

This example shows the calculation and comparison of the contractual and FLSA premiums:

Employee	Jane
Contractual hourly rate	12.00 USD
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 1.5	3.5	18.00 USD = 12.00 USD × 1.5	63.00 USD
Overtime at 2.0	4.5	24.00 USD (= 12.00 USD × 2)	108.00 USD

Earnings Code	Hours	Rate	Earnings
Shift 2 differential	16	3.25 USD	52.00 USD
Shift 2 overtime at 1.5	2	22.875 USD = (12.00 USD + 3.25 USD) × 1.5	45.75 USD

Jane's contractual premium pay is 90.25 USD:

- 12.00 USD × 0.5 × 3.5 overtime hours = 21.00 USD.
- 12.00 USD × 1 × 4.5 overtime hours = 54.00 USD.
- 15.25 USD × 0.5 × 2.0 shift overtime hours = 15.25 USD.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 1.0	3.5	12.00 USD	42.00 USD
Overtime at 1.0	4.5	12.00 USD	54.00 USD
Shift 2 differential	0	3.25 USD	39.00 USD
Shift 2 overtime at 1.0	2	15.25 USD	30.50 USD
Totals	50		645.50 USD

Calculations:

- FLSA rate:

  12.91 USD = 645.50 USD / 50 total weekly hours.
- Premium pay:

  12.91 USD × 0.5 × 10 overtime hours = 64.55 USD.

Because the contractual overtime premium of 90.25 USD is greater than the FLSA premium of 64.55 USD, use the contractual rates to calculate Jane's overtime.

Calculate FLSA Rates for Hourly and Exception Hourly Employees

This section provides an overview of FLSA rates for hourly employees and discusses how to:

- Calculate overtime pay for a workweek with fewer than 40 hours.
- Calculate FLSA rates when the workweek is 40 hours.

Note. Calculations are different for exception hourly employees paid monthly or semimonthly.

See Appendix D, "(USA) FLSA and Alternative Overtime Calculations," Calculate FLSA Rates for Monthly and Semimonthly Exception Hourly Employees, page 829.

Understanding FLSA Rates for Hourly Employees

The examples in this section compare premium amounts, rather than rates. The premium is the amount over the regular rate that an employee earns by working overtime. The system adds this to the contractual rate for the overtime hours that an employee works.

If an hourly employee has only regular earnings, the FLSA regular rate is the same as the contractual hourly rate (that is, the rate at which you contracted to pay the employee for a job). If the employee has other included earnings (such as bonuses, shift differentials, multiple pay rates in the same FLSA period, or overtime), the system calculates the FLSA regular rate as shown in the examples in this section, with the exception of overtime pay for workweeks with fewer than 40 hours.

Calculate Overtime Pay for a Workweek with Fewer Than 40 Hours

John receives 325.00 USD for a 35-hour workweek. His FLSA regular rate is 9.2857 USD (= 325.00 USD / 35 hours). According to FLSA requirements, John is entitled to 9.2857 USD per hour for overtime worked in the 36th through 40th hour of the week, and to 13.9285 USD (= 9.2857 USD × 1.5) for overtime worked after 40 hours. John's employer might pay him time and a half for hours that exceed 35 in a workweek, but that doesn't affect his FLSA regular rate.

Calculate FLSA Rates When the Workweek is 40 Hours

The information in these tables is summarized on the employee paysheet by earnings codes. The FLSA function does not determine overtime rules. In this example, the Higher of FLSA/Contractual option is selected in the FLSA Rule group box on the FICA/Tax Details page that is accessed from the Company - Default Settings page.

This is the general FLSA formula that also applies to exception hourly weekly and biweekly employees:

- FLSA rate = (regular period pay + overtime pay at contractual + total other FLSA eligible earnings) / total FLSA eligible hours
- FLSA overtime premium = overtime hours × .5 × FLSA rate

Employee	Sam
Contractual hourly rate	6.00 USD
Workday	8 hours
FLSA period	7 days
Pay period	Weekly
Bonus	12.00 USD

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	6.00 USD	240.00 USD
Overtime at 1.5	6	9.00 USD = 6.00 USD × 1.5	54.00 USD
Bonus			12.00 USD

Sam’s contractual premium pay:

18.00 USD = 6.00 USD × 0.5 × 6 overtime hours.

If Sam’s regular rate is less than the minimum wage, you must calculate his overtime using the higher of the state or federal minimum wage, which is stored in the Federal/State Tax table.

Sam’s bonus might cover a work period that exceeds the current pay period.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	6.00 USD	240.00 USD
Overtime at 1.0	6	6.00 USD	36.00 USD

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Bonus			12.00 USD
Totals	46		288.00 USD

Calculations:

- FLSA rate:

  6.26 USD = 288.00 USD / 46 total weekly hours.

- Premium pay:

  18.78 USD = 6.26 USD × 0.5 × 6 overtime hours.

Because the FLSA overtime premium of 18.78 USD is greater than the contractual premium of 18 USD, use the FLSA rate to calculate Sam's overtime.

Calculate FLSA Rates for Hospital Employees

Hospitals and nursing homes can enter into agreements with employees under which they use a 14 consecutive day period, rather than a seven-day period, as the basis for calculating overtime. The FLSA formula is the same as hourly employees.

Note. You must select the FLSA calendar with 14 FLSA period in days on the FLSA Period Definition page. For the FLSA feature to work, you must pay the 8/80 employees biweekly. When you pay some employees 8/80 and some on a seven-day period, you must assign employees to separate pay groups, based on the FLSA method of calculating premium pay.

Employee	Bill
Contractual hourly rate	12.00 USD
Workday	8 hours
FLSA period	14 days

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	76	12.00 USD	912.00 USD
Overtime at 1.5	6.5	18.00 USD = 12.00 USD × 1.5	117.00 USD
Shift 2 differential	40	3.25 USD	130.00 USD
Shift 2 overtime at 1.5	4	22.875 USD = (12.00 USD + 3.25 USD) × 1.5	91.50 USD
Sick pay, shift 2	4	15.25	61.00 USD
Total wages			1311.50 USD

Bill's contractual premium pay is 69.50 USD:

- 12.00 USD × 0.5 × 6.5 overtime hours = 39.00 USD.
- 15.25 USD × 0.5 × 4.0 shift overtime hours = 30.50 USD.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	76	12.00 USD	912.00 USD
Overtime at 1.0	6.5	12.00 USD	78.00 USD
Shift 2 differential	0	3.25 USD	130.00 USD
Shift 2 overtime at 1.0	4	15.25 USD	61.00 USD
Sick pay, shift 2	0		0.00 USD (not used to calculate FLSA regular rate)
Totals	86.50		1181.00 USD

Calculations (Only use total hours of 86.50 worked for FLSA regular rate. Shift hours are already included in regular, and sick hours are not used):

- FLSA rate:

  13.653 USD = 1181.00 USD / 86.50 total pay period hours.

- Premium pay:

  71.67 USD = 13.653 USD × 0.5 × 10.5 total pay period overtime hours.

Because the FLSA overtime premium of 71.67 USD is greater than the contractual premium of 69.50 USD, use the FLSA rate to calculate Bill's overtime.

Calculate FLSA Rates for Salaried Employees

This section provides examples of the three ways to calculate FLSA regular rates for salaried, nonexempt employees:

- Calculate rates for fixed salaried hours.
- Calculate rates for unspecified salaried hours.
- Basic Rate Formula for fixed salaried hours.

Fixed Salaried Hours

For fixed salaried hours, the FLSA Rate uses Standard Hours from Job Data and uses the Multiplication Factor of 1.5:

- FLSA Rate = (Regular Period Pay + Total Other FLSA Eligible Earnings) / Standard Hours.
- FLSA Overtime Pay = Overtime Hours × 1.5 × FLSA Rate.
- Weekly Wage Equivalent = Regular Period Pay × Pay Period Frequency Factor / Weekly Frequency Factor.

  If the employee doesn't work the whole FLSA work week, then the Weekly Wage equivalent will be prorated by the number of days worked divided by total work days in the week.

In this example Mary has Standard Hours of 40-hour workweek and work week of five days. The number of actual working days in the month does not matter, because for FLSA premium purposes, Mary's salary is calculated as a weekly wage. With Mary's Monthly Pay Period Earnings of 1200 USD, her Weekly Wage Equivalent is 276.92 USD (1200 USD × 12 / 52).

Employee	Pay Period Earns	Weekly Wage Equivalent	Hours Per Week	FLSA Regular Rate
Mary	1200.00 USD	276.92 USD	40	6.92 USD = 276.92 / 40

Mary worked two hours of overtime in week one and four hours of overtime in week three. She is entitled to overtime pay of 62.28 USD (6.92 USD × 1.5 × 6 hours). Her total check for the month is 1262.28 USD.

If Mary receives a bonus of 50 USD for week one, her hourly rate of pay for that week is 8.17 USD (= 276.92 USD + 50 USD / 40). She receives overtime pay of 24.51 USD (8.17 USD × 1.5 × 2) for week one and 41.52 USD (6.92 USD × 1.5 × 4) for week three. Her total check for the month is 1316.03 USD.

Note. The multiplication factor used to calculate the overtime is 1.5, rather than 0.5, because the straight-time portion of the overtime is not used to determine the FLSA rate.

The Additional Information group box of the FLSA Pay Data page displays the standard hours in FLSA Hours and the weekly wage equivalent earnings in FLSA Earns.

Unspecified Salaried Hours

For salaried unspecified hours, FLSA Rate uses actual hours worked and multiplication factor of .5:

- FLSA Rate = (Regular Period Pay + Total Other FLSA Eligible Earnings) / Total Hours Worked.
- FLSA Overtime Premium Pay = Overtime Hours × .5 × FLSA Rate.

  If the employee is paid Monthly or Semimonthly, the Weekly Wage Equivalent needs to be calculated using the same formula as specified for Fixed Hours.

In the following example, Mary receives 1200 USD per month for however many hours her job requires, but she is entitled to overtime if she works more than 40 hours in a week. Her weekly wage equivalent is 276.92 USD (1200 USD × 12 / 52). She works three hours of overtime in week one and five hours of overtime in week three.

FLSA Calculation

Earnings	Week 1	Week 2	Week 3	Week 4
Weekly Wage Equivalent	276.92 USD	276.92 USD	276.92 USD	276.92 USD
Total Hours worked	43 (40 Regular + 3 Overtime Hours)	40 Regular Hours	45 (40 Regular + 5 Overtime Hours)	40 Regular Hours
FLSA rate	6.44 USD = 276.92 USD / 43 hours	6.92 USD = 276.92 USD / 40 hours	6.15 USD = 276.92 USD / 45 hours	6.92 USD = 276.92 USD / 40 hours
FLSA overtime premium	9.66 USD = 6.44 USD × 0.5 × 3 overtime hours	0	15.38 USD = 6.15 USD × 0.5 × 5 overtime hours	0
Overtime pay	30.42 USD = (6.92 USD × 3) + 9.66 USD	0	50.00 USD = (6.92 USD × 5) + 15.38 USD	0
Total Pay Earnings	307.35 USD = 276.92 USD + 30.43 USD	276.92 USD	326.92 USD = 276.92 USD + 50.00 USD	276.92 USD

If Mary receives a bonus of 50 USD for week one, her FLSA hourly rate of pay for that week is 7.60 USD ((276.92 USD + 50 USD) / 43). The FLSA overtime premium is 11.40 USD (7.60 USD × 0.5 × 3). She receives overtime pay of 32.16 USD ((6.92 USD × 3) + 11.40).

The Additional Information group box of the FLSA Pay Data page displays the weekly wage equivalent earnings in FLSA Earns.

Basic Rate Formula for Fixed Salaried Hours

The Department of Labor allows the use of a Basic Rate Formula to calculate the regular rate of pay for semimonthly or monthly salaried employees, if the employee agrees. With the Basic Rate Formula, you calculate a salaried employee's FLSA rate using the following formula:

- FLSA rate = pay period salary / number of days in the pay period / number of hours in a normal workday.
- FLSA overtime pay = overtime hours × 1.5 × FLSA rate.

The workday hours come from the employee's Job Data record:

Employee	Pay Period Earnings	Days in Period	Workday Hours	FLSA Regular Rate
Mary	1200.00 USD	23	8 hours	6.52 USD = 1200 USD / 23 / 8

Mary works two hours of overtime in week one and four hours of overtime in week three. She is entitled to overtime pay of 58.68 USD (6.52 USD × 1.5 × 6 hours). Her total check for the month is 1258.68 USD. In a month with only 20 workdays, Mary's FLSA rate is 7.50 USD (1200 USD / 20 / 8). If she works six hours of overtime, her overtime pay is 67.50 USD (7.50 USD × 1.5 × 6 hours) and her total check for the 20-day month is 1267.50 USD.

If Mary receives a bonus of 50 USD in a month with 20 workdays, her FLSA rate is 7.81 USD ((1200 USD + 50 USD) / 20 / 8). If she works six hours of overtime, her overtime pay is 70.29 USD (7.81 USD × 1.5 × 6 hours) and her total check for the month is 1320.29 USD.

The Additional Information group box of the FLSA Pay Data page displays the days in period, work day hours, and pay period earnings.

Calculate FLSA Rates for Monthly and Semimonthly Exception Hourly Employees

This section discusses:

- Monthly exception hourly FLSA calculation.
- Example of monthly exception hourly FLSA calculation.

Monthly Exception Hourly FLSA Calculation

For a monthly or semimonthly pay period, the annualized allocation of standard hours and rate for regular earnings on the paysheet doesn't reflect the actual hours and rate worked. The system therefore calculates:

- Total hours worked in pay period = work days in pay period × work day hours from Job Data.
- Pay period average rate = pay period earnings / total hours worked.

- The FLSA regular earnings = pay period average rate × actual hours worked.
- The calculated FLSA regular earnings is the one used in FLSA rate calculation instead of the regular earnings from paycheck.

This section provides an example of monthly exception hourly FLSA calculation.

Note. For weekly and biweekly pay periods the calculation is the same as the example for hourly employees.

Example of Monthly Exception Hourly FLSA Calculation

This example shows the calculation method when the FLSA period crosses two months.

Period Definitions

This example relates to the following periods:

Period	Begin – End Dates
Pay period (June)	June 1 to June 30
Pay period (July)	July 1 to July 31
Earnings period (June end)	June 28 to June 30
Earnings period (July begin)	July 1 to July 4
FLSA period	June 28 to July 4

Annualized Contractual Allocation

This table shows Mark's annualized allocation of standard hours and rate for regular earnings:

Description	Value	Calculation Formula
Hours per month	173.33	((40 standard hours per week × 52 weeks per year) / 12 months)
Regular earnings per month	2,291.67 USD	
Hourly rate	13.221154 USD	(2,291.67 USD earnings per month / 173.33 hours per month)

Regular Paycheck Earnings by Earnings Period

Earnings Period	Rate Code	Hours	Rate	Earnings	Overtime Hours
June 28 to June 30	TRG (regular)	16.00	13.221154	211.54	5
July 1 to July 4	TRG (regular)	13.33	13.221154	176.24	4

Additional Information on FLSA Pay Data

On Mark's FLSA Pay Data page the following information appears in the Additional Information group box for the *Pay Period Average Reg Earns* calculation:

Earnings Period	FLSA Hours	Rate	FLSA Earns	Days in Period	Work Day Hours	Pay Period Earn
June 28 to June 30	16.00	13.020852	208.33	22	8.00	2291.67
July 1 to July 4	24.00	12.454728	298.91	23	8.00	2291.67

In the earnings period July 1 to July 4, 13.33 hours are posted for regular earnings. However, from July 1 to July 4, Mark actually worked three eight-hour days, bringing the total FLSA hours worked to 24, instead of the 13.33 hours posted for regular. This illustrates how the annualized allocation of hours doesn't match the actual hours worked.

FLSA Regular Earnings Calculation

Using the FLSA data as shown in the Additional Information group box, the system computes the FLSA regular earnings using pay period average rate as follows:

Calculation	Formula	June	July
Total hours worked in the pay period	work days in pay period × work day hours	22 × 8 = 176	23 × 8 = 184
Pay period average rate	pay period earnings / total hours worked	2291.67 / 176 = 13.020852	2291.67 / 184 = 12.454728
FLSA regular earnings	FLSA hours worked × pay period average rate	16 × 13.020852 = 208.33 USD	24 × 12.454728 = 298.91 USD

FLSA Rate Calculation

After calculating the pay period average regular earnings, the rest of the FLSA processing remains the same. The system uses the FLSA regular earnings amounts to calculate the FLSA rate as follows:

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
TRG June 28 to June 30	16.00	13.020739 (pay period average rate)	208.33 USD
TRG July 1 to July 4	24.00	12.454565 (pay period average rate)	298.91 USD
TOV	9.00	13.221154 (annualized contractual hourly rate)	118.99 USD
TPB			100.00 USD
Totals	49		726.23 USD

In this case, on the earnings end date of July 4, the total FLSA hours are over 40, so the system processes as follows:

- Divides the total earnings by the total hours to compute the new FLSA rate.

  726.23 USD / 49 = 14.821020.

- Applies the new FLSA rate to the current overtime of four hours, giving overtime premium of 29.64 USD (14.821020 USD × .5 × 4 hours).

  Total overtime pay is 82.52 USD ((4 hours × 13.221154 USD contractual rate) + 29.64 USD FLSA overtime premium).

- Creates a new pay line for the previous period overtime of five hours and applies the new FLSA rate.

  5 × 14.821020 = 103.16.

  FLSA overtime premium is 37.05 USD (14.821020 USD × .5 × 5 hours) and total overtime pay is 103.16 USD ((5 hours × 13.221154 USD contractual rate) + 37.05 USD FLSA overtime premium).

- Reverses the original overtime paid in the previous period at the contractual rate of 13.221154.

  The reversal amount is 99.16 USD (13.221154 USD × 1.5 × 5 hours).

Calculate FLSA Requirements for Public Safety Employees

This section provides an overview of FLSA requirements for public safety employees and discusses:

- Maximum nonovertime hours under 7K exemption (public safety).
- 28 day, 212–hour FLSA period example.

- 14 day, 86–hour FLSA period example.

Understanding FLSA Requirements for Public Safety Employees

The FLSA overtime requirements for public safety employees are different from those of other employees, because a specified number of work hours is needed within the FLSA work period before the FLSA rate can be applied to overtime pay. Their work periods vary from seven to 28 days, depending on the work period. Some police officers and fire protection employees have 28-day work periods; some have 14-day work periods. These employees usually receive pay biweekly and have 28-day FLSA pay periods. They can report overtime hours throughout the FLSA period, but FLSA overtime regulations are not invoked until the employee works more than the maximum FLSA hours for the period. After the employee works the maximum FLSA hours for the period, you must pay all overtime over the maximum using the FLSA regular rate.

You must pay overtime to fire protection employees for hours that exceed 212 in a 28-day period. You must pay overtime to law enforcement employees for hours that exceed 171 in a 28-day period. If the work period is fewer than 28 days, the hours are prorated. This enables you to balance work hours over an entire FLSA work period.

Maximum Nonovertime Hours Under 7K Exemption (Public Safety)

For those with work periods of seven to 28 days, the system calculates overtime hours that are reported after an employee's FLSA hours equal the number shown in the following table, published by the Wage and Hour Division, U.S. Department of Labor:

Days in Work Period	Fire Protection	Law Enforcement
28	212	171
27	204	165
26	197	159
25	189	153
24	182	147
23	174	141
22	167	134
21	159	128
20	151	122
19	144	116

Days in Work Period	Fire Protection	Law Enforcement
18	136	110
17	129	104
16	121	98
15	114	92
14	106	86
13	98	79
12	91	73
11	83	67
10	76	61
9	68	55
8	61	49
7	53	43

Example

A firefighter's work period is 28 consecutive days, and she works 80 hours in each of the first two weeks, 52 hours in week three, and none in week four. Her total work hours of 212 (80 + 80 + 52 + 0) which does not exceed 212 for the 28-day work period.

Therefore, no overtime pay is due.

If the same firefighter has a work period of 14 days, overtime pay is due for 54 hours (160 minus 106 hours, the amount in the table) for the weeks in which she works two consecutive 80 hour weeks.

Days in work period = 14. Overtime pay is due after 106 hours. Therefore, 54 hours of overtime pay is due.

Example: 28-Day, 212-Hour FLSA Period

Firefighter Jane has a 28-day work period and earns an annual salary of 24,000 USD for all hours worked. For each FLSA period, Jane receives 1,846.15 USD (= 24,000.00 USD / 13).

During the last FLSA period, Jane worked 224 hours (12 more than the maximum of 212). Her regular rate is 8.24 USD (= 1,846.15 USD / 224). Jane's overtime premium is 49.44 USD (= 12 × 8.24 USD × 0.5).

Example: 14-Day, 86-Hour FLSA Period

This police department uses an 86-hour, 14-day work period. Under present city regulations, police officers can receive pay in several earnings codes for hours that exceed 81 in a 14-day period. They can receive:

- Mandatory overtime (MOT)
- Special event overtime (SOT)
- Comp time (CTO)

If the city pays MOT or SOT in the present payment system, this overtime premium for hours up to the FLSA limit of 86 hours can apply as a credit against FLSA liability. For example:

Crediting Overtime Premium Against FLSA Liability

Employee	Joe
Monthly salary	2,631.00 USD
Contractual hourly rate	15.179 USD
Scholastic bonus (biweekly)	18.47 USD
Special assignment pay	30.36 USD
FLSA period	14 day, 86 hours

For a two-week (14-day) pay period, Joe records the following information:

Earnings Code	Description	Hours	Effect on FLSA
REG	Regular	78	Hours and amount
MUP	Move-up	3	Hours and amount
MOT	Mandatory overtime	2	Hours and amount
SOT	Special event overtime	4	Hours and amount
CTO	Comp time	2	None
SCK	Sick leave	2	None
Total		91	

Because all of the earnings except SCK and CTO are eligible, the total eligible FLSA hours is 87. Because this is one hour more than the police officer's limit of 86 hours for a 14-day period, Joe has one hour of FLSA liability.

Determining the FLSA Regular Rate

To determine the FLSA regular rate, the system calculates: FLSA eligible earnings / FLSA eligible hours.

Earnings Code	Hours	Rate	Earnings
REG	78	15.179 USD	1,183.96 USD
MUP	3	15.938 USD (= 15.179 USD × 1.05)	47.81 USD
MOT	2	15.179 USD (straight-time only)	30.36 USD
SOT	4	15.179 USD (straight-time only)	60.72 USD
Scholastic bonus			18.47 USD
Special assignment pay			30.36 USD
Total	87		1,371.68 USD

FLSA regular rate = 1371.68 USD / 87 = 15.766436 USD.

Calculate the Overtime Premium

Calculate the overtime premium under FLSA and under the city's method as follows:

- FLSA overtime premium: 1 × 15.766436 USD × 0.5 = 7.88 USD.
- City overtime premium: 1 × 15.179 USD × 0.5 = 7.59 USD.

The FLSA premium is greater than the city's premium, so the employee should receive the FLSA rate for the one hour over the 86-hour limit, if the city pays the higher of FLSA or contractual overtime.

Reversing Overtime

If MOT is the main pay group's overtime earnings code (defined in the Pay Group table), then the system reverses the one hour of MOT paid at the contractual rate and pays it at the FLSA rate instead:

Earnings Code	Hours	Rate	Earnings
SCK	2	15.179 USD	30.36 USD
REG	78	15.179 USD	1,183.96 USD
MUP	3	15.938 USD (= 15.179 USD × 1.05)	47.81 USD
MOT at contractual	2	22.7685 USD (= 15.179 USD × 1.5)	45.54 USD
MOT contractual reversal	−1	7.59 USD (= 15.179 USD × 0.5)	−22.77 USD (= 15.179 + 7.59)
MOT at FLSA rate	1	7.88 USD (= 15.766 USD × 0.5)	23.06 USD (= 15.179 + 7.88)
SOT	4	22.7685 USD (= 15.179 USD × 1.5)	91.07 USD
Scholastic bonus			18.47 USD
Special assignment pay			30.36 USD
Total wages			1,447.86 USD

Note. The original overtime that you enter on the paysheet does not change during pay calculation. If you must pay part of the overtime at a different rate, then instead of reducing the original overtime hours, the pay calculation generates two new paysheet entries: a reversal for those hours at the original rate, and an adjustment entry for the same number of hours at the new rate. These new entries generated are unavailable for selection, and you cannot modify them. Only you (not the pay calculation) can update the original overtime hours. Therefore, multiple recalculation is possible and the original overtime hours is preserved; adjustments and reversals are generated instead to update overtime at different rates if needed.

If there are multiple overtime earnings (for example, MUP, MOT and SOT), the system reverses the overtime hours in sequence, as follows, until the overtime hours that are eligible at the new FLSA rate are zero:

1. Process the main overtime earnings code defined in the pay group's table for overtime hours.

   If you process multiple jobs from multiple pay groups on a single check, use the primary pay group's table overtime earnings code first. If there is a rate change, process the one with the lowest contractual rate first.

2. For processing multiple jobs from multiple pay groups on a single check, process overtime defined in the nonprimary pay group's table for overtime hours.

   If there are multiple overtime earnings codes, process the one with the lowest contractual rate first in this group.

3. Process all other overtime hours.

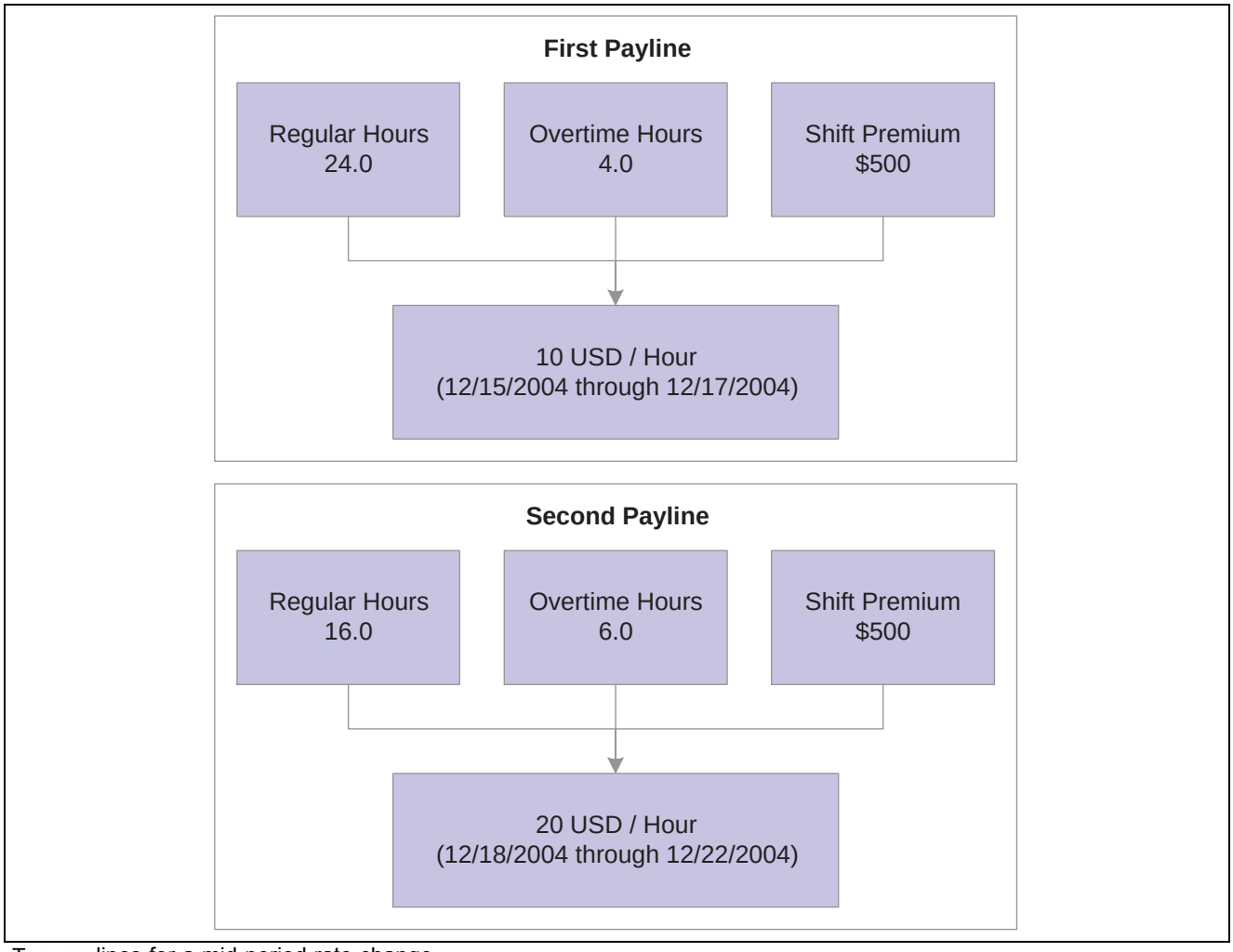
   Process the one with the lowest contractual rate first in this group.

Calculate FLSA Rates with Mid-Period Rate Changes

This example illustrates how the system calculates the FLSA rate when a rate change occurs mid-period.

An employee is paid weekly. The pay period begin date is May 15, 2000 (Monday) and the end date is May 21, 2000 (Sunday). The employee works a Monday-through-Friday schedule. Her rate is 10 USD per hour, but she gets a pay rate increase, effective May 18, 2000, to 20 USD per hour.

This diagram shows that the paysheet has two paylines:



Two paylines for a mid-period rate change

Note. The system's FLSA rate calculation incorporates the entire period. This means that only one FLSA rate exists for the entire period.

FLSA Calculation

The following table displays the FLSA calculation:

Regular hours	24 at 10.00 USD per hour	240.00 USD
Overtime hours	4 at 10.00 USD per hour	40.00 USD
Shift premium		500.00 USD
Regular hours	16 at 20.00 USD per hour	320.00 USD
Overtime hours	6 at 20.00 USD per hour	120.00 USD
Shift premium		500.00 USD
Total	50 hours	1700.00 USD

The FLSA rate equals 34.00 USD per hour, or 1,700 USD for 50 hours.

Paycheck Results

The following table displays the paycheck results:

Regular hours	24.0	240.00 USD (24 hrs× 10 USD per hour)
Overtime hours	6.0	162.00 USD (6 hrs × 10 USD per hour + 6 hrs × 0.5 × 34 USD per hour)
Shift		500.00 USD
Regular hours	16.0	320.00 USD (16 hrs × 20 USD per hour)
Overtime hours	4.0	148.00 USD (4 hrs × 20 USD per hour + 4 hrs × 0.5 × 34 USD per hour)
Shift		500.00 USD

Note. The system calculates the FLSA rate for the entire period, and the overtime premium (the 0.5 part of the overtime) uses the FLSA rate for both.

Calculate Single Payments Over Multiple Pay Periods

For a special payment (such as a bonus or commission) that applies to more than one FLSA period, the FLSA requires that you prorate it across all the affected FLSA periods. If the bonus is FLSA-eligible, you must use the portion of it that is attributable to an FLSA period when calculating the FLSA rate for that period. To have the system prorate a bonus over multiple FLSA periods, add a new entry on the paysheet with earnings begin and end dates for the period covered by the special payment. (You must create pay calendars and FLSA calendars for the period covered). The system prorates the amount for every FLSA period and recalculates overtime affected by the special payment. This can include future payments.

When you enter an FLSA eligible payment amount for a period that covers multiple FLSA periods in a paysheet, the system assigns a prorated payment amount to each FLSA period that is affected. The system reverses the original payment on the paysheet and replaces it with multiple FLSA periods that cover the payment periods. Each prorated payment equals: payment amount × percent of the number of workdays in the FLSA period over the total number of workdays in the payment period. Thus, the system calculates proration by workday, as defined in the employee's Job record.

Example

Jackie earns a bonus of 2640 USD for a six-month period (July 1 to December 31). The seven-day FLSA period runs Sunday to Saturday, and the number of workdays in each FLSA period is five days, from Monday to Friday. The total number of workdays for the six-month bonus period is 132. July 1 falls on a Thursday, which gives the first FLSA period 2 workdays. For the first FLSA period (June 27 to July 3), the prorated bonus is 40 USD (= 2640 USD × 2 / 132). The prorated bonus for the rest of the 26 FLSA-workweek period is 100 USD (= 2640 USD × 5 / 132). The system adds the 40 USD or 100 USD to each workweek accordingly, and recalculates overtime pay by including the prorated bonus in the FLSA earnings that it uses to determine the FLSA rate in the workweeks in which Jackie works overtime.

Calculate FLSA Rates and Double-Time Pay

The FLSA process compares the premium overtime amount (the 0.5 in 1.5), as calculated under the FLSA regulations, and the premium overtime amount calculated with the contractual hourly rate. The system then uses whichever rate pays the greater premium amount or always pays at the FLSA rate, according to the specification on the Company table.

In the case of double-time, the FLSA premium amount for overtime is: overtime hours × FLSA regular rate × 0.5.

The contractual premium amount is: overtime hours × contractual rate × 1.0.

In most cases, the contractual premium is more than the FLSA premium.

Example: 10 Overtime Hours, 15.00 USD Per Hour

Contractual premium: 15.00 USD × 1 × 10 = 150.00 USD.

FLSA premium:

- 795.00 USD / 50 hours = 15.90 USD FLSA regular rate.
- 15.90 USD × 0.5 × 10 = 79.50 USD overtime premium.

The contractual premium of 150 USD is greater than the FLSA premium of 79.50 USD.

Calculate Alternative Overtime

For those employees identified, the system calculates overtime on the alternative basis rather than the usual FLSA method.

To calculate alternative overtime, the system uses the multiplication factor specified for the overtime earnings code on the Earnings table instead of the fixed 0.5 used in federal FLSA calculation.

When the overtime has been calculated by the alternative method, the rate is displayed with the label Alternative Rate rather than FLSA Rate.

Example: Alternative Overtime Calculation

The following table displays the Alternative Overtime calculation:

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	6.00 USD	240.00 USD
Overtime at 1.5	6	6.00 USD	36.00 USD
Overtime at 2.0	2	6.00 USD	12.00 USD
Bonus			12.00 USD
Totals	48		300.00 USD

Calculations:

- Alternative rate:

  6.25 USD = 300.00 USD / 48 total weekly hours.

- Contractual Premium:

  Overtime at 1.5 : 18.00 USD = 6.00 USD × 0.5 × 6 overtime hours.

  Overtime at 2.0 : 12.00 USD = 6.00 USD × 1.0 × 6 overtime hours.

- Premium pay:

  Overtime at 1.5 : 18.78 USD = 6.25 USD × 0.5 × 6 overtime hours. This is higher than contractual of $18.00 USD.

  Overtime at 2.0 : 12.52 USD = 6.25 USD × 1.0 × 6 overtime hours. This is higher than contractual of $12.00 USD.

APPENDIX E

(CAN) Canadian Tax Method Calculations

This appendix discusses:

- Canadian Tax Methods.
- Canadian Tax Method Calculations.

Understanding Canadian Tax Methods

This section discusses:

- Bonus tax method.
- Commission tax method.
- Lump sum tax method.

Bonus Tax Method

This calculation method depends upon whether the bonus payment is included with the regular earnings (using the annualized tax method) or the bonus payment is paid on a separate cheque.

Note. Any payment that is using the bonus tax method is referred to as a "bonus payment" for the purpose of this documentation.

Bonus Included with Regular Earnings

When bonus is included with Regular Earnings (annualized tax method), in addition to the 3 Calculation Steps outlined, the first 2 Steps are to calculate pay period income taxes on the Regular Earnings using the Annualized Tax Method.

Calculation Step 1 – Determine annual taxes payable by annualizing the Regular Earnings.

- Calculation Input - The following will derive annual taxable gross: Regular Earnings X total pay periods in the year.
- Calculation Output - Perform the annualized tax calculation to produce the annual income taxes.

Calculation Step 2 - Determine pay period income taxes for the Regular Earnings.

- Calculation Input - The following will derive pay period income taxes: Annual income taxes (from Step 1) / total pay periods in the year.

• Calculation Output - Pay period income taxes on the Regular Earnings.

The following table shows how the system calculates the tax payable when the bonus is included with regular earnings:

Calculation Step	Calculation Input	Calculation Output
1. Determine annual taxes payable using annualized earnings including the bonus payment.	The following will derive annual taxable gross: (CIT taxable earnings gross year-to-date [YTD], including YTD bonus) + (current annualized tax method earnings X no. of pays remaining in the year including the current period) + (current bonus payment)	Perform tax calculation and the result will be annual income taxes which for this exercise will be Base Amount A.
2. Determine annual taxes payable using annualized earnings excluding the current bonus payment.	The following will derive annual taxable gross: (CIT taxable earnings gross YTD, including YTD bonus) + (current annualized tax method earnings X no. of pays remaining in the year including the current period)	Perform tax calculation and the result will be annual income taxes which for this exercise will be Base Amount B.
3. Determine pay period income taxes payable on the bonus payment.	The following will derive pay period income taxes on the bonus payment: (Base Amount A – Base Amount B)	Pay period income ax payable on bonus payment.
4. Determine pay period income taxes for the Regular Earnings and the Bonus payment.	The following will derive pay period income taxes for both Regular Earnings and the Bonus payment: Pay period income taxes on the Regular Earnings + Pay period income taxes on the Bonus payment	Total pay period income taxes for this combined payment (cheque).

Bonus Paid on a Separate Cheque

This table shows how the system calculates the tax payable when the bonus is paid on a separate cheque with no regular earnings:

Calculation Step	Calculation Input	Calculation Output
1. Determine annual taxes payable based on estimated annualized earnings including the bonus payment.	The following will derive projected annual taxable gross: (CIT taxable earnings gross YTD, including YTD bonus) + (pay period pay rate from the employee's Job Data record X No. of pay periods remaining in the year including the current pay period) + (current bonus payment)	Perform tax calculation and the result will be annual income taxes which for this exercise will be Base Amount A.
2. Determine annual taxes payable based on estimated annualized earnings excluding the current bonus payment.	The following will derive projected annual taxable gross: (CIT taxable earnings gross YTD, including YTD bonus) + (pay period pay rate from the employee's Job Data record X No. of pay periods remaining in the year including the current pay period)	Perform tax calculation and the result will be annual income taxes which for this exercise will be Base Amount B.
3. Determine taxes payable on the bonus payment.	(Base Amount A – Base Amount B)	Tax payable on bonus payment.

The estimated projected earnings from the employee's Job Data record is calculated by this formula: (annual rate from the employee's Job Data record / no. of pays in the year to derive a pay period rate) × number of pays remaining in the year including the current period.

Commission Tax Method

In order for the Commission Tax Method to work as designed, the Commission group boxes must be completed on the Quebec Income Tax Data page.

If the Commission group boxes are not completed, the tax calculation process defaults to the Annualized Tax Method.

The following outlines the method that is used in calculating CIT (federal and provincial excluding Quebec) and QIT using the commission tax method.

Note. Any payment that uses the commission tax method is referred to as a "commission payment" for the purpose of this documentation.

CIT Commission Tax Calculation

This table shows how the system calculates the tax payable (CIT) on a commission payment:

Calculation Step	Calculation Input	Calculation Output
1. Establish the net annual taxable income from the Commission group box on the Canadian Income Tax Data page.	(income reported in the Commission group box) – (expenses reported in the Commission group box)	(after calculation) Annual taxable income.

Calculation Step	Calculation Input	Calculation Output
2. Determine annual taxes payable.	Apply the annualized tax method to the annual taxable income	(after tax calculation) Annual tax payable.
3. Determine pay period taxes payable.	[(commission payment on current cheque) / (income reported in the Canadian Income Tax Data page)] X annual tax payable	(after calculation) Tax payable on the current commission payment.

QIT Commission Tax Calculation

Unlike the federal Statement of Commission Income and Expenses For Payroll Tax Deductions (TD1X) that is used to estimate the net annual taxable income amount, the Quebec Statement of Commissions and Expenses For Source Deduction Purposes (TP-1015.R.13.1-V) establishes a ratio to annualize the current cheque's commission payment.

For Quebec provincial tax, the current cheque's commission earnings is annualized using the ratio determined by the income and expenses reported in the Commission group box on the Quebec Income Tax Data page.

This table shows how the system calculates the QIT payable on a commission payment:

Calculation Step	Calculation Input	Calculation Output
1. Derive the ratio to apply to the current cheque's commission earnings amount to calculate annual income.	[(income reported on the Quebec Income Tax Data page) – (expenses reported on the Quebec Income Tax Data page)] / (income reported on the Quebec Income Tax Data page)	(after calculation) Ratio of commissions to be included.
2. Apply the derived ratio against the current cheque's commission payment to determine the annual taxable income.	(ratio of commissions to be included) X (commission payment on current cheque) X (annual factor)	(after calculation) Annual taxable income.
3. Determine the QIT payable for the pay period.	Apply the annualized tax method on the annual taxable income	(after tax calculation) Tax payable on the current commission payment.

Lump Sum Tax Method

The lump sum tax method determines the withholding for the payment (earnings code set up using the Lump Sum Tax Method) using the corresponding rate(s) specified on the Federal CIT Lump-Sum Rates (federal Canadian income taxes lump-sum rates) group box or Quebec (QIT) Lump-Sum Rates (Quebec [Quebec income taxes] lump-sum rates) group box on the Tax Rates, Credits, and Other page.

This table shows how the system calculates the lump sum tax method:

Calculation Step	Calculation Input	Calculation Output
1. Establish the applicable tax rate to use from the Tax Rates, Credits and Other page - Federal (CIT) Lump Sum Rates and if Quebec applies, also use the Quebec (QIT) Lump Sum Rates.	Select the applicable rate to use based on the amount of the payment; for Quebec, also select the appropriate rates (CIT and QIT)	Selected tax rate(s).
2. Determine the CIT payable for the payment ; if Quebec, determined both CIT and QIT payable for the period.	(Lump-sum payment) X (selected rate(s))	(after tax calculation) Tax payable on the current lump-sum payment; if province is Quebec, both CIT and QIT are calculated.

Canadian Tax Methods Calculations

This section discusses:

- Using Payline one-time deductions for entering before-tax deductions.
- Calculating annual taxable income using the annualized tax method.
- Calculating annual taxable income using the bonus tax method.
- Calculating annual taxable income using the annualized and bonus tax methods.

Using Payline One-Time Deductions for Entering Before-Tax Deductions

Consultation with the Canada Revenue Agency (CRA) has prompted PeopleSoft to revise our treatment of one-time before-tax deductions associated with specific taxation methodologies. This section discusses the revised methods that PeopleSoft uses to handle before-tax one-time deductions and provides examples of each method.

PeopleSoft's basic methodology is to derive Pay Period Taxable Gross as: Taxable Earnings plus Taxable Benefits less Before-Tax Deductions.

The calculation methodology the system uses to derive Annual Taxable Income depends on the tax method that is used (annualized, bonus, or both annualized and bonus on a single cheque).

Calculating Annual Taxable Income Using the Annualized Tax Method

For the regular annualized tax method, the calculated Pay Period Taxable Gross is multiplied by the number of pay periods in the year.

When you use Payline One-time Deductions to enter before-tax deductions for Plan Type 8x (Pension Plans) and Plan Type 4x (Savings Plans) using the Override feature, the system excludes these entries when determining Pay Period Taxable Gross, but reduces Annual Taxable Gross on a one-time basis.

Example: Annualized Tax Calculation

Annualized Tax Calculation (Bi-weekly payroll – 26 pay periods), derive annual taxable gross:

- Regular pay period taxable earnings = 2,500.00 CAD

- Pay period taxable benefits = 75.00 CAD
- Pay period before-tax deductions (these are before-tax deductions the employee is enrolled in) = 200.00 CAD
- Pay Period Taxable Earnings = 2,375.00 CAD
- Annual Taxable Income = $2,375.00 x 26 pay periods = 61,750.00 CAD
- Payline One-time Deductions (before-tax, Plan Type 4x) = 1,500.00 CAD
- Adjusted Annual Taxable Income = 60,250.00 CAD

The annualized tax calculation uses $60,250.00 to derive the pay period income taxes.

Note. If one of the pay period before-tax deductions is to be entered as a one-time deduction on Payline One-time Deductions, use the Override feature for the amount to be inclusive of the pay period deduction. If you use Addition instead of Override, the total amount reduces the Pay Period Taxable Income.

Calculating Annual Taxable Income Using the Bonus Tax Method

This section applies to the bonus tax method with no annualized tax method earnings, only the single tax set (bonus). To calculate reasonable results based on the formulas provided, Pay Period Taxable Gross is established from the employee's Job Record (compensation) and multiplied by the number of pay periods remaining in the pay year plus the employee's YTD taxable gross.

When you use Payline One-time Deductions to enter before-tax deductions for Plan Type 8x (Pension Plans), Plan Type 4x (Savings Plans), and Plan Type 00 (General Deductions) using the Override feature, these entries reduce the Annual Taxable Gross on a one-time basis. Although not recommended, if Addition (instead of Override) were used and combined with the employee's enrolled amount, this would also be treated as a one-time reduction to the Annual Taxable Income.

Entries that you create for before-tax deductions for Plan Type 8x (Pension Plans), Plan Type 4x (Savings Plans), and Plan Type 00 (General Deductions) using the Deduction Subset feature reduces Annual Taxable Gross on a one-time basis.

Note. The design is intended to accommodate specific Plan Types (8x, 4x and 00). However, to eliminate the potential creation of Pay Period Taxable Income the design allows for any before-tax deductions to be entered through the Payline One-time Deductions page. ALL (all Plan Types) before-tax deductions that you enter through Payline One-time Deductions reduce Annual Taxable Income. This produces reasonable results in comparison to allowing this scenario to have multiple tax sets (annualized and bonus).

Example: Bonus Tax Method with Payline One-Time Deductions (Single Tax Set Only)

In this scenario, the employee's deductions are likely to be based on a Deduction Subset, however, to simplify this example Benefit and General Deductions Taken is set to None on Paysheets/Paylines for the employee. This stops any deductions the employee is enrolled in from being taken. However, entries that you create for before-tax deductions for Plan Types 8x, 4x and 00 in Payline One-time Deductions, reduce Annual Taxable Income rather than Pay Period Taxable Income.

Note. ALL (all Plan Types) before-tax deductions are treated as a reduction to Annual Taxable Income.

Bonus tax calculation: (Bi-weekly payroll – 26 pay periods); derive annual taxable gross:

- Regular pay period taxable earnings = 0.00 CAD
- Bonus Tax Method taxable earnings = 15,000.00 CAD
- Pay period taxable benefits (Benefit and General Deductions Taken were set to NONE) = 0.00 CAD

- Pay period before-tax deductions (Benefit and General Deductions Taken were set to NONE) = 0.00 CAD
- Pay Period Taxable Earnings are not applicable but the tax calculation process uses the employee's Job Record (Compensation) to derive a pay period taxable income. For this exercise, Pay Period earnings are 2,500.00 CAD and YTD Taxable Income is $40,000.00 with 10 pays remaining in the year, which includes the current pay period.
- Annual Taxable Income = (Derived Pay Period Taxable Income 2,500.00 CAD x Pays remaining in the year 10) + YTD Taxable Income 40,000.00 CAD + the Bonus Tax Method taxable earnings 15,000.00 CAD = 80,000.00 CAD
- Payline One-time Deductions (before-tax, Plan Type 8x) = 7,250.00 CAD
- Adjusted Annual Taxable Income = 72,750.00 CAD

The $72,750.00 is used in the tax calculation process, which includes the payment of the Bonus Tax Method earnings. When calculating the income taxes on the payment subject to the Bonus Tax Method, the system performs three tax calculations:

- The regular annualized tax calculation, which in this case would produce zero taxes for the pay period.
- An initial bonus tax calculation including the bonus payment.
- The bonus tax calculation excluding the bonus payment where the net of these two bonus tax calculations is the income tax on the bonus payment that is set up to be taxed on the bonus tax method.

In the case of regular pay period deductions, if Taxable Benefits and/or before-Tax deductions were processed, multiple tax methods (Annualized and Bonus) would be applicable as a Pay Period Taxable Gross would have resulted. Because the Pay Period Taxable Gross would have been negligible, the results would have been distorted and likely inaccurate.

The same example can be applied using a deduction subset for the Benefits and General Deductions Taken fields on the paysheets/paylines. You can enter a deduction subset individually on paysheets/paylines or by creating an Off-Cycle Pay Calendar entry to generate paysheets/paylines with Benefits and General Deductions Taken set to Subset XXX for a pay run for bonus payments specific to the Bonus Tax Method.

The pay calculation process would be the same since the before-tax deductions (Plan Type 8x, 4x and 00) included in the SUBSET, reduce Annual Taxable Income.

Note. Although Payline One-time Deductions is not used, with only the Bonus Tax Method applicable, ALL the before-tax deductions are treated as one-time reductions to Annual Taxable Income.

Calculating Annual Taxable Income Using the Annualized and Bonus Tax Methods

The following describes the calculations when both the annualized and bonus tax methods are applicable on a single cheque. The initial calculation is Annualized, then Bonus and the results from the two are combined and reported on the single cheque.

Annualized tax method

For the Annualized tax method, the system calculates Pay Period Taxable Gross as usual (taxable pay period earnings plus taxable benefits less before-tax deductions). If you use Payline One-time Deductions to enter a before-tax deduction for Plan Type 8x and/or 4x using the Override feature, this deduction is used during the bonus tax method calculation. The deduction is not dependant on the payline that you enter it on if multiple paylines are applicable to segregate annualized tax method earnings versus bonus tax method earnings. This produces accurate 'annualized' pay period income taxes.

Bonus tax method

For the Bonus tax method, the system initially determines Annualized Taxable Income inclusive of the bonus tax method payment by using the employee's pay period taxable gross per the above multiplied by the pay periods remaining in the year (including the pay period that is being run) plus the employee's YTD taxable gross plus the bonus tax method payment. With the Override Payline One-time Deduction entry for Plan Type 8x and/or 4x, this amount reduces Annual Taxable Income. In order to calculate income taxes specific to the bonus payment, the system now determines the Annualized Taxable Income excluding the bonus tax method payment by using the employee's pay period taxable gross per the above multiplied by the pay periods remaining in the year (including the pay period being run) plus the employee's YTD taxable gross. The Override Payline One-time Deduction entry for Plan Type 8x and/or 4x reduces Annual Taxable Income. This process produces accurate results provided the employee's Pay Period Taxable Gross is representative of their normal pay period taxable earnings. The resulting net of the above two calculations is the income tax on the bonus payment.

When multiple tax sets (annualized and bonus) are applicable, during the bonus tax calculations, Plan Type 00 (General Deductions) before-tax deductions when entered as Override entries on Payline One-time Deductions are not treated the same as Plan Type 8x and 4x. These (Plan Type 00) entries reduce Pay Period Taxable Gross. When the Bonus Tax Method is the only tax method applicable, Plan Type 00 before-tax deductions reduce Annual Taxable Income.

Note. To generate the best possible results when one-time reductions to Annual Taxable Income are desired, PeopleSoft recommends that you do not combine tax methods on a single cheque to create a multiple tax set situation where the Bonus Tax Method is one of them.

Example: Annualized and Bonus Tax Method on One Cheque with Payline One-Time Deductions

Provided the Annualized Tax Method earnings are representative of the employee's regular pay period earnings, the resulting income taxes should be considered reasonable and acceptable.

The pay calculation process calculates income taxes based on each tax set and combines the results. The initial tax calculation is the Annualized Tax Method. The process follows the guidelines noted in the "Calculating Annual Taxable Income Using the Annualized Tax Method" section. The Bonus Tax Method follows the steps outlined in the "Calculating Annual Taxable Income Using the Bonus Tax Method" section with an exception in the way the system processes Payline One-time Deductions for Plan Type 00 (General Deductions). With the inclusion of the Annualized Tax Method, any before-tax deduction (Plan Type 00) entries entered as Override are applied against the Pay Period Taxable Income during the calculation of the Annualized Tax Method. Therefore, when this multiple tax set situation is applicable, only Payline One-time Deduction entries for Plan Type 8x and 4x reduce Annual Taxable Income during the Bonus Tax Method calculation.

Annualized tax calculation: (Bi-weekly payroll – 26 pay periods); derive annual taxable gross:

- Regular pay period taxable earnings = 2,500.00 CAD
- Pay period taxable benefits = 75.00 CAD
- Pay period before-tax deductions (these are before-tax deductions the employee is enrolled in) = 200.00 CAD
- Pay Period Taxable Earnings = 2,375.00 CAD
- Annual Taxable Income = (2,375.00 CAD– 450.00 CAD) x 26 pay periods = 50,050.00 CAD
- Payline One-time Deduction (before-tax, Plan Type 8x) = 1,500.00 CAD (to be applied in the Bonus Tax Calc)
- Payline One-time Deduction (before-tax, Plan Type 00) = 450.00 CAD (to be applied against Pay Period Taxable Income)

- Adjusted Annual Taxable Income = 50,050.00 CAD

The annualized tax calculation uses 50,050.00 CAD to derive the pay period income taxes.

Bonus tax calculation:

- Regular pay period taxable earnings = 2,500.00 CAD
- Bonus Tax Method taxable earnings = 15,000.00 CAD
- Pay period taxable benefits (Benefit and General Deductions Taken are set to NONE) = 75.00 CAD
- Pay period before-tax deductions (Benefit and General Deductions Taken are set to NONE) = 200.00 CAD
- Payline One-time Deduction (before-tax, Plan Type 8x) = 1,500.00 CAD (to be applied in the Bonus Tax Calculation)
- Payline One-time Deduction (before-tax, Plan Type 00) = 450.00 CAD (to be applied against Pay Period Taxable Income)
- Pay Period Taxable Earnings are applicable and the tax calculation process uses this information to derive a pay period taxable income. For this example, the Pay Period earnings are 2,500.00 CAD and the YTD Taxable Income is 40,000.00 CAD with 10 pays remaining in the year, which would include the current pay period.
- Annual Taxable Income = (regular pay period taxable earnings 2,500.00 CAD + taxable benefits 75.00 CAD – before-tax deductions 200.00 CAD – Payline One-time Deduction for Plan Type 00 450.00 CAD) x Pays remaining in the year 10) + YTD Taxable Income 40,000.00 CAD + the Bonus Tax Method taxable earnings 15,000.00 CAD = 74,250.00 CAD
- Payline One-time Deductions (before-tax, Plan Type 8x) = 1,500.00 CAD
- Adjusted Annual Taxable Income = 72,750.00 CAD

The 72,750.00 CAD is used in the initial tax calculation process, which includes the payment of the Bonus Tax Method earnings. The next tax calculation process will use the same as itemized above but exclude the Bonus Tax Method taxable earnings (15,000.00 CAD). The net result of these two tax calculations determines the income taxes specifically on the Bonus Tax Method taxable earnings.

Combine the annualized pay period income taxes with the income tax on the bonus payment subject to the Bonus Tax Method to derive the income taxes applicable to the single cheque.

APPENDIX F

Delivered Workflow for Payroll for North America

This appendix discusses the delivered workflow for Payroll for North America.

(USA) Processing All W-4 Exempt Employees

This section discusses processing W-4 Exempt Employees workflow.

Description

Event Description	When the W-4 Exempt Employees Process is run, all employees who have filed Exempt on their W-4 forms are notified.
Action Description	A worklist item is sent to notify the Payroll Supervisor that a notification was sent to the employee. After the W-4 Exempt Employees process is run, an email notification is sent to employees that their Exempt status will expire and that they need to file a new W-4 form with the Payroll department.
Notification Type	Email and worklist

Workflow Objects

Event	W4
Workflow Action	Automatic
Role	Payroll Administrator and Roleuser by EMPLD
Email Template	Payroll Supervisor and Email Employee
Business Process	Maintain Payroll Data U.S.
Business Activity	Process all W4 Employees
Business Event	Inform Payroll and Notify Employee

(USA) Processing W-5 Employees

This section discusses processing W-5 Employees workflow.

Description

Event Description	After the Process W-5 Employees process is run, an email is sent to notify all employees who have are receiving Advance Payments of Earned Income (EIC) and have to file new W-5 forms.
Action Description	Once the employees are notified, a worklist item is sent to notify the Payroll Supervisor that a notification was sent to the Employee.
Notification Type	Email and worklist

Workflow Objects

Event	W5
Workflow Action	Automatic
Role	Payroll Administrator and Roleuser by EMPLD
Email Template	Payroll Supervisor and Email Employee
Business Process	Maintain Payroll Data U.S.
Business Activity	Process EIC W5 Employees
Business Event	Notify Employee and Notify Payroll

(CAN) Processing an Online Final Cheque

This section discusses processing an Online Final Cheque workflow.

Description

Event Description	The Final cheque processing is performed to calculate and create a cheque for one or more employees based on a Final Cheque Request.
Action Description	An email and worklist item is sent to the Personnel Administrator for review if any employees with final cheque requests do not have a status of *Terminated* in Job Data.
Notification Type	Email and worklist

Workflow Objects

Event	TERM_RQST
Workflow Action	Automatic
Role	Personnel Administrator
Email Template	Notify HR About Employee Termination and Active Employee Final Cheque Request
Business Process	Manage Payroll Process Canada
Business Activity	Process Online Final Chq Can
Business Event	Final Chq Rqst Active Empl

(CAN) Processing Batch Final Cheques

This section discusses processing a batch Final Cheque workflow.

Description

Event Description	The final cheque processing is performed to calculate and create a cheque for a batch of employees based on a Final Cheque Request.
Action Description	An email and worklist item is sent to the Personnel Administrator for review if any employees with final cheque requests do not have a status of *Terminated* in Job Data.
Notification Type	Email and worklist

Workflow Objects

Event	TERM_RQST
Workflow Action	Automatic
Role	Personnel Administrator
Email Template	Notify HR About Employee Termination and Active Employee Final Cheque Request.
Business Process	Manage Payroll Process Canada
Business Activity	PROCESS_BATCH_FINAL_CHQ_CAN
Business Event	Final Chq Rqst for Active Empl

(USA) Processing an Online Final Check

This section discusses processing a Final Check workflow.

Description

Event Description	Final check processing is performed (online) to calculate and create a paycheck for one or more employees based on a Final Check Request.
Action Description	A worklist item is sent to the Personnel Administrator for review if any employees with final check requests do not have a status of *Terminated* in Job Data.
Notification Type	Worklist

Workflow Objects

Event	TERM_RQST
Workflow Action	Automatic
Role	Personnel Administrator
Email Template	Active Employee Final Check Request
Business Process	Manage Payroll Process U.S.
Business Activity	Process Online Final Check
Business Event	Final Chk Rqst Active Empl

(USA) Processing Batch Final Checks

This section discusses processing batch Final Checks workflow.

Description

Event Description	Final check processing is performed (via a batch process) to calculate and create a paycheck for one or more employees based on a Final Check Request.
Action Description	A worklist item is sent to the Personnel Administrator for review if any employees with final check requests do not have a status of *Terminated* in Job Data.
Notification Type	Worklist

Workflow Objects

Event	TERM_RQST
Workflow Action	Automatic
Role	Personnel Administrator
Email Template	Active Employee Final Check Request
Business Process	Manage Payroll Process U.S.
Business Activity	Process Batch Final Check(s)
Business Event	Final Chk Rqst for Active Empl

APPENDIX G

PeopleSoft Enterprise Payroll for North America Reports

This appendix provides an overview of Payroll for North America reports and enables you to:

- View summary tables of all reports.
- View report details and tables accessed.

Note. For samples of these reports, see the PDF files that are published on CD-ROM with your documentation.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

PeopleSoft Enterprise Payroll for North America Reports: A to Z

These tables list the Payroll for North America reports, sorted alphanumerically by report ID. The reports listed are all Structured Query Reports (SQRs). If you need more information about a report, refer to the report details at the end of this appendix.

This section discusses:

- Direct deposit reports (DDP).
- Payroll reports (PAY or FG).
- Tax reports (TAX).

Note. The special numerical series in the tax reports are as follows:

TAX000–099: Related to quarterly and periodic tax reporting.

TAX100-199: Related to tax status, exemption, eligibility.

TAX500–599: Typically run on-time for a specific purpose to update or create employee tax balances.

TAX700-799: Tax tables.

TAX800-899: Processes to create files for states that must submit quarterly state wage listings on electronic/magnetic media.

TAX900-999: Related to annual wage reporting processes.

See Also

Chapter 32, "Accessing Year-End Processing Instructions," page 709

Direct Deposit Reports (DDP)

Report ID and Report Name	Description	Navigation	Run Control Page
DDP001 Create Direct Deposit Transmit	Creates an electronic transmittal file to transfer payroll funds directly into a U.S. employee's bank account.	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Create Direct Deposit File, Direct Deposit Create File • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Create Direct Deposit File, Direct Deposit Create File	RUNCTL_DDP001
DDP001CN Create Direct Deposit Transmit	Creates an electronic transmittal file to transfer payroll funds directly into a Canadian employee's bank account.	Payroll for North America, Payroll Processing CAN, Create Direct Deposits, Create Direct Deposit File, Direct Deposit Create File	RUNCTL_DDP001CN
DDP002 Direct Deposit Register	Produce a report that lists all direct deposits for employees in each company in the organization.	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Direct Deposit Register, Direct Deposit Register • Payroll for North America, Payroll Processing CAN, Create Direct Deposits, Direct Deposit Register, Direct Deposit Register • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Direct Deposit Register, Direct Deposit Register	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
DDP003 Direct Deposit Advice Print	Prints paycheck and pay stub information onto direct deposit advice forms. Run this report after you perform pay confirmation for a payroll run. The report is intended as a template. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," DDP003 - Direct Deposit Advice Print, page 897.	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Print Advice Forms, DDP Advice Print • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Print Advice Forms, DDP Advice Print	RUNCTL_CHK_ADV1

Report ID and Report Name	Description	Navigation	Run Control Page
DDP003CN Direct Deposit Advice Print	Prints Canadian paycheque and pay stub information onto direct deposit advice forms. Run this report after you perform pay confirmation for a payroll run. The report is intended as a template.	Payroll for North America, Payroll Processing CAN, Create Direct Deposits, Print Advice Forms, DDP Advice Print	RUNCTL_CHK_ADV
DDP004 Payroll Advice Register	Produce a report of payroll amounts paid directly into the employee's bank account as direct deposits. This report is similar to PAY004 - Payroll Check Register. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," DDP004 - Payroll Advice Register, page 897.	• Payroll for North America, Payroll Processing, Create Direct Deposits, Advice Register, DDP Advice Register • Payroll for North America, Payroll Processing CAN, Create Direct Deposits, Advice Register, DDP Advice Register • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Advice Register, DDP Advice Register	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
DDP005 Direct Deposit Prenotification	Produces a report that displays employees who will have their pay deposited directly into their bank account for the first time. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," DDP005 - Direct Deposit Prenotification, page 897.	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Prenotification Report, DDP Prenotification • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Prenotification Report, DDP Prenotification	RUNCTL_PAYINIT2
DDP006 Direct Deposit Prenote Memo	Produces a report that displays employees who have their pay deposited directly into their bank account for the first time on Company stationary, or memo forms. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," DDP006 - Direct Deposit Prenote Memo, page 898.	• Payroll for North America, Payroll Processing USA, Create Direct Deposits, Prenote Memo, DDP Prenote Memo • Payroll for North America, Payroll Processing USF, Create Direct Deposits, Prenote Memo, DDP Prenote Memo	RUNCTL_PAYINIT2

Payroll Reports (PAY or FG)

Report ID and Report Name	Description	Navigation	Run Control Page
BUD002 Reconciliation	Provides reconciliation details. See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Commitment Accounting*, "Defining Fiscal Year Budgets".	• Payroll for North America, Payroll Distribution, Commitment Accounting USA, Reconciliation Report, Reconciliation Report • Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Reconciliation Report, Reconciliation Report • Payroll for North America, Payroll Distribution, Commitment Accounting USF, Reconciliation Report, Reconciliation Report	RUNCTL_FISCAL_YR
BUD004 Fiscal Year Budget	Produces a report that displays budget level definition for taxes, deductions, and earnings. Also reports the actuals to-date for the budget level, and the FTE (full-time equivalency) cap and maximum for the department. See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Commitment Accounting*, "Defining Fiscal Year Budgets".	• Payroll for North America, Payroll Distribution, Commitment Accounting USA, Fiscal Year Budget Report, Fiscal Year Budget Report • Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Fiscal Year Budget Report, Fiscal Year Budget Report	RUNCTL_BUD004
FG1514 Military Deposit OPM-1514 Service Deposit Worksheet.	Creates an OPM Military Deposit worksheet for service credit payments for post-1956 military service.	Payroll for North America, Employee Pay Data USF, Military Deposits, Military Deposit OPM-1514 Rpt, Military Deposit OPM-1514 Rpt	RUN_FG1514

Report ID and Report Name	Description	Navigation	Run Control Page
FGPY001 RITS Interface	Produce a summary report of the output file for The Office of Personnel Management (OPM) that records deduction distributions for retirement Civil Service Retirement System (CSRS), Federal Employee Retirement System (FERS), Federal Employee Health Benefits (FEHB), health insurance, and Federal Employee Group Life Insurance.	Payroll for North America, Payroll Distribution, Additional Integrations USF, RITS Interface, RITS Interface	RUN_FGPY001
FGPY003 Treasury/FRB Bonds (Treasury/Federal Reserve Bank bonds)	Produces a summary report of the treasury interface data	Payroll for North America, Payroll Distribution, Additional Integrations USF, Treasury/FRB Bond Interface, Treasury/FRB Bond Interface	RUN_FGPY003
FGPY004 ECS Interface (electronic certification system interface)	Creates a ECS interface file for off cycle disbursements.	Payroll for North America, Payroll Distribution, Additional Integrations USF, ECS Interface, ECS Interface	RUN_FGPY004
FGPY011A Bond Purchases	Creates a Bond Purchase file and produces a report that lists all bond purchases since the last process run.	Payroll for North America, Payroll Processing USF, Pay Period Reports, Bond Purchase, Bond Purchase Report	RUNCTL_PAYINIT2
FGPY011B Bond Purchases - Federal Reserve System Format	Creates a Bond Purchase file in Federal Reserve System format for the purchase of bonds, and produces a report that lists all bond purchases since the last process run.	Payroll for North America, Payroll Processing USF, Pay Period Reports, Bond-Federal Reserve, Bond-Federal Reserve File	RUNCTL_PAY016B
FGPY012 Military Deposits Closed Accounts	Creates an OPM Military Deposit worksheet for service credit payments for post-1956 military service for all closed accounts. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (USF) FGPY012 - Military Deposits Closed Accounts, page 898.	Payroll for North America, Employee Pay Data USF, Military Deposits, Military Deposit Closed Accts, Military Deposit Closed Accts	RUN_FGPY012
FGPY013 Leave Accruals	Lists employee accrual detail for each earnings accrual class, including leave accrual, usage, transfer, and adjustment activity.	Payroll for North America, Payroll Processing USF, Pay Period Reports, Leave Accruals, Leave Accruals Report	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
FGPY021 Semi-Annual Headcount	Produces a report with details of life insurance and health benefits withholding contribution data for the CSRS and FERS. Additionally, the report provides aggregate base salary amounts for each category of CSRS and FERS coverage.	Payroll for North America, Payroll Processing USF, Pay Period Reports, Semi-Annual Headcount, Semi-Annual Headcount	GVT_RUN_FGPY021
FGPY023 FEFFLA Summary (Federal Employees Family Friendly Leave Act summary)	Produces a report of FEFFLA hours, both paid and nonpaid, that the employee took during the requested calendar year and during the employee's Family Medical Leave Act (FMLA) year.	Workforce Administration, Leave Administration USF, Reports, FEFFLA, Runctl Feffla	RUNCTL_FEFFLA
FGPY024 FEFFLA Limit (Federal Employees Family Friendly Leave Act limit)	Produces a report of employees who have used more than 480 FEFFLA hours of nonpaid entitlement in their FMLA year.	Workforce Administration, Leave Administration USF, Reports, FEFFLA, Runctl Feffla	RUNCTL_FEFFLA
FGPY025 FMLA History Summary (Family Medical Leave Act history summary)	Produces a report of FMLA hours that the employee took, both paid and nonpaid, in the requested calendar year and the hours taken in the employee's FMLA year.	Workforce Administration, Leave Administration USF, Reports, FMLA, Runctl Fgfmla	RUNCTL_FGFMLA
FGPY026 FMLA Summary (Family Medical Leave Act summary)	Produces a report of FMLA hours taken in the requested calendar year and the hours taken in the employee's FMLA year, using the employee's FMLA and FEFFLA accrual class ledger to accumulate paid and nonpaid FMLA hours taken.	Workforce Administration, Leave Administration USF, Reports, FMLA, Runctl Fgfmla	RUNCTL_FGFMLA
FGPY027 FMLA Limit (Family Medical Leave Act limit)	Produces a report of all employees who have used more than 480 hours of nonpaid entitlement in their FMLA year.	Workforce Administration, Leave Administration USF, Reports, FMLA, Runctl Fgfmla	RUNCTL_FGFMLA
FGPY028 Leave Acceptance Notifications	Prints leave acceptance notifications for employees whose donor or recipient applications have been approved. See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "(USF) Managing Leave".	Workforce Administration, Leave Administration USF, Reports, Leave Acceptance Notifications, Leave Acceptance	GVT_RUNCTL_LEAVE

Report ID and Report Name	Description	Navigation	Run Control Page
FGPY029 Leave Bank Participants	Produces a listing of leave bank participants. See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "(USF) Managing Leave".	Workforce Administration, Leave Administration USF, Reports, Leave Bank Participants, Leave Bank Participants	GVT_RUNCTL_LEAVE
FGPY030 Leave Transfer Participants	Produces a listing of leave transfer participants. See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "(USF) Managing Leave".	Workforce Administration, Leave Administration USF, Reports, Leave Transfer Participants, Leave Transfer Participants	GVT_RUNCTL_LEAVE
FGPY031 Leave Denial Notifications	Prints leave denial notifications for employees whose donor or recipient applications have been denied. See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "(USF) Managing Leave".	Workforce Administration, Leave Administration USF, Reports, Leave Denial Notifications, Leave Denial Notification	GVT_RUNCTL_LEAVE
FGSF1150 Leave Audit SF1150	Produces a leave audit report, which the system prepares for the employee upon separation or transfer from an agency. Use this information to validate the leave hours that you forward to the gaining agency, or that you pay out to employees if they are leaving the federal government.	Payroll for North America, Payroll Processing USF, Produce Payroll, Leave Audit SF1150 Report, Leave Audit SF1150	RUNCTL_FGSF1150
GMTEC002 GM Time and Effort Certification	Produces a report that Higher education institutions use to complete the A–21 Certification requirements for grants.	Payroll for North America, Payroll Distribution, Additional Integrations, Time/Effort Certification Rpt, Time/Effort Certification Rpt	RC_GM_TE

Report ID and Report Name	Description	Navigation	Run Control Page
PAY001 Deduction Register	Generate the PAY001 register that lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including sales taxes, as of the end of a pay period. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY001 - Deduction Register, page 898.	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Deduction Register, Deduction Register • Payroll for North America, Payroll Processing USF, Pay Period Reports, Deduction Register, Deduction Register	RUNCTL_PAYINIT2
PAY001CN Deduction Register	Generate the PAY001CN register that lists the amount of money deducted from each employee's paycheque for general deductions, garnishments, and benefits, including sales taxes, as of the end of a pay period.	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Deduction Register, Deduction Register	RUNCTL_PAYINIT
PAY002 Payroll Register	Produces a report of paycheck data by name, employee ID, and department ID for all employees who receive a paycheck for a pay run and pay calendar. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY002 - Payroll Register, page 899.	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Payroll Register, Payroll Register • Payroll for North America, Payroll Processing CAN, Pay Period Reports, Payroll Register, Payroll Register • Payroll for North America, Payroll Processing USF, Pay Period Reports, Payroll Register, Payroll Register	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
PAY003 Check Print	A template for printing paychecks and accompanying check stubs. Run this report after you perform pay confirmation for a payroll run. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY003 - Check Print, page 899.	• Payroll for North America, Payroll Processing USA, Produce Checks, Print Checks, Check Print • Payroll for North America, Payroll Processing USF, Produce Checks, Print Checks, Check Print	RUNCTL_CHK_ADV1

Report ID and Report Name	Description	Navigation	Run Control Page
PAY003CN Cheque Print	A template for printing paycheques and accompanying cheque stubs. Run this report after you perform pay confirmation for a payroll run.	Payroll for North America, Payroll Processing CAN, Produce Cheques, Print Cheques, Cheque Print	RUNCTL_CHK_ADV
PAY004 Check Register	Produces a report of all checks, in check number order, written in the pay period for each company in the organization. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY004 - Check Register, page 900.	• Payroll for North America, Payroll Processing USA, Produce Checks, Check Register, Check Register • Payroll for North America, Payroll Processing CAN, Produce Cheques, Cheque Register, Cheque Register • Payroll for North America, Payroll Processing USF, Produce Checks, Check Register, Check Register	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
PAY005 Cost Center	Produces a report of employee hours and earnings, sorted by cost center. Reports information for each company in the organization, sorted by pay period. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY005 - Cost Center, page 900.	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Cost Center, Cost Center Report • Payroll for North America, Payroll Processing CAN, Pay Period Reports, Cost Center, Cost Center Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Cost Center, Cost Center Report	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
PAY006 Other Earnings Register	Produces a report of detailed wages other than regular and overtime earnings, such as automobile allowances or expense reimbursements. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY006 - Other Earnings Register, page 900.	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Other Earnings Register, Other Earnings Register • Payroll for North America, Payroll Processing CAN, Pay Period Reports, Other Earnings Register, Other Earnings Register • Payroll for North America, Payroll Processing USF, Pay Period Reports, Other Earnings Register, Other Earnings Register	RUNCTL_PAYINIT, RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
PAY007 Deductions in Arrears	Produces a report of all deductions in arrears that you take from employee paychecks at a date later than the regularly scheduled pay period. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY007 - Deductions in Arrears, page 900.	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Deductions in Arrears, Deductions in Arrears Report • Payroll for North America, Payroll Processing CAN, Pay Period Reports, Deductions in Arrears, Deductions in Arrears Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Deductions in Arrears, Deductions in Arrears Report	RUNCTL_PAYINIT, RUNCTL_PAYINIT2
PAY008 Deductions Not Taken	Produces a report of employee deductions not were not taken for the pay period. Also shows the deductions and amounts that went into arrears. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY008 - Deductions Not Taken, page 901.	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Deductions Not Taken, Deductions Not Taken Report • Payroll for North America, Payroll Processing CAN, Pay Period Reports, Deductions Not Taken, Deductions Not Taken Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Deductions Not Taken, Deductions Not Taken Report	RUNCTL_PAYINIT
PAY009 Paysheets	Print the paysheets created in the Create Paysheet process (PSPPYBLD). See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY009 - Paysheets, page 901.	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Print Paysheets, Paysheet Print • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Print Paysheets, Paysheets Print • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Print Paysheets, Paysheets Print	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
PAY010 Employees Not Processed	Produces a report of employee hours and earnings that were not processed for the pay period. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY010 - Employees Not Processed, page 901.	• Payroll for North America, Payroll Processing USA, Produce Payroll, Employees Not Processed Report, Employees Not Processed Report • Payroll for North America, Payroll Processing CAN, Produce Payroll, Employees Not Processed Report, Employees Not Processed Report • Payroll for North America, Payroll Processing USF, Produce Payroll, Employees Not Processed Report, Employees Not Processed Report	RUNCTL_RPT_RUNID
PAY011 Payroll Error Messages	Provides a list of the system error messages generated during the COBOL payroll processes — calendar creation, paysheet creation, pay calculation and pay confirmation. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY011 - Payroll Error Messages, page 902.	• Payroll for North America, Payroll Processing USA, Review Processing Messages, Payroll Error Message Report, Payroll Error Message Report • Payroll for North America, Payroll Processing CAN, Review Processing Messages, Payroll Error Message Report, Payroll Error Message Report • Payroll for North America, Payroll Processing USF, Review Processing Messages, Payroll Error Message Report, Payroll Error Message Report	RUNCTL_RPT_RUNID
PAY013 Employee Earnings Snapshot	Produces a report of detailed information for U.S. employees as of the date that you specify. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY013 - Employee Earnings Snapshot, page 902.	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Employee Earnings Snapshot Rpt, Employee Earnings Snapshot Rpt • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Employee Earnings Snapshot Rpt, Employee Earnings Snapshot Rpt	RUNCTL_PAY013

Report ID and Report Name	Description	Navigation	Run Control Page
PAY013CN Employee Earnings Snapshot	Produces a report of detailed employee information for Canadian employees as of the date you specify. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY013CN - Employee Earnings Snapshot, page 903.	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Employee Earnings Snapshot Rpt, Employee Earnings Snapshot Rpt	RUNCTL_PAY013CN
PAY014 Employee Earnings Record	Prints an earnings summary record for each U.S. employee that is selected as of the date specified. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY014 - Employee Earnings Record, page 903.	• Payroll for North America, Periodic Payroll Events USA, Balance Reviews, Employee Earnings Record Rpt, Employee Earnings Record Rpt • Payroll for North America, Periodic Payroll Events USF, Balance Reviews, Employee Earnings Record Rpt, Employee Earnings Record Rpt	PRCSRUNCNTRL
PAY014CN Employee Earnings Record	Prints an earnings summary record for each Canadian employee that is selected as of the date specified. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY014CN - Employee Earnings Record, page 903.	Payroll for North America, Periodic Payroll Events CAN, Balance Reviews, Employee Earnings Record Rpt, Employee Earnings Record Rpt	PRCSRUNCNTL
PAY015A Check Reconciliation	Reconciles the checks cleared at your financial institution and inserts data into a temporary Check Reconciliation file. It also produces an error listing that shows checks with the wrong net amount, checks flagged as already being cashed, and checks flagged as having been reversed. See Chapter 21, "Working with Checks and Direct Deposit," Reconciling Checks, page 523.	• Payroll for North America, Periodic Payroll Events USA, Check Reconciliation, Request Reconciliation, Check Reconciliation • Payroll for North America, Periodic Payroll Events CAN, Check Reconciliation, Request Reconciliation, Cheque Reconciliation • Payroll for North America, Periodic Payroll Events USF, Check Reconciliation, Request Reconciliation, Check Reconciliation	RUNCTL_PAYINIT, RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
PAY015B Check Reconciliation	Produce a report that lists the outstanding check entries in the temporary Check Reconciliation file. See Chapter 21, "Working with Checks and Direct Deposit," Reconciling Checks, page 523.	• Payroll for North America, Periodic Payroll Events USA, Check Reconciliation, Reconciliation Report, Check Reconciliation Report • Payroll for North America, Periodic Payroll Events CAN, Check Reconciliation, Reconciliation Report, Cheque Reconciliation Report • Payroll for North America, Periodic Payroll Events USF, Check Reconciliation, Reconciliation Report, Check Reconciliation Report	PRCSRUNCNTL
PAY016A Bond Purchases	Creates a Bond Purchase file and produces a report that lists all bond purchases since the last process run. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY016A - Bond Purchases, page 904.	Payroll for North America, Payroll Processing USA, Pay Period Reports, Bond Purchase, Bond Purchase Report	RUNCTL_PAYINIT2
PAY016B Bond Purchases - Federal Reserve System Format	Creates a Bond Purchase file in Federal Reserve System format for the purchase of bonds, and produces a report that lists all bond purchases since the last process run. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY016B - Bond Purchases - Federal Reserve System Format, page 904.	Payroll for North America, Payroll Processing USA, Pay Period Reports, Bond-Federal Reserve, Bond-Federal Reserve File	RUNCTL_PAY016B

Report ID and Report Name	Description	Navigation	Run Control Page
PAY017 Paysheets Distributed Earnings	Print the paysheets created in the Create Paysheet process (PSPPYBLD) for distributed earnings. PAY017 is similar to PAY009 (Print Paysheets), but it scans employee records for paylines related to distributed earnings.	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Print Paysheet Earnings Dist, Paysheet Earnings Dist Print • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Print Paysheet Earnings Dist, Paysheet Earnings Dist Print • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Print Paysheet Earnings Dist, Paysheet Earnings Dist Print	RUNCTL_PAYINIT2
PAY018 Payroll Summary	Produces a summary of U.S. paycheck detail by Run ID. It includes amounts, earnings, employee deductions, employer contributions, employee and employer taxes. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY018 - Payroll Summary, page 904.	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Payroll Summary, Payroll Summary Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Payroll Summary, Payroll Summary Report	RUNCTL_PAYINIT4
PAY018CN Payroll Summary	Produces a summary of Canadian paycheque detail by Run ID. It includes amounts, earnings, employee deductions, employer contributions, employee and employer taxes.	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Payroll Summary, Payroll Summary Report	RUNCTL_PAY018CN
PAY021 Employer Benefit Contribution	Produces a report of U.S. employer-paid benefits, sorted by plan type. It includes both taxable and nontaxable amounts for the selected pay period and year-to-date (YTD) month, quarter, and year.	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Employer Benefit Contributions, Employer Ben Contributions Rpt • Payroll for North America, Payroll Processing USF, Pay Period Reports, Employer Benefit Contributions, Employer Ben Contributions Rpt	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
PAY021CN Employer Benefit Contribution	Produces a report of Canadian employer-paid benefits, sorted by plan type. It includes both taxable and nontaxable amounts for the selected pay period and YTD month, quarter, and year.	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Employer Benefit Contributions, Employer Ben Contributions Rpt	RUNCTL_PAYINIT
PAY025 Balance Adjustment	Produces a listing of balance adjustments that were processed through the Balance Adjustment pages for US employees. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY025 - Balance Adjustments, page 904.	• Payroll for North America, Periodic Payroll Events USA, Balance Adjustments, Balance Adjustment Report, Balance Adjustment Report • Payroll for North America, Periodic Payroll Events USF, Balance Adjustments, Balance Adjustment Report, Balance Adjustment Report	RUNCTL_PAY025
PAY025CN Balance Adjustments	Produces a listing of balance adjustments that were processed through the Balance Adjustment pages for Canadian employees.	Payroll for North America, Periodic Payroll Events CAN, Balance Adjustments, Balance Adjustment Report, Balance Adjustment Report	RUNCTL_PAY025CN
PAY033 Imputed Income Adjustment	Provides a detailed listing of the imputed income adjustments generated in the Imputed Income process (PSPIMRUN).	• Payroll for North America, Periodic Payroll Events USA, Imputed Income Adjustments, Adjustment Report, Imputed Income Adjustment Rpt • Payroll for North America, Periodic Payroll Events USF, Imputed Income Adjustments, Adjustment Report, Imputed Income Adjustment Rpt	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
PAY034 Presheet Audit	Provides a detailed error listing of set up data (employee, benefit, deductions) that can cause errors in the Create Paysheet process (PSPPYBLD).	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Presheet Audit Report, Presheet Audit Report • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Presheet Audit Report, Presheet Audit Report • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Presheet Audit Report, Presheet Audit Report	RUNCTL_PRESHEET
PAY035 Paysheet Records Audit Prior to Calc Pay (paysheet records audit prior to calculate pay)	Provides a detailed error listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process (PSPPYRUN). It check employment taxes, and identifies orphan records. This report is usually run after the paysheets are created, and before the calculation. Also as a troubleshooting tool, it can be run after calculation to help identify errors.	• Payroll for North America, Payroll Processing USA, Produce Payroll, Precalculation Audit Report, Precalculation Audit Report • Payroll for North America, Payroll Processing CAN, Produce Payroll, Precalculation Audit Report, Precalculation Audit Report • Payroll for North America, Payroll Processing USF, Produce Payroll, Precalculation Audit Report, Precalculation Audit Report	RUNCTL_AUDIT
PAY036 Paysheet Records Audit Prior to Confirm	Provides a detailed listing (by company, calendar year, pay group, month code, pay end date, and employee ID) of information that might cause problems during the Pay Confirmation process. It checks for potential duplicate keys, no active job record found, prior unconfirmed payroll runs, and outstanding off-cycle checks. This reports is usually run before confirm. Also as a troubleshooting tool, it can be run after confirm to help identify errors.	• Payroll for North America, Payroll Processing USA, Produce Payroll, Preconfirm Audit Report, Preconfirm Audit Report • Payroll for North America, Payroll Processing CAN, Produce Payroll, Preconfirm Audit Report, Preconfirm Audit Report • Payroll for North America, Payroll Processing USF, Produce Payroll, Preconfirm Audit Report, Preconfirm Audit Report	RUNCTL_AUDIT

Report ID and Report Name	Description	Navigation	Run Control Page
PAY039 HR Accounting Line Report (human resources accounting line report)	Produces a listing of the accounting line entries that are created by running the GL Interface process. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY039 - HR Accounting Line Report, page 904.	Payroll for North America, Payroll Distribution, GL Interface Reports, HR Accounting Line, HR Accounting Line Report	RUN_PAY039
PAY050 Allocation By Establishment	Produces a listing of tip allocation information for establishments. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY050 - Allocation By Establishment, page 905.	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Allctn by Establishment Report, Allctn by Establishment Report	RUNCTL_TIPS_ALLOC
PAY051 Allocation By Employee	Produces a listing of tip employees, sorted by establishment. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY051 - Allocation By Employee, page 905.	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Allocation by Employee Report, Allocation by Employee Report	RUNCTL_TIPS_ALLOC
PAY052 Allocation Earnings	Produces a report of directly tipped employees and their YTD and pending allocated tips. This is a point-in-time report of all employees with allocated tips, sorted by company.	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Balance Verification Report, Balance Verification Report	RUNCTL_TIP_PAY
PAY055 Employee Gross Receipts	Produces a report of gross receipts for each employee in a selected time period, sorted by input date. Also provides subtotals for each tip establishment and total receipts for the company.	Payroll for North America, Periodic Payroll Events USA, Tip Allocation, Employee Receipt Report, Employee Receipt Report	RUNCTL_TIP_PAY055

Report ID and Report Name	Description	Navigation	Run Control Page
PAY056 Final Check Request	Produces a report of final check requests for which an employee's final check processing status is either N (not processed) or P (loaded to paysheets).	• Payroll for North America, Payroll Processing USA, Create Final Checks, Final Check Requests Report, Final Check Requests Report • Payroll for North America, Payroll Processing CAN, Create Final Cheques, Final Cheque Requests Report, Final Cheque Requests Report • Payroll for North America, Payroll Processing USF, Create Final Check, Final Check Requests Report, Final Check Requests Report	RUNCTL_PAY056
PAY057 Final Check Reconcile	Produces a report of reconciled employees who have final checks processed, based on pay calendar information that you specify with data from their Employment records. A warning message appears in the report when an employee is not really terminated, but had a final check produced.	• Payroll for North America, Payroll Processing USA, Create Final Checks, Final Check Reconcile Report, Final Check Reconcile Report • Payroll for North America, Payroll Processing CAN, Create Final Cheques, Final Cheque Reconcile Report, Final Cheque Reconcile Report • Payroll for North America, Payroll Processing USF, Create Final Checks, Final Check Reconcile Report, Final Check Reconcile Report	RUNCTL_PAYINIT

Report ID and Report Name	Description	Navigation	Run Control Page
PAY100CN Statistics Canada, Non-Educational Institutions	Prints an accepted report format for the *Survey of Employment for Non-Educational Institutions, Payrolls, and Hours,* that is required by the Canadian Labour Division of Statistics. It conforms to Canadian wage reporting requirements. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY100CN - Statistics Canada, Non-Educational Institutions, page 905.	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Statistics-Non-Educ Institute, Statistics Canada (Non-Educ)	RUNCTL_PAY100CN
PAY101CN ROE Print (Record of Employment print)	Prints ROE data onto preprinted forms that are supplied by Human Resources Development Canada (HRSDC). You must use either line printer (LP) or HP format. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY101CN - ROE Print, page 906.	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, Print ROEs, ROE Print	RUNCTL_PAY101CN
PAY102CN Workers Compensation	Produces a report for Workers Compensation Board (WCB) payroll reporting. It meets Canadian requirements. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY102CN - Workers Compensation, page 906.	Payroll for North America, Regulatory Reports CAN, Workers Comp Assessments, Workers Comp Assessments Rpt	RUNCTL_PAY102CN
PAY103CN Overtime Bank	Produces a report that includes the union or nonunion employees for a date range that you specify, sorted by department, and lists the total number of overtime hours for each employee, sorted by employment record number for Canadian employees.	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Overtime Bank, Overtime Bank Report	RUNCTL_PAY103CN

Report ID and Report Name	Description	Navigation	Run Control Page
PAY104CN Business Payrolls Survey (BPS)	Creates a BPS electronic data report (EDR) file for transmission to Statistics Canada and a summary report for your reference. The system produces the transmission file in accordance with the format that is provided by Statistics Canada. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY104CN - Business Payrolls Survey (BPS) Electronic Data Transmission File, page 906.	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Business Payrolls Survey File, Business Payrolls Survey File	RUNCTL_PAY104CN
PAY110CN Statistics Canada, Educational Institutions	Prints an. accepted report format for the *Survey of Employment for Educational Institutions, Payrolls, and Hours,* that is required by the Canadian Labour Division of Statistics. It conforms to Canadian wage reporting requirements. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY110CN - Statistics Canada, Educational Institutions, page 907.	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Statistics-Education Institute, Statistics Canada (Educ)	RUNCTL_MO_YR_PAY
PAY124CN ROE Mass Create (Record of Employment mass create)	Creates ROE data for a range of dates for Canadian employees. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY124CN - ROE Mass Create, page 907.	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, Create Mass ROE Data, ROE Mass Create	RUNCTL_FRMTHRU_PAY
PAY125CN ROE Summary (Record of Employment summary)	Produces a summary report of ROE Data records that have a ROE status of hold, complete, delete, or generate. The system deletes all ROE Data records that have a ROE status of delete.	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, ROE Summary Report, ROE Summary Report	RUNCTL_PAY125CN

Report ID and Report Name	Description	Navigation	Run Control Page
PAY126CN ROE Print Exceptions (Record of Employment print exceptions)	Produces an exception report of ROE errors that are detected during the ROE Print SQR Report process (PAY101CN). See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY126CN - ROE Print Exceptions, page 907.	Payroll for North America, Periodic Payroll Events CAN, Record of Employment Forms, ROE Exceptions Report, ROE Exceptions Report	RUNCTL_PAY126CN
PAY131CN Canada Savings Bond Purchase	Produces a report of employees' Canada Savings Bond purchases through payroll deduction. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY131CN - Canada Savings Bond Purchase, page 907.	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Canada Savings Bond Purchase, Canada Savings Bond Purchase	RUNCTL_PAY131CN
PAY132CN Payroll Savings Create File	Creates a Canada Payroll Savings electronic data transmission file and a Transmission Summary report for your reference. The system produces the transmission file in accordance with the format that is provided by the Bank of Canada. See Chapter 12, "(CAN) Administering Additional Canadian Payroll Functionality," Administering Canada Payroll Savings Programs, page 278.	Payroll for North America, Payroll Processing CAN, Pay Period Reports, Canada Payroll Savings File, Canada Payroll Savings File	RUNCTL_PAY132CN
PAY300RT Retro Pay Request Summary	Creates a retroactive (retro) pay summary from the Retro Pay Request table, which lists employee ID, effective date, process end dates and retro program ID.	Payroll for North America, Retroactive Payroll, Reports, Retroactive Pay Reports, Retro Pay Request Summary, Retro Pay Request Summary Rpt	RUNCTL_RTRORQST

Report ID and Report Name	Description	Navigation	Run Control Page
PAY301RT Retro Pay All Calculated	Produces a detailed report of the retroactive pay calculation, sorted by employee and by earnings type. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY301RT - Retro Pay All Calculated, page 908.	Payroll for North America, Retroactive Payroll, Reports, Retroactive Pay Reports, Retro Pay Calculations, Retro Pay Calculations Report	RUNCTL_RTRODETAIL
PAY302RT Retro Pay Summary	Produces a retro pay summary of each request type, with a grand total of both request types.	Payroll for North America, Retroactive Payroll, Reports, Retroactive Pay Reports, Retro Pay Calc Summary, Retro Pay Calc Summary Rpt	RUNCTL_RTROSUMM
PAY303RT Retro Pay Terms Calculated	Produces a report of terminated employees for whom the system has calculated retro pay. This report lists the same information as PAY301RT.	Payroll for North America, Retroactive Payroll, Reports, Retroactive Pay Reports, Retro PayTerminations, Retro Pay Terminations Report	RUNCTL_RTROTERM
PAY305RT Load Paysheet Trans (load paysheet transactions)	If run after the Load Paysheets (PYLOAD), the report lists transactions that are loaded from other applications or from rapid entry paysheets. If run before the Load Paysheets process (PSPPYBLD), the report lists transactions that originated in other applications that are being loaded into paysheets. See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "(USF) Managing Leave".	• Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Paysheet Transactions Report, Paysheet Transactions Report • Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Paysheet Transactions Report, Paysheet Transactions Report • Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Paysheet Transactions Report, Paysheet Transactions Report	RUNCTL_PSHUPLD
PAY306RT Retro Pay Interest	(USF) Produces a report of Retro Interest Pay by employee name, national ID, and interest earnings for employees who have interest earnings over the limit in the reporting year.	Payroll for North America, Retroactive Payroll, Change Status/Review Info, Retro Pay Interest Limit Rpt, Retro Pay Interest Limit Rpt	RUNCTL_PAY306RT

Report ID and Report Name	Description	Navigation	Run Control Page
PAY701 Bank Table	Produces a listing of Bank table information, which is an edit table for Federal Reserve transit numbers. It identifies every banking institution where your company has accounts that are established for paychecks and direct deposits. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY701 - Bank Table, page 908.	Set Up HRMS, Common Definitions, Banking, Bank/Branch Report, Bank/Branch Report	PRCSRUNCNTL
PAY702 Company Table - GL Data (Company table - general ledger data)	Produces a listing of the GL Data on the Company table, where you establish the individual companies in the 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.	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Agency GL Acct Rpt USF, Agency GL Account Report	PRCSRUNCNTRL
PAY703 General Deduction/Deduction Frequency Table	Produces a listing of the General Deduction/Deduction Frequency table, which contains payroll deductions that do not fit into a category that is covered by a benefit table, such as United Way, union dues, or parking fees. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY703 - General Deduction/Deduction Frequency Table, page 908.	Set Up HRMS, Product Related, Payroll for North America, Deduction Table Reports, General Deduction/Frequency, General Ded/Frequency Report	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY704 Deduction/Deduction Frequency Table	Produces a listing of the Deduction/Deduction Frequency table, which contains deduction priority, tax effect, and frequency of both benefit and non-benefit deductions. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY704 - Deduction/Deduction Frequency Table, page 909.	Set Up HRMS, Product Related, Payroll for North America, Deduction Table Reports, Deduction/Frequency, Deduction/Frequency Report	PRCSRUNCNTL
PAY705 Deduction Classes	Produces a listing of the Deduction table in two parts; you must request each report separately by ID number. 705A contains processing the GL information for deduction classes. PAY705B contains the effect of deduction classes on taxes. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY705 - Deduction Classes, page 909.	Set Up HRMS, Product Related, Payroll for North America, Deduction Table Reports, Deduction Class, Deduction Class Report	PRCSRUNCNTL
PAY706 Bond Table	Produces a listing of the U.S. Bond table, which contains effective dates and other bond information. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY706 - Bond Table, page 909.	Set Up HRMS, Product Related, Payroll for North America, Deduction Table Reports, U.S. Savings Bond, U.S. Savings Bond Report	PRCSRUNCNTL
PAY708 Shift Table	Produces a listing of the Shift table, which contains effective dates, rates and factors. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY708 - Shift Table, page 909.	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Shift, Shift Report	PRCSRUNCNTL
PAY709 Wage Loss Plan Table	Produces a listing of the Wage Loss Plan table for Canadian employers.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, Wage Loss Plan CAN, Wage Loss Plan Report	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY710 ChartField Transaction Report	Produces a listing of the ChartField transaction Account Code table. IT is used as an edit table for paysheet processing.	Set Up HRMS, Common Definitions, ChartField Configuration, ChartField Transaction Report	PRCSRUNCNTL
PAY711 Pay Group Table	Produces a listing of the Pay Group table, which contains effective dates, and other processing characteristics from the Pay Group table. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY711 - Pay Group Table, page 909.	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Pay Group, Pay Group Report	PRCSRUNCNTL
PAY712 Earnings Table	Produces a list of the Earnings table, which contains earnings types and their payroll characteristics. This report comes in three parts; you must request each report separately by ID number. 712A and 712B contain information on the USA tax effects related to earnings. 712C contains the Canadian requirements for earnings types. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY712 - Earnings Table, page 909.	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Earnings, Earnings Report	PRCSRUNCNTL
PAY713 Special Accumulator Table	Produces a listing of the Special Accumulator table, which is an edit table for payroll processing. It groups together earnings/deduction to be use in the calculation of deduction amounts, such as deductions that are stated as a percent of gross (for example, 401[k]).	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Special Accumulator, Special Accumulator Report	PRCSRUNCNTL
PAY714 Pay Calendar Table	Produces a listing of 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.	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Pay Calendar, Pay Calendar Report	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY715 Garnishment Rules Table	Produces a listing of the Garnishment Rules table, which is sorted by state and used in U.S. garnishment processing.	Set Up HRMS, Product Related, Payroll for North America, Garnishment Table Reports, Garnishment Rules, Garnishment Rules Report	PRCSRUNCNTL
PAY715CN Garnishment Rules Table	Produces a listing of the Garnishment Rules table, which is sorted by province and territory and used in Canadian garnishment processing.	Set Up HRMS, Product Related, Payroll for North America, Garnishment Table Reports, Garnishment Rules CAN, Garnishment Rules Report	PRCSRUNCNTL
PAY716 Disposable Earnings Definition	Produces a listing of the Disposable Earnings Definition table, where you define disposable earnings that are subject to garnishment and garnishment exemption parameters.	Set Up HRMS, Product Related, Payroll for North America, Garnishment Table Reports, Disposable Earnings Definition, Disposable Earnings Defn Rpt	PRCSRUNCNTL
PAY717 Earnings Program Table	Produces a list of Earnings Program table, where you specify benefit plan and deductions data.	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Earnings Program, Earnings Program Report	PRCSRUNCNTL
PAY718 Tax Location Table	Produces a listing of tax location data by location from the Tax Location table.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, Tax Location, Tax Location Report	PRCSRUNCNTL
PAY719 Garnishment Proration Report	Produces a listing of the Garnishment Proration table, which is sorted by court ID of employees whose garnishment amounts were prorated.	• Payroll for North America, Payroll Processing USA, Pay Period Reports, Garnishment Prorations, Garnishment Prorations Report • Payroll for North America, Payroll Processing USF, Pay Period Reports, Garnishment Prorations, Garnishment Prorations Report	RUNCTL_PAY719
PAY720 Garnishment Proration Rule Listing	Produces a listing of the Garnishment Proration Rule Listing table, which contains proration rules from the Garnishment table.	Set Up HRMS, Product Related, Payroll for North America, Garnishment Table Reports, Garnishment Proration Rules, Garn Proration Rules Report	PRCSRUNCNTL
PAY750 Tip Establishment Table	Produces a listing of the Tip Establishment table, where it displays data related to allocating tips to tipped employees.	Set Up HRMS, Product Related, Payroll for North America, Tip Allocation, Tip Establishment Report, Tip Establishment Report	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PAY751 Final Check Program Table	Provides a listing of the Final Check Program table, which contains processing rule definitions for earnings, leave accruals, and deductions.	Set Up HRMS, Product Related, Payroll for North America, Comp/Earnings Table Reports, Final Check Program, Final Check Program Report	RUNCTL_PAY751
PAY752 Company ChartField Mapping	Produces a listing of the Company Chartfield Mapping table for all of the human resources (HR) ChartKeys and their equivalent general ledger accounts and department IDs. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," PAY752 - Company ChartField Mapping, page 909.	Payroll for North America, Payroll Distribution, GL Interface Reports, Company ChartField Mapping, Company ChartField Mapping Rpt	RUN_PAY752
PAY760 Combination Code	Produces a listing of the Combination Code table which displays all valid combinations.	SetUp HRMS, Common Definitions, ChartField Configuration, Combination Code Report	PRCSRUNCNTL
PAYGL01 Payroll General Ledger Interface	For employers using the GL Interface process, this produces accounting lines for PeopleSoft Enterprise General Ledger. This does not produce a report.	Payroll for North America, Payroll Distribution, Prepare GL Information, Non-Commit Accounting Info, Non-Commit Accounting Info	RUNCTL_PAYGL01
PAYVNDR AP Vendor Listing (accounts payable vendor listing)	Produces a listings of the AP Vendor Listing table, which displays all vendors, address and other information up to a given date.	Payroll for North America, Payroll Distribution, Accounts Payable Information, AP Vendor Listing, AP Vendor Listing	RUNCTL_PAYVNDR
PAYXTRCT AP Extract Audit (accounts payable extract audit)	Produce a listing of the AP Extract Audit table, that contains non-tax deductions that are sent to PeopleSoft Enterprise Payables.	Payroll for North America, Payroll Distribution, Accounts Payable Information, AP Extract Audit Report, AP Extract Audit Report	PRCSRUNCNTL

Tax Reports (TAX)

Report ID and Report Name	Description	Navigation	Run Control Page
T002CAHP Quarterly State Employee Wage Listing - California	(E&G) Produces state unemployment wage listings in a general format for quarterly reporting, including page and state totals for California.	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, California	RUNCTL_TAX002CA
T002MIHP Quarterly State Employee Wage Listing - Michigan	(E&G) Produces state unemployment wage listings in a general format for quarterly reporting, including page and state totals for Michigan.	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, Michigan	RUNCTL_TAX002MI
T002MNHP Quarterly State Employee Wage Listing - Minnesota	(E&G) Produces state unemployment wage listings in a general format for quarterly reporting, including page and state totals for Minnesota.	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report, Minnesota	RUNCTL_TAX002MN
TAX001 Tax Deposit Summary	Produces pay period details of federal, state, and local taxes that are withheld from employees, and liabilities incurred for employer-paid taxes. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," TAX001 - Tax Deposit Summary, page 910.	Payroll for North America, Pay Period Tax Reports USA, Tax Deposit Summary, Tax Deposit Summary Report	RUNCTL_PAYINIT2
TAX002XX Quarterly State Employee Wage Listing	Produces state employee wage listings in a general format for quarterly reporting, including page and state totals. The XX in the report ID is a two-character state abbreviation.	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, State Wage Listing Report	RUNCTL_TAX002XX
TAX003CN Tax Submission Summary	Produces a report that summarizes tax submission data, sorted by business number. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) TAX003CN - Tax Submission Summary, page 910.	Payroll for North America, Regulatory Reports CAN, Tax Submission Summary, Tax Submission Summary Rpt	RUNCTL_PAYINIT

Report ID and Report Name	Description	Navigation	Run Control Page
TAX004 Multiple Worksite	Produces a listing of each tax location, that is used to calculate the employees work taxes. The tax location is considered a worksite when completing the information on the federally mandated Multiple Worksite report (BLS-3020) or state variations. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," TAX004 - Multiple Worksite, page 910.	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, Multiple Worksite, Multiple Worksite Report	RUNCTL_QTR_YR_PAY
TAX004ST Employee Count	Produce a report of employment count totals, sorted by gender, as of the 12th of each month in the quarter for the states of Connecticut, Maine, New Jersey, and Vermont.	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, Employee Count, Employee Count Report	RUNCTL_TAX004ST
TAX007 Quarterly Federal Tax Summary	Produce a report by employee, quarter-to-date (QTD), federal withholding, Federal Insurance Contributions Act (FICA), and unemployment taxes. It lists employees by social security number (SSN) and name, and it provides page and company totals.	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, Federal Tax Summary, Federal Tax Summary Report	PRCSRUNCNTRL
TAX008 Quarterly State Tax Summary	Produce a summary report of employee QTD state withholding, disability, and unemployment taxes. It lists employees by SSN and name, and it provides page and company totals.	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, State Tax Summary, State Tax Summary Report	PRCSRUNCNTRL
TAX009 Local Tax Deposit Summary	Provides a tax summary report of local taxes withheld, and provides more detail than TAX001. This pay period report lists total taxes withheld for residents and nonresidents separately for each locality. It lists the number of employees in each category and counts only once those employees who receive more than one check.	Payroll for North America, Pay Period Tax Reports USA, Local Tax Deposit, Local Tax Deposit Report	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
TAX010FD Tax Summary - Federal	Produces a summary report of period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal level. Run the report monthly or quarterly.	Payroll for North America, Pay Period Tax Reports USA, Tax Summary-Federal, Tax Summary Report - Federal	RUNCTL_TAX010FD
TAX010ST Tax Summary - State	Produces a summary report of period-to-date income tax withheld, disability, FICA, and unemployment taxes at the state and local levels. Run the report monthly or quarterly.	Payroll for North America, Pay Period Tax Reports USA, Tax Summary-State, Tax Summary Report - State	RUNCTL_TAX010ST
TAX010PA Tax Summary − PA (tax summary − Pennsylvania)	Produces a summary report of period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal, state, and local levels for Pennsylvania.	Payroll for North America, Pay Period Tax Reports USA, Tax Summary-PA OPT, Tax Summary Report-PA OPT	RUNCTL_TAX010PA
TAX012 Ohio Local Tax Reconciliation	Provides the information for completing the Ohio Form W-3 and local variations. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," TAX012 - Ohio Local Tax Reconciliation, page 910.	Payroll for North America, Pay Period Tax Reports USA, Reconciliation-Ohio Local, Reconciliation-Ohio Local Rpt	RUNCTL_MO_QTR_YR
TAX014 Federal Liability by State	Produces a report of federal withholding and liability (ER and EE FICA plus withholding) for each state. Use this report to determine when to deposit state withholding in those states that associate the frequency of state deposits with the employer's schedule for federal tax deposits. Run TAX014 after each pay period. It inserts a grand total and totals for company, pay period, and check date.	Payroll for North America, Pay Period Tax Reports USA, Federal Liability by State, Federal Liability by State Rpt	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
TAX015 Quarterly Tax Balances Audit	Produces a report that compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction, making it possible to verify that system computations are correct for these balances. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," TAX015 - Quarterly Tax Balances Audit, page 911.	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, Tax Balance Audit, Tax Balance Audit Report	RUNCTL_QTR_YR_PAY
TAX016 Default Tax Data	Produces a listing of the auto-generated data created by the system, such as the employee's hire date, federal marital status and allowances, state marital status and allowances, and local allowances and residence locality for U.S. employees. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," TAX016 - Default Tax Data, page 911.	• Payroll for North America, Employee Pay Data USA, Tax Information, Default Tax Data Report, Default Tax Data Report • Payroll for North America, Employee Pay Data USF, Tax Information, Default Tax Data Report, Default Tax Data Report	RUNCTL_FRMTHRU_PAY
TAX016CN Default Tax Data	Produces a listing of the auto-generated data by the system, such as the employee's hire date, default net claim amounts from the Canadian tax tables, and provincial tax credit amounts from the Canadian Income Tax Data record. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) TAX016CN - Default Tax Data, page 912.	Payroll for North America, Employee Pay Data CAN, Tax Information, Default Tax Data Report, Default Tax Data Report	RUNCTL_FRMTHRU_PAY

Report ID and Report Name	Description	Navigation	Run Control Page
TAX017 Quarterly State Unemployment Tax Verification	Produce a report to verify that the appropriate employer unemployment tax for the quarter being reported has been calculated and posted to employees' Tax Balance records. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," TAX017 - Quarterly State Unemployment Tax Verification, page 912.	Payroll for North America, U.S. Quarterly Processing, Quarterly Reports, State Unemployment Tax Report, State Unemployment Tax Rpt	RUNCTL_TAX017
TAX018 Employee Check Information	Produce a listing of individual employee pay check information.	• Payroll for North America, Payroll Processing USA, Produce Checks, Employee Check Info Report, Employee Check Info Report • Payroll for North America, Payroll Processing CAN, Produce Cheques, Employee Cheque Info Report, Employee Cheque Info Report • Payroll for North America, Payroll Processing USF, Produce Checks, Employee Check Info Report, Employee Check Info Report	RUNCTL_TAX018
TAX019 Employee Tax Information	Produces an individual listing of the employee's tax withholding information. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," TAX019 - Employee Tax Information, page 912.	• Payroll for North America, Employee Pay Data USA, Tax Information, Employee Tax Information Rpt, Employee Tax Information Rpt • Payroll for North America, Employee Pay Data CAN, Tax Information, Employee Tax Information Rpt, Employee Tax Information Rpt • Payroll for North America, Employee Pay Data USF, Tax Information, Employee Tax Information Rpt, Employee Tax Information Rpt	RUNCTL_TAX019

Report ID and Report Name	Description	Navigation	Run Control Page
TAX030 Form 1042-S Tax Liability Data by Pay Period	Produces tax liability 1042 data for a company and period that you specify.	Payroll for North America, Pay Period Tax Reports USA, Form 1042 Audit, Form 1042 Audit Report	RUNCTL_TAX030
TAX100 Federal Tax Data Status	Produces a listing of all employees whose U.S. Tax Data records indicate that they are exempt from federal income tax withholding. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," TAX100 - W-4 Exemptions, page 913.	• Payroll for North America, Employee Pay Data USA, Tax Information, W-4 Exemptions Report, W-4 Exemptions Report • Payroll for North America, Employee Pay Data USF, Tax Information, W-4 Exemptions Report, W-4 Exemptions Report	RUNCTL_TAX100
TAX100CN Exemption	Produces a listing of 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. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) TAX100CN - Exemption, page 913.	Payroll for North America, Employee Pay Data CAN, Tax Information, Exemption Report, Exemption Report	RUNCTL_TAX100CN
TAX101CN EI Rebate (Employment Insurance rebate)	Produces a listing of information for employers with private income replacement plans. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) TAX101CN - EI Rebate, page 913.	Payroll for North America, Regulatory Reports CAN, EI Rebate, EI Rebate Report	RUNCTL_TAX101CN

Report ID and Report Name	Description	Navigation	Run Control Page
TAX102CN Health Insurance Premium	Produces a report of calculated health insurance premiums for provinces with a health insurance tax levied as a percent of payroll: Manitoba, Newfoundland, Ontario, and Quebec. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) TAX102CN - Health Insurance Premium, page 914.	Payroll for North America, Regulatory Reports CAN, Health Insurance Premium, Health Insurance Premium Rpt	RUNCTL_TAX102CN
TAX103 Reset W-4 Exempt Employees	Produces a listing of employees who have not yet filed a new Form W-4 by the due date to continue their tax exemption status. If the report is run in update mode, it will insert a new tax record to reset the federal withholding status. marital status and withholding allowances.	• Payroll for North America, Employee Pay Data USA, Tax Information, Reset W-4 Exempt List, Reset W-4 Exempt List • Payroll for North America, Employee Pay Data USF, Tax Information, Reset W-4 Exempt List, Reset W-4 Exempt List	RUNCTL_TAX103
TAX103CN Update Source Deductions	Produces a listing of employees who have not yet filed a new form. It updates federal, Quebec, and provincial basic source deductions for employees by generating a new Canadian Income Tax Data record for each employee who is active as of the effective date specified.	Payroll Interface, Update Payroll Information, Update Source Deductions CAN, Update Source Deductions	RUNCTL_TAX103CN
TAX105CN Employer Contribution to CNT (employer contribution to Commission des Normes du Travail)	Produces a report of the calculated annual payment of the contribution to the financing of the CNT by employers with employees working in the province of Quebec.	Payroll for North America, Regulatory Reports CAN, Employer Contribution to CNT, Employer Contribution to CNT	PRCSRUNCNTL
TAX106 W-4 IRS (W-4 Internal Revenue Service)	Produces a listing of employees who claim either exemption from federal withholding or more than 10 allowances.	• Payroll for North America, Employee Pay Data USA, Tax Information, W-4 IRS Report, W-4 IRS Report • Payroll for North America, Employee Pay Data USF, Tax Information, W-4 IRS Report, W-4 IRS Report	RUNCTL_TAX106

Report ID and Report Name	Description	Navigation	Run Control Page
TAX107 W-4 Audit	Produces a listing of all employees who either created or updated their W-4 information on the web.	• Payroll for North America, Employee Pay Data USA, Tax Information, W-4 Audit Report, W-4 Audit Report • Payroll for North America, Employee Pay Data USF, Tax Information, W-4 Audit Report, W-4 Audit Report	RUNCTL_TAX107
TAX113 Reset W-5 EIC Employees (reset W-5 Earned Income Credit employees)	Produces a listing of employees who have not refiled EIC eligibility by the due date. If run in update mode, it resets the employee EIC status to none and updates the EIC status on future-dated records.	• Payroll for North America, Employee Pay Data USA, Tax Information, Reset W-5 Exempt List, Reset W-5 Exempt List • Payroll for North America, Employee Pay Data USF, Tax Information, Reset W-5 Exempt List, Reset W-5 Exempt List	RUNCTL_TAX103
TAX702 Federal/State Tax Table	Produces a report of 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.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, Federal/State Tax, Federal/State Tax Report	PRCSRUNCNTRL
TAX703 Local Tax Table	Produces a report of the Local Tax table, which contains calculations for local income taxes.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, Local Tax, Local Tax Report	PRCSRUNCNTRL
TAX704 Company State Tax Table	Produces a report of information from the Company State Tax table, which identifies the states in which your company collects and pays taxes.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, Company State Tax, Company State Tax Report	PRCSRUNCNTRL
TAX705 Company Local Tax Table	Produces a report of information from the Company Local Tax table, which identifies the localities for which your company collects and pays taxes.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, Company Local Tax, Company Local Tax Report	PRCSRUNCNTRL

Report ID and Report Name	Description	Navigation	Run Control Page
TAX706 Taxable Gross Definition Table	Produces a report of the Taxable Gross Definition table, which contains definitions that the system uses during payroll calculation to determine state and local taxable grosses and/or income taxes that deviate from the normal federal withholding. It specifies the base for taxable gross and indicates modifications to that base.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, Taxable Gross Definition, Taxable Gross Definition Rpt	PRCSRUNCNTRL
TAX707 State Tax Rate Table	Produces a report of the State Tax Rate table, which contains bracket rates that are needed for calculating state and federal taxes.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, State Tax Rate, State Tax Rate Report	PRCSRUNCNTRL
TAX708 State Reciprocity Rules Table	Produces a report of the State Reciprocity Rules table, which contain the rules that determine where to withhold income taxes when an employee works in one state and lives in another.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, State Reciprocity Rules, State Reciprocity Rules Report	PRCSRUNCNTRL
TAX709 Local Reciprocity Rules Table	Produce a report of the Local Reciprocity Rules table, which contain the rules that determine where to withhold income taxes when an employee works in one locality and lives in another.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, Local Reciprocity Rules, Local Reciprocity Rules Report	PRCSRUNCNTRL
TAX711 Marital Status Codes	Produces a report of the Marital Codes Status table, which contains all valid marital status codes, sorted by state.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, SWT Marital Status Codes, SWT Marital Status Codes Rpt	PRCSRUNCNTRL
TAX713 Work-Work Reciprocity Rules Table	Produce a report of the Work-Work Reciprocity Rules table, where contain the reciprocal rules that determine local income tax withholding when an employee works in a location that has multiple taxing jurisdictions that share a reciprocal agreement.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, Work Locality Reciprocity, Work Locality Reciprocity Rpt	PRCSRUNCNTL
TAX715 VDI Administrator Table (Voluntary Disability Insurance Administrator table)	Produce a report of the VDI Administrator table.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, VDI Administrator, VDI Administrator Report	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
TAX720 Tax Treaty Table	Produce a report of the Tax Treaty table.	Set Up HRMS, Product Related, Payroll for North America, Tax Table Reports, Treaty/Non Resident Alien, Treaty/Non Resident Alien Rpt	PRCSRUNCNTL
TAX810XX Quarterly UI Wage Tape (quarterly unemployment insurance wage tape)	Creates a file for states that must submit quarterly state wage listings on electronic/magnetic media, not using the MMREF-1 format. . The XX in the report ID is a two-character state abbreviation. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," TAX810XX and TAX860XX - Quarterly UI Wage Tape, page 914.	• Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media AK-ID • Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media IL-NC • Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media ND-SC • Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media SD-WY	RUNCTL_TAX810XX
TAX860XX Quarterly UI Wage Tape (quarterly unemployment insurance wage tape)	Creates a file for states that must submit quarterly state wage listings on electronic/magnetic media using the MMREF-1 format. The XX in the report ID is a two-character state abbreviation. Amounts reported by TAX002XX must match the amounts reported by TAX810XX. There are a few states that have additional requirements when creating the magnetic media. Some ask for diskette information, and others mimic the information requested when running the TAX002XX versions. They are AK, AL, AR, AZ, DC, HI, ID, CA, IA, CO, FL, and CT.	• Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media AK-ID • Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media IL-NC • Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media ND-SC • Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Magnetic Media SD-WY	RUNCTL_TAX810XX

Report ID and Report Name	Description	Navigation	Run Control Page
TAX811GA Quarterly UI Wage Diskette for Georgia (quarterly unemployment insurance wage diskette for Georgia)	This process works with TAX810GA to create a file for submitting quarterly state wage listings on diskette. It reads the output file from TAX810GA and maps the records to the format that is required for diskettes. Copy the output file to a newly formatted diskette for submission.	Payroll for North America, U.S. Quarterly Processing, State Quarterly Wage Reporting, Create Georgia Wage Diskette, Run Parameters	RUNCTL_TAX811GA
TAX900 Annual Reporting Error Listing (Annual Wage Data Edit)	Lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions. Normally, you run this report at year-end, but you can run it at other times to verify SSNs, or to check for negative tax balances and other error conditions.	Payroll for North America, U.S. Annual Processing, Audit and Error Reports, Error Listing, Error Listing Report	PRCSRUNCNTRL
TAX905CN NW Territories Payroll Tax (Northwest Territories payroll tax)	Produces a report of the Northwest Territories Payroll Taxes table. See Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) TAX905CN - NW Territories Payroll Tax, page 914.	Payroll for North America, Regulatory Reports CAN, NW Territories Payroll Tax, NW Territories Payroll Tax Rpt	RUNCTL_TAX905CN
TAX906CN Nunavut Payroll Tax Annual	Produces a report of the Nunavut payroll taxes.	Payroll for North America, Regulatory Reports CAN, Nunavut Payroll Tax, Nunavut Payroll Tax Report	RUNCTL_TAX906CN
TAX940 FUTA Wage Reconciliation (Federal Unemployment Tax Act wage reconciliation)	Produces a report that provides federal unemployment tax wage data that is used to complete the Form 940. You normally run this at year-end, but you can run it at other times to verify data.	Payroll for North America, U.S. Annual Processing, FUTA Wage Reconcialition Rpt, FUTA Wage Reconciliation Rpt	PRCSRUNCNTL

PeopleSoft Payroll for North America Selected Reports

This section provides detailed information on individual reports including important fields. The reports are listed alphabetically by report ID.

DDP003 - Direct Deposit Advice Print

This report is intended as a template for printing direct deposit advice forms. Information on the advice form template includes:

- Employee name
- Delivery address
- Department
- Location
- Date
- Advice number
- Check amount

The report groups the gross amount into earnings, taxes, deductions, and employer-paid benefits, with both pay period totals and YTD totals.

The stub information identifies:

- Company.
- Employee.
- Deposit amount.
- Distribution details of the accounts receiving the funds.

DDP004 - Payroll Advice Register

This report lists the direct deposit transactions, sorted by advice number. It includes:

- Check date for each advice.
- Net amount deposited.
- Employee name and ID.
- Employee department information.
- Pay group.
- Employee choice for delivery address.

The report totals the advice amounts at the company level and prints a grand total of all companies reported.

DDP005 - Direct Deposit Prenotification

For each company and pay period, this reports lists employees who you have added to the direct deposit instructions since the last pay period. It includes:

- Employee ID.

- Priority of the types of deposits.
- Code (such as checking or savings) for the type of account designated to receive the deposit.
- Bank transit number.
- Checking account number.

You must run this report before DDP006 - Direct Deposit Prenote Memo to provide the necessary employee data for producing printed prenotification notices for employees who are affected.

DDP006 - Direct Deposit Prenote Memo

This report prints the memo on your company stationery or memo forms. The text of the memo informs the employee of the direct deposit and lists:

- Bank transit number.
- Account number.
- Account type.
- Deposit instructions for verification, as recorded in DDP005 - Direct Deposit Prenotification.

  This report contains no data if you do not run DDP005 first.

(USF) FGPY011B - Bond Purchases - Federal Reserve System Format

Report details are the same as FGPY011A - Bond Purchases.

Note. You must use the file name PAYROLL.DK when submitting savings bond purchase data to the Federal Reserve Bank on diskette. In some environments, you might need to rename the PAY016B.SQR output file as PAYROLL.DK when creating the diskette.

(USF) FGPY012 - Military Deposits Closed Accounts

Use this report to identify accounts that were closed during RITS interface processing. For the accounts identified, you must:

- Process a Personnel Action Request to change the SCD-Retire.
- Print the OPM Form 1514.
- Generate an IRR.

See Also

Chapter 14, "(USF) Administering Additional U.S. Federal Payroll Functionality," Crediting Military Service to Civilian Retirement, page 323

PAY001 - Deduction Register

The system defines deductions and all nontaxable amounts that are subtracted from employee pay. If the current deduction amount contains adjustments for refunds, amounts paid in arrears, or amounts excluded, the report lists them in separate columns and provides column totals. The report includes:

- Totals for month-to-date (MTD), QTD, and YTD deductions, sorted by employee.

- Grand total for the pay period.
- Goal amounts.

The report lists each deduction type on a separate page and the cumulative totals on the last page.

PAY002 - Payroll Register

This report groups the employees by pay group and provides totals, sorted by department ID. It provides totals at the company, pay period, and pay group levels on the last page and a grand total for all paychecks. The report inserts page breaks after each pay group. For each employee listed, the report includes:

- Check date and number.
- Hours worked.
- Earnings.
- Gross and net amounts of the check.

Note. The check number appears only if you run the report after confirmation. Before confirmation, you do not see a check number.

The report further groups the number of hours worked and the associated earnings into regular, overtime, and other pay types. It contains a column for the gross amount of the check and the net amount.

There are also columns reducing the gross amount by tax type and each separate deduction. Each net amount is labeled with the type of payment document given to employee:

- Check (C)
- Direct deposit advice (A)

PAY003 - Check Print

This report is intended as a template for printing paychecks. This report template prints the following information on the check stock:

- Employee name.
- Address.
- Location.
- Date.
- Check number.
- Check amount.

The stub information identifies the company, employee, and check.

The report groups the gross amount into:

- Earnings.
- Taxes.
- Deductions.
- Employer-paid benefits.

It includes pay period totals and YTD totals.

Note. Pay Group Table 4, 5, and 6, and the Payroll Data 1 and 2 pages contain extensive options for sorting and sequencing employees' paychecks.

PAY004 - Check Register

This report includes the following information about checks:

- Date.
- Amount.
- Name of payee employee.
- Employee ID.
- Department name and ID.
- Location name and ID.
- Pay group.
- Address option for the employee.

Each company in the organization has its own register page. The report totals the check amounts and number of checks that are written by the company and includes a grand total for all companies included in the report.

PAY005 - Cost Center

This report provides totals at the cost center level. In the cost center, the report lists employee name and ID and the hours and earnings that are represented in the current pay period.

The hours and earnings are further grouped into regular, overtime, and other types, including a total earnings column for each employee line.

PAY006 - Other Earnings Register

This report includes each Other Earnings type on a separate page and totals, sorted by hours and amounts. It groups earnings information by pay periods for each company in the organization, and it groups pay periods by pay groups. Under each earnings type, the report lists the names and ID numbers of employees in employee ID order. It includes amounts and hours for the current pay period and sorted by MTD, QTD, and YTD totals. The report includes a grand total of hours and amounts for the following:

- All earnings types for the pay group.
- Pay period.
- Company.
- All companies.

PAY007 - Deductions in Arrears

This report includes the type of deduction and the associated benefit plan type for each employee affected. A balance column displays the amount still due in arrears. The report includes totals for the following:

- The deduction listed.
- All deductions for the company.

- All companies in the report.

PAY008 - Deductions Not Taken

For each employee, this report lists:

- Pay group.
- Deduction name and code.
- Amount omitted.

If this amount is in arrears, the report displays a *Y* in the Added to Arrears column and the new total of the arrears amount for that employee.

The report also includes the number and date of the check affected. It provides totals for the following:

- All deductions not taken in the pay period.
- Each company.
- All companies (grand total).

PAY009 - Paysheets

The system creates paysheets in a batch process, during which it scans all employee records and selects the ones that it must pay in the pay period that you specify. For each set of applicable employee records that it finds, it creates a payline displaying payroll information.

You can view the results of this process online or print them (usually on a preprinted form). You might want to modify this report for your organization's unique needs. Specify the paysheet contents on Pay Group Table pages 4−6 and Payroll Data pages 1−2. Each payline consists of information, such as:

- Amount or hours of regular pay.
- Job data such as department, location, and job code.
- Additional pay.
- Tax information.

For each page, the system creates a paysheet balance, which counts total number of paylines, total number of regular hours, and total amount of regular pay.

PAY010 - Employees Not Processed

For each employee listed, this report sorts the unprocessed hours and earnings by regular, overtime, and other earnings. It provides totals for the following:

- Pay group.
- Pay period.
- Each company.
- All companies (grand total).

PAY011 - Payroll Error Messages

If the system encounters errors during processing, it creates a message describing the condition causing the error. The system displays *Check Messages!!!* and stores the message for viewing online or in a printed report. The report includes the messages, sorted by company, for all pay groups in a pay period. It includes the following information in employee ID order:

- Employee name and ID.
- Department ID.
- Page and line.
- Separate check indicator.
- Message ID number and its text.

PAY013 - Employee Earnings Snapshot

The system prompts you for the employee name. You can specify any number of employees. This report includes the following information for each employee:

- Employee name and ID.
- Date hired.
- Date rehired.
- Service date.
- Termination date.
- Leave return date.
- Status.
- Regular or temporary.
- Full-time or part-time.
- Fair Labor Standards Act status.
- Employee type.

If the job action dates do not apply to the selected employee, the column remains blank. The report includes the following job information:

- Job code and title.
- Department name and ID.

Earnings information includes:

- Pay group.
- Pay rate.
- Monthly rate.
- Annual rate.
- Earnings code.
- Earnings for the current month, QTD, and YTD.

The report lists earnings codes separately and as total amounts.

(CAN) PAY013CN - Employee Earnings Snapshot

This report includes the following job information:

- Job code and title.
- Department name and ID.
- Business unit.

Earnings information includes:

- Pay group.
- Pay rate.
- Monthly rate.
- Annual rate.
- Earnings code.
- Earnings for the current month, QTD, and YTD.

The earnings display balances across all wage loss plans and provinces. The report lists earnings codes separately and as total amounts.

PAY014 - Employee Earnings Record

Each employee appears on a separate page and includes the following information:

- Pay period end date.
- Department ID.
- Check and advice numbers written in the quarter.
- Hours and earnings for regular, overtime, and other earnings.
- Gross pay amounts.
- Federal and provincial tax types and amounts.
- Deduction amounts and their codes.
- Net pay for the quarter.

A new page starts for each different employee, but an employee might have multiple pages, depending on the volume of data.

(CAN) PAY014CN - Employee Earnings Record

Report details are the same as PAY014 - Employee Earnings Record report.

Note. Use the Calendar Year and Quarter fields on the Tax Reporting Parameters page to determine the period of data to include.

PAY015A - Check Reconciliation Process

Use PAY015A and PAY015B to perform check reconciliation.

See Chapter 21, “Working with Checks and Direct Deposit,” Reconciling Checks, page 523.

PAY015B - Check Reconciliation

Use PAY015A and PAY015B to perform check reconciliation.

See Chapter 21, "Working with Checks and Direct Deposit," Reconciling Checks, page 523.

PAY016A - Bond Purchases

This report selects all Bond Log records with a status of R, prepares the report, and sets the status to D (distributed) for each record selected. The report identifies relevant information about co-owners and beneficiaries. It inserts a page break after each different bond denomination and totals each denomination and all bonds purchased. PAY016A also prepares a Bond Purchase file.

PAY016B - Bond Purchases - Federal Reserve System Format

Report details are the same as PAY016A - Bond Purchases.

PAY018 - Payroll Summary

This report summarizes, on separate pages, information about:

- Paycheck amounts.
- Regular earnings amounts.
- Special accumulator amounts.
- Employee deduction amounts.
- Employer contribution amounts.
- Employee and employer tax amounts.
- Other earnings amounts.

See Also

Chapter 26, "Reporting Payroll," Generating a Payroll Summary Report, page 602

PAY025 - Balance Adjustments

Adjusted balance information is reported on separate pages in the following order:

1. Checks.
2. Earnings and special accumulators.
3. Deductions.
4. Garnishments.
5. Taxes.
6. (CAN) ROE insurable earnings and hours.

PAY039 - HR Accounting Line Report

This report includes the following accounting line information:

- Line description.

- General ledger account and department ID.
- Check number.
- Payroll check date and foreign amount.
- General ledger monetary amount.
- Payroll and general ledger currency codes.
- Conversion rate multiplier and divisor.

You must first run the PAYGL01 process.

See Also

Chapter 22, "Administering the Interface with PeopleSoft Enterprise General Ledger," Preparing and Transferring Payroll Data to General Ledger, page 543

PAY050 - Allocation By Establishment

This report includes the following information for each tip establishment:

- To-date totals for gross receipts (if tip allocation method is gross receipts).
- Direct tips.
- Indirect tips.
- Allocation base.
- Direct tipped allocation base.
- Total shortfall.
- Total allocation.
- Tip hours (if tip allocation method is hours).
- Employee count.

PAY051 - Allocation By Employee

For each employee, this report includes:

Hours or receipts and the reported tips used to calculate the allocated tips.

- YTD allocated tips.
- Previously allocated tips.
- Current allocated tips.

The report includes subtotals for each establishment and a grand total for the company.

(CAN) PAY100CN - Statistics Canada, Non-Educational Institutions

This report is similar to PAY110CN, except that it groups employees by hourly, salaried, and other pay types. For each type, it totals:

- Employees in the group and their regular gross pay.

- Overtime pay.
- Hours paid.
- Overtime hours paid.

The first part of this report applies to the last pay period of the month. In the second part, it includes information for the complete month at the bottom of the page and includes details about irregular payments, total payroll, and employees absent without pay. It further sorts the irregular payments and employees absent without pay by payment type and employee category, respectively.

See Also

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY101CN - ROE Print, page 906

(CAN) PAY101CN - ROE Print

The ROE reports an employee's interruption of earnings to HRSDC.

The ROE Print process extracts data from the ROE Data pages and the EI Insurable Earnings Balance records. The output conforms to the prescribed format, and you must print it on multi-part, tractor-feed forms that are supplied by HRSDC. The system assigns the ROE number during the final ROE Print process.

See Also

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY124CN - ROE Mass Create, page 907

(CAN) PAY102CN - Workers Compensation

Based on the date range or pay run ID that you enter when requesting the report, this report includes the following information, sorted by province:

- Number of employees.
- Employees' total unlimited assessable earnings.
- Total assessed earnings.
- Assessment rate.
- Assessment amount.
- Any limits that apply.

If there are employees who exceed the limit, the report includes the total number with the total amount of their excess earnings.

In accordance with WCB requirements, this report excludes certain employees, based on the status of their officer code in the Job record. For the Northwest Territories, Nunavut, Ontario, and Prince Edward Island, employees whose officer code is other than N (none) are excluded. For Alberta, Manitoba, and Quebec, employees with an officer code of D (director) and C (chairman) are excluded.

(CAN) PAY104CN - Business Payrolls Survey (BPS) Electronic Data Transmission File

This program creates the BPS EDR file for transmission to Statistics Canada, as well as the BPS Summary report for your reference.

Create this file for each reference month only after the corresponding Pay Confirmation process is complete for all pay periods that are associated with that reference month.

See Also

Chapter 29, "(CAN) Setting Up and Processing Business Payrolls Survey Reporting," Generating the BPS EDR File, page 661

(CAN) PAY110CN - Statistics Canada, Educational Institutions

PAY110CN is similar to PAY100CN, with the exception that PAY110CN groups employees into teaching staff, nonteaching staff, and supply or substitute teachers (rather than hourly, salaried, and other employees).

(CAN) PAY124CN - ROE Mass Create

The Create Record of Employment SQR Report process (PAY124CN) creates ROE data for all employees who had, during the specified date range, a change in employee job status requiring an ROE. It generates entries in the ROE Data 1 and 2 pages for your review and makes updates as applicable.

This process does not produce a printed report unless the system generates an exception message, in which case the system produces an exception report.

See Also

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY101CN - ROE Print, page 906

(CAN) PAY126CN - ROE Print Exceptions

This program produces an exception report of potential errors detected during the ROE Print process. The errors will not prevent the corresponding ROE forms from being processed. However, it is your responsibility to review the exceptions after each run of the ROE Print program, to ensure that all errors have been resolved prior to printing the ROE forms in Final Print mode.

See Also

Appendix G, "PeopleSoft Enterprise Payroll for North America Reports," (CAN) PAY101CN - ROE Print, page 906

(CAN) PAY131CN - Canada Savings Bond Purchase

The report includes the following information for each participating employee:

- Employee ID and name.
- Principal registrant and social insurance number (SIN).
- Number of bonds, sorted by denomination.
- Bond value.
- Carrying charge.
- Goal amount.
- Employee deduction.
- Bond cancel date.

The report also includes the total value of bonds, sorted by denomination, for all employees of the Canada Savings Bond series code.

(CAN) PAY132CN - Payroll Savings Create File

Details of this report are discussed with the business process.

See Chapter 12, "(CAN) Administering Additional Canadian Payroll Functionality," Administering Canada Payroll Savings Programs, page 278.

PAY301RT - Retro Pay All Calculated

This report lists:

- Original hours.
- Hourly rate.
- Earnings amount.
- New hourly rate.
- Earnings amount.
- Retro pay amount.
- Effective, begin, and end dates, if you performed an override.
- OK to Pay status, if this is a duplicate request, if you are processing off-cycle, or if there is an exception.
- Exception message.

You can use this report as a printed audit report. The same information is available online.

PAY701 - Bank Table

This report lists each bank, sorted by transit number. For each bank, it includes:

- Long and short bank name description.
- Address.
- Deposit medium (tape, diskette, or report).
- Waiting period for direct deposits after sending a prenote test.

Note. (CAN) For Canadian reports, the three-digit bank ID is reported in the Bank/Transit # (bank/transit number) field and the branch ID is reported in the Branch field.

PAY703 - General Deduction/Deduction Frequency Table

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

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

PAY704 - Deduction/Deduction Frequency Table

This report includes:

- Each deduction plan type, its description, and effective date.
- Codes that determine how the system handles deductions during payroll processing.

PAY705 - Deduction Classes

This report comes in two parts; you must request each report separately by ID number. PAY705A contains processing and GL information for deduction classes. PAY705B contains the effect of deduction classes on taxes.

PAY706 - Bond Table

The report lists all valid bond types, sorted by ID number. Each type has:

- Effective date.
- Description.
- Purchase amount.
- Value at maturity.

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.

PAY711 - Pay Group Table

Lists information from the Pay Group table.

Note. (CAN) For Canadian reports, the three-digit bank ID is reported in the Bank Transit # field and the branch ID is reported in the Bank Branch field.

PAY712 - Earnings Table

This report comes in three parts:

- PAY712A: Lists selected tax effects related to earnings.
- PAY712B: Lists selected tax effects related to earnings.
- PAY712C: Contains the Canadian requirements for earnings types.

PAY752 - Company ChartField Mapping

For every ChartField mapping, this report includes:

- Company
- HR Business Unit
- Mapping Level
- Effective Date
- ChartFields
- Line description

TAX001 - Tax Deposit Summary

The primary page break for this report is check date, because it usually determines when you must deposit the taxes. For each check date, the report includes taxable gross amounts and taxes, sorted by taxing jurisdiction. Federal taxes are first, followed by states and localities. There are separate sections for withholding, FICA and disability, and unemployment amounts on this report. It lists employee contributions to unemployment insurance separately, with a tax type of UI-EE. The report lists special employer unemployment taxes—such as the medical Security Tax in Massachusetts and Louisiana's special assessment—separately under the Unemployment columns of the report, with a tax type of UI-SP.

(CAN) TAX003CN - Tax Submission Summary

This report includes:

- Income tax
- Payroll tax
- Canada Pension Plan (CPP)
- Quebec Pension Plan (QPP)
- EI deductions
- Total remittance amounts

TAX004 - Multiple Worksite

This report includes:

- Company name and address.
- Location name and address.
- Count of employees working at each worksite.
- Total wages paid at each worksite.
- Employee and wage totals are for the quarter. The report extracts employee information that is related to the tax location code.

TAX012 - Ohio Local Tax Reconciliation

For each taxing locality, this report lists:

- Employee counts.
- Taxable gross amount.
- Tax withheld.

It lists separately employees paying resident and nonresident taxes, providing a total for each.

The report also includes taxes withheld for residents working in other taxing jurisdictions. Ohio taxing authorities apply credit for work tax paid to the residence tax liability (up to the rate of the residence tax). The report lists these work credits by locality name and includes the work tax rate. The report displays an asterisk next to the work tax rate if it exceeds the residence locality rate. In this case, the system calculates the credit based on the residence rate.

A summary line includes:

- Total taxable gross for the locality.
- Calculated tax based on the residence tax rate.
- Actual tax withheld.
- Total credit amount.
- Sum of actual tax withheld and credits.
- The calculated tax should be within pennies of the withheld tax and credits.

TAX015 - Quarterly Tax Balances Audit

This is an exception report; that is, it lists only employees whose balances are not equal to the sum of the detail records. The report includes:

- Tax class.
- Balance type.
- Payline detail sum.
- QTD balance.
- Discrepancy between the balance and the detail sum.

Normally, you should have no employees listed on this report. If they appear, investigate the source of the discrepancy immediately. TAX015, which you can run for any quarter of any year, is a more comprehensive report, because it is not restricted to a pay run ID or pay calendar, but runs across all companies.

TAX016 - Default Tax Data

When you hire an employee using PeopleSoft Human Resources Management (PeopleSoft HRMS), the system automatically sets up the following Tax records for the employee:

- Federal
- State
- Local

The system uses information, such as the employees' home address and job location from their Personal Data and Job Data records, as the default in their Tax Data records, with a marital status of single and withholding allowances of zero. As a safeguard against incorrect default data slipping through unchecked, you can run SQR TAX016 - Default Tax Data. This report identifies which employees have such default data in their Tax records. The report reviews records from a date range that you specify.

(CAN) TAX016CN - Default Tax Data

When you hire someone using PeopleSoft HRMS, the system automatically sets up Income Tax Data records for that employee. Run TAX016CN as a safeguard against incorrect default data slipping through unchecked.

TAX017 - Quarterly State Unemployment Tax Verification

In the case of an employee who, for reasons such as termination, stops being paid during a quarter in which a tax rate change *later* occurs, you might need to adjust the tax in the Balance record, because the quarterly tax should have been based on the later rate. Employees who continue to be paid throughout the quarter are self-adjusting.

The report lists, for employees whose balances are not what they should be:

- Current YTD, QTD, and latest MTD employer unemployment tax balances.
- Amounts of the adjustments.
- Adjusted balance amounts.

If you run the SQR in R (report only) mode, the system performs the verification only, without actually updating system balances. To update the balances, run the report in U (update and report) mode.

TAX019 - Employee Tax Information

This report includes:

- Company.
- Effective date.
- State.
- Local.
- Resident.
- Special status.
- Additional amount and annual exempt.
- Additional percent.
- Marital status.
- Allowances.
- Additional allowances.
- State unemployment tax exempt.
- FICA status.
- EIC status.
- State disability insurance 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.
- Registered Pension Plan and Registered Retirement Savings Plan limit.
- Commission amounts.
- Other tax credits.

TAX100 - W-4 Exemptions

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.
- Number of allowances.
- Special federal withholding tax status.
- Election of additional federal withholding.

(CAN) 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.

(CAN) TAX101CN - EI Rebate

Canadian employers use this annual report with private income replacement plans. These employers pay EI premiums at a reduced rate and, by law, must pass at least 5/12 of the premium reduction along to employees, either as cash or in the form of increased benefits.

For each employer wage loss plan for which the premium rate differs from the standard employer rate, rebates the system calculates rebates as follows:

employee's YTD EI premium × (standard rate − employer rate) × 5/12

For each employee, the report includes:

- Employee rate and premium.
- Employer rate and premium.

- Calculated employee rebate amount.

(CAN) TAX102CN - Health Insurance Premium

This report provides monthly or pay period reporting totals as specified in the report request parameters. It inserts page breaks after each company.

TAX810XX and TAX860XX - Quarterly UI Wage Tape

The output is produce in the electronic/magnetic media format. It can be copied to diskette or tape before filing. Some states use the TAX860XX format, which creates the file using the MMREF format. If you need to submit a diskette to Georgia, you must run the TAX810GA, followed by the TAX811GA SQR. .

The state-specific versions of this report have self-explanatory prompts. You can specify the calendar year and quarter on the Define Tax Reporting Parameters page, found under the Quarterly Processing menu.

Where applicable, choose between the TAX810XX and TAX860XX formats from the choices displayed in the process list that appears after you click the Run button on the run control page.

(CAN) TAX905CN - NW Territories Payroll Tax

This report prints the following information for employees who reside in the specified area:

- Employee name.
- SIN.
- Total remuneration.
- Taxable remuneration.
- Tax withheld.

Total remuneration in the report is set to True T4 Total Gross YTD. A company total appears at the end of the report.

Employees who are exempted from payroll tax at the end of the report year do not appear in the report, even if their Tax Balance records indicate nonzero YTD tax or YTD taxable gross. An employee is exempted from payroll tax if the Payroll Tax Exempt check box in the employee's Canadian Income Tax Data record is selected.

You normally run this report at year-end, but you can run it at other times for data verification purposes.

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

audience In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

billing career In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

bio bit or bio brief In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.

catalog partner In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called *need analysis.*
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also *compensation object.*
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See *event.*
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

product line The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects

In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing

In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components

In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group

A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag

Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag

Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname

The name of a record that is used to determine the associated field to match a value or set of values.

recognition

In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data

In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object

In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction

In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing

In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data Data that is extracted from a separate database and migrated into the local database.

REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

role Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up In a tree, to roll up is to total sums based on the information hierarchy.

run control A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

TimeSpan A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.

trace usage In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

user interaction object In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker A person who is part of the workforce; an employee or a contingent worker.

workset A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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