PeopleSoft®

# PeopleSoft Enterprise Payroll Interface 8.9 PeopleBook

**April 2005**

PeopleSoft Enterprise Payroll Interface 8.9 PeopleBook
SKU HRCS89MP1PYI-B 0405
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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.<br>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.<br>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.<br>Select Always to run the request every time the batch process runs.<br>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 Interface 8.9 Preface

This preface discusses:

- PeopleSoft Enterprise HRMS Application Fundamentals.
- PeopleBook structure.

## 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.

**Note.** One or more pages in PeopleSoft Enterprise Payroll Interface 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:<br>• How to use the Application Fundamentals book.<br>• How PeopleBooks are structured.<br>• Common elements used in the PeopleBook, if necessary. |
| Getting Started With… | This chapter discusses application implementation guidelines. It explains:<br>• The business processes documented within the book.<br>• Integrations between the application and other applications.<br>• 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.<br>**Note.** Not all applications have delivered custom navigation pages. |
| Understanding… | (Optional) This is an introductory chapter that broadly explains the application and the functionality within the application. |
| Setup and Implementation | This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the application. For example, if functionality X is part of an application, 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.<br>**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. |

| Chapters | Description |
| --- | --- |
| 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 an application, 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.<br><br>**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.<br><br>**Note.** Not all applications have delivered workflows. |
| Reports Appendix | (Optional) This appendix contains an abbreviated list of all of the application'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 PeopleSoft Enterprise Payroll Interface

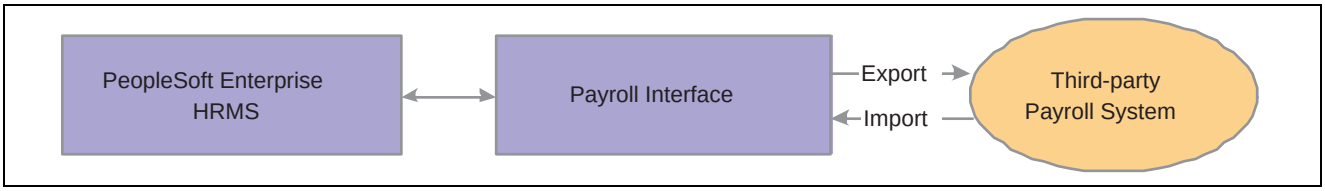
This chapter discusses:

- PeopleSoft Enterprise Payroll Interface overview.
- PeopleSoft Enterprise Payroll Interface business processes.
- PeopleSoft Enterprise Payroll Interface integrations.
- PeopleSoft Enterprise Payroll Interface implementation.

## PeopleSoft Enterprise Payroll Interface Overview

PeopleSoft Enterprise Payroll Interface is a table-driven, generic export and import engine that enables you to exchange data between PeopleSoft Enterprise HRMS and a third-party payroll system. With Payroll Interface you maintain employee data in PeopleSoft Enterprise HRMS while using the third-party payroll system to perform the payroll processing functions. Data is exchanged between the two systems using the Payroll Interface Export and Import processes.

This diagram illustrates PeopleSoft Enterprise Payroll Interface:




Payroll Interface

### See Also

Chapter 2, "Understanding PeopleSoft Enterprise Payroll Interface," page 3

## PeopleSoft Enterprise Payroll Interface Business Processes

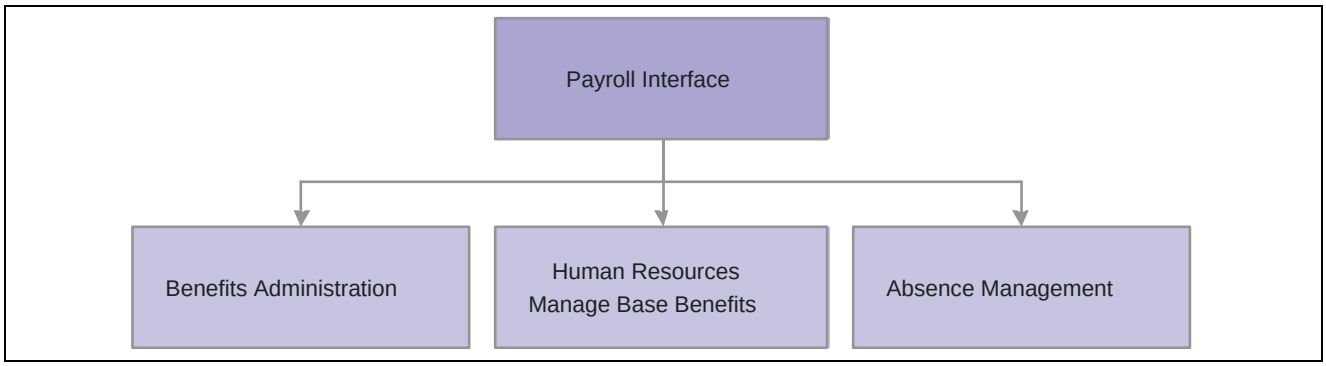
PeopleSoft Enterprise Payroll Interface provides these business processes:

- Maintain payroll data.
- Run (calculate and confirm) deductions.
- Run exports and imports (exchange data).

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

# PeopleSoft Enterprise Payroll Interface Integrations

PeopleSoft Enterprise Payroll Interface integrates with these PeopleSoft applications:




Payroll Interface 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.

### See Also

*PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Working with Enterprise Integration Points in PeopleSoft HRMS"

# PeopleSoft Enterprise Payroll Interface Implementation

PeopleSoft Enterprise 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.

### Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation documentation, 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*

# CHAPTER 2

# Understanding PeopleSoft Enterprise Payroll Interface

This chapter discusses:

- Interface definitions.
- Data exchanges.
- Sample data definitions.
- Implementation steps.
- Implementation tasks.

## Interface Definitions

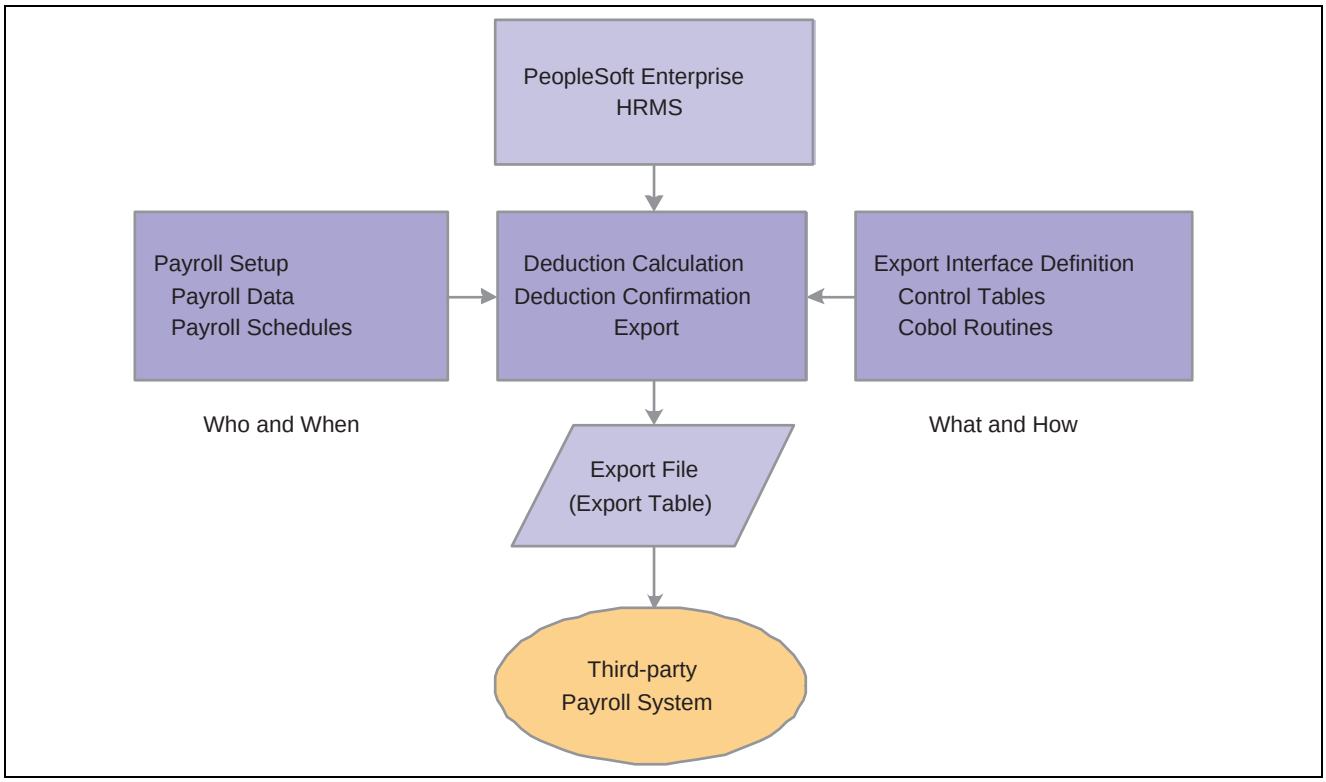
Payroll Interface is a table-driven export and import engine that enables you to exchange data between PeopleSoft Enterprise HRMS and a third-party payroll system. Data exchanges are set up through the export and import interface definitions, which enable you to download data from or upload data to database tables:

- The export interface definition retrieves, formats, and downloads payroll-related data from various PeopleSoft Enterprise HRMS tables. The Export process writes the data to either a flat file or a database table.
- The import interface definition uploads the processed payroll results into seven Payroll Interface import tables located in PeopleSoft Enterprise HRMS. The Import process reads data only from ASCII files.

### Export Interface Definition

The export interface definition includes the payroll setup and the interface definition. The payroll setup identifies the payroll-related data (earnings, deductions, taxes, and so forth) and determines the pay schedules (the pay groups and pay calendars that determine which employees are processed during the export run). The interface definition determines the data mapping between the PeopleSoft Enterprise HRMS system and the third-party payroll system, defines the SQL retrievals and any additional COBOL processing, and specifies the export file format.

This diagram illustrates the export framework:




Payroll Interface export framework

## Import Interface Definition

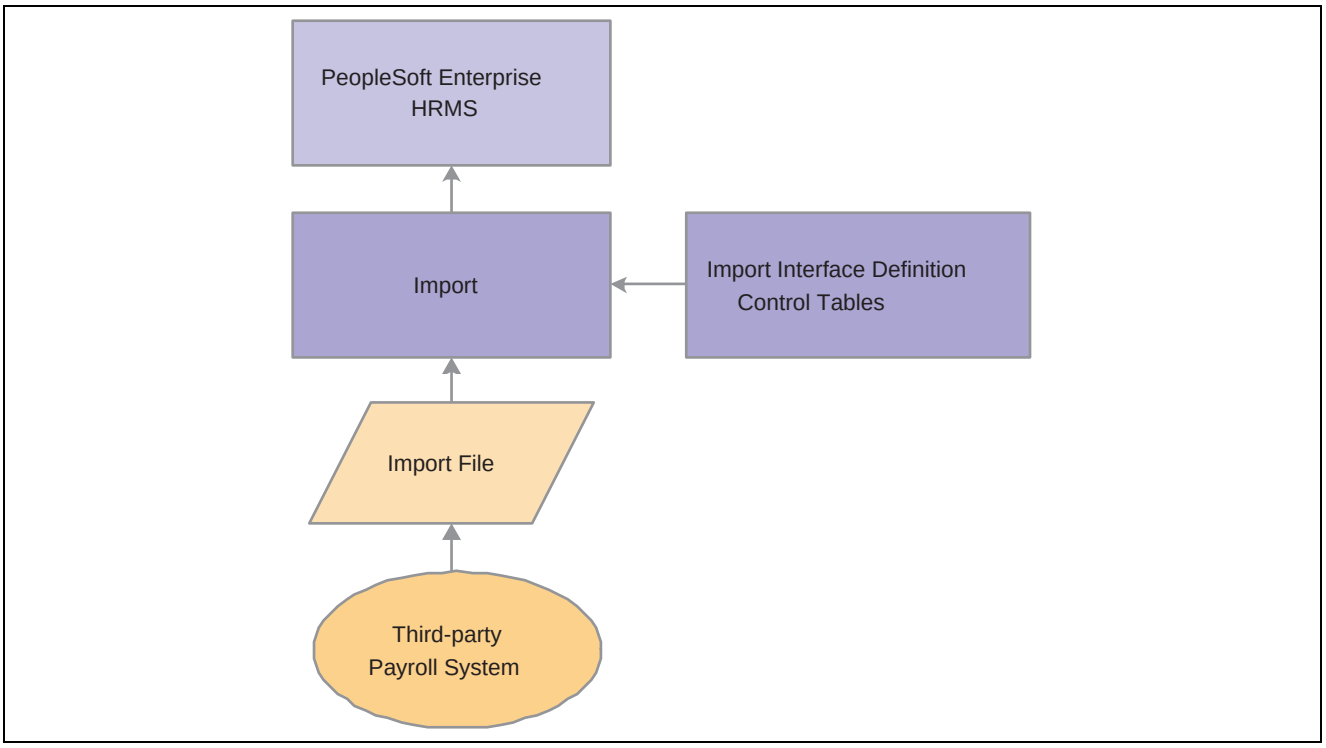
The import interface definition is simpler—and more limited—than the export interface definition. The interface definition is set up such that the Import process can locate the import file and then load the processed payroll data into the seven Payroll Interface import tables. You do not need to set up any type of scheduling; the Import process can be run as soon as the import file is made available.

---

**Note.** The Import process does not perform data auditing or reverse translations. Depending on your implementation, you may want to write a custom Structured Query Report (SQR) program that performs these functions as well as loads the data into the seven import tables.

---

This diagram illustrates the import framework:



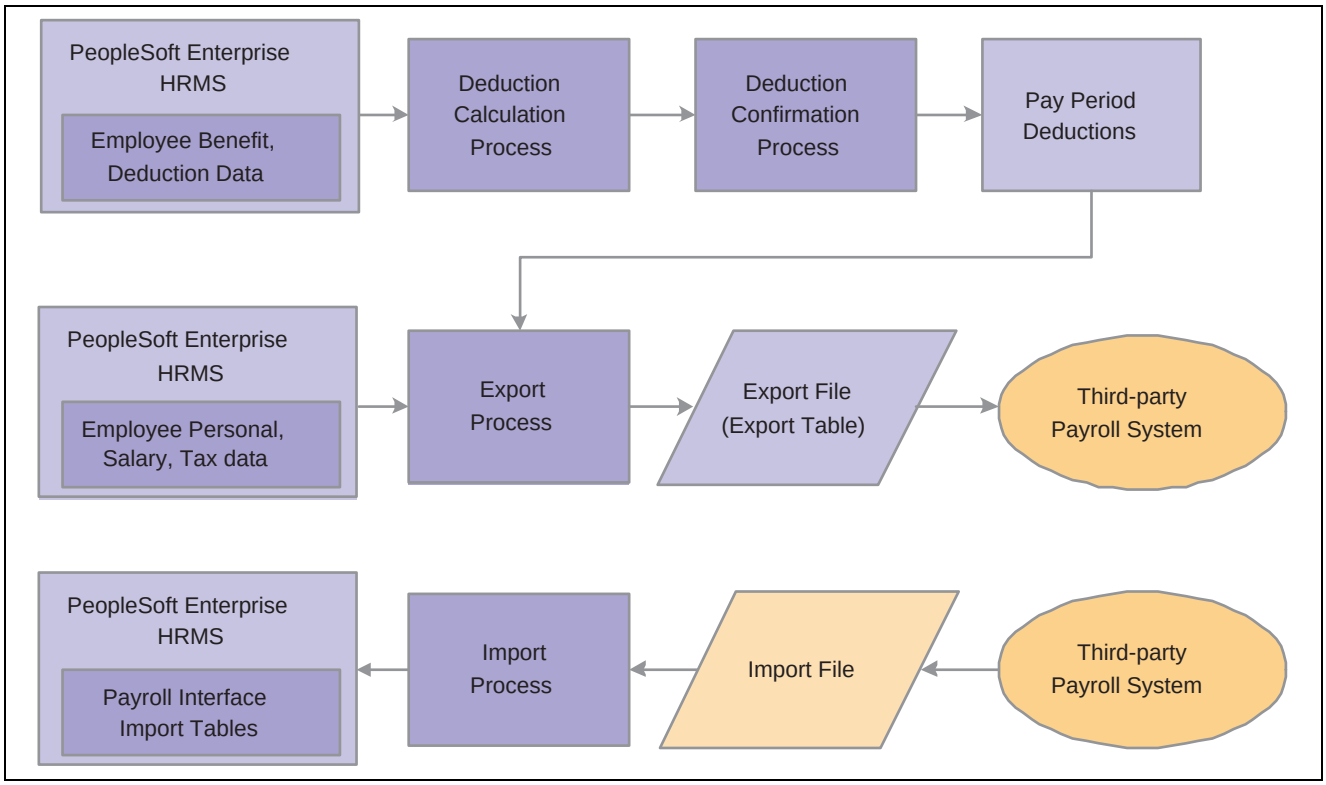

Payroll Interface import framework

# Data Exchanges

Payroll Interface enables you to maintain employee data in PeopleSoft Enterprise HRMS while using the third-party payroll system to perform the payroll processing functions. With Payroll Interface, data exchanges between the two systems are performed in four phases:

1. (optional) Run the Deduction Calculation and Deduction Confirmation processes to calculate and confirm pay period deductions.
2. Run the Export process to retrieve and write the pay (and deduction) data from PeopleSoft Enterprise HRMS to an export file or table.
3. Make the export file or table available to the third-party payroll vendor. The third-party vendor uses the appropriate software solution to load the data into the third-party payroll system, to perform the payroll processing functions, and to write the processed payroll results to one or more import files.
4. (optional) Run the Import process to read the import file and load the processed payroll data back into PeopleSoft Enterprise HRMS.

This diagram illustrates the Payroll Interface Deduction, Export, and Import processes:




Payroll Interface processes

## Deduction Process

You have the option of maintaining employee deduction information in PeopleSoft Enterprise HRMS using the PeopleSoft Enterprise Human Resources Manage Base Benefits business process. If you maintain deductions, you must run the Deduction Calculation and Deduction Confirmation processes before you run the Export process. The deduction processes calculate and confirm per pay period benefit and general deduction amounts.

---

**Note.** If you do not maintain deductions (that is, if the third-party payroll system manages all deduction information) then you do not need to run the Deduction Calculation or Deduction Confirmation processes.

---

## Export Process

The Export process exports employee-level personal, job, salary, deduction, and tax information that the third-party payroll system needs to produce paychecks each pay period. Payroll Interface can export data from any PeopleSoft Enterprise HRMS table that includes the PeopleSoft EMPLID field as a key field. Data is exported to either a flat file or a database table.

Payroll Interface does not perform any payroll calculations. The third-party payroll system performs the tax calculations, earnings calculations, gross-to-net calculations, and year-end processing. You use Payroll Interface to track and export changes that occur, during a pay period, to static employee payroll-related data. The data is considered static because it rarely changes, for example, a person's job code, pay rate, marital status, number of dependents, or benefit plan (which can be changed only during an open enrollment period).

---

***Warning!*** Payroll Interface is designed to export changes to *static* employee payroll-related data; for example, job codes, benefit deductions, or wages - information that does not change that often during the course of a year. Dynamic or transactional pay data, such as monthly commission payments or time and labor calculations, must be set up and maintained by the third-party payroll system.

---

### Import Process

You have the option of importing the payroll results produced by the third-party payroll system back into PeopleSoft Enterprise HRMS. The Import process loads payroll check, earnings, deduction, and tax data into seven Payroll Interface import tables. Once loaded, the data can be viewed online or by running reports. Data is imported only from ASCII files.

---

**Note.** Further processing or technical configuration may be required to check the validity of the imported data or to ensure that the data can be accessed in a secure manner.

---

### See Also

Chapter 3, "Understanding PeopleSoft Enterprise Payroll Interface Processing," page 15

## Sample Data Definitions

PeopleSoft delivers sample data definitions for use with Payroll Interface. You can often more easily begin an implementation by cloning (copying) one of the sample data definitions.

The export sample data definitions are logical (LOG), physical (PHY), comma-separated value (CSV), and National Finance Center (NFC) for the federal government. The import sample data definitions are check detail (DETI) and check balance (BALI). ADP Connection includes sample data definitions for enterprise configurations (ENTP) and PC configurations (PCPW). Corresponding system IDs, configuration IDs, and file IDs are set up for most of these definitions.

---

***Warning!*** Do not assume that the sample data is complete or that it will function in a production environment without further modification.

---

### See Also

Chapter 8, "Cloning a Payroll Interface Definition," page 93

Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Interface Definitions, page 129

## Implementation Steps

To set up, test, and install a payroll interface, follow these steps. As you perform the tasks outlined here, document everything; this will help you to troubleshoot any problems that arise.

| Step | Tasks |
|---|---|
| 1. Assemble an implementation team and perform the gap/fit analysis. | See Chapter 2, "Understanding PeopleSoft Enterprise Payroll Interface," Implementation Tasks, page 8. |
| 2. Set up the PeopleSoft Enterprise HRMS core and foundation table components. | |

| Step | Tasks |
| --- | --- |
| 3. (optional) Set up PeopleSoft Enterprise Human Resources Manage Base Benefits.<br><br>**Note.** Perform this step only if you maintain benefit deductions. | See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits*. |
| 4. Set up export (or import) interface.<br><br>**Note.** The import interface is usually set up and tested after you have set up and tested the export interface. | Perform these tasks:<br>• Set up the payroll data and schedules.<br>See Chapter 4, "Setting Up Earnings Data," page 39.<br>See Chapter 5, "Setting Up Deduction Data," page 45.<br>See Chapter 6, "Setting Up Tax Data," page 63.<br>See Chapter 7, "Setting Up Payroll Schedules," page 85.<br>• (optional) Clone an existing interface definition.<br>See Chapter 8, "Cloning a Payroll Interface Definition," page 93.<br>• Set up the export (or import) interface definition.<br>See Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," page 97.<br>See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," page 129. |
| 5. Test the export (or import) interface. | Using the sample data or a copy of the live system, perform these tasks:<br>• (optional) Run the Deduction Calculation and Deduction Confirmation processes until error free.<br>See Chapter 12, "Running Deductions," page 191.<br>• Run the Export (or Import) process until error free.<br>See Chapter 13, "Running Exports and Imports," page 197. |
| 6. Install the export (or import) interface. | Using the live system:<br>• Install the export (or import) interface.<br>• Run the Deduction Calculation and Deduction Confirmation processes, the Export process, and the Import process (whichever apply).<br>• Train users to set up and maintain payroll data.<br>• Train users to run the Deduction Calculation and Confirmation processes, the Export process, or the Import process (which ever apply). |

# Implementation Tasks

This section discusses:

- Preliminary tasks.
- Implementation team.
- Gap/fit analysis.

## Preliminary Tasks

Implementing a payroll interface requires a thorough understanding of PeopleSoft Enterprise HRMS and the requirements of the third-party payroll system. To ensure a smooth implementation, you should:

- Secure full executive sponsorship.

  You need cooperation from multiple departments, such as payroll, human resources, finance, and information services.

- Set aside sufficient time and resources.

  Implementing a payroll interface requires design, planning, development, implementation, and testing. While strong project management is especially critical for global implementations with multiple companies, all implementations require a firm hand with scheduling and details.

- Attend Payroll Interface training.

  Implementing a payroll interface requires both functional and technical expertise. Practice first by using the delivered sample data to understand how Payroll Interface works. Then, create your own definitions and output file using the delivered demo data as the model. Finally, copy a “live” database—don’t use the actual live database—from your organization. Configure it and test run the Payroll Interface Deduction Calculation and Confirmation processes and the Export and Import processes using your organization’s actual data.

- Apply any software updates or fixes.

  Contact PeopleSoft Customer Connection for any applicable patches that have been posted since the general release.

- Obtain the vendor documentation.

  Obtain a complete set of documentation from the third-party payroll vendor. The payroll interface that you set up is based on the data, formatting, and processing requirements of the third-party payroll system.

## Implementation Team

Recommended team members for a payroll interface implementation include:

- Payroll interface lead.

  The lead is responsible for the payroll interface setup and configuration, and for the initial export/import of data. The lead must understand Payroll Interface as well as the third-party payroll system. Keep the backup lead informed during the entire implementation process.

- Payroll functional lead.

  The lead is the recipient of the exported payroll data file. The lead should know about payroll codes, employee payroll data, and the steps involved in processing payroll. The lead needs to understand the third-party payroll system capabilities, if not its technical details.

- Database administrator (DBA) technical lead.

  The lead manages PeopleSoft table maintenance, technical configurations, SQL, PeopleTools, the Application Engine, COBOL, and PeopleCode.

- HRMS functional lead.

The lead must understand PeopleSoft Enterprise HRMS data and the transactions and business processes involving a payroll interface, including benefits and deduction calculations.

- HRMS project lead.

  The lead manages a payroll interface implementation and ongoing maintenance. Sometimes another team member takes on these duties.

# Gap/Fit Analysis

The gap/fit analysis is the most important step in the implementation process. This is where you identify exactly what needs to be set up in the export interface definition (and to a lesser extent, the import interface definition).

## Conduct a Functional Analysis

Analyze your functional requirements:

- Establish data ownership.

  Establish who owns the data, typically either the human resources or the payroll department.

- Identify business processes, transactions, and data flow.

  Create a flow chart that shows data movement in different situations, such as for new hires, transfers, and pay rate changes.

- Determine common data elements.

  Determine common elements and relationships between the existing employee data and the requirements of the third-party application. Identify field mapping and translation requirements.

## Conduct a Technical Analysis

Analyze your technical requirements:

- Identify the PeopleSoft tables and fields.

  Identify the tables and fields containing employee-level payroll-related data to be exported. Depending on the data requirements of the third-party payroll system, you may need to create additional views.

- Identify the third-party payroll system fields.

  Identify the third-party payroll system fields that will receive the data that is exported from PeopleSoft Enterprise HRMS. Understand the third-party payroll system import specifications. Refer to the vendor documentation or use the third-party payroll system's technical support for assistance.

- Identify data gaps.

  Identify and isolate any gaps between PeopleSoft Enterprise HRMS and the third-party payroll system. Isolate requirements as early as possible. Any gaps will have to be bridged using special processes, routines, calculations, or conditional logic.

## Obtain the Vendor Documentation

It is critical that you obtain the vendor documentation for the third-party payroll system. The vendor documentation contains the requirements for the third-party payroll system and will guide you in setting up the export or import interface definition.

Work with the third-party vendor to answer the following types of questions:

- What file format is required for import (for example, comma-delimited or a physical sequence)? Is there a choice on the type of fields exported? Which type of file is recommended for personal data?

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

### Perform the Data Mapping

Data mapping between PeopleSoft Enterprise HRMS and the third-party payroll system is a vital implementation step. Base your data mapping on the information gathered during the functional and technical analyses. Data mapping requires two considerations:

- PeopleSoft field locations must match up with third-party payroll system field locations.

  For example, if your third-party payroll system receives data for hire status in the 30th position of a physical export file, then you must configure Payroll Interface to place this data in the 30th position of your export file.

- Data values must be translated accurately.

  For example, the hire-status value for active employees is maintained in PeopleSoft Enterprise HRMS as *Active*. In the third-party payroll system, the same data might be maintained using the value *A*. To map the PeopleSoft data to the third-party payroll system, you would need to construct your file export process to write a value of *A* to the export file every time it sees a value of *Active* in the PeopleSoft data (because the value of *Active* means nothing to the third-party payroll system).

To map values between PeopleSoft Enterprise HRMS and the third-party payroll system, use translate values.

See Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," Setting Up the Field Definition Table, page 108.

---

**Note.** *(USF)* Every effort is made to ensue that the National Finance Center (NFC) sample data that is delivered with Payroll Interface conforms to NFC requirements. However, you should always check the data mapping in the delivered export configuration for accuracy.

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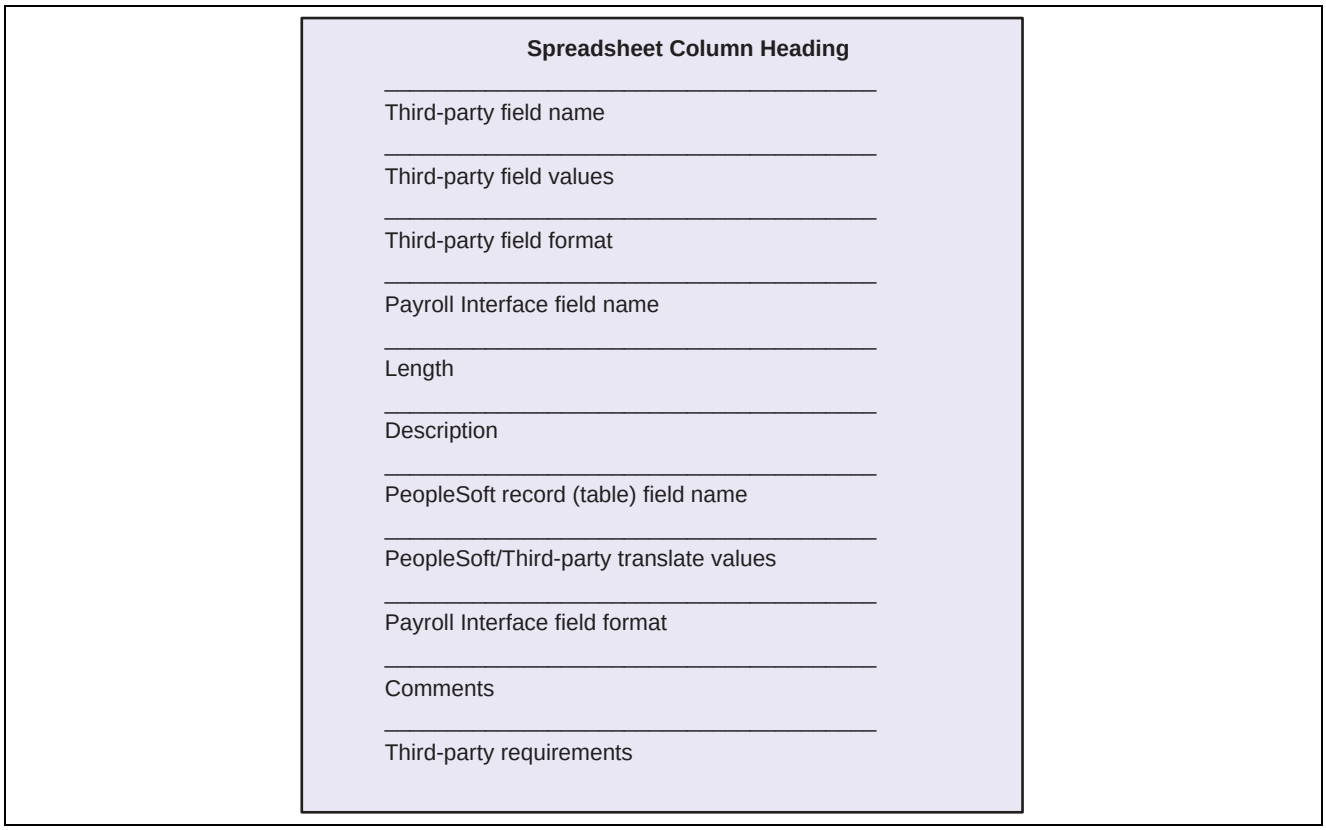
This graphic shows a spreadsheet you can use as a starting point to facilitate data mapping:




Data mapping

**Note.** Use the Payroll Interface field name to set up the interface file definition when you define the export/import file layouts.

## Assess Employee Actions

Payroll Interface uses the PeopleSoft employee ID (EMPLID) to track and export changes that occur to employee payroll-related data. The PeopleSoft employee ID must be mapped to the third-party payroll system employee ID. Analyze your human resources, benefits, and payroll transactions; make sure you understand the relationships between these transactions and the requirements of the third-party payroll system.

This table lists the types of questions you should ask during the analysis:

| Action | Questions |
|---|---|
| Hires | • What ID do you use for payroll?<br>• How do you assign employee IDs?<br>• How does the payroll system identify new hires?<br>• Are there special requirements for a new-hire transaction?<br>• What are the minimum required data fields? |

| Action | Questions |
| --- | --- |
| Rehires | • How are rehires processed?<br>• Is the same payroll ID used over and over again?<br>• How does the payroll system set up a rehire? Are preexisting or new IDs used?<br>• What impact might existing rehire procedures have on Payroll Interface? |
| Terminations | • How does the payroll system handle terminations?<br>• Do you need to send over a special code?<br>• Do you need to zero out compensation values?<br>• Do you need to zero out date fields? Do you need to send any stop transactions? |
| Employee ID Changes | Do you need a procedure to translate the third-party payroll system employee ID to the PeopleSoft EMPLID? |

# CHAPTER 3

# Understanding PeopleSoft Enterprise Payroll Interface Processing

This chapter discusses:

- Deduction processing.
- Export processing.
- Import processing.
- Interface definitions.
- Table management.

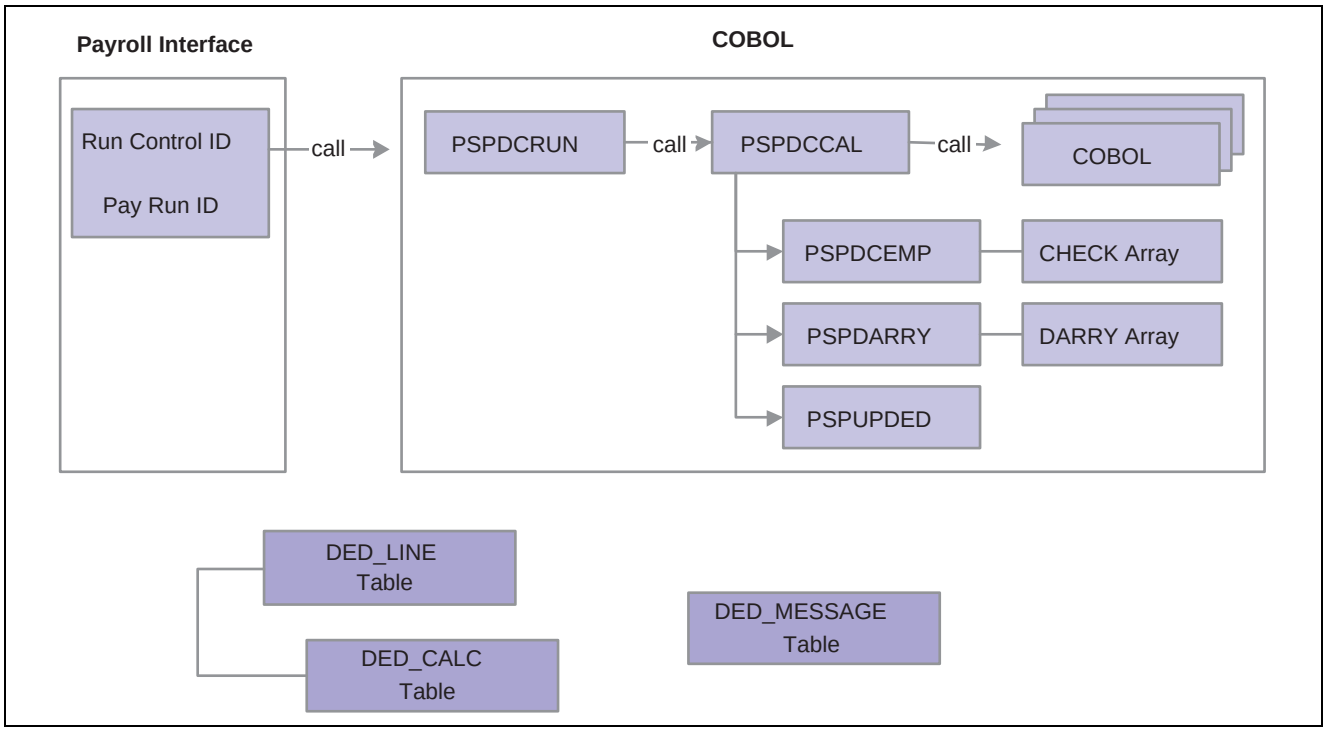
## Deduction Processing

This section discusses:

- Deduction Calculation process flow.
- DED_LINE and DED_CALC tables.
- Deduction processing and multiple jobs.

### Deduction Calculation Process Flow

This diagram illustrates the Deduction Calculation process flow:




Payroll Interface Deduction Calculation process flow

Deduction processing occurs in the following way:

1. To start the Deduction Calculation process, enter a pay run ID and other parameters using the Calculate Deductions (RUNCTL_DED_CALC) component, Deduction Calculation page.
2. PSPDCRUN reads the pay run ID and calls PSPDCCAL.
3. PSPDCCAL calls the COBOL routines required to process deductions.
4. PSPDCCAL calls PSPDCEMP, which in turn creates the CHECK array.
5. PSPDCCAL calls PSPDARRY, which in turn creates the DARRY array.
6. PSPDCCAL calls PSPUPDED, which populates the DED_LINE and DED_CALC tables.

## PSPDCCAL calls PSPDCEMP

The PSPDCEMP COBOL routine:

- Selects the jobs and benefit programs to be processed by PSPDARRY.
- Stores the EMPL_RCD and BEN_RCD that might exist for the EMPLID in the CHECK array.

## PSPDCCAL calls PSPDARRY

The PSPDARRY COBOL routine:

- Uses the CHECK array to select and calculate the deduction values that should be taken from an employee's check.
- Stores the calculated deduction values in the DARRY array.

## PSPDCCAL calls PSPUPDED

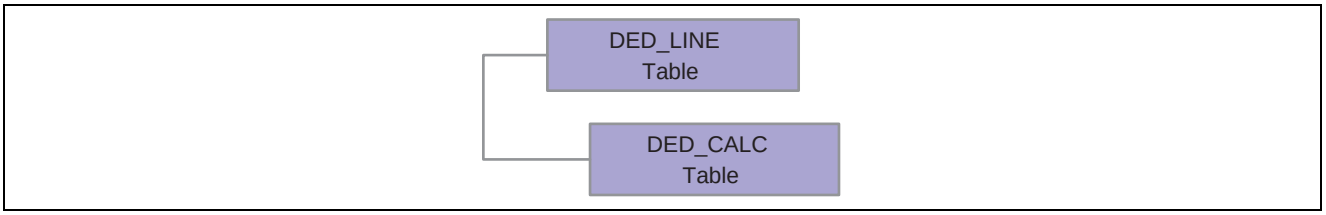
The PSPUPDED COBOL routine writes the results of the Deduction Calculation process to the DED_LINE and DED_CALC tables.

**Note.** The EMPLID/EMPL_RCD key field combinations for an employee are determined using the CHECK and DARRY arrays.

# DED_LINE and DED_CALC Tables

Payroll Interface stores the results of the Deduction Calculation and Deduction Confirmation processes in three tables: DED_CALC, DED_LINE, and DED_MESSAGE.

This diagram illustrates the parent-child relationship between the DED_LINE and DED_CALC tables:




DED_LINE and DED_CALC tables

## DED_LINE Table

The DED_LINE table stores the EMPLID and EMPL_RCD key fields that are required to identify and process an employee. The value of the PAY_LINE_STATUS field indicates whether the process finished successfully or failed. You can view the results using the Review Deductions (DED_CALCULATIONS) component, Calculated Deductions page.

Possible status indicators are:

| Field | Value |
|---|---|
| PAY_LINE_STATUS | • Calculated (C). Deductions were calculated; no errors occurred.<br>• Confirmed (F). Deductions were confirmed; no errors occurred.<br>• Error (E). An error occurred.<br>• Updated by user (U). An error occurred.<br>• Pay in progress (P). An error occurred. |

## DED_CALC Table

The DED_CALC table stores the EMPLID and EMPL_RCD key fields that are required to identify an employee as well as the results of the Deduction Calculation process, including the deduction codes and amounts for each. You can view results using the Review Deductions component, Calculated Deductions page.

## DED_MESSAGE Table

The DED_MESSAGE table stores the EMPLID and EMPL_RCD key fields that are required to identify an employee and is populated only if an error occurs during the Deduction Calculation or Deduction Confirmation process. You can view the error messages using the Review Error Messages (DED_MESSAGE) component.

# Deduction Processing and Multiple Jobs

To calculate deductions for an employee with multiple jobs, the following criteria is used:

- An employee with multiple jobs can have different benefit programs for each job.

- If an employee has multiple jobs, some of which use the same benefit program, one of the jobs must be selected as the primary job.
- If an employee has multiple jobs, all of which use different benefit programs, each job is selected as the primary job.
- Deductions are calculated only for primary jobs.

This table shows possible job and benefit program combinations for three employees:

| EMPLID | EMPL_RCD | Benefit Program | Benefit Record Number | Primary Benefit Job |
|---|---|---|---|---|
| 8412 | 0 | BAS | 0 | Y |
| 8412 | 1 | FLX | 1 | Y |
| 8412 | 2 | FLX | 1 | N |
| 8200 | 0 | BAS | 0 | Y |
| 8300 | 0 | BAS | 0 | Y |
| 8300 | 1 | BAS | 0 | N |

Benefit deductions use key fields EMPLID and EMPL_RCD. General deductions use key fields EMPLID and COMPANY (but not EMPL_RCD). Because the key fields are not the same, benefit deductions and general deductions are processed differently. The following tables show the deduction results for the employee whose EMPLID is 8421.

CHECK Array:

| EMPLID | Benefit Program (index for more than one) | BEN_RCD |
|---|---|---|
| 8421 | BAS | 0 |
| 8421 | FLX | 1 |

DARRY Array:

| Benefit Plan | Benefit Program | BEN_RCD |
|---|---|---|
| 20 Life | BAS | 0 |
| 00 (general) | *none* | 999 |
| 20 LifeX | FLX | 1 |

DED_CALC table results:

| Company | Pay Group | Pay End Date | EMPLID | EMPLID_ RCD | Plan Type | Benefit Plan |
|---|---|---|---|---|---|---|
| PST | WK1 | 07/03/00 | 8412 | 0 | 20 | LIFE |
| PST | WK1 | 07/03/00 | 8412 | 0 | 00 | *none* |
| PST | FLX | 07/03/00 | 8412 | 1 | 20 | LIFEX |

### Benefit Deductions

In the preceding example, Payroll Interface treats each EMPLID/EMPL_RCD key field combination as a separate row of information; each job is treated as a separate check. The EMPLID and all multiple jobs will be run through the deduction calculation process. Although a separate row is created for each multiple job in the payroll interface, all of the employee's multiple job deductions are processed at the same time.

### General Deductions

In the preceding example, general deductions should be taken against only one of the jobs. However, because general deductions do not include the EMPL_RCD key field, you must manually select the EMPL_RCD using the Payroll Options (PAYROLL_DATA) component, Payroll Options 2 page, Deduction Calc Record field. The Deduction Calc Record (Deduction Calculation Record) field appears for employees who have:

- Multiple jobs in the same company.
- Different benefit programs for each job.
- General deductions.

### See Also

Chapter 3, "Understanding PeopleSoft Enterprise Payroll Interface Processing," Export Processing and Multiple Jobs, page 27

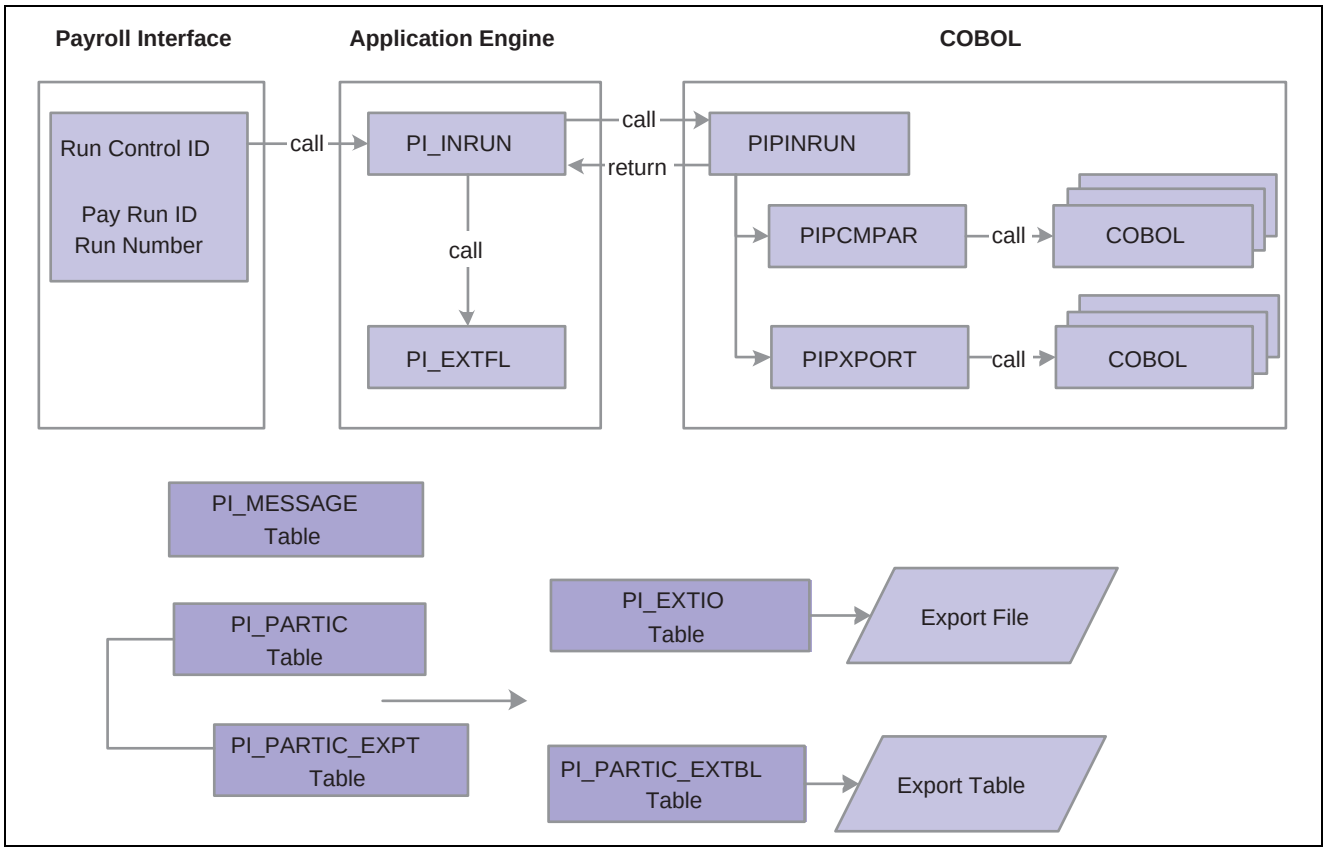
# Export Processing

This section discusses:

- Export process flow.
- Export process details.
- PI_PARTIC and PI_PARTIC_EXPT tables.
- PI_EXTIO and PI_PARTIC_EXTBL tables.
- Export processing and multiple jobs.

## Export Process Flow

This diagram illustrates the Export process flow:




Payroll Interface Export process flow

Export processing occurs in the following way:

1. To start the Export process, use the Import/Export Payroll Data (PI_RUNCTL_PNL) component, Import/Export Payroll Data run control page to enter the pay run ID, payroll interface run number, and other parameters.
2. PI_INRUN reads the pay run ID and run number and calls PIPINRUN.
3. PIPINRUN calls PIPCMPAR (which in turn calls other subroutines). PIPCMPAR *selects, compares,* and *exports* data to tables PI_PARTIC and PI_PARTIC EXPT.
4. PIPINRUN calls PIXPORT (which in turn calls other subroutines). PIPXPORT reads table PI_PARTIC_EXPT, transfers the changed data to temporary table PI_EXTIO or PI_PARTIC_EXTBL.
5. PIPINRUN returns control to PI_INRUN.
6. PI_INRUN calls PI_EXTFL.
7. If exporting to a file, PI_EXTFL reads the data in PI_EXTIO and creates the export file. If exporting to a table, PI_EXTFL reads the data in PI_PARTIC_EXTBL and creates the export table.

## Export Process Details

The Export process includes three phases — select, compare, and export:

- During the select phase, payroll data is retrieved from the PeopleSoft Enterprise HRMS tables.
- During the compare phase, the selected data is compared against the data from the previous export run.

  The comparison phase identifies any data changes that have occurred since the last export.

• During the export phase, the data is exported to either a flat file or a table.

A full-records export performs the select and export phases; all data is exported. A changes-only export performs the select, compare, and export phases; only data that has changed is exported.

### PI_INRUN calls PIPINRUN

Export processing is based on the pay run ID and run number. For each pay run ID, PIPINRUN retrieves the company and pay group from the pay calendars. The company and pay group are used to verify the payroll interface definitions and to select the employees who will be processed.

### PIPINRUN calls PIPCMPAR

First, PIPCMPAR verifies the payroll interface setup for the selected configuration ID:

1. Using the company and pay group, PIPCMPAR obtains the configuration ID from the Pay Group table.

   Using the configuration ID, it retrieves the file definitions and the system ID from the Configuration table.

   a. For the selected system ID, PIPCMPAR verifies all records and fields in PS Tables table.

   b. For the selected system ID, PIPCMPAR verifies all fields in the Field Definition table.

   c. PICMPAR verifies that all the parameters defined in the Definition table are valid.

2. Using the company and pay group, PIPCMPAR *selects* from the Job table all employees (with status values defined in the System table) with a matching company and pay group.

Second, PIPCMPAR performs the actual export process. The export process differs for full-records exports and changes-only exports.

1. For a full-records export, PIPCMPAR does the following for each selected employee in the pay group:

   a. For each table defined in PS Tables, retrieves rows based on the where clause definition (as well as instance IDs, process IDs, and other information that is set up in the interface).

   b. *Exports* the results to tables PI_PARTIC and PI_PARTIC_EXPT in the format specified in the Definition table (LOG, PHY, CSV, and so on).

   **Note.** For full-records exports, all values are considered new, and therefore, changed. Flags in the PI_PARTIC and PI_PARTIC_EXPT tables are initialized to Y and 1.

2. Changes-only export, PIPCMPAR, does the following for each selected employee in the pay group:

   a. For each table defined in PS Tables, retrieves rows based on the where clause definition (as well as instance IDs, process IDs, and other information that is set up in the interface).

   b. *Compares* the value of each field (and row, if designated) to the value that was sent in the last export (the previous run number).

   c. *Exports* the results to table PI_PARTIC and PI_PARTIC_EXPT in the format specified in the Definition table (LOG, PHY, CSV).

   **Note.** For changes-only exports, flags in the PI_PARTIC and PI_PARTIC_EXPT tables are set to Y and 1 if values change or to N and 0 if values do not change.

### PIPINRUN calls PIPXPORT

PIPXPORT reads table PI_PARTIC_EXPT and writes the changed data to temporary table PI_EXTIO or PI_PARTIC_EXTBL.

**Note.** If no changes occurred, table PI_EXTIO or PI_PARTIC_EXTBL is empty at the end of the export process.

### PI_INRUN calls PI_EXTFL

When the export processing is finished, control returns to the Application Engine. PI_INRUN calls PI_EXTFL to create the export file.

PI_EXTFL does the following:

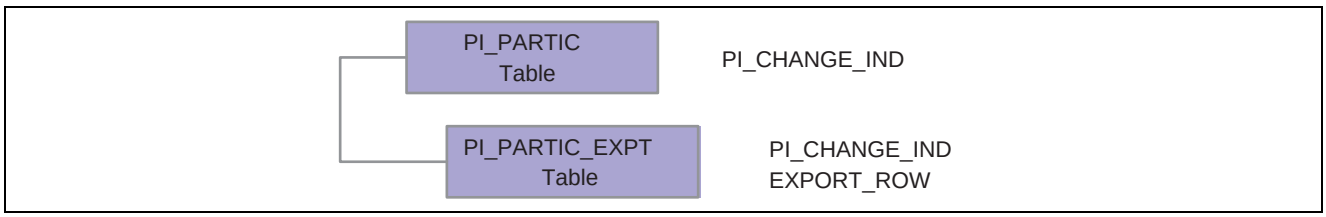
1. For each row of data in table PI_EXTIO:

   ook.Writes a line to the export file defined in the File Handle table for the file definition. The data is written in the character set defined on the PI System table (LOG, PHY, CSV, and so on).
2. Deletes the contents of table PI_EXTIO.
3. Deletes the run control record.

## PI_PARTIC and PI_PARTIC_EXPT Tables

When a full-records or changes-only export is processed, flags are set in the PI_PARTIC and PI_PARTIC_EXPT tables. The values of these flags determine which data is written to the export file (or table).

This diagram illustrates the parent-child relationship between the PI_PARTIC and PI_PARTIC_EXPT tables:




PI_PARTIC and PI_PARTIC_EXPT tables

The PI_PARTIC table contains one row of data for every employee and for every process. It contains high-level information that determines which employees are processed during the comparison phase. Two key fields in this table are EMPLID and PI_RUN_NUM. The PI_RUN_NUM is very important when doing a reprocess run. A critical field on the PI_PARTIC table is PI_CHANGE_IND. If an employee has had a data change since the last Export process, the PI_CHANGE_IND flag is set to Y.

The PI_PARTIC_EXPT table contains the historical (changed) data for the comparison phase. New rows are inserted into this table during each Export process run. Every field that will be sent to the third-party payroll system is in this table. In front of each data element on the PI_PARTIC_EXPT table is a change flag. If the field has changed since the last process, this flag is set to 1; otherwise, it is set to 0. If the field belongs to a group, the data element is prefixed with 2.

Within the PI_PARTIC_EXPT table, the Export Row column is a 250-byte character representation of employee-level data. This data field is the result of information that is set up using the Definition Table (INTRFC_DEFINITION) component. If there is more than 250 bytes of data, another row is inserted into the table and the EXPORT_SEQ is incremented. The export row is positional and is based on the order of the fields that are set up using the Definition Table component. This is very important for maintenance during live processing.

### PI_PARTIC Table

If values change, PI_CHANGE_IND is set to Y.

Possible run status indicators for a successful export run are:

| Field | Value |
|---|---|
| PI_PARTIC_STATUS | • Compared (C). Process is complete.<br>• Compare Error (E). An error occurred.<br>• In Progress (P). Process is running.<br>**Note.** When the process finishes, the flag should be set to C or E. If the flag is set to P, then an error has occurred. |
| PI_CHANGE_IND | • Change (Y). Data has changed since the previous export.<br>• Process Change (P). Data has changed and caused a process to occur.<br>• No Change (N). No data has changed.<br>**Note.** Some data changes trigger a process; for example, if an employee is terminated, a stop transaction for deductions may be issued. |
| PI_CHANGE_TYPE | • New Hire (N). The employee is a new hire. All data is sent to PI_PARTIC_EXPT.<br>• Data (D). Data changed.<br>• Process (P). Data has changed and caused a process to occur.<br>• Reactive Pay (R). The employee has been rehired.<br>• Terminated Pay (T). The employee has been terminated.<br>• Blank. No data changed. No data was sent to PI_PARTIC_EXPT. |

## PI_PARTIC_EXPT Table

If values change, PI_CHANGE_IND is set to Y and the byte-length field flags that are attached to each field value are set to 0, 1, or 2. All exported data is written to EXPORT_ROW, a 250-character field. If the export file is defined at a length greater than 252 characters, then data is loaded into additional EXPORT_ROW fields and the EXPORT_SEQ sequence field is incremented.

Possible run status indicators for a successful export run are:

| Field | Value |
|---|---|
| PI_CHANGE_IND | • Change (Y). Data has changed. Data fields with a 1 flag will be exported.<br>• Process change (P). Data has changed and caused a process to occur.<br>• No change (N or blank). No data fields will be exported. |
| EXPORT_ROW | • Zero (0). No change.<br>• One (1). Change.<br>• Two (2). Change in a group field. |

## Example 1

Suppose the following for the employee with EMPLID KUI001:

- Full-records export, run number 1.

• Data values for salary, union dues, savings bond, and vehicle allowance.

| Export | Run Num | Salary | U-Dues | SV-BND | VEH |
|---|---|---|---|---|---|
| Full-records | 1 | 1500 | 10 | 100 | 15 |

PI_PARTIC table—This is a full-records export and all data values are considered changed. PI_CHANGE_IND is set to Y.

| Field | Values |
|---|---|
| EMPL_ID | KUI001 |
| PI_RUN_NUM | 1 |
| PI_CHANGE_IND | Y |

PI_PARTIC_EXPT table—PI_CHANGE_IND is set to Y and the byte-length field flag is set to 1 for all data values.

| Field | Values |
|---|---|
| EMPL_ID | KUI001 |
| PI_RUN_NUM | 1 |
| PI_CHANGE_IND | Y |
| EXPORT_ROW | 11500 110 1100 115 |

Export file—All data values are written to the export file (or table).

| Employee (EMPLID) | Salary | U-DUES | SV-BND | VEH |
|---|---|---|---|---|
| KUI001 | 1500 | 10 | 100 | 15 |

## Example 2

Suppose the following for the employee with EMPLID KUI001:

• Changes-only export, run number 2.

• Data values for salary and savings bond have changed.

| Export | Run Num | Salary | U-Dues | SV-BND | VEH |
|---|---|---|---|---|---|
| Full-records | 1 | 1500 | 10 | 100 | 15 |
| Changes-only | 2 | 1800 | 10 | 150 | 15 |

PI_PARTIC table—PI_CHANGE_IND is set to Y.

| Field | Values |
|---|---|
| EMPL_ID | KUI001 |
| PI_RUN_NUM | 2 |
| PI_CHANGE_IND | Y |

PI_PARTIC_EXPT table—PI_CHANGE_IND is set to Y and the byte-length field flag is set to 1 for data values that have changed and to 0 for data values that have not changed.

| Field | Values |
|---|---|
| EMPL_ID | KUI001 |
| PI_RUN_NUM | 2 |
| PI_CHANGE_IND | Y |
| EXPORT_ROW | 11800 010 1150 015 |

Export file—Changed data values are written to the export file (or table).

| Employee (EMPLID) | Salary | U-DUES | SV-BND | VEH |
|---|---|---|---|---|
| KUI001 | 1800 | | 150 | |

## Example 3

Suppose the following for the employee with EMPLID KUI001:

- Changes-only export, run number 3.
- No data values have changed.

| Export | Run Num | Salary | U-Dues | SV-BND | VEH |
|---|---|---|---|---|---|
| Full-records | 1 | 1500 | 10 | 100 | 15 |
| Changes-only | 2 | 1800 | 10 | 150 | 15 |
| Changes-only | 3 | 1800 | 10 | 150 | 15 |

PI_PARTIC table — PI_CHANGE_IND is set to N.

| Field | Values |
|---|---|
| EMPL_ID | KUI001 |
| PI_RUN_NUM | 3 |
| PI_CHANGE_IND | N |

PI_PARTIC_EXPT table — PI_CHANGE_IND is set to N and the byte-length field flag is set to 0 for all field values.

| Field | Values |
|---|---|
| EMPL_ID | KUI001 |
| PI_RUN_NUM | 3 |
| PI_CHANGE_IND | N |
| EXPORT_ROW | 01800 010 0150 015 |

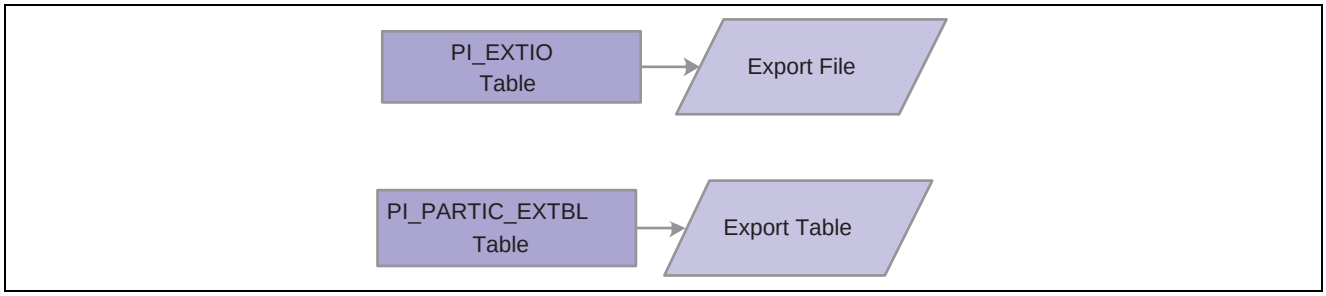
Export file — No data values have changed; no data is written to the export file (or table).

| Employee (EMPLID) | Salary | U-DUES | SV-BND | VEH |
|---|---|---|---|---|
| KUI001 | | | | |

# PI_EXTIO and PI_PARTIC_EXTBL Tables

The Export process can write data to either an export file or an export table.

This diagram illustrates exporting data to either a file or table:




PI_EXTIO and PI_PARTIC_EXTBL tables

## PI_EXTIO Table

In the PI_EXTIO table, the REC_DATA_PARTIAL field should contain the exact contents of the external file. However, if the record length of the external file exceeds 252 bytes, then the rows in PI_EXTIO are split and the RECDATA_SEQ_NO field is incremented.

## PI_PARTIC_EXTBL Table

In the PI_PARTIC_EXTBL table, a row for each changed field is written and the SEQ_NUM field is incremented by 1 unless the field has a group ID assigned to it. For fields with group IDs, the same SEQ_NUM is applied to all fields in the group. For the sequence numbering logic to work properly, you must set up grouped fields correctly. For example, the DED group ID can be used to pair the Deduction Code and Deduction Amount fields. These two fields must adjoin each other on the record; fields without the DED group ID cannot be positioned between them.

See Chapter 9, “Setting Up a Payroll Interface Definition (Part 1),” Setting Up the Definition Table, page 112.

## Export Processing and Multiple Jobs

To export data for an employee with multiple jobs, the following criteria is used:

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

If you define unique IDs by combining the PeopleSoft EMPLID and record (job) number, you create separate employees in the third-party payroll system for each job.

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

### Payroll System IDs

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

If you need a single check, create a view to combine the values into one amount for each deduction code. Payroll Interface treats each employee ID or employee record number as a separate row of information. Each job is treated as a separate check. This gives you tremendous flexibility when mapping information to the third-party payroll system.

### See Also

Chapter 3, "Understanding PeopleSoft Enterprise Payroll Interface Processing," Deduction Processing and Multiple Jobs, page 17

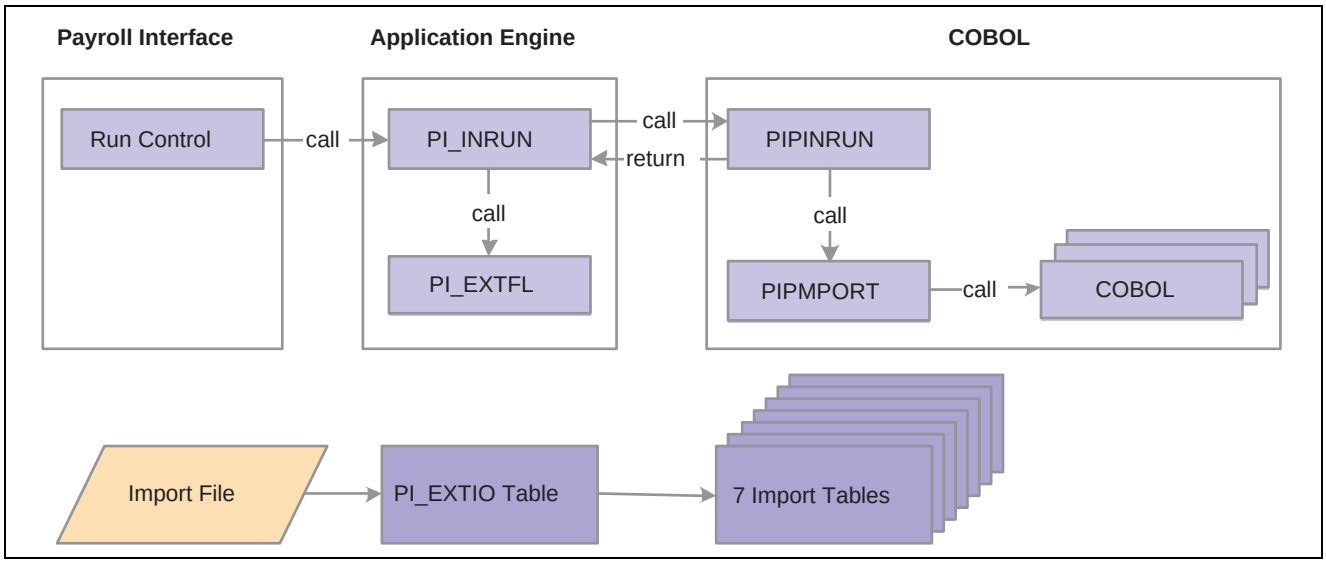
# Import Processing

This section discusses:

- Import process flow.
- Import tables.

## Import Process Flow

This diagram illustrates the Import process flow:




Payroll Interface Import Process flow

Import processing occurs in the following way:

1. To start the Import process, enter a pay run ID, run number, and other parameters using the Import/Export Payroll Data component, Import/Export Payroll Data run control page.
2. PI_INRUN reads the run control record and calls PI_EXTFL.
3. PI_EXTFL loads the import file into table PI_EXTIO and returns control to PI_INRUN.
4. PI_INRUN calls PIPINRUN.
5. PIPINRUN calls PIPMPORT (which in turn calls other subroutines).
6. PIPMPORT reads the PI_EXTIO table and loads the data into seven import tables.
7. PIPINRUN returns control to PI_INRUN.
8. PI_INRUN deletes the PI_EXTIO table and the run control.

## Import Tables

Payroll Interface uses seven import tables to store the payroll results that are generated by the third-party payroll system. The import tables include many user-defined fields. You do not need to map data to all of these fields, but you do need to map to a few, such as check number and gross wages. The import tables are:

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

**Note.** After the Import process is run, further processing or technical configuration may be required to check the validity of the data or to ensure that employee-level data can be accessed in a secure manner.

To import numeric and signed numeric fields, the data value in the import file must not contain any spaces. For example, to import a numeric field with a length of 10, decimal length of 2, display decimal enabled, and a value of 10.22, the value in the data file must equal 0000010.22 (leading zeros), and not bbbbb10.22 (where b represents a blank space).

Payroll Interface does not perform reverse translations (mappings). The data loaded into the import tables resides in the third-party payroll system's format. For example, suppose you select the *Using Interface Employee Table* option for the System Table (SYSTEM_TABLE) component, Interface System Table 1 page, Convert field. During the Export process, the PeopleSoft EMPLID is translated to the third-party payroll system employee ID, and the third-party payroll system employee ID is written to the export file or table. During the Import process, however, no reverse translation takes place. The third-party payroll system employee ID is loaded into the Payroll Interface import tables.

**Note.** If you select the *Using Interface Employee Table* option, the data in the Payroll Interface import tables can be joined to other PeopleSoft EMPLID-keyed tables through the PI_EMPLID_TBL table. This table includes the EMPLID, EMPL_RCD, and PI_EMPLID fields.

### See Also

Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," Setting Up the System Table, page 98

# Interface Definitions

This section discusses:

- Testing exports and imports.
- Successful exports.
- Unsuccessful exports.
- Detecting errors.

## Testing Exports and Imports

To test export and import interface definitions, run the Payroll Interface Export and Import processes until no errors occur and the data results are correct. Import interface definitions are usually set up and tested after the export interface definition is verified.

### Testing Exports

To test an export interface definition the first time:

1. Delete the contents of the Payroll Interface tables shown below.
2. (optional) Run the Deduction Calculation and Confirmation processes.
3. Run a full-records Export process.

   Use the Pay Run ID prior to the pay run that is to be used for production.
4. When the Export process completes, check for errors.

Delete the content of these tables before running the Export process the first time:

| Process Tables (Export) | | |
|---|---|---|
| • PI_RUNCTL<br>• PI_RUN_TBL<br>• PI_RUN_PYGRP | • PI_PARTIC<br>• PI_PARTIC_EXPT<br>• PI_EXTIO<br>• PI_PARTIC_EXTBL<br>• PI_MESSAGE | • DED_LINE<br>• DED_CALC<br>• DED_MESSAGE |

### Testing Imports

To test the import interface definition the first time:

1. Delete the contents of the Payroll Interface tables shown in the succeeding table.
2. Obtain a copy of the import file that is produced by the third-party payroll system.
3. Run the Import process.

   Use the pay run ID for the associated Export process.
4. When the Import process finishes, check for errors.

Delete the content of these tables before running the Import process the first time:

| Process Tables (Import) | | |
|---|---|---|
| • PI_RUNCTL<br>• PI_RUN_TBL<br>• PI_RUN_PYGRP | • PI_MESSAGE<br>• PI_EXTIO | • PI_CHECK<br>• PI_EARN_DETAIL<br>• PI_DED_DETAIL<br>• PI_TAX_DETAIL<br>• PI_EARN_BAL<br>• PI_DED_BAL<br>• PI_TAX_BAL |

### See Also

Chapter 3, “Understanding PeopleSoft Enterprise Payroll Interface Processing,” Table Management, page 33

## Successful Exports

You can identify a successful export run in the following ways:

- Changes that occurred during the pay period to PeopleSoft Enterprise HRMS mapped-data elements are exported and written to a file or table.
- The compare process identifies correct changes.
- The implementation of additional processing logic (beyond the delivered supported application functionality) works correctly, including:
  - Modifying the delivered Payroll Interface COBOL, for example, creating a new process ID.
  - Processing files using Application Engine, Structured Query Report (SQR), or other programming languages, for example, reformatting a record layout.

  - Writing PeopleCode, for example, to force a new set of export records given a specific job action (that is, rehire or transfer).
  - Creating new views, incorporating any American National Standards Institute (ANSI) SQL statement. For example, join the Department table with Job to extract department GL expense codes or managers, develop specific WHERE clauses, and perform Logic/Arithmetic/SQL functions.

- The contents of the export file (or table) are imported into the third-party payroll system and the data elements and transactions have been processed accurately per the third-party payroll system's import processing requirements. These types of transactions involve updating, inserting, or deleting employee data.

# Unsuccessful Exports

For debugging purposes, sometimes it may be useful to run the PIPINRUN process directly. First, use the Import/Export Payroll Data component, Import/Export Payroll Data run control page to enter and save the Run Control ID and Pay Run ID. Then, instead of submitting the request to the process scheduler using the RUN button, run PIPINRUN at the command line of the process server or any connected computer with fully compiled current COBOL. During the run, PIPINRUN calls PIPCMPAR and PIPXPORT, the results are written to the PI_EXTIO table, and then processing stops. To rerun the PIPINRUN process, the contents of the PI_EXTIO table as well as the PI_RUNCTL table must be deleted.

## Example 1

Export Result: PI_PARTIC and PI_PARTIC_EXPT are both empty.

If the failure of the export is not obvious, for example, the process terminates or a Payroll Interface error message such as MISSING RUN CONTROL is displayed, then analyze the employees. The Pay Run ID determines the pay calendar's company and pay group. PIPCMPAR selects against JOB.COMPANY and JOB.PAYGROUP to retrieve the appropriate employees. The DMS statement used in PIPCMPAR.DMS to select these employees performs an insert into PI_PARTIC. Therefore, if PI_PARTIC is empty, it is because the PIPCMPAR SQL that is trying to select employees and do the insert failed.

Most likely, an interface error message is in PI_MESSAGE stating that there were no records to export. However, to determine why no employees were selected, you will need to analyze the pay run ID, the associated pay calendar, the Pay Group table, and the corresponding employee job records.

## Example 2

Export Result: PI_PARTIC is loaded and PI_PARTIC_EXPT is empty.

If the PI_PARTIC table is loaded, then the Export process select phase was successful (which means that the pay run ID, the pay calendar, the Pay Group table, and the Job records were set up correctly). If the process did not end, but the PI_PARTIC_EXPT table is empty, then the Export process compare phase was not successful. Do an inquiry on the interface messages (PI_MESSAGE) to determine why the process failed. When all of the issues are fixed, you should be able to reprocess the export.

## Example 3

Export Result: PI_PARTIC is loaded, PI_PARTIC_EXPT is loaded, PI_EXTIO is loaded (when it should be empty) and no export file is created.

If PI_EXTIO is loaded, the Export process select, compare, and export phases finished successfully. However, the Application Engine's file I/O process that writes the contents of PI_EXTIO to the export file (and then deletes PI_EXTIO) did not finish successfully. Make sure the file IDs and file handles are set up correctly. If they are, then analyze the Application Engine programs PI_INRUN and PI_EXTFL.

**Note.** This does not apply if you are exporting data to a table.

### Example 4

Export Result: PI_PARTIC is loaded, PI_PARTIC_EXPT is loaded, PI_EXTIO is empty, and no export file is created.

This scenario could mean that the Export process was successful and no changes exist. It also could mean that the Export process was successful and the external file was created, but the file is not located where you expected it.

If known data changes have occurred and the file cannot be found, then evaluate the PSPSEQIO COBOL program for issues surrounding the insert into the PI_EXTIO table. It would be helpful to run the COBOL process separately to insure that PI_EXTIO is being loaded at the end of the compare and export phases. At that point, the analysis should shift to the Application Engine's write to the external file.

**Note.** This does not apply if you are exporting data to a table.

### See Also

Chapter 13, "Running Exports and Imports," page 197

## Detecting Errors

To determine whether an error has occurred after running the Deduction Calculation or Deduction Confirmation processes, first refer to the Review Deductions and Review Error Messages components.

See Chapter 12, "Running Deductions," Reviewing Deductions, page 195.

To determine whether an error has occurred after running the Export or Import processes, first refer to the Error Messages (PI_MESSAGES) component and various reporting components.

See Chapter 13, "Running Exports and Imports," Reviewing Exports or Imports, page 204.

### Error Messages

If the explanation in the Error Message component is not clear, you can use the message number to determine where in the COBOL routine the problem occurred. For example, suppose message 004030 returns the following information:

```
The Dedcalc process was not confirmed. This data is not available until
the confirm is processed. The message data below identifies 2 field
values. 1. Company 2. Paygroup.
```

To locate the problem:

1. Search for 004030 in PSCPYMSG.CBL to determine the corresponding 88 level name for MSGID.

   In this case, it is MSGID-DEDCALC-NOT-CONFIRMED.

2. Using a search tool, do a search against PI*.CBL to look for all the occurrences of MSGID-DEDCALC-NOT-CONFIRMED.

   The result is in PIPINRUN.CBL, paragraph MM100-CONFIRM-DEDCALC.

The location of the error in the COBOL routine may point to a SQL statement or array search that may give additional clues to the problem.

### Error: Dynamic SQL Failure Due to Invalid PS Table Setup

If you use PeopleSoft Application Designer to change any of the tables or fields that are set up in the PS Tables (PS_TABLES) component, you must make sure that these changes are reflected in the PS Tables component as well. If you do not, the Export process will end when attempting to run the dynamically created SQL statement. If it is not obvious which table or field is causing the error, you can run the Export process from a DOS prompt.

To run PIPINRUN from the DOS prompt:

1. From the DOS prompt, run PIPINRUN with the SQL Trace turned on.
2. At the SQL Trace prompt, enter 191.

   A trace file is written to C:\TEMP\PS\<dbname>\COBSQL_. The SQL causing the process to end should be toward the end of the trace file with a SQL statement name such as S_JOB, S_GENL_DEDUCTION, and so on.
3. Copy the SQL to the database's SQL Inquiry tool and run it using the parameters listed below the statement in the trace file.

   The SQL Inquiry tool should point to the problem field.

See *Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Application Designer*

### Error: Maximum Number of Export Records Exceeded for EMPLID

PIEXPT-COUNT-MAX represents the maximum number of records that can be generated for an EMPLID. During the Export process, this maximum number can be reached when you are processing files that comprise a high number of rows in PS_JOB.

PIEXPT-COUNT-MAX is set to 200 by default. If you want to increase this number, you need to modify to the COBOL in two places:

- In PICIEXPT.CBL, insert the desired number where you see 200 in bold.

```
88 PIEXPT-COUNT-MAX VALUE 200
```

- In PIPIEXPT.CBL, insert the desired number where you see 200 in bold.

```
02  PIEXPT-DATA OCCURS 200
```

Be sure to recompile the programs when you are done.

You may encounter similar error messages for "Maximum number of export records exceeded." Again, just follow the code line through and increase the 88 VALUE and the corresponding OCCURS values.

# Table Management

Payroll Interface is a table-driven export and import engine. As you set up and maintain an interface definition, you may need to work directly with various Payroll Interface tables.

**Note.** If using PeopleSoft Data Mover to run DELETE, IMPORT, and EXPORT scripts, use the internal name for the table, for example, PI_PARTIC. If using Microsoft SQL Query Analyzer or some other non-PeopleSoft tool to run SQL statements, use the external name for the table, for example PS_PI_PARTIC.

See *Enterprise PeopleTools 8.45 PeopleBook: Data Management*

## Managing the Process Tables

Occasionally, you may want to delete the data in the Payroll Interface process tables to free disk space, reduce processing times, or send a full record export file to the third-party payroll system.

***Warning!*** PeopleSoft does not support a specific purge strategy. Back up tables before you run the SQL DELETE statement.

To purge the process tables, follow these general guidelines:

1. Stop all data input into the PeopleSoft system.
2. Run the normal daily process (usually a changes-only export run).
3. Delete the data in the selected process tables.
4. Run the normal daily process again (the system will return by default to a full-records export run).

You should delete the data in the tables whenever changes are made to the export file definition (for example, changing field characteristics such as increasing or decreasing field sizes or edit masks or adding or deleting fields from the interface definition).

The PI_PARTIC and PI_PARTIC_EXPT tables can get very large. You should monitor the size of these tables on a regular basis to ensure that Payroll Interface functions properly. You may want to archive historical data in these tables.

The PI_RUN_TBL tables contains the PI_RUN_NUM field. If you purge this table, the PI run number is reset to 1. If you do not want to reset run number, do not purge the PI_RUN_TBL or the PI_RUN_PYGRP tables. When you run the Export process, the run number will be incremented to the next number.

***Warning!*** Do not purge the PI_EMPLID_TBL if you have mapped the PeopleSoft EMPLID to the third-party payroll system employee ID.

The Payroll Interface process tables include:

| Process Tables | | |
|---|---|---|
| • AERUNCONTROL<br>• PI_RUNCTL<br>• PI_RUNCTL_AE<br>• PI_RUNCTL_SID<br>• PI_RUN_TBL<br>• PI_RUN_PYGRP<br>• PI_PRESELECT<br>• PI_EMPLID_TBL | • PI_PARTIC<br>• PI_PARTIC_EXPT<br>• PI_EXTIO<br>• PI_PARTIC_EXTBL<br>• PI_MESSAGE | • DED_CALC<br>• DED_LINE<br>• DED_MESSAGE |

## Managing the Control Tables

Occasionally, you may want to transfer the Payroll Interface control tables (also referred to as the setup tables) from one database to another for example, when you move from a test environment to a production environment.

***Warning!*** Never copy the process tables (PI_PARTIC, PI_PARTIC_EXPT, and so on) from a test environment to a production environment. These tables are automatically populated in the production environment.

To export tables, run this script:

**Export Script**

```
SET LOG C:\TEMP\PI_EXPORT.LOG;
SET OUTPUT C:\TEMP\PI_TABLES.DAT;
EXPORT PI_SYSTEM_TBL;
EXPORT PI_SYSTEM_STAT;
EXPORT PI_SYSTEM_LANG;
EXPORT PI_PS_RECORD;
EXPORT PI_PSREC_FLD;
EXPORT PI_PS_REC_LANG;
EXPORT PI_INSTANCE_TBL;
EXPORT PI_INST_VALUE;
EXPORT PI_INSTANC_LANG;
EXPORT PI_PROCESS_TBL;
EXPORT PI_PROCESS_VAL;
EXPORT PI_PROC_TB_LANG;
EXPORT PI_PROC_VA_LANG;
EXPORT PI_FIELD_TBL;
EXPORT PI_FIELD_XLAT;
EXPORT PI_FIELD_LANG;
EXPORT PI_GROUP_TBL;
EXPORT PI_GROUP_LANG;
EXPORT PI_DEFN_FILE;
EXPORT PI_DEFN_RECORD;
EXPORT PI_DEFN_FIELD;
EXPORT PI_DEFN_F_LANG;
EXPORT PI_DEFN_R_LANG;
EXPORT PI_CONFIG_TBL;
EXPORT PI_CONFIG_FILE;
EXPORT PI_CONFIG_LANG;
EXPORT FILE_HANDLE_LNG;
EXPORT FILE_HANDLE_TBL;
```

To import tables, run this script:

| Import Scripts |
| --- |
| SET LOG C:\TEMP\PI_IMPORT.LOG;<br>SET INPUT C:\TEMP\PI_TABLES.DAT;<br>REPLACE_ALL *; |
| SET LOG C:\TEMP\PI_IMPORT.LOG;<br>SET INPUT C:\TEMP\PI_TABLES.DAT;<br>IMPORT * IGNORE_DUPS; |

REPLACE_ALL *;—Deletes all data from the PeopleSoft table and replaces it with the data in your import file.

IMPORT * IGNORE_DUPS;—Leaves all data in the PeopleSoft table and loads only new rows of data. It will not replace any data already in the table. So if you have a row that exists in both the source table and the target table, no action is taken at all, even if some of the fields on that row have changed

# CHAPTER 4

# Setting Up Earnings Data

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

- Set up earnings codes and earnings programs.
- Set up and maintain additional pay.

## Understanding Earnings

Payroll Interface does not calculate earnings. You use Payroll Interface to track and export changes to earnings data that occur during a pay period. The third-party payroll system performs the earnings calculations and the gross-to-net calculations.

Payroll Interface recognizes two earnings categories, regular earnings and additional pay. Regular earnings refers to the employee earnings that are entered on the Job Data component, for example, regular or overtime pay. Additional pay refers to employee earnings that are entered on the Additional Pay component and represents earnings that an employee is paid on a regular basis in addition to regular earnings, for example, a vehicle allowance.

Two earnings components are included with Payroll Interface, the Earnings Table (EARNINGS_TABLE) component and the Earnings Program Table (EARNS_PROGRAM_TBL) component:

- The primary purpose of the earnings components is to enable you to set up the earnings codes and earnings program that are required on the Pay Group Table component, Calc Parameters (calculation parameters) page.
- A secondary purpose of the earnings components is to enable you to set up earnings codes for additional pay and to add these codes to the earnings program.

### See Also

Chapter 7, “Setting Up Payroll Schedules,” page 85

## Setting Up Earnings Codes and Earnings Programs

To set up earnings codes and earnings programs, use the Earnings Table (EARNINGS_TABLE) and Earnings Program Table (EARNS_PROGRAM_TBL) components.

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

- Set up earnings codes.
- Set up earnings programs.

# Understanding Earnings Codes and Earnings Programs

An earnings code defines a type of earnings, for example, maternity leave. You set up earnings codes for regular earnings as well as additional pay. To satisfy the requirements of the Pay Group Table component, Calc Parameters page, you *must* set up default earnings codes for regular, overtime, and holiday pay.

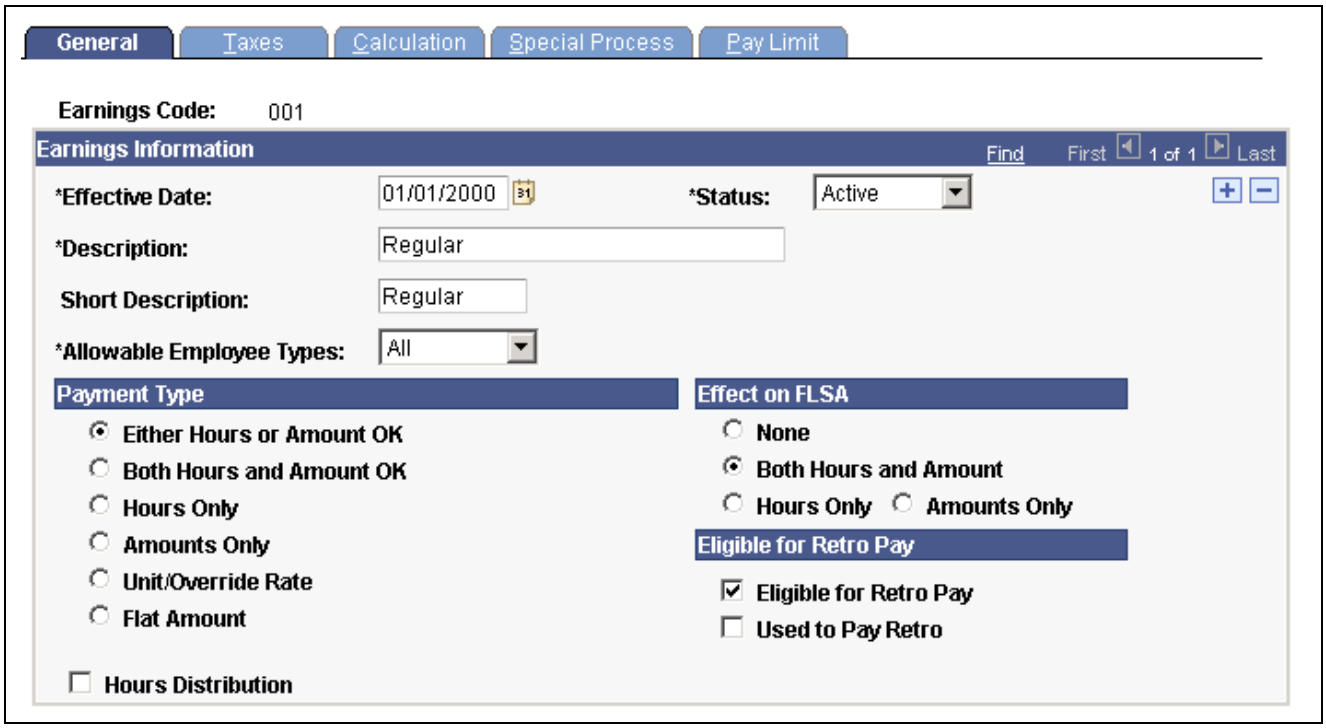
An earnings program defines a set of earning codes that is valid for one or more pay groups and the employees who belong to those pay groups. To satisfy the requirements of the Pay Group Table component, Calc Parameters page, you *must* set up a default earnings program that includes the default earnings codes for regular, overtime, and holiday pay.

# Pages Used to Set Up Earnings Codes and Earnings Programs

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Earnings Table - General | EARNINGS_TABLE1 | Set Up HRMS, Product Related, Payroll Interface, Earnings, Earnings Table, General | Set up earnings codes. The Payment Type, Effect on FLSA, and Eligible for Retro Pay group boxes are not used by Payroll Interface. |
| Earnings Program Table | EARNS_PROGRAM_TBL | Set Up HRMS, Product Related, Payroll Interface, Earnings, Earnings Program Table, Earnings Program Table | Set up the earnings program. |

# Setting Up Earnings Codes

Access the Earnings Table - General page.



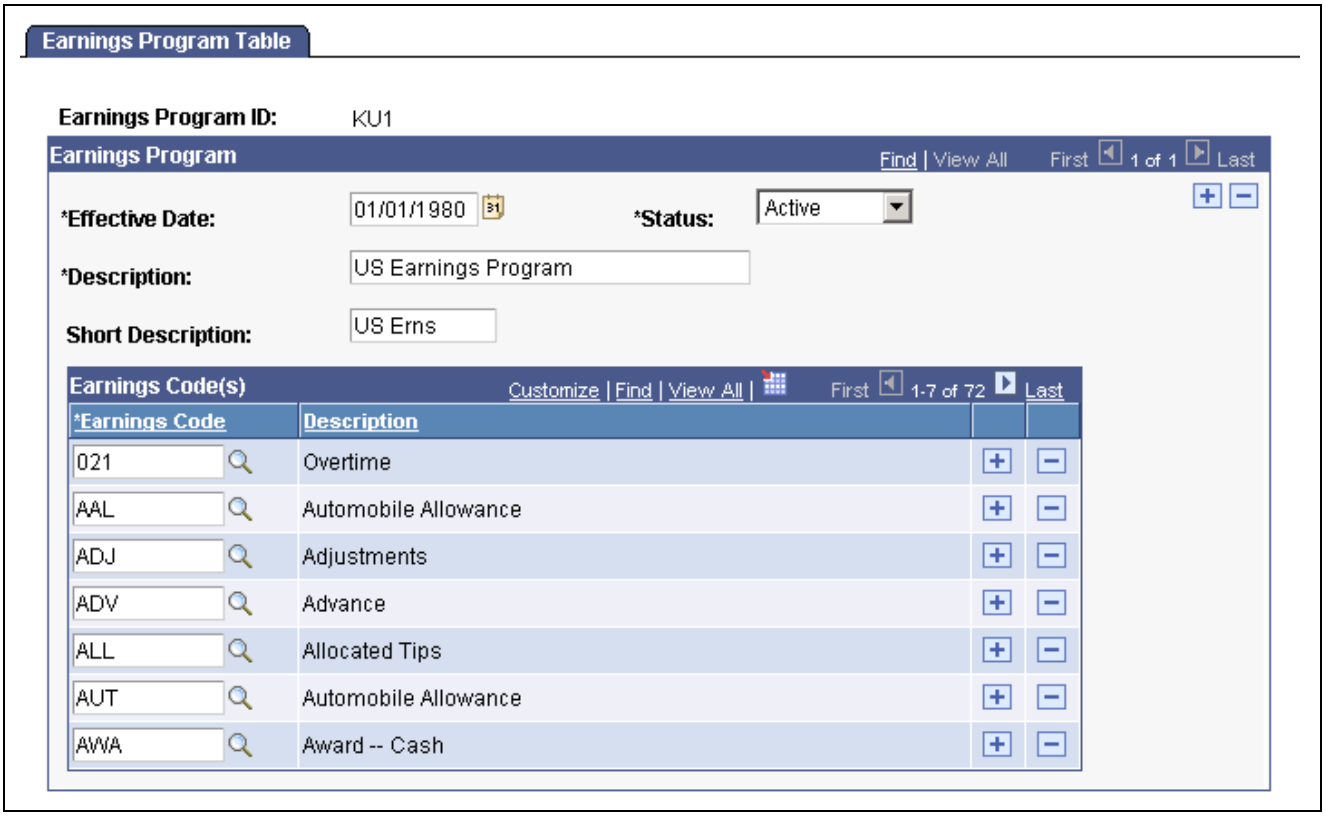

Earnings Table - General page

**Note.** To set up the earnings codes that are required for the Pay Group Table component, use *only* the General page (ignore the Taxes, Calculation, and Special Processes pages).

To set up earnings codes for additional pay, use the General page and, *if necessary,* the Taxes, Calculation, and Special Process pages.

## Setting Up Earnings Programs

Access the Earnings Program Table page.




Earnings Program Table page

# Setting Up and Maintaining Additional Pay

To set up and maintain additional pay, use the Additional Pay (ADDITIONAL_PAY) component.

This section provides an overview of additional pay and discusses how to set up additional pay.

## Understanding Additional Pay

Additional pay refers to earnings that an employee is paid on a regular basis in addition to regular earnings, for example, a vehicle allowance, variable compensation, or benefit credits. (Do not confuse additional pay with one-time payments, such as overtime or an expense reimbursement.)

To set up and maintain additional pay:

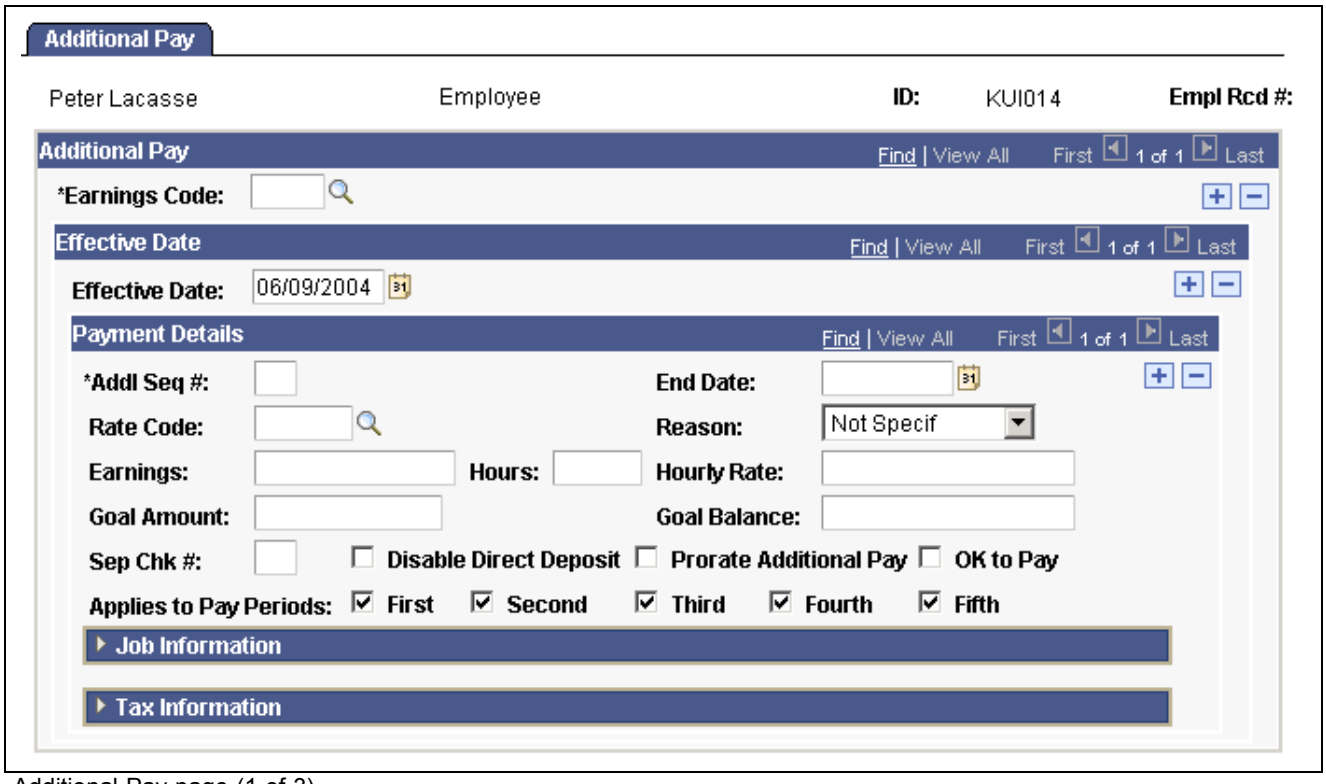
1. Use the Earnings Table component to set up an earnings code for the additional pay.
2. Use the Earnings Program Table component to add the earnings code to the earnings program.
3. Use the Additional Pay component to set up and assign the additional pay to an employee.

## Page Used to Set Up and Maintain Additional Pay

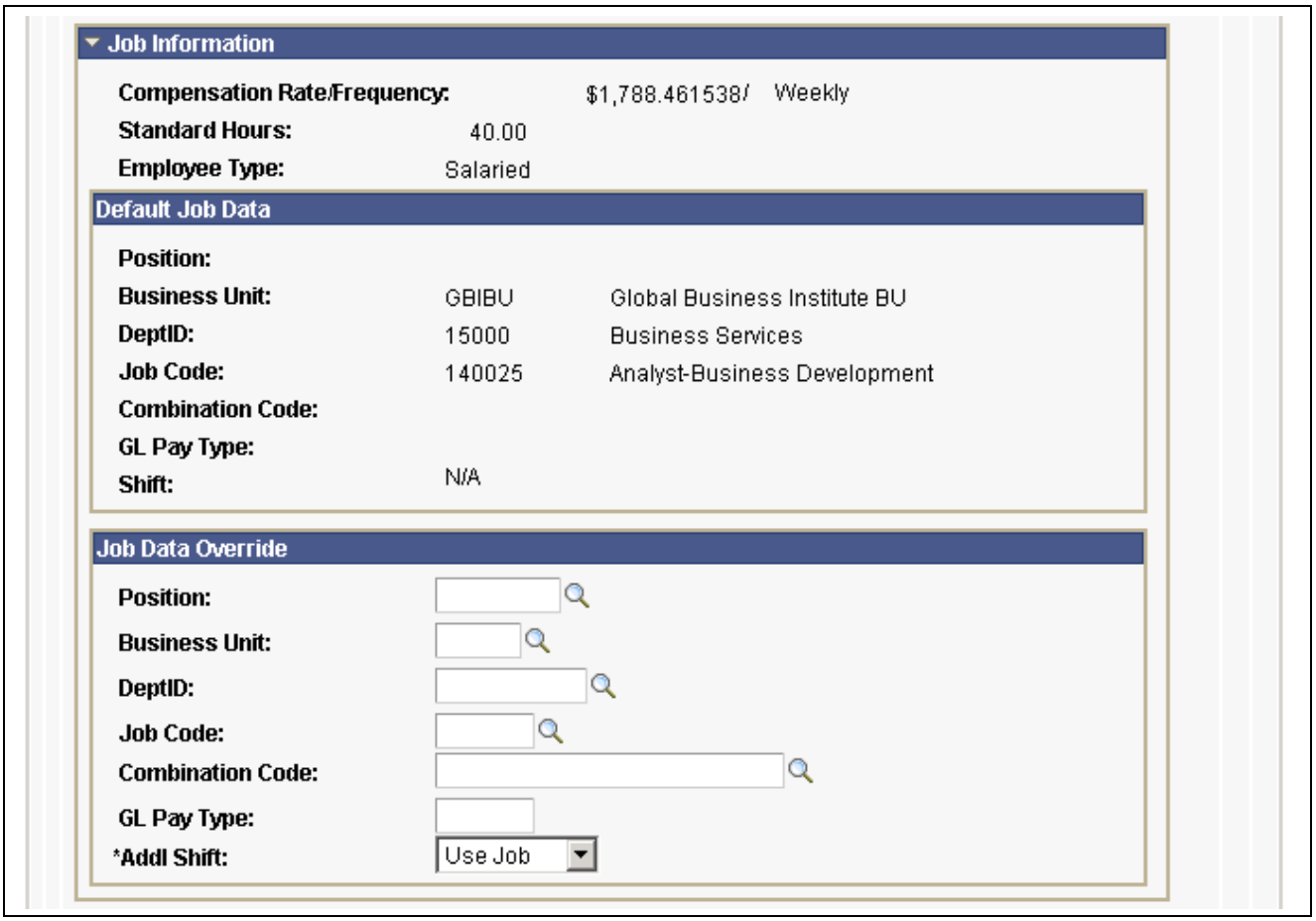
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Additional Pay | ADDITIONAL_PAY1 | Payroll Interface, Update Payroll Information, Additional Pay, Additional Pay | Set up and assign additional pay earnings to an employee.<br>Specify a different department to charge for the additional pay.<br>Change employee tax data for additional pay. |

## Setting Up Additional Pay

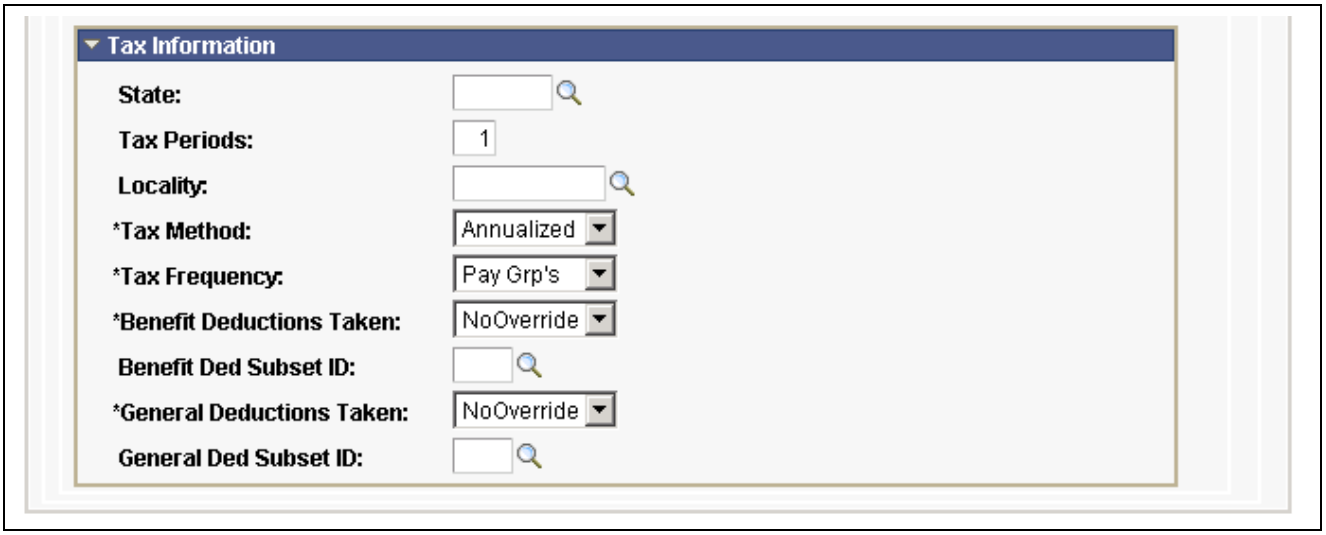
Access the Additional Pay page.




Additional Pay page (1 of 3)




Additional Pay page (2 of 3)




Additional Pay page (3 of 3)

**Addl Seq #** (additional sequence number) Select *1* unless there are multiple additional pay records.

**Hours, Hourly Rate,** and **Earnings** Select to indicate whether additional pay is hours multiplied by an hourly rate or a fixed amount, but not both.

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

**Goal Amount** Select to have your payroll system stop issuing this additional pay when the amount has been reached.

**Applies to Pay Periods** Select the appropriate options to indicate the pay periods in which this additional pay should be identified in your payroll system.

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

## Job Data Override

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

**Position, Business Unit, DeptID, Job Code, Combination Code, GL Pay Type** Select any of these fields to override the default value.

**Addl Shift** (additional pay shift) Select *Use Job* to use the shift that is specified on the employee's Job record.

## Tax Information

Use the Tax Information group box to modify the employee's state and local tax data.

**State** Select to 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.

**Locality** Select to enter the locality 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.

# CHAPTER 5

# Setting Up Deduction Data

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

- Set up the Deduction Table.
- View benefit deductions.
- Set up and maintain general deductions.
- (USA) Set up and maintain savings bonds.

## Understanding Deductions

Payroll Interface recognizes two types of deductions: benefit deductions and general (non-benefit) deductions. Benefit deductions are deductions that are associated with benefit programs, and include deductions for health plans, life insurance plans, and other benefit plans. General deductions are deductions that typically are not associated with benefits, and include deductions such as parking fees, union dues, and savings bonds.

You can set up and maintain deductions using Payroll Interface and the Manage Base Benefits business process in PeopleSoft Enterprise Human Resources; or, alternatively, you can have the third-party payroll system manage deductions.

**Note.** To simplify data entry, conversion, and maintenance issues, you may want to have the third-party payroll system manage deductions. Certain types of deductions, such as garnishments, are highly confidential and are almost always maintained in the third-party payroll system.

### See Also

*PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits*

## Setting Up the Deduction Table

To set up the Deduction Table, use the Deduction Table (DEDUCTION_TABLE) component.

This section provides an overview of the Deduction Table and discusses how to:

- Set up deduction parameters.
- Set up deduction tax classifications.
- Set up deduction processing.
- Set up deduction schedules.

# Understanding the Deduction Table

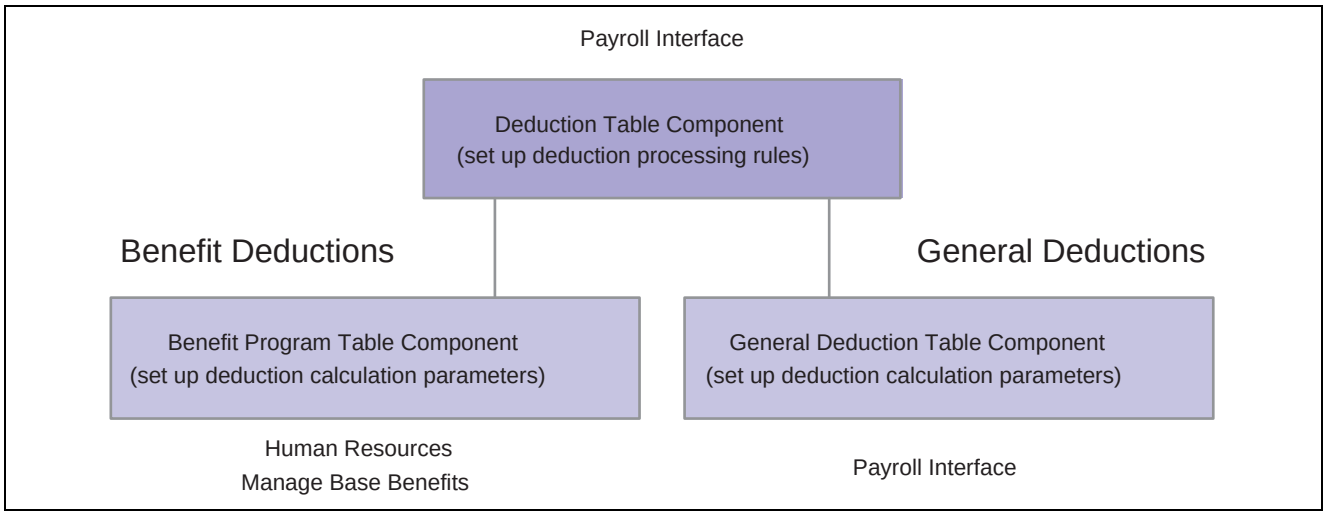
The Deduction Table component enables you to select a plan type, enter a deduction code, and set up the deduction processing rules that enable you to specify processing details such as deduction priorities, deduction tax classifications, deduction pay period schedules, and other special payroll process indicators.

Whether you are setting up a benefit deduction or a general deduction, you begin with the Deduction Table component. For example:

- To set up a medical deduction, you would (1) use the Deduction Table component to select a plan type (Medical), enter a deduction code, and set up the deduction processing rules and (2) use components in the Manage Base Benefits business process to set up the benefit plans, benefit programs, and other deduction calculation parameters.
- To set up a 50.00 USD general deduction for parking, you would (1) use the Deduction Table component to select a plan type (General Deduction), enter a deduction code, and set up the deduction processing rules and (2) use the General Deduction Table (GENL_DEDUCTION_TBL) component to enter the dollar amount and other deduction calculation parameters.

The plan type that you select is critical in the deduction process because it indicates to the system whether you are setting up a deduction code for a benefit deduction or a general deduction. It also indicates to the system from which component, the Benefit Program Table (BEN_PROG_DEFN) component or the General Deduction Table component, to retrieve the deduction calculation parameters.

This graphic illustrates the relationship between the Deduction Table component, benefit deductions, and general deductions:



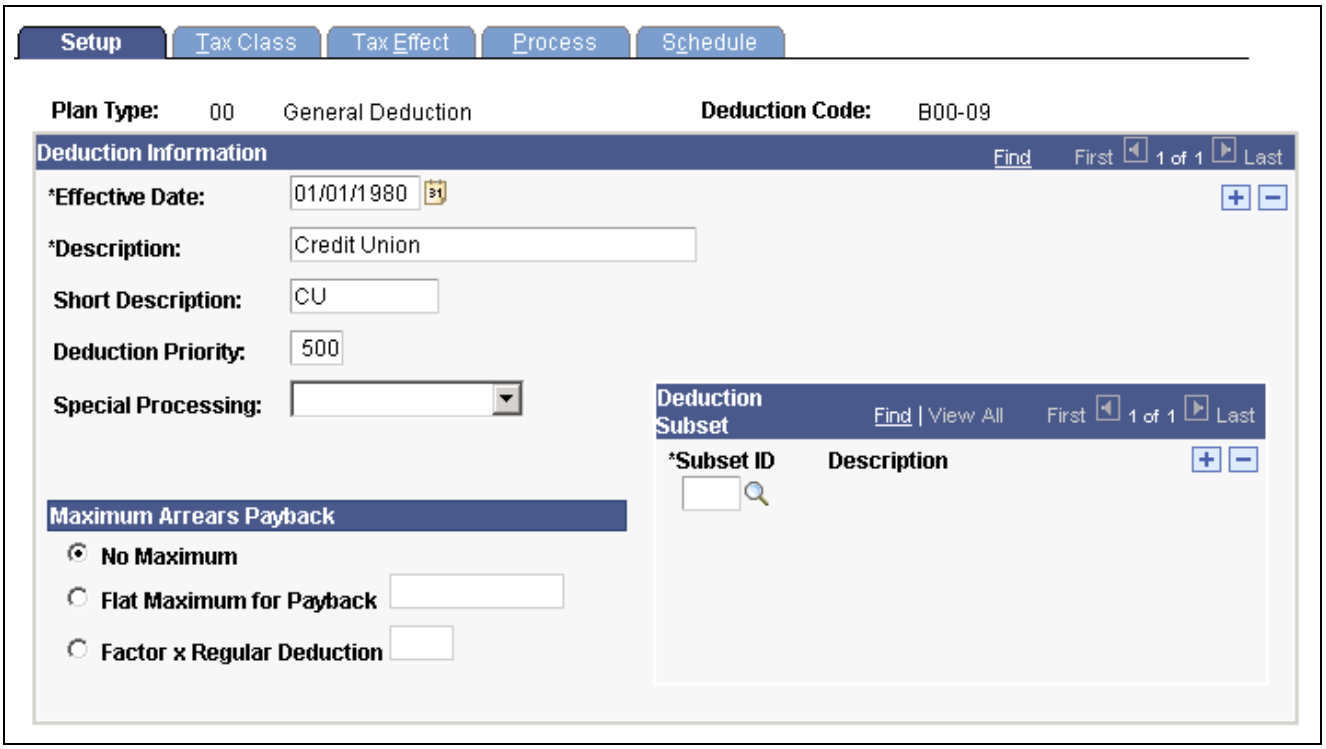

Deduction Table component

# Pages Used to Set Up the Deduction Table

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Setup | DEDUCTION_TABLE1 | Set Up HRMS, Product Related, Payroll Interface, Deductions, Deduction Table, Setup | Set up deduction parameters. |
| Tax Class | DEDUCTION_TABLE2 | Set Up HRMS, Product Related, Payroll Interface, Deductions, Deduction Table, Tax Class | Set up deduction tax classifications. |
| Process | DEDUCTION_TABLE4 | Set Up HRMS, Product Related, Payroll Interface, Deductions, Deduction Table, Process | Set up deduction processing. |
| Schedule | DEDUCTION_TABLE5 | Set Up HRMS, Product Related, Payroll Interface, Deductions, Deduction Table, Schedule | Set up deduction schedules. |

# Setting Up Deduction Parameters

Access the Setup page.




Setup page

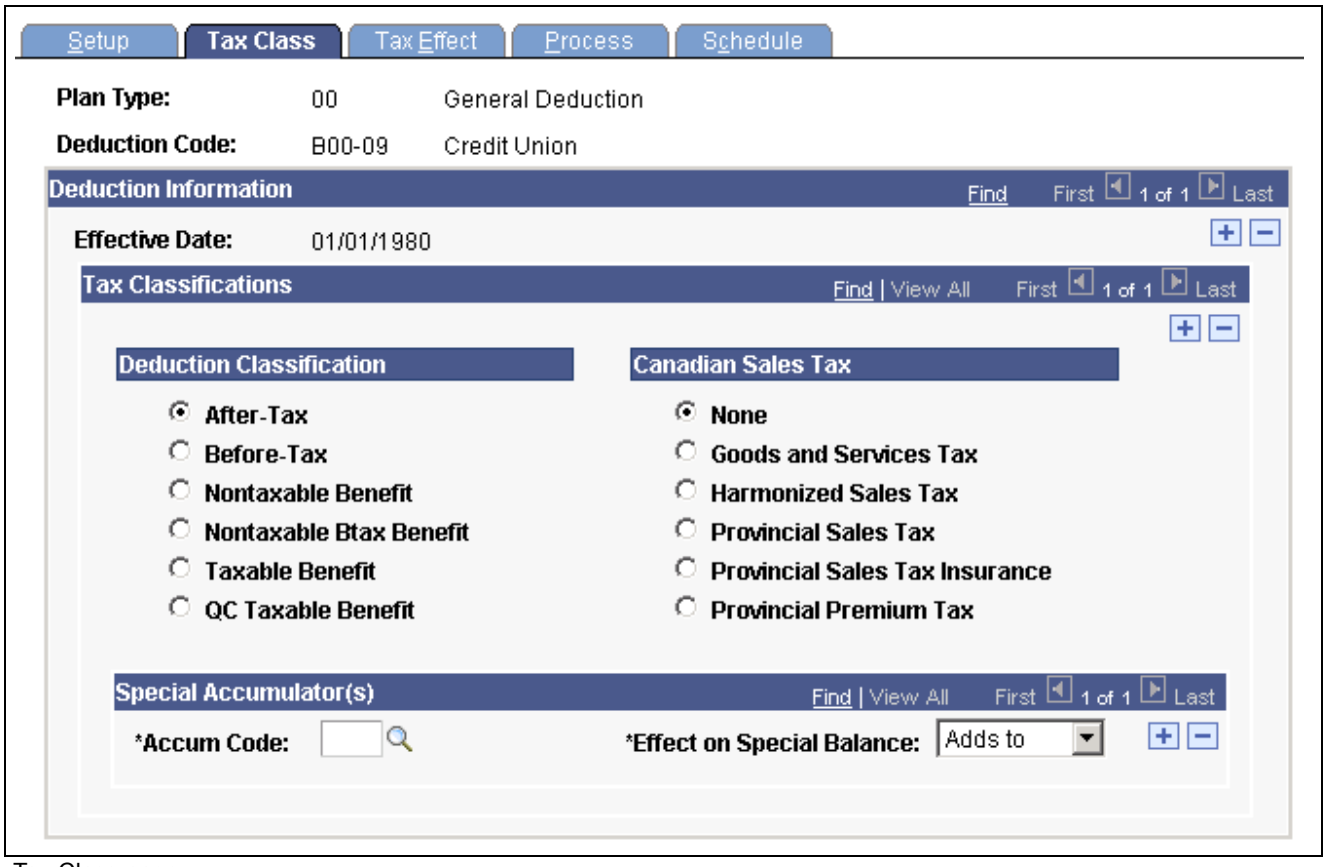
**Deduction code** Set up deduction codes that mirror the deduction codes in the third-party payroll system.

**Deduction Priority** Not used by Payroll Interface; however, you can set up deduction priorities that mirror the deduction priorities in the third-party payroll system.

**Note.** The Maximum Arrears Payback group box and Deduction Subset group box are not used by Payroll Interface.

# Setting Up Deduction Tax Classifications

Access the Tax Class page.




Tax Class page

## Deduction Classification

Use this group box to select an appropriate tax classification for the deduction, including:

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

A deduction can have more than one classification. However, it is still considered one deduction. For example, a benefit deduction plan, such as 401(k), can have both before-tax and after-tax classifications as well as a nontaxable classification for employer contributions.

**Note.** (USF) A retirement plan deduction, such as TSP benefit deductions, can have a before-tax and a nontaxable classification for any employer contributions. Certain benefits, such as FEGLI, will have an after-tax classification for the employee contribution. If your agency has a FEGLI plan that provides coverage in an amount equal to three times your base salary of 40,000 USD a year, you pay for the after-tax 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. An example is an employee contribution to a retirement program, such as a 401 (k) plan.

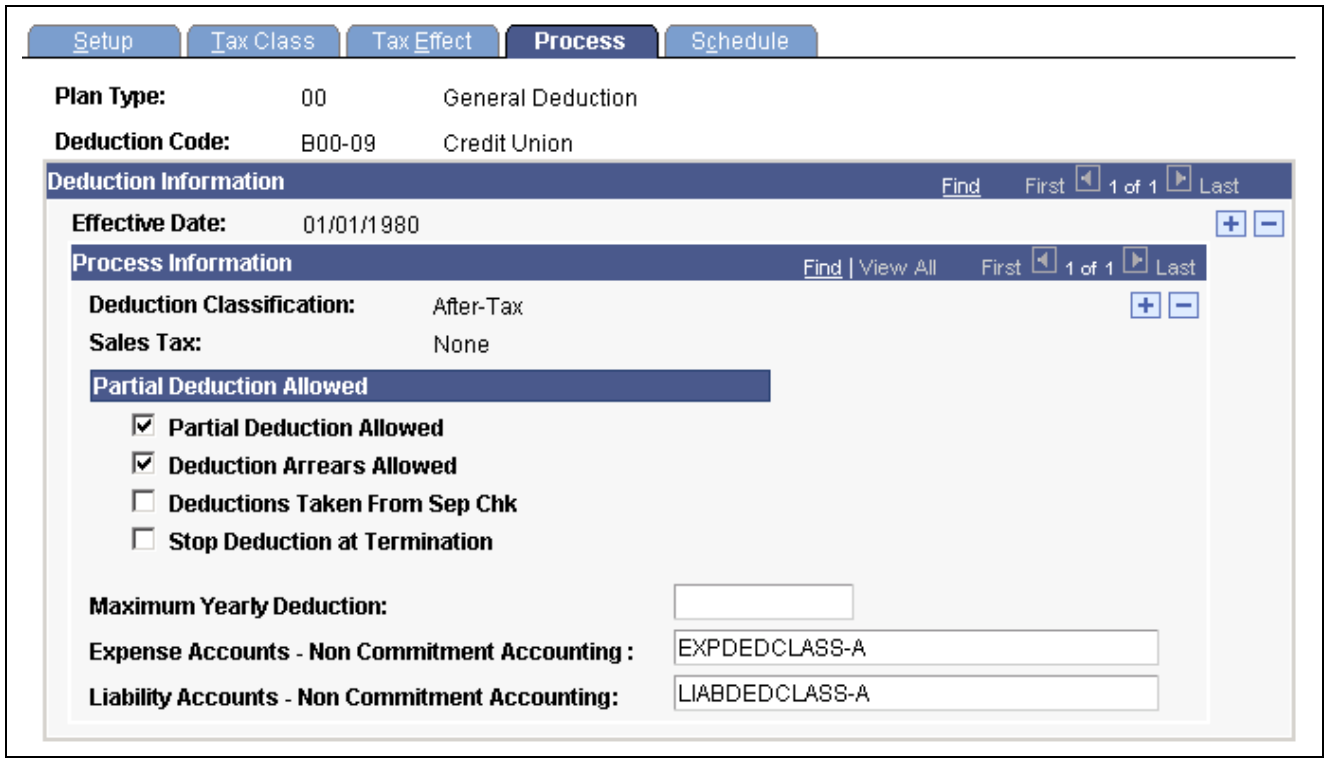
**Nontaxable Benefit** Select to represent an employer contribution (not subject to federal tax) to an employee benefit plan, such as a health plan or retirement plan. The contribution has no payroll effect. The after-tax matching contribution for savings plans is a nontaxable benefit.

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

**Taxable Benefit** Select to represent an employer contribution (subject to federal tax) to an employee benefit plan, such as life insurance. The contribution increases federal withholding taxable gross (for tax purposes) but does not increase total gross (for pay purposes).

# Setting Up Deduction Processing

Access the Process page.




Process page

## Process Information

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

**Partial Deduction Allowed** Not used by Payroll Interface.

**Deduction Arrears Allowed** Not used by Payroll Interface.

**Deductions Taken From Sep Chk** (deductions taken from separate check) — Not used by Payroll Interface.

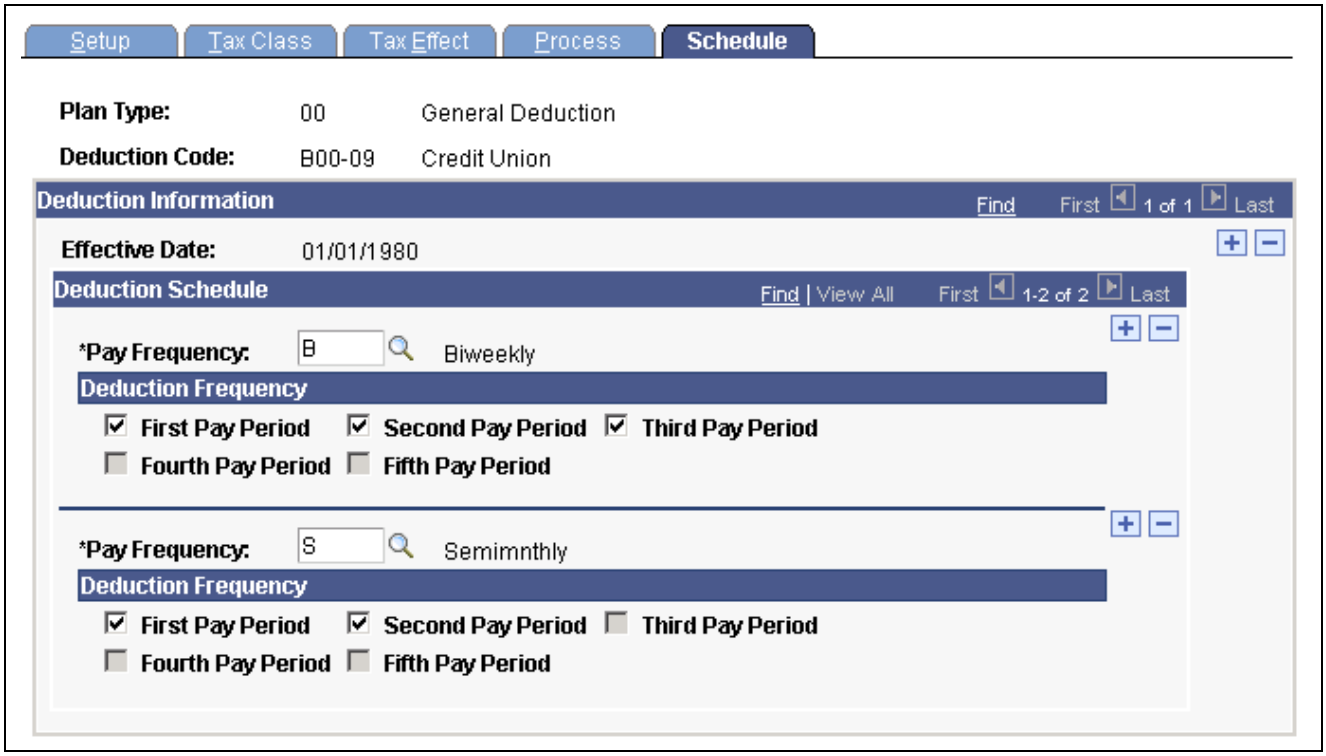
**Stop Deduction at Termination** — For each deduction classification, select this option to stop the deduction for a terminated employee. For example, most health insurance plans are prepaid; premiums deducted for the current month are used to provide coverage for the next month. If an employee is terminated and no longer has health benefits, the deduction should not be taken.

**Expense Accounts - Non Commitment Accounting** — Not used by Payroll Interface. However, you may enter general ledger account numbers for your own information.

**Liability Accounts - Non Commitment Accounting** — Not used by Payroll Interface. However, you may enter general ledger account numbers for your own information.

# Setting Up Deduction Schedules

Access the Schedule page.




Schedule page

## Deduction Schedule

By default, deductions are taken out every pay period regardless of pay frequency. Use this group box if you want a deduction to be taken out on a schedule other than every pay period.

**Pay Frequency** — Select 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 pay period

options. Likewise, if you select a biweekly frequency, you can select only the Third Pay Period option if you have also selected the first and second pay period options.

Because a deduction with a monthly frequency is always taken once a month, no override is available for a monthly frequency. Suppose you have a semimonthly payroll, but a health deduction 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 the appropriate pay periods in which to take the deduction for the selected pay frequency. 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 pay periods that you want the deduction to be taken in.

# Viewing Benefit Deductions

To view benefit deductions, use the Benefit Program (BEN_PROG_DEFN) and Assign to Benefit Program (BEN_PROG_PARTICPTN) components.

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

- View benefit programs.
- View benefit program participation.

## Understanding Benefit Deductions

Benefit deductions are set up using Payroll Interface and the Manage Base Benefits business process. To set up benefit deductions:

1. Use the Deduction Table component in Payroll Interface to select the plan type (any plan type except General Deduction), enter a deduction code, and set up the deduction processing rules.

   See Chapter 5, “Setting Up Deduction Data,” Setting Up the Deduction Table, page 45.

2. Use the Benefit Plan Table (BENEFIT_PLAN_TABLE) component and other components in the Manage Base Benefits business process to set up benefit plans.

   See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits*, “Setting Up Benefit Plans”.

3. Use the Benefit Program Table component and other components in the Manage Base Benefits business process to build the benefit program and to define the deduction calculation parameters.

   See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Benefits*, “Setting Up Benefit Plans”.

Benefit plans and programs are set up using the Manage Base Benefits business process; however, as a convenience, two components are duplicated in Payroll Interface: the Benefit Program component and the Assign to Benefit Program component. You can use these components as quick references when testing the interface definitions or trouble shooting deduction-related issues.

### Calculating Benefit Deductions

Payroll Interface calculates pay period benefit deductions. When you run the Deduction Calculation and Deduction Confirmation processes, the calculated benefit deduction amounts are written to the export file. The third-party payroll system performs all gross-to-net-calculations.

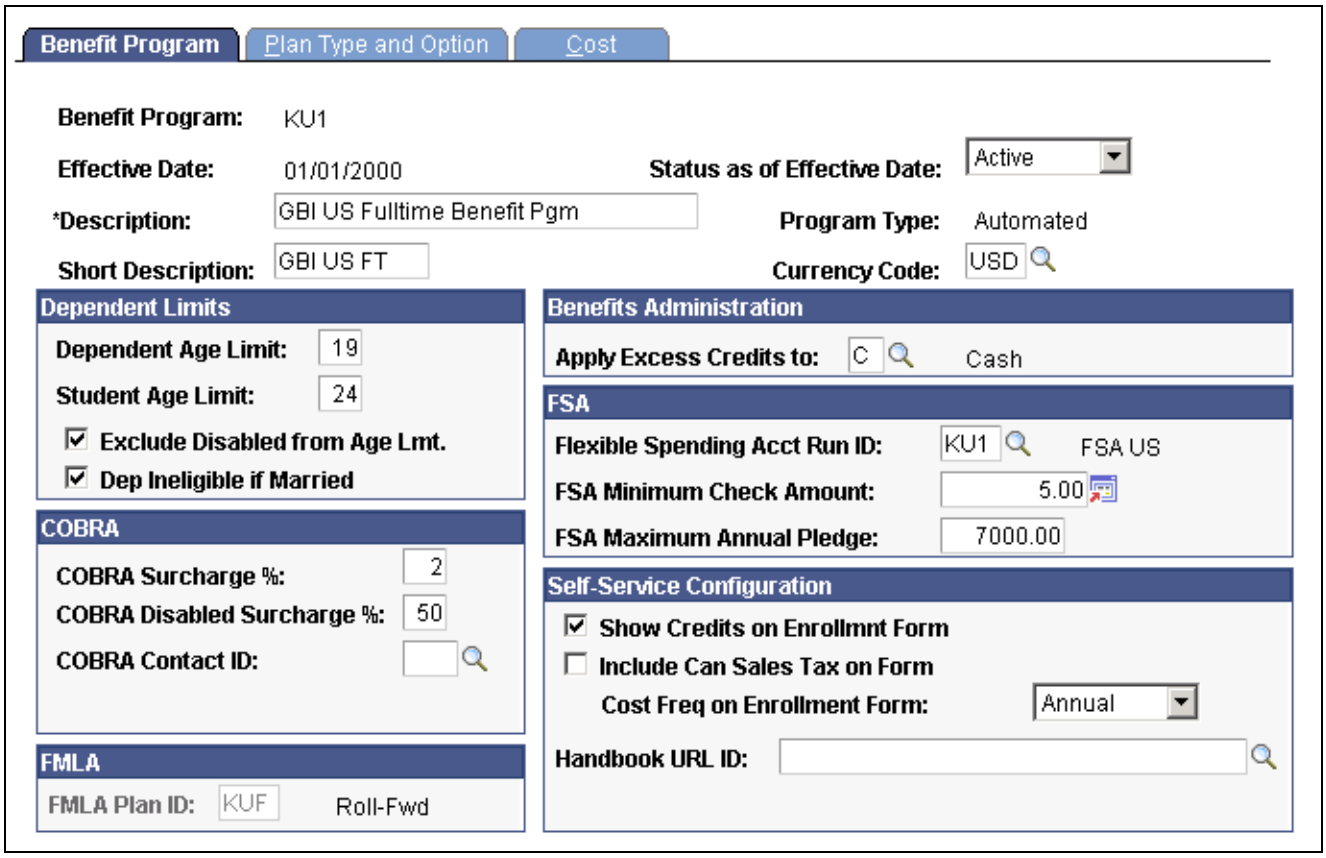
See Chapter 12, "Running Deductions," Calculating Deductions, page 192.

## Pages Used to View Benefit Deductions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Benefit Program | BEN_PROG_DEFN1 | Set Up HRMS, Product Related, Payroll Interface, Benefit Program, Benefit Program | View a benefit program. |
| Benefit Program Participation | BEN_PROG_PARTICPTN | Payroll Interface, Assign to Benefit Program, Benefit Program Participation | View the benefit programs that an employee is enrolled in. |

## Viewing Benefit Programs

Access the Benefit Program page.




Benefit Program page

## Viewing Benefit Program Participation

Access the Benefit Program Participation page.

Benefit Program Participation page

# Setting Up and Maintaining General Deductions

To set up and maintain general deductions, use the Deduction Table (DEDUCTION_TABLE), General Deduction Table (GENL_DEDUCTION_TBL), General Deduction (GENL_DED_DATA), and General Deduction Override (GENL_DED_OVERRIDE) components.

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

- Set up a plan type and deduction code for general deductions.
- Set up general deductions.
- Assign general deductions.
- Override general deductions.

## Understanding General Deductions

General deductions are set up using Payroll Interface. To set up general deductions:

1. Use the Deduction Table component to select the plan type (General Deduction), enter a deduction code, and set up the deduction processing rules.

   See Chapter 5, "Setting Up Deduction Data," Setting Up the Deduction Table, page 45.

2. Use the General Deduction Table component to set up the general deduction and to define the deduction calculation parameters.

   See Chapter 5, "Setting Up Deduction Data," Setting Up General Deductions, page 55.

3. Use the General Deduction component to assign a general deduction to an employee.

   See Chapter 5, "Setting Up Deduction Data," Setting Up General Deductions, page 55.

4. Use the General Deduction Override component to override a general deduction assignment.

   See Chapter 5, "Setting Up Deduction Data," Setting Up General Deductions, page 55.

### Exporting General Deductions

Payroll Interface does not calculate general deductions. However, when you run the Deduction Calculation and Deduction Confirmation processes, general deductions are automatically processed and the general deduction flat amounts are written to the export file along with the calculated benefit deduction amounts. If you do not maintain benefit deductions (do not run the Deduction Calculation process), you can set up and export general deduction amounts separately through the interface definition.

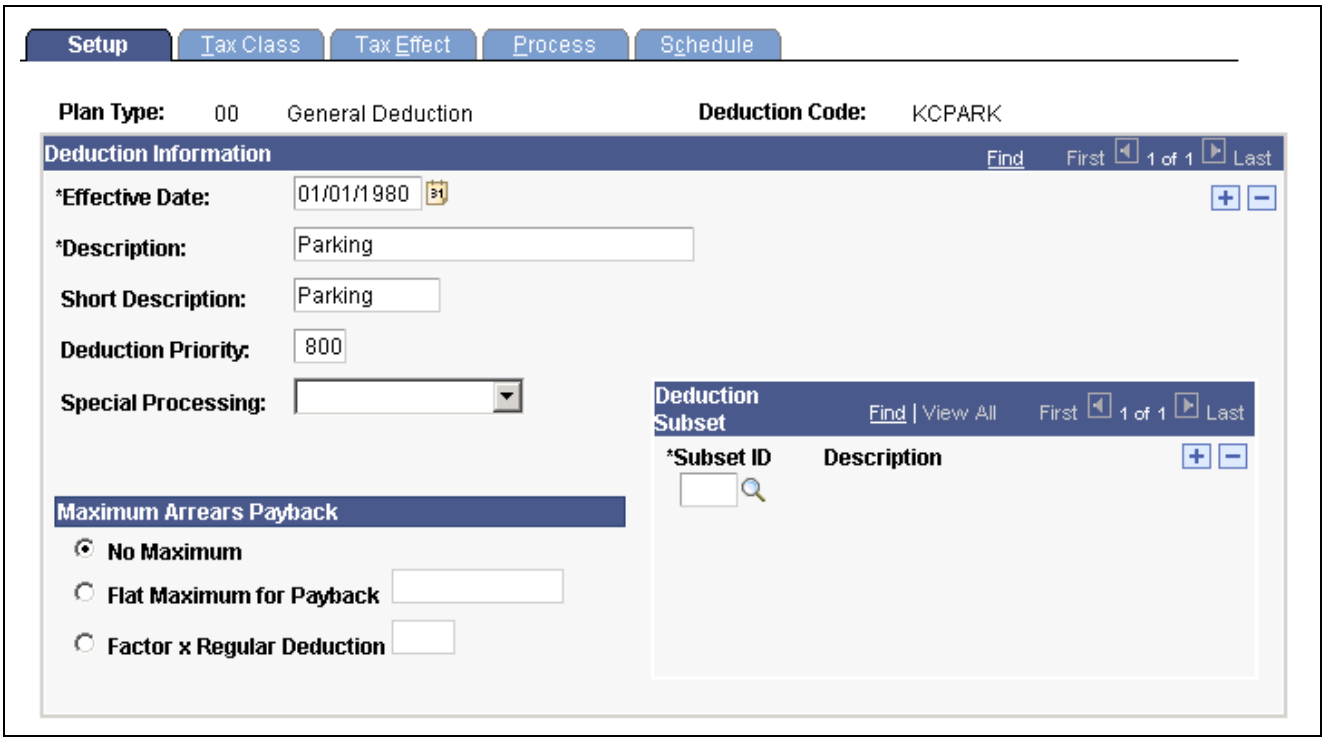
See Chapter 12, "Running Deductions," page 191.

## Pages Used to Set Up and Maintain General Deductions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Setup | DEDUCTION_TABLE | Set Up HRMS, Product Related, Payroll Interface, Deductions, Deduction Table, Setup | Set up the plan type (00 — General Deduction) and deduction code. |
| General Deduction Table | GENL_DEDUCTION_TBL | Set Up HRMS, Product Related, Payroll Interface, Deductions, General Deduction Table, General Deduction Table | Set up a general deduction and define the deduction calculation parameters.<br>**Note.** For the matching entry on the Deduction Table component, select the plan type (00 — General Deduction). |
| General Deduction Data | GENL_DED_DATA | Payroll Interface, Update Payroll Information, General Deduction, General Deduction Data | Assign a general deduction to an employee. |
| General Deduction Override | GENL_DED_OVERRIDE | Payroll Interface, Update Payroll Information, General Deduction Override, General Deduction Override | Override a general deduction that is assigned to an employee. |

## Setting Up a Plan Type and Deduction Code for General Deductions

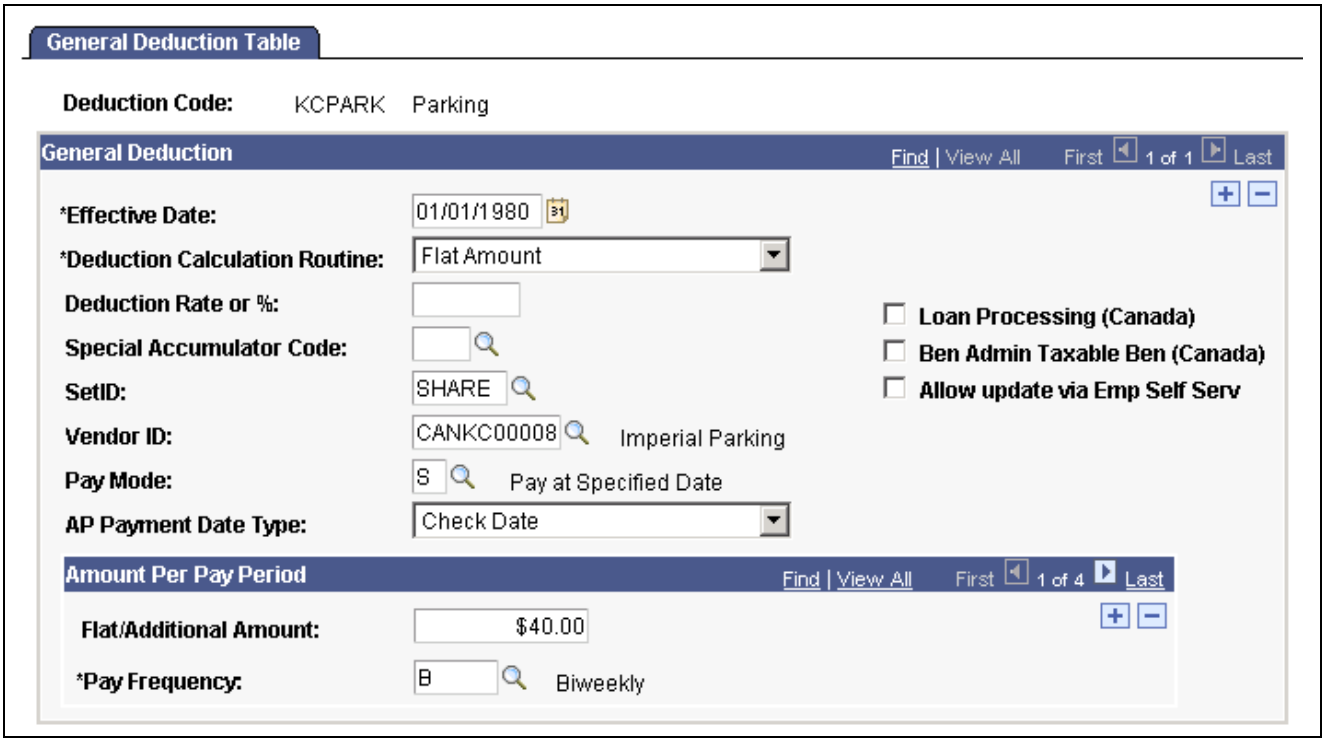
Access the Setup page.




Setup page

# Setting Up General Deductions

Access the General Deduction Table page.




General Deduction Table page

**Deduction Calculation Routine**

Select to enter the deduction calculation routine. For Payroll Interface, the only valid routines are *Flat Amount* and *Special Deduction Calculation.*

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

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

**Deduction Rate or %**

Select to enter the deduction rate or percentage. This value can be overridden at the employee level.

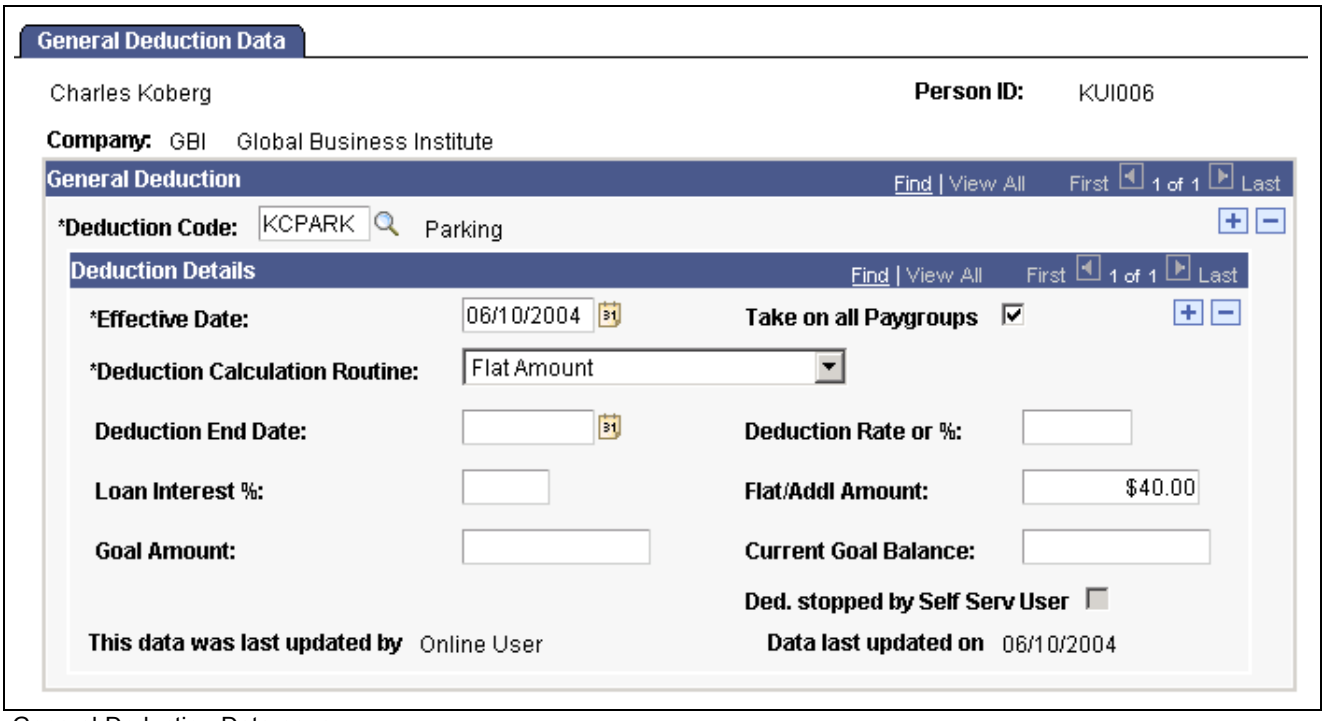
**Pay Frequency**

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

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

## Assigning General Deductions

Access the General Deduction Data page.




General Deduction Data page

**Deduction Calculation Routine**

Select how a deduction is calculated for an employee. If you do not make a selection, the deduction is calculated according to the Deduction Table. These routines are identical to the routines on the General Deduction Table. Choose from the following:

*Default to Deduction Table:* Uses the calculation routine that is specified on the Deduction Table. The *Flat/Addl Amount* field and *Deduction Rate or %* field on this page are not used. The system uses only values that are entered on the Deduction Table.

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

**Deduction End Date**

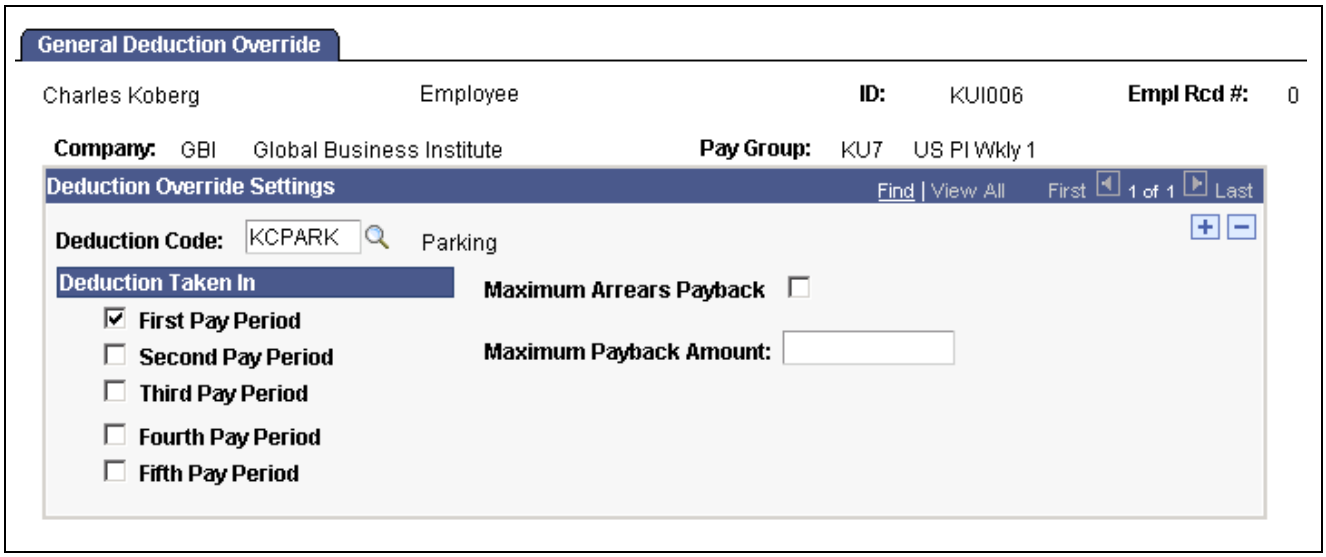
Select to specify when a deduction should no longer be taken.

**Ded. stopped by Self Serv User** (deduction stopped by self-service user)

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

# Overriding General Deductions

Access the General Deduction Override page.




General Deduction Override page

# (USA) Setting Up and Maintaining Savings Bonds

To set up and maintain savings bonds, use the Deduction Table (DEDUCTION_TABLE), General Deduction Table (GENL_DEDUCTION_TBL), and U.S. Savings Bond (SAVINGS_BOND_SPEC) components.

This section provides an overview of savings bonds and discusses how to:

- Set up a plan type and deduction code for savings bonds.
- Set up savings bonds.
- Assign savings bonds.

## Understanding Savings Bonds

Savings bonds are treated as general deductions and are set up using Payroll Interface. To set up a savings bond:

1. Use the Deduction Table component to select the plan type (General Deduction), enter a deduction code (for example, KUBOND), and set up the deduction processing rules.

   See Chapter 5, “Setting Up Deduction Data,” Setting Up the Deduction Table, page 45.

2. Use the General Deduction Table component to set up the savings bond as a general deduction and to define the deduction calculation parameters.

   See Chapter 5, “Setting Up Deduction Data,” Setting Up and Maintaining General Deductions, page 53.

3. Use the U.S. Savings Bond component to assign a saving bond to an employee.

   See Chapter 5, “Setting Up Deduction Data,” Setting Up and Maintaining General Deductions, page 53.

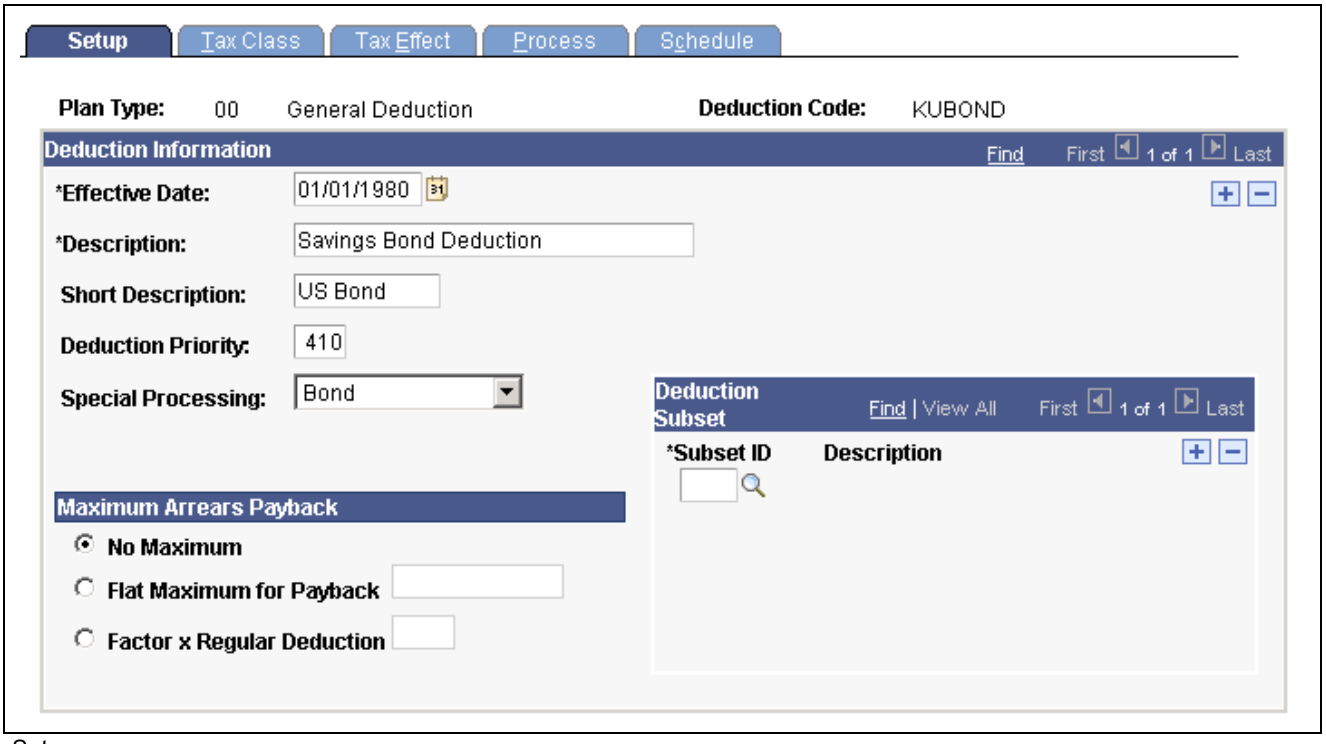
***Warning!*** Savings bonds are set up and maintained as a general deduction. Do not use plan type 45, *U.S. Savings Bonds,* in the Manage Base Benefits business process to set up savings bonds.

# Pages Used to Set Up and Maintain Savings Bonds

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Setup | DEDUCTION_TABLE | Set Up HRMS, Product Related, Payroll Interface, Deductions, Deduction Table, Setup | Set up the plan type (00 — General Deduction) and deduction code (KUBOND or some other code). |
| General Deduction Table | GENL_DEDUCTION_TBL | Set Up HRMS, Product Related, Payroll Interface, Deductions, General Deduction Table, General Deduction Table | Set up the savings bond as a general deduction (use KUBOND or the code that you've defined) and set up the deduction calculation parameters (use Flat Amount for the deduction calculation routine). |
| U.S. Savings Bond Specificatn (U.S. Savings Bond Specification) | SAVINGS_BOND_SPEC | Payroll Interface, Update Payroll Information, U.S. Savings Bond, U.S. Savings Bond Specificatn | Set up and assign the savings bond to an employee. |

# Setting Up a Plan Type and Deduction Code for Savings Bonds

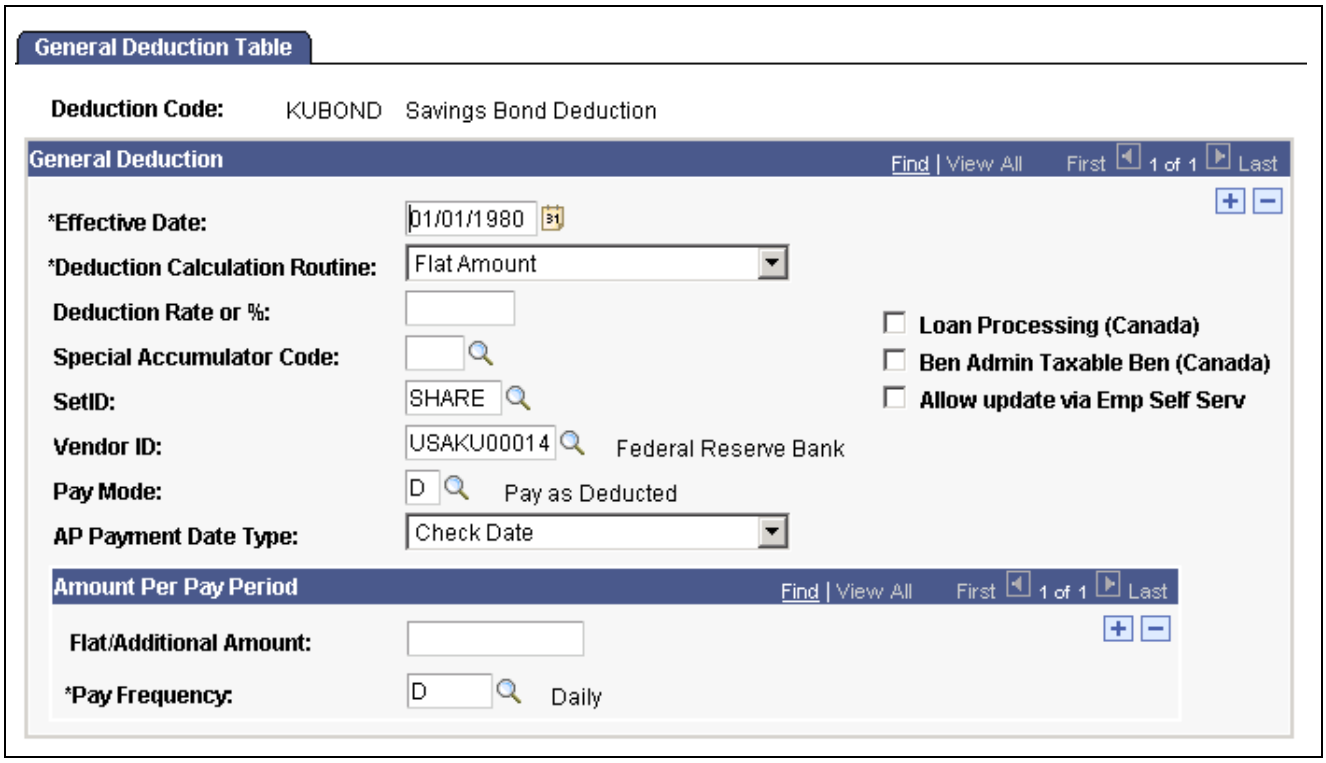
Access the Setup page.




Setup page

# Setting Up Savings Bonds

Access the General Deduction Table page.



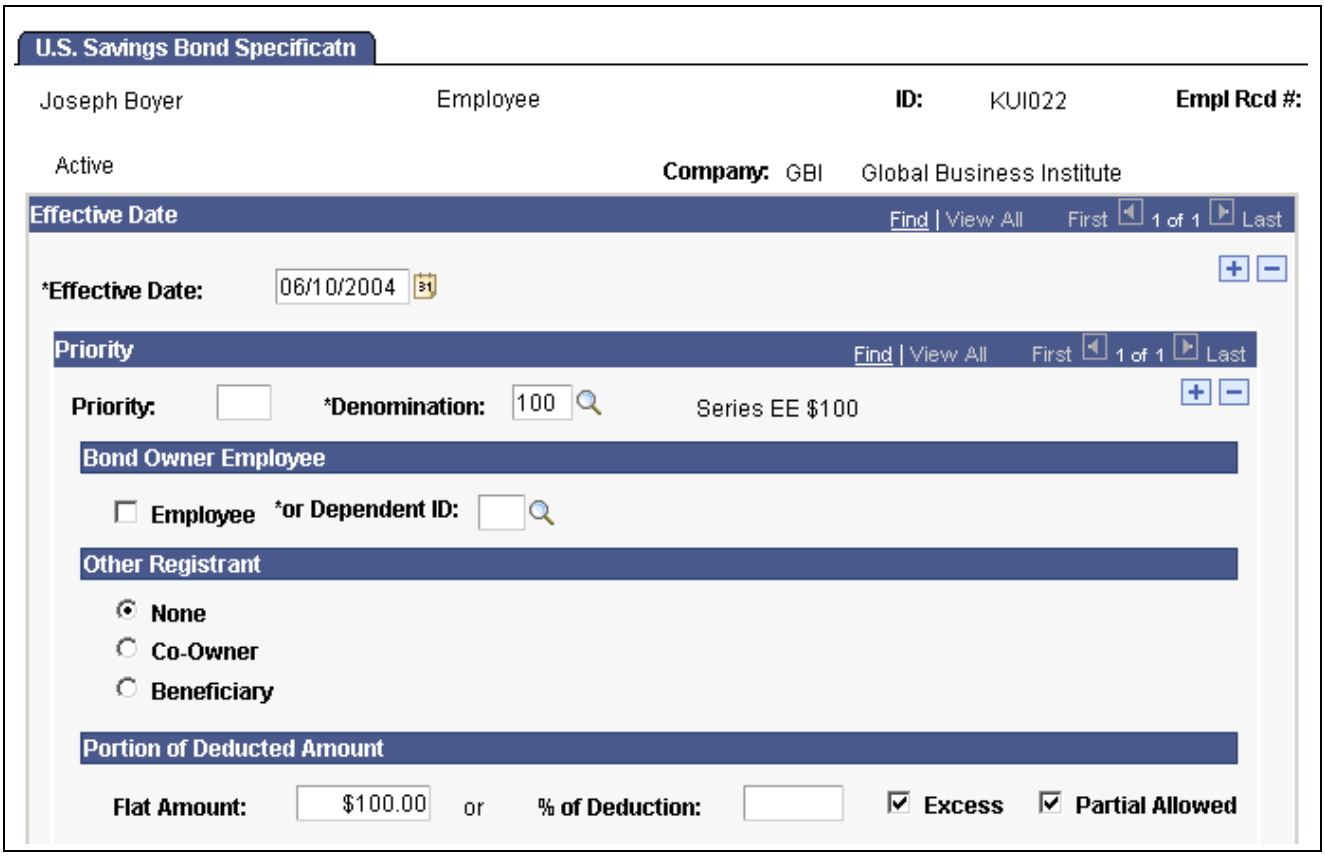

General Deduction Table page

**Deduction Code** For savings bonds, select *KUBOND* or enter a new code.

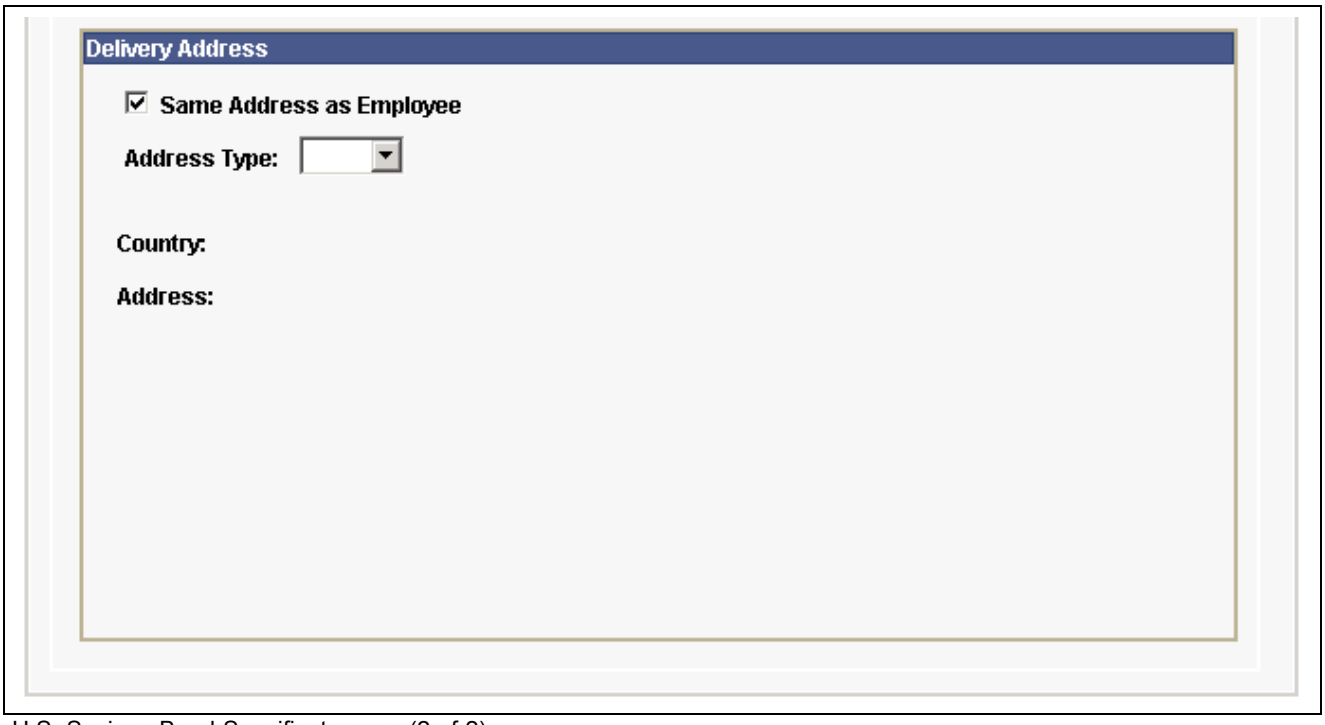
**Deduction Calculation Routine** For savings bonds, select *Flat Amount.*

## Assigning Savings Bonds

Access the U.S. Savings Bond Specificatn (U.S. Savings Bond Specification) page.




U.S. Savings Bond Specificatn page (1 of 2)




U.S. Savings Bond Specificatn page (2 of 2)

**Flat Amount** Select to enter the amount to be deducted each pay period.

# CHAPTER 6

# Setting Up Tax Data

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

- (USA) Set up tax location data.
- (CAN) (USA) Set up company tax data.
- (CAN) (USA) Set up and maintain tax distribution data.
- (USA) Set up and maintain U.S. employee tax data.
- (CAN) Set up and maintain Canadian employee tax data.

## Understanding Tax Data

Payroll Interface does not calculate taxes. You use Payroll Interface to track and export changes to tax data (primarily W4 withholding information) that occur during a pay period. The third-party payroll system performs all gross-to-net calculations.

To set up tax information correctly, you must understand the data mappings between PeopleSoft Enterprise HRMS and the third-party payroll system. You generally want to export some type of code or numeric value. If an employee works for multiple companies, then you must set up tax data for each company.

**Note.** To simplify data entry, conversion, and maintenance issues, you may want to have the third-party payroll system manage all tax information.

### Tax Location Data

The Tax Location Table (TAX_LOCATION_TBL) component enables you to establish a tax location ID and to identify the work states, provinces, and localities that are associated with each tax location.

**Note.** If you've selected the Automatic Employee Tax Data option on the Installation Table (INSTALLATION_TBL) component, Product Specific page, PeopleSoft automatically sets up tax data for each work and resident state and locality of each of your employees. Tax distribution records are created for the work state or locality if the tax location represents a single state or locality.

### Tax Distribution Data

Every employee must have at least one Tax Distribution record. The system automatically populates the State, Province, and Locality fields from the Tax Location field on the employee's Job Data record. The state and locality codes come from the Tax Location table.

### Employee Tax Data

You will use the Employee Tax Data pages to enter and maintain federal, state, and local tax data for each of your employees.

**Note.** If you've selected the Automatic Employee Tax Data option on the Installation Table component, Product Specific page, PeopleSoft automatically sets up employee tax and tax distribution data when an employee is hired, transfers to another company, or changes jobs.

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

### See Also

Appendix A, "PeopleSoft Enterprise Payroll Interface Reports," page 207

## (USA) Setting Up Tax Location Data

To set up tax locations, use the Tax Location Table (TAX_LOCATION_TBL) component.

Tax locations are discussed in the *PeopleSoft Application Fundamentals for HRMS 8.9 PeopleBook.*

### See Also

*PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (USA) Defining Tax Locations

## (CAN) (USA) Setting Up Company Tax Data

To set up company tax data, use the Company State Tax Table (CO_STATE_TAX_TBL), Company Local Tax Table (COMP_LOCAL_TAX_TBL), and Company Tax Table CAN (CO_CAN_TAX_TABLE) components.

Company tax data is discussed in the *PeopleSoft Application Fundamentals for HRMS 8.9 PeopleBook.*

### See Also

*PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (USA) Establishing Company State Taxes

*PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (USA) Establishing Company Local Taxes

*PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Payroll Tax Tables," (CAN) Defining Canadian Tax Information

# (CAN) (USA) Setting Up and Maintaining Tax Distribution Data

To set up and maintain tax distribution data, use the Tax Distribution Data (TAX_DISTRIBUTION) component.

This section discusses how to:

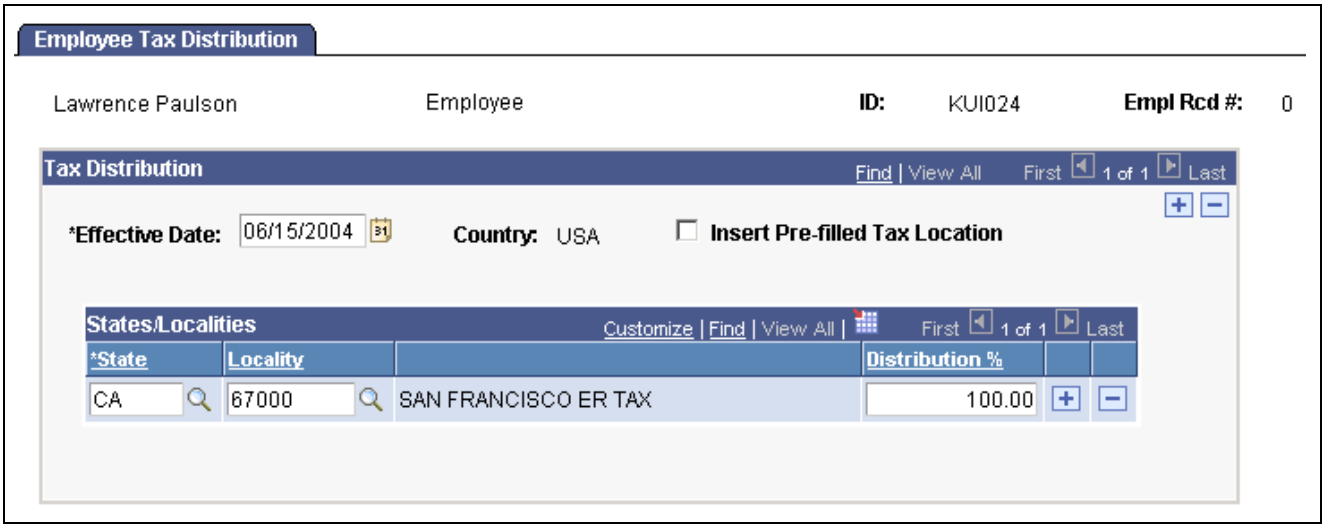
- Set up U.S. tax distributions.
- Set up Canadian tax distributions.

## Pages Used to Set Up and Maintain Tax Distribution Data

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Employee Tax Distribution | TAX_DISTRIBUTION | Payroll Interface, Update Payroll Information, Tax Distribution USA, Employee Tax Distribution | (USA) Set up and maintain, for salaried or exempt hourly employees only, a percentage for each U.S. state or locality in which an employee consistently works. |
| Employee Tax Distribution | TAX_DIST_CAN | Payroll Interface, Update Payroll Information, Tax Distribution CAN, Employee Tax Distribution | (CAN) Set up and maintain, for salaried or exempt hourly employees only, a percentage for each Canadian province in which an employee consistently works. |

## Setting Up U.S. Tax Distributions

Access the Employee Tax Distribution page.




Employee Tax Distribution page

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

**State** Select to indicate each state in which the employee works.

**Locality** Select to indicate taxing localities, as applicable, for each state.

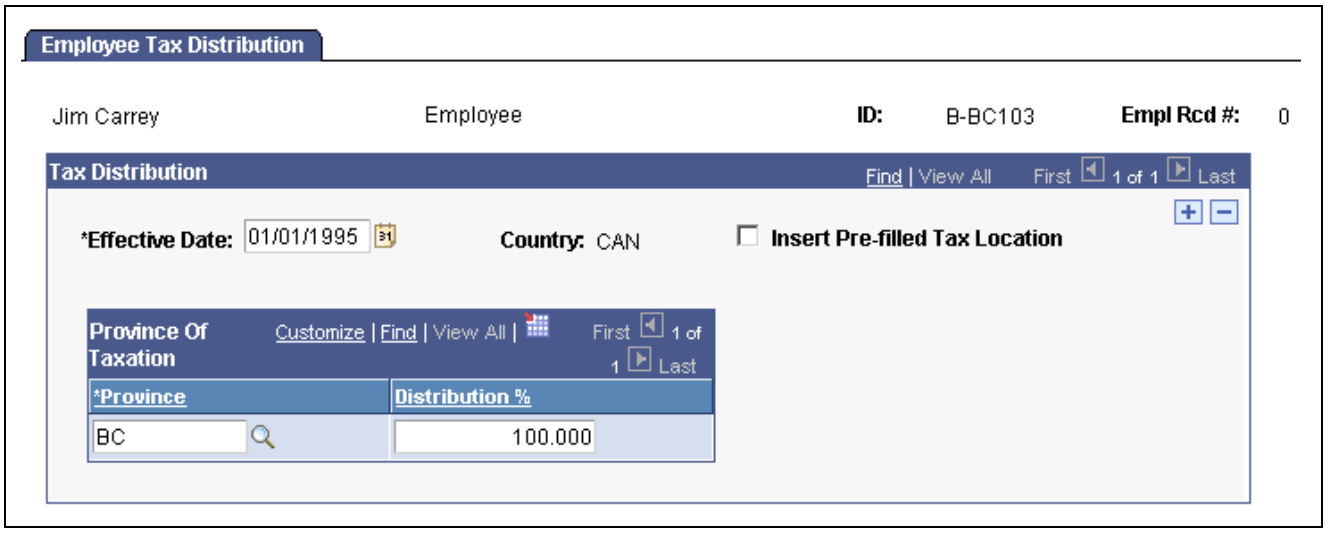
**Distribution %** Select to specify the percent of the employee's time or earnings to apply to each state or locality. State/locality percentages must total to 100 percent.

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

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

## Setting Up Canadian Tax Distributions

Access the Employee Tax Distribution page.




Employee Tax Distribution page

Canada doesn't allow distribution to more than one province.

**Note.** All fields on this page have the same functionality as the fields on the U.S. version of the page except for the following fields.

**Province** Select to enter the province in which the employee works.

**Distribution %** (distribution percent) Select to enter the tax distribution percentage for the province. For Canadian payroll, the distribution percent must be *100* for a single row. The default value is *100*.

# (USA) Setting Up and Maintaining U.S. Employee Tax Data

To set up and maintain U.S. employee tax data, use the Employee Tax Data USA (TAX_DATA ) component.

This section discusses how to:

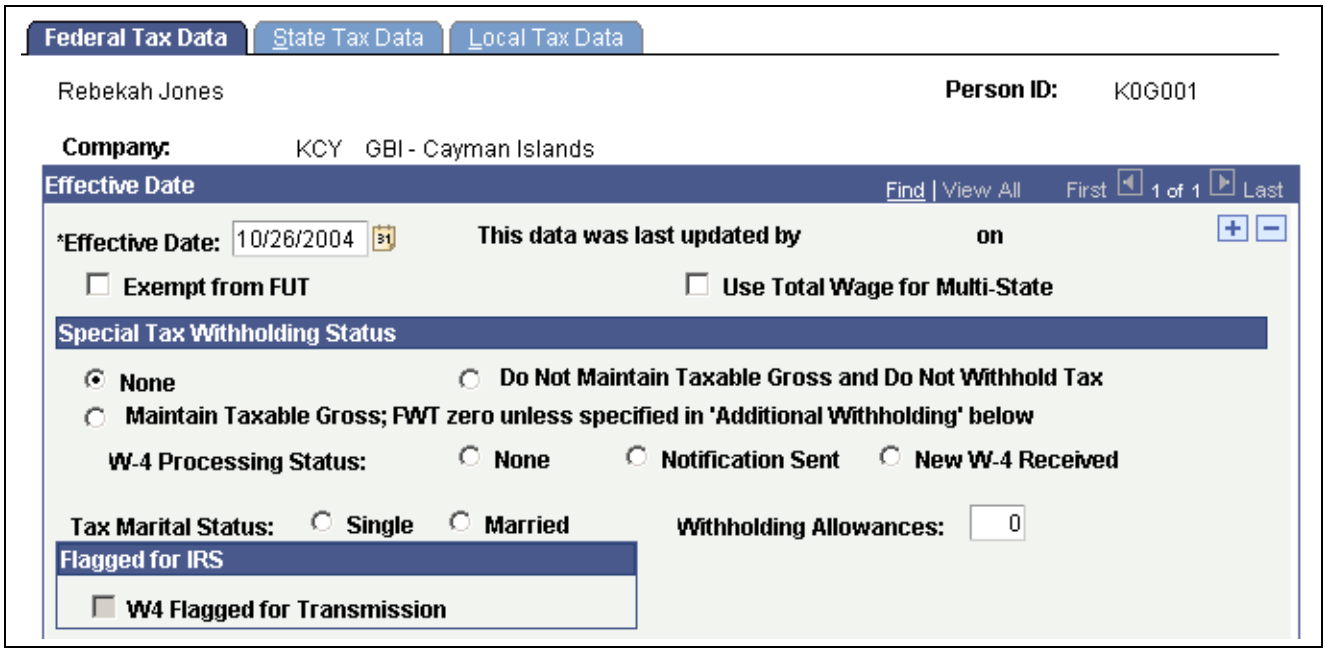
- Set up federal taxes.
- Set up state taxes.
- Set up local taxes.

## Pages Used to Set Up and Maintain U.S. Employee Tax Data

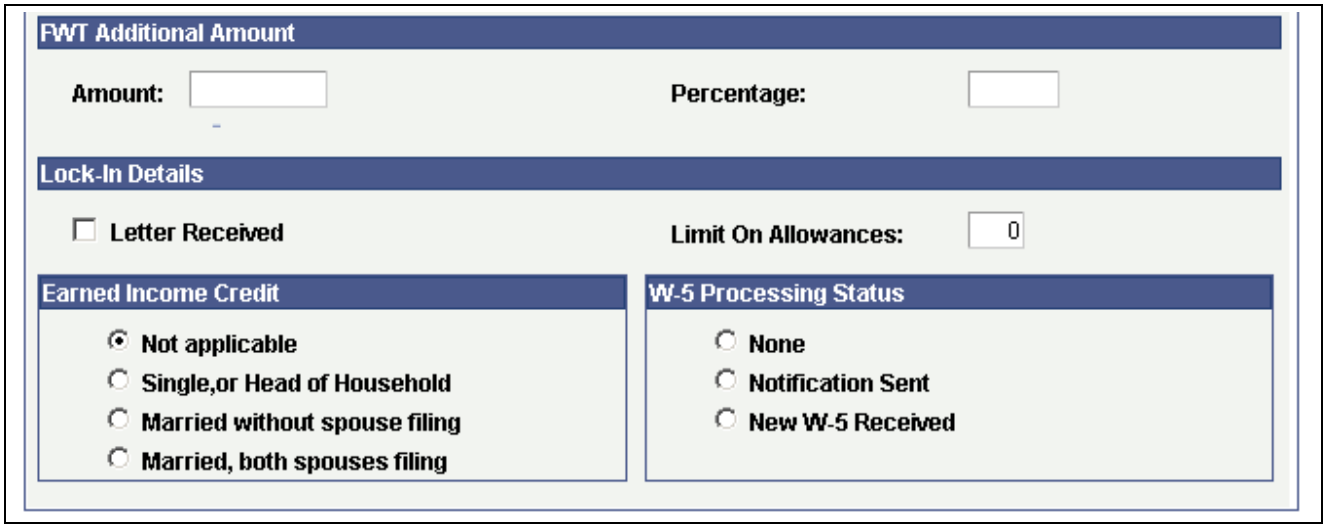
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Federal Tax Data | TAX_DATA1 | Payroll Interface, Update Payroll Information, Employee Tax Data USA, Federal Tax Data | Set up employee federal tax data.<br>Specify employee status for FICA, FUT exemption, earned income credit (W-5), and W-2 reporting.<br>(E&G) Enter information for nonresident alien employees. The information in the Tax Treaty/NR Data Table assigns the employee to a tax treaty table and allows the eligible employee to be subject to a reduced tax treaty rate. |
| State Tax Data | TAX_DATA3 | Payroll Interface, Update Payroll Information, Employee Tax Data USA, State Tax Data | Set up employee state tax data.<br>Enter data for specific states. |
| Local Tax Data | TAX_DATA5 | Payroll Interface, Update Payroll Information, Employee Tax Data USA, Local Tax Data | Set up tax data for each locality where an employee works. |

## Setting Up Federal Taxes

Access the Federal Tax Data page.




Federal Tax Data page (1 of 2)




Federal Tax Data page (2 of 2)

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

**Exempt from FUT** Select to specify whether an employee is exempt from FUT taxes.

## Special Tax Withholding Status

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

**None** Select to indicate that no special status exists and that federal withholding tax should be calculated based on the employee's gross income, marital status, and withholding allowance.

**Do Not Maintain Taxable Gross and do NotWithhold Tax** Select to indicate that the employee is exempt from FWT.

**Maintain Taxable Gross; FWT zero unless specified in 'Additional Witholding' below** Not used with Payroll Interface.

**W-4 Processing Status** *None.* Select to indicate no change.

*Notification Sent.* Select to indicate that the employee has been notified to submit a new Form W-4.

*New W-4 Received.* Select to indicate that a new Form W-4 has been received.

---

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

---

**Tax Marital Status** Select an option to indicate the employee's marital status for federal withholding.

---

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

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

---

**Withholding Allowances** Select to indicate the number of allowances that an employee claims for federal withholding tax purposes. This number should match the number on the employee's W-4 form.

## FWT Additional Amount

Use the options in the FWT Additional Amount group box to indicate additional FWT taxes to be deducted. You can specify both an amount and a percentage if appropriate, provided that your payroll system accepts this information.

**Amount** Select to indicate the flat amount of additional FWT taxes to be deducted.

**Percentage** Select to indicate the percentage amount of additional FWT taxes to be deducted.

### Lock-In Details

Use the Lock-In Details group box to process lock-in letters from the IRS that limit employee withholding allowances.

**Letter Received** Select to indicate that an employee has received a lock-in letter from the IRS. When selected, the screen displays the following message:

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

When you acknowledge the message by clicking OK, the Limit On Allowances field becomes unavailable for entry to enable you to enter the number to which the lock-in letter limits the employee's withholding allowances. When you enter the number, the screen displays the following message:

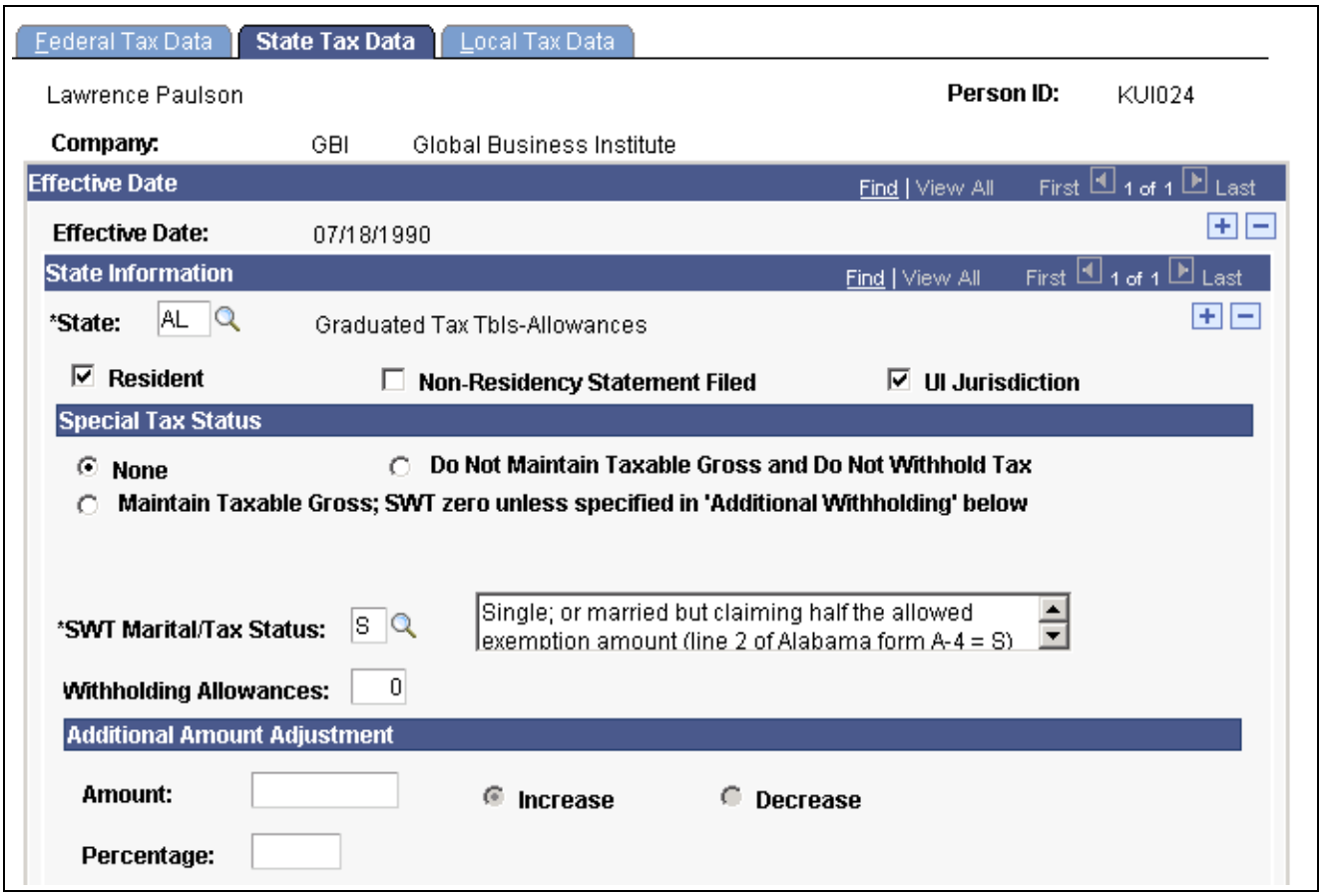
"If needed, the number of allowances will be changed to the lock-in limit for this and any higher-dated rows."

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

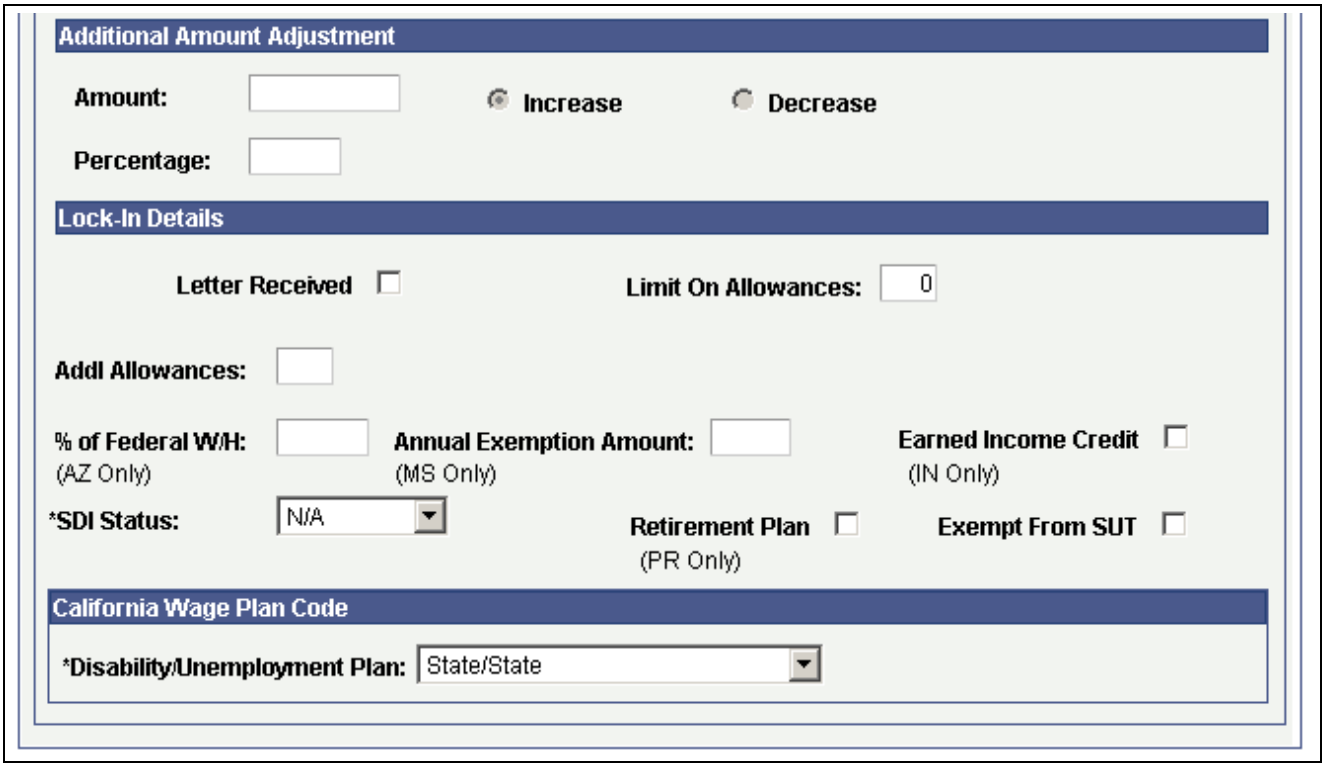
"Federal Withholding allowance exceeds the IRS limit. Please enter a value less than or equal to (value in Limit On Allowances)."

## Setting Up State Taxes

Access the State Tax Data page.




State Tax Date page (1 of 2)




State Tax Data page (2 of 2)

## State Information

Use the options in the State Information group box to indicate an employee's primary work state and residency status.

**State** Select to indicate the employee's primary work state. The work state is derived from the employee's tax location on the Job Data Table.

**Resident** Select to indicate whether the employee is a resident of the primary work state. If the employee does not reside in the primary work state, create an additional state entry and select the Resident option.

**Non-Residency Statement Filed** Not used with Payroll Interface.

**UI Jurisdiction** Select to indicate the state of jurisdiction. If an employee has only one state (the resident state), that state will become the state of jurisdiction by default.

If an employee has two states (one resident, the other nonresident), the nonresident state will become the state of jurisdiction by default.

If an employee has multiple nonresident states and no state is indicated as the state of jurisdiction, you will get a message to select UI Jurisdiction on one record.

## Special Tax Status

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

**None** Select to indicate that no special status exists and that federal withholding tax should be calculated based on the employee's gross income, marital status, and withholding allowance.

**Do Not Maintain Taxable Gross and Do Not Withhold Tax** Select to indicate that the employee is exempt from FWT.

**Maintain Taxable Gross; SWT zero unless specified in 'Additional Withholding' below** Not used with Payroll Interface.

**SWT Marital/Tax Status** Select to indicate the employee's marital status. Repeat for each state where the employee pays taxes.

---

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

If you have employees in Guam, Virgin Islands, or American Samoa, you need to enter the marital status and withholding allowances claimed on their withholding certificates on this page and on the Federal Tax Data page.

---

### Additional Amount Adjustment

Use the options in the Additional Amount Adjustment group box to indicate an increase or decrease in the amount of taxes to be deducted. You can specify both an amount and a percentage if appropriate, provided that your payroll system accepts this information.

**Amount** Select to indicate the flat amount of additional FWT taxes to be deducted.

**Percentage** Select to indicate the percentage amount of additional FWT taxes to be deducted.

### Lock-In Details

Use the options in the Lock-In Details group box to additional withholdings and exemptions.

**Addl Allowances** (additional allowances) Used only for California. Select to indicate the number of additional allowances that the employee claims for state withholding tax purposes.

**% of Federal W/H** Used only for Arizona. Select to indicate the percentage of federal withholding that constitutes the state withholding.

**SDI Status** Select to indicate the employee's SDI status.

**Annual Exemption Amount** Used only for Mississippi. Select to enter the annual exemption amount.

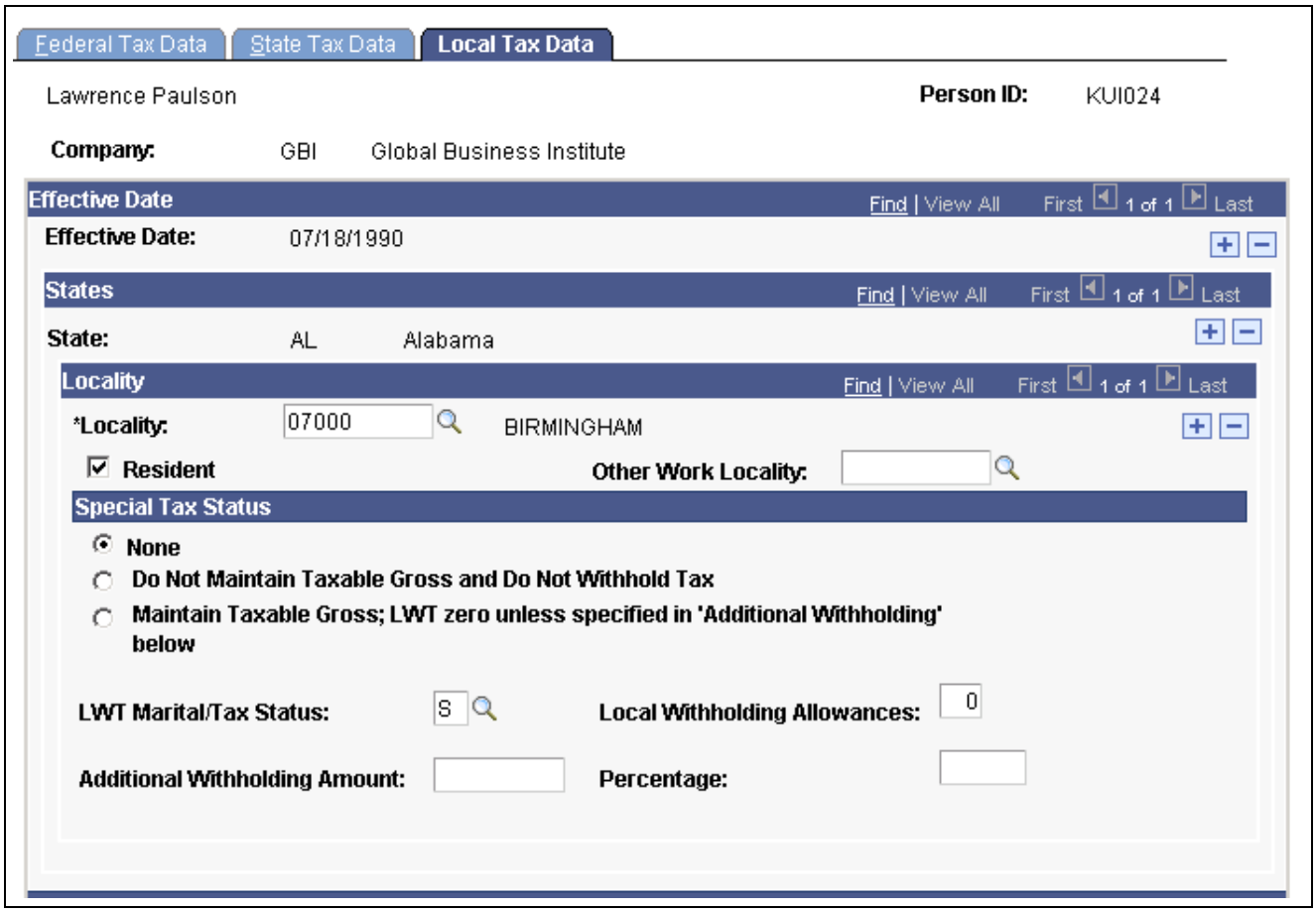
**Exempt from SUT** Select to indicate whether the employee is exempt from SUT taxes.

### California Wage Plan Code

**Disability/Unemployment Plan** Used only by employees of the California Public Employees Retirement System (PERS). Select *State/State* (State Disability Plan and State Unemployment) unless instructed otherwise by your company's tax advisors.

## Setting Up Local Taxes

Access the Local Tax Data page.



Local Tax Data page

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

## Locality

Use the options in the Locality group box to identify *each* tax locality where an employee lives or works. Before assigning localities to employees, you must first establish localities on the Company Local Tax Table.

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

**Note.** *For Indiana Localities:*In Indiana, the employee's county of residence is the first determining factor for tax withholding. If the county where an employee resides on January 1 of any year imposes a tax, you must withhold that tax. The employee is liable for the tax for the entire year, even if he or she moves to a 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, withhold at the appropriate nonresident rate.

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

**Resident** Select to indicate that the locality is a resident locality.

**Other Work Locality** Select to link multiple local work taxes together when you have more than one work tax for a given locality. This entry links to another local work tax code, which is then entered on another Locality row.

**Note.** When setting up Indiana localities at the employee level, you do not need to set up any localities that have an alpha suffix.

### Special Tax Status

Use the options in the Special Tax Status group box to indicate whether an employee's local withholding tax status deviates from the norm.

**None** Select to indicate that the employee is exempt from LWT. The taxable base for LWT will not reflect the pay that the employee receives.

**Do Not Maintain Taxable Gross and Do Not Withhold Tax** Select to indicate that the employee is exempt from LWT. The taxable base for LWT will not reflect the pay that they receive.

**Maintain Taxable Gross; LWT zero unless specified in 'Additional Withholding' below** Select to override the normal tax calculation with an amount or percentage that is indicated in the Additional Withholding Amount or Percentage fields. The system determines taxable gross for FWT using the individual earnings that an employee is paid. The tax that is withheld then becomes either the flat amount or a percentage of the local taxable wages.

# (CAN) Setting Up and Maintaining Canadian Employee Tax Data

To set up and maintain Canadian employee tax data, use the Employee Tax Data CAN (TAX_DATA_CAN) component.

This section lists common elements and discusses how to:

- Set up Canadian income taxes.
- Set up Quebec income taxes.
- Set up provincial income taxes.

## Common Elements Used in This Section

**Non-Indexed Amount** Select to indicate that 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 nonindexed 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 percent, the new net claim amounts for all the affected employees is recalculated in the following way:

Net claim amount + 0.03 (net claim amount – nonindexed amount).

The Non-Indexed Amount field is not considered during the Calculate Pay 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, fixed amount increase, or both as illustrated in the example noted previously.

**Other Tax Credits** Select to enter other authorized tax credits for the year as approved by the relative government agency. If other tax credits are entered midyear, the amount must be prorated by the number of pay periods remaining in the year.

**Prescribed Area** Select to 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). Note that if an amount is entered midyear, it must be prorated by the number of pay periods remaining in the year.

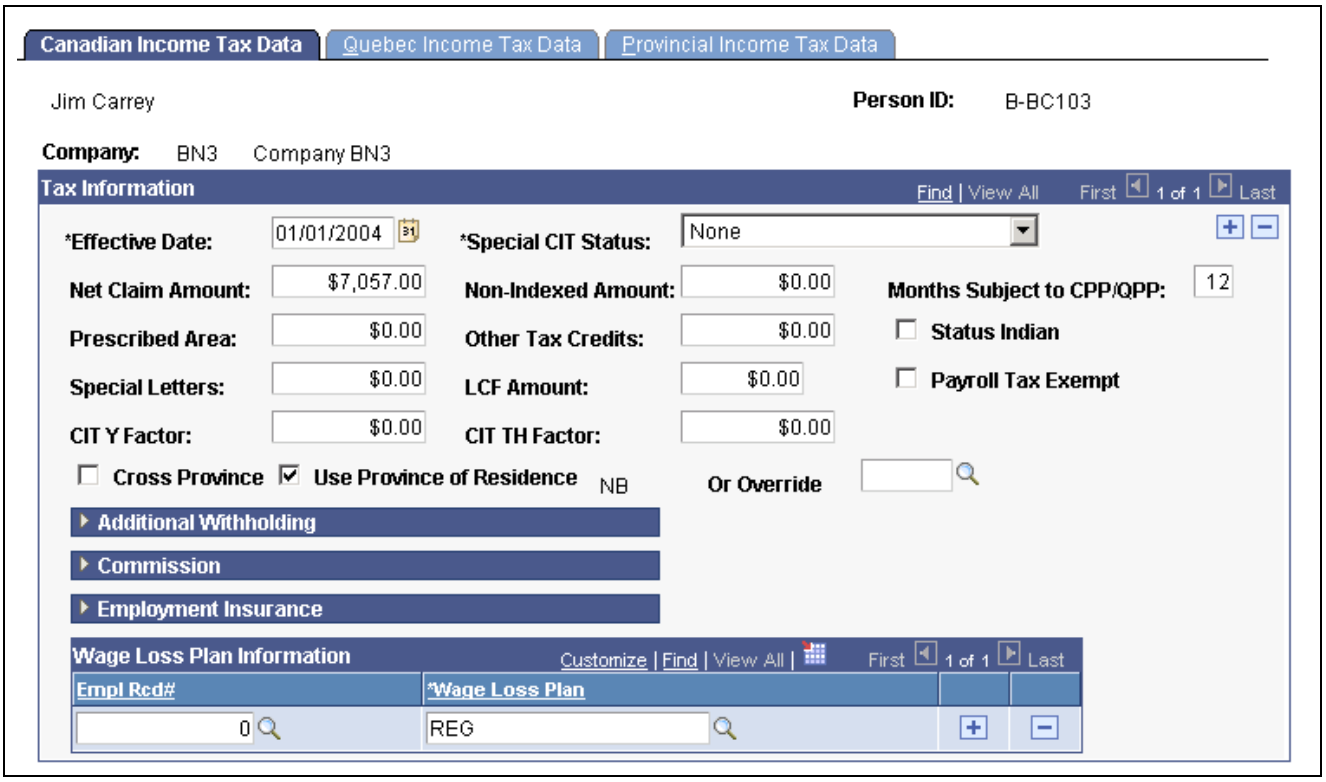
**Special Letters** If the employee is eligible for annual deductions authorized by a taxation office, but not deducted at source from the employee's pay (such as child care expenses), select to enter that amount. If a special letter is entered midyear, the amount must be prorated by the number of pay periods remaining in the year.

## Pages Used to Set Up and Maintain Canadian Employee Tax Data

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Canadian Income Tax Data | TAX_DATA_CAN1 | Payroll Interface, Update Payroll Information, Employee Tax Data CAN, Canadian Income Tax Data | Set up Canadian income tax data. |
| Quebec Income Tax Data | TAX_DATA_CAN3 | Payroll Interface, Update Payroll Information, Employee Tax Data CAN, Quebec Income Tax Data | Set up Quebec income tax data. |
| Provincial Income Tax Data | TAX_DATA_CAN4 | Payroll Interface, Update Payroll Information, Employee Tax Data CAN, Provincial Income Tax Data | Set up provincial income tax data. |

## Setting Up Canadian Income Taxes

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 that the employee receives to ensure that proper employment income is reported on the year-end T4 slip.

*Maintain gross:* Select to override the normal tax calculation with an amount indicated in the Additional Withholding group box.

*None:* Select if no special status exists. If you select this option, the system calculates federal withholding tax based on the employee's net taxable gross (the norm).

**Net Claim Amount**

Select to enter the total sum of all federal income tax exemption amounts from the employee's TD1 form (including the nonindexed amount). The system uses this field during the Calculate Pay COBOL SQL process.

**Months Subject to CPP/QPP** (months subject to Canada Pension Plan/Quebec Pension Plan)

Select to 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 birth date that is 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.

PeopleSoft Payroll for North America provides system processing to support the year-end T4 and RL-1 reporting of employment income for Status Indian employees whose total remuneration received in the reporting year is based on Status Indian requirements.

When the Status Indian check box is selected, the relevant tax form definition boxes of the T4 and RL-1 forms will facilitate the reporting of Status Indian tax-exempt employment income for year-end slip reporting purposes. For further information, refer to the Special Tax Topic on Year-End Processing located on Customer Connection.

---

**Note.** If your company does not elect to provide CPP coverage to the Status Indian employees, update the Months Subject to CPP/QPP field to *0* (zero).

---

**Payroll Tax Exempt**

Select this check box if the employee should not be subject to the Northwest Territories or Nunavut payroll tax. Effective July 1, 1993, the Northwest Territories imposed a one-percent payroll withholding tax on specified remuneration paid for work performed in the Northwest Territories. Effective April 1, 1999, part of the Northwest Territories split off to form the new territory of Nunavut. Only employees who earn more than 5,000 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, the employee is eligible for exemption from this tax. You can stop the tax withholding for this employee by selecting the Payroll Tax Exempt check box. The system continues to maintain the payroll tax gross for the employee, but the tax is not withheld. If you find later in the year that the employee should be subject to the tax, clear the Payroll Tax Exempt check box. On the next system-generated paycheck for the employee, the system will retroactively deduct the tax not previously withheld on all year-to-date Northwest Territories or Nunavut wages.

**Note.** Before running the final payroll for the calendar year, review the tax balance records of any employees whose Northwest Territories or Nunavut payroll tax status may be in doubt. Employees whose total Northwest Territories or Nunavut earnings will be more than 5,000 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 that was already withheld should be refunded.

**LCF Amount** (federal labour-sponsored funds tax credit)

Select to 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. Select to enter a dollar amount for the CIT Y Factor and not a number of dependents.

If you leave this field blank for employees who work in Manitoba, 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 that is used to calculate the provincial net income tax surtax for employees in the province of Manitoba. If you leave this field blank for an employee in Manitoba, the threshold amount is based on the net claim amount 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**

Select this check box to generate cross-province tax processing. The default for this check box is unselected.

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. This type of situation is referred to as *cross-province taxation* because it applies only between provinces or territories.

**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**

Select to override the employee's province of residence. Specify the applicable province of residence. Tax calculation is based upon province of residence override as defined in this field.

**Note.** When the province of employment for taxation purposes is Quebec (QC), the reduction in the tax liability is applied to the federal portion.

## Additional Withholding

**Amount** and **Percentage** — Select to indicate additional CIT taxes that should be taken. You can specify both an amount and a percentage if appropriate. The effect that this field has depends on the option that you select in the Special CIT Status field:

If you select *None,* you can specify an amount for additional withholding only. The system calculates taxes based on the information that is on the tax table and takes out the additional withholding amount indicated.

If you select *Maintain gross* and specify an amount, a percentage, or both for additional withholding, the system overrides the normal calculated tax and takes only the amount or percentage that entered in the Amount or Percentage fields.

**Note.** If you do not want to take additional withholding from a particular cheque, clear the Addl Taxes (additional taxes) check box on the By Paysheet - One-Time Taxes page.

## Commission

**Income** — For individuals paid on a commission basis, select to enter the employee's annual estimated commission income.

**Expenses** — For individuals paid on a commission basis, select to enter the employee's annual expenses.

**RPP/RRSP Limit** (Registered Pension Plan/Registered Retirement Savings Plan limit) — Select to enter the RPP/RRSP limit. This limit overrides the legislated annual RPP/RRSP limit that is maintained by PeopleSoft on the Canadian Tax table. These fields are used during the commission tax method calculation to arrive at taxable gross.

## Employment Insurance

**Calc Status** (calculate status) — The only options applicable as of January 1, 1997 are *EI Rules* (employment insurance rules) and *EI Exempt* (employment insurance exempt). The Calculate Pay 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 *EI 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 *EI Exempt.*

### Wage Loss Plan Information

**Wage Loss Plan**

Select the appropriate wage loss plan code. This applies the correct employer EI premium rate as determined by the benefit coverage level of the wage loss replacement plan for short-term disability.

You define valid wage loss replacement plan codes in the Canada Wage Loss Plan Table (WAGELS_PLN_TBL) component in Define Payroll Taxes. You must create these codes *before* you use them elsewhere in the system.

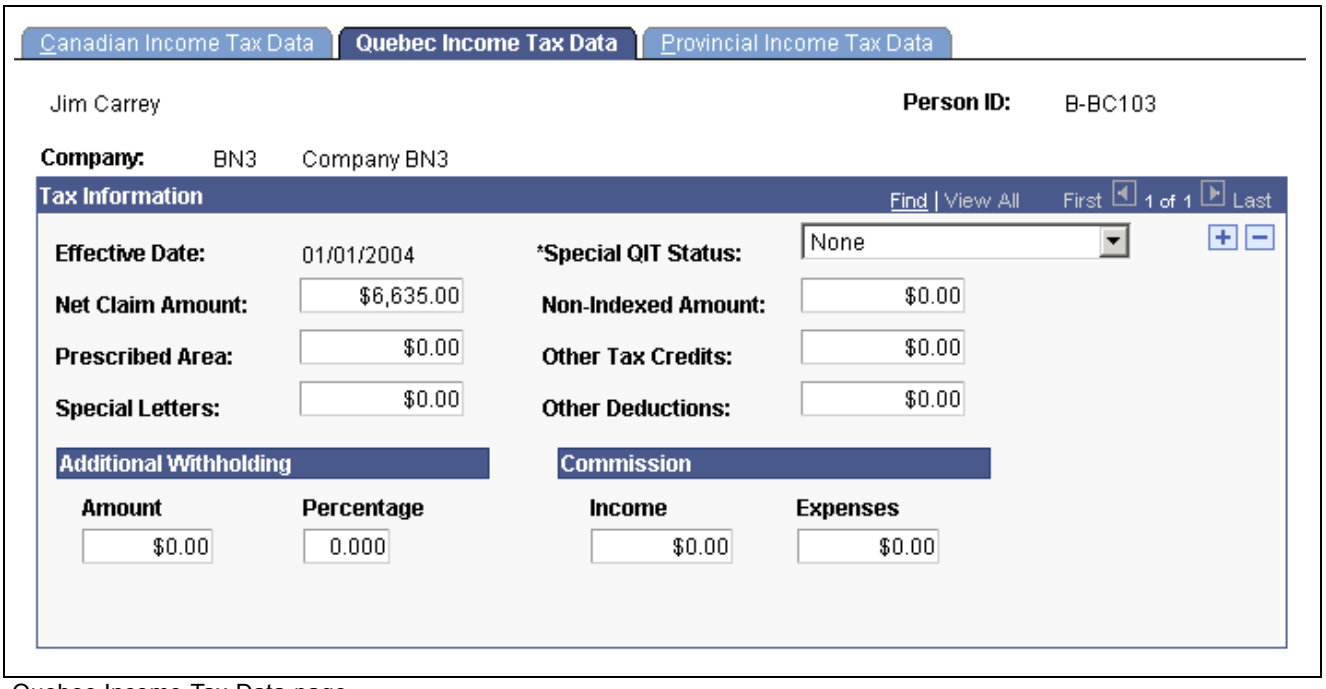
**Note.** If the Multiple Jobs feature is enabled, you can enter multiple wage loss plans per employee. If the Multiple Jobs Allowed check box is cleared, you can enter only one wage loss plan per employee.

If the Automatic Employee Tax Data check box on the Installation Table - Products Specific page is selected, the system automatically creates employee tax data records whenever you hire an employee or transfer an employee to a new company.

The wage loss plan default that you specify on the Pay Group Table - Definition page becomes the default wage loss plan on the Canadian Income Tax Data page whenever the system automatically creates employee tax data records.

## Setting Up Quebec Income Taxes

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. Select to indicate whether the employee has any special tax status for QIT purposes.

**Net Claim Amount** — Select to 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** — Select to enter other authorized Revenu Quebec annual deductions, such as the deduction representing alimony or maintenance payments.

### Additional Withholding

**Amount** and **Percentage** — Select to indicate whether additional QIT taxes that should be taken. You can specify both an amount and a percentage, if appropriate. The effect that this field has depends on the option that you select in the Special QIT Status field:

If you select *None,* you can specify an amount for additional withholding only. The system calculates taxes based on the information that is on the tax table and takes out the additional withholding amount indicated.

If you select *Maintain gross* and specify an amount, a percentage, or both for additional withholding, the system overrides the normal calculated tax and takes only the amount and or percentage that is entered in the Amount and Percentage fields.

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**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.

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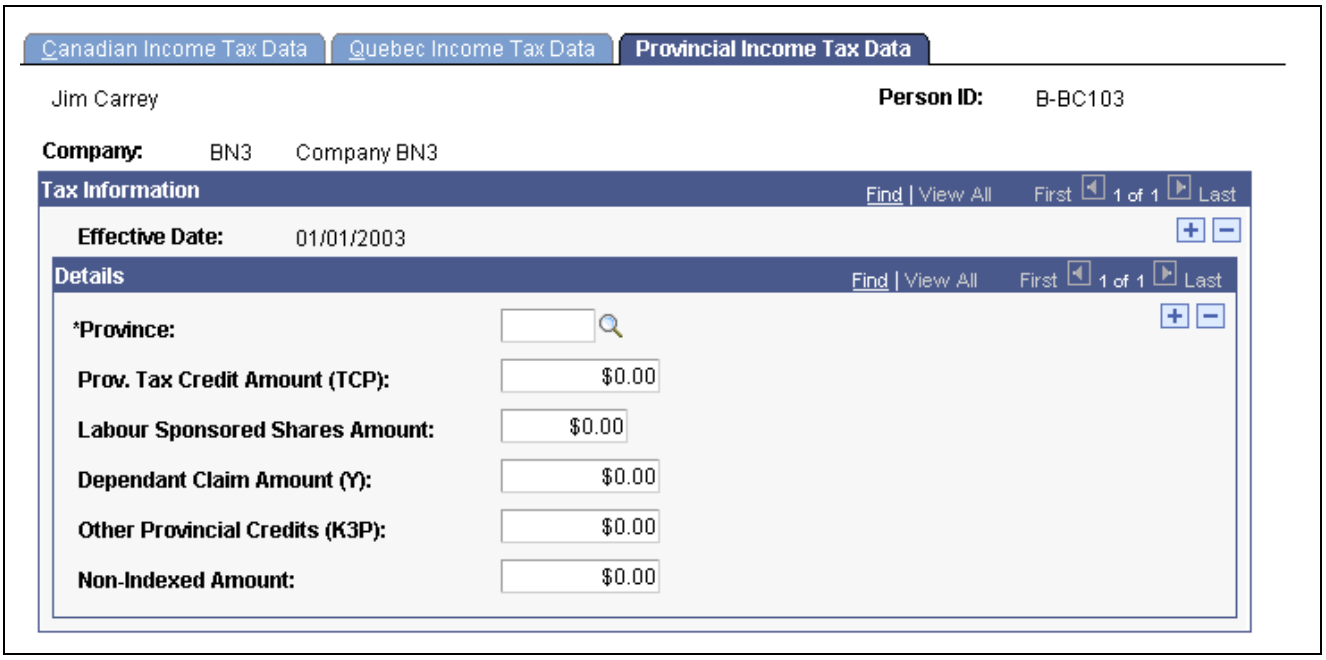
### Commission

**Income** — For individuals paid on a commission basis, select to enter the employee's estimated annual commission income.

**Expenses** — For individuals paid on a commission basis, select to enter the employee's estimated annual expenses for individuals that are paid on a commission basis.

## Setting Up Provincial Income Taxes

Access the Provincial Income Tax Data page.




Provincial Income Tax Data page

**Prov. Tax Credit Amount (TCP)** (provincial tax credit amount)

Select to enter the total 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**

Select to enter the provincial or territorial labour-sponsored funds tax credit amount.

---

**Note.** If a Provincial Income Tax Data record exists, the value that is 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 that is indicated in the LCF Amount field of the Canadian Income Tax Data page for both federal and provincial income tax calculations.

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**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 that are 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 that are

authorized by a tax services office or tax centre related to this factor have not yet been determined by the government.

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**Note.** 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.

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# CHAPTER 7

# Setting Up Payroll Schedules

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

- Set up pay groups.
- Set up balance IDs.
- Set up pay run IDs.
- Set up pay calendars.

## Understanding Payroll Schedules

To track and export changes that occur to employee-level payroll data, you run the Payroll Interface processes at least once each pay period using the payroll schedules that you establish in PeopleSoft Enterprise HRMS.

Payroll schedules consist of pay groups and pay calendars. Pay groups tell the system which employees to process. Pay calendars tell the system when to process these employees.

To enable payroll scheduling, perform these tasks:

1. Set up the pay groups.
2. Set up a balance ID—required for pay calendars.
3. Set up a pay run ID—required for pay calendars.
4. Set up the pay calendars.

**Note.** Set up your pay groups and pay calendars following the requirements of the third-party payroll system. The payroll schedules that you use to run the Payroll Interface processes should coincide with the payroll schedules that are used by the third-party payroll system.

## Setting Up Pay Groups

To set up pay groups, use the Pay Group Table (PAYGROUP_TABLE) component.

This section provides an overview of pay groups and discusses how to:

- Set up pay group definitions.
- Set up process controls.
- Set up calculation parameters.
- Set up source bank IDs.

# Understanding Pay Groups

Pay groups are set up using the Pay Group Table component. The PI Configuration ID field on the Pay Group Table - Definition page is important for Payroll Interface. The PI Configuration ID links your PeopleSoft pay groups to the third-party payroll system.

***Warning!*** If the PI Configuration ID is not set up correctly, the Payroll Interface processes will not function properly.

See Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," Setting Up the Configuration Table, page 125.

Additional information about pay groups is discussed in *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook.*

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

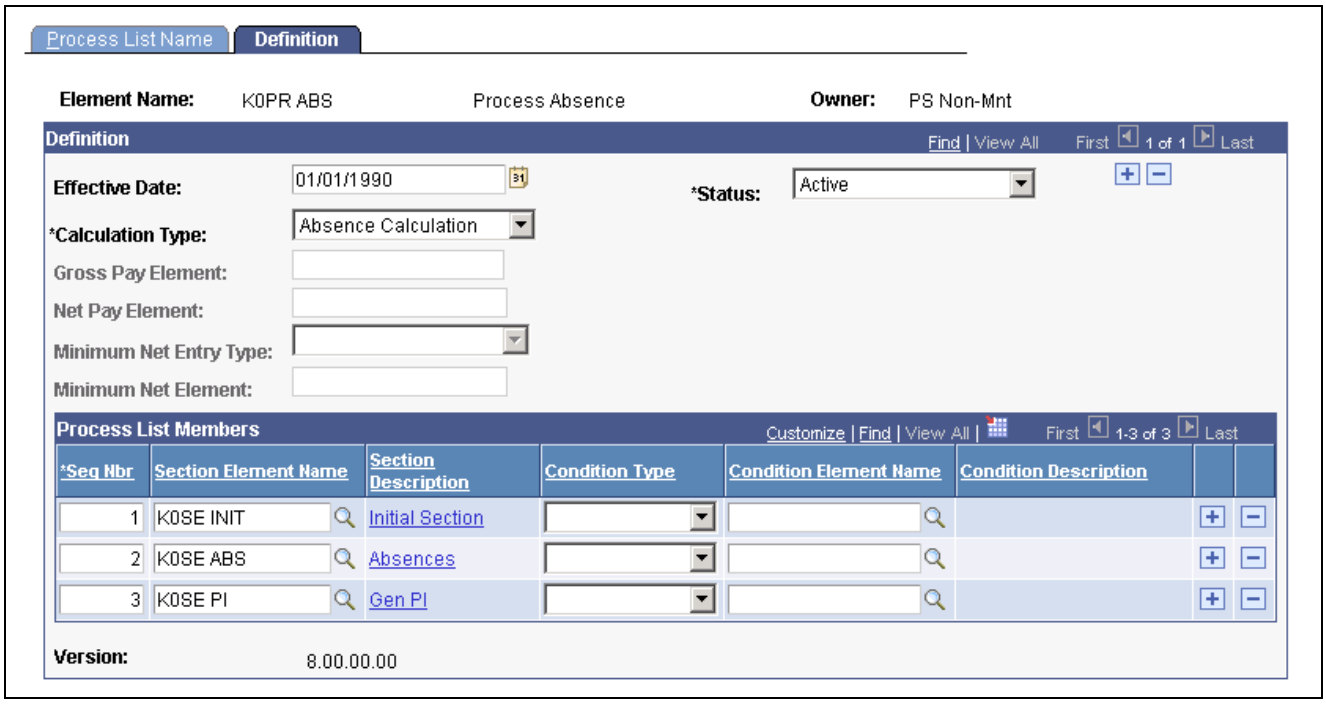
# Pages Used to Set Up Pay Groups

**Note.** The Pay Group Table - Paysheets, Check Distribution, Check Sequencing, and Reports Parameters pages are rarely used by Payroll Interface. The Pay Group Table - Time and Labor page is *never* used by Payroll Interface.

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Definition | PAYGROUP_TABLE1 | Set Up HRMS, Product Related, Payroll Interface, Payroll, Pay Group Table, Definition | Set up a pay group and its basic characteristics. Enter the PI configuration ID. |
| Process Control | PAYGROUP_TABLE2 | Set Up HRMS, Product Related, Payroll Interface, Payroll, Pay Group Table, Process Control | Set up process controls and establish default employee types. |
| Calc Parameters | PAYGROUP_TABLE3 | Set Up HRMS, Product Related, Payroll Interface, Payroll, Pay Group Table, Calc Parameters | Set up other processing parameters for pay groups. |
| Paysheets | PAYGROUP_TABLE4 | Set Up HRMS, Product Related, Payroll Interface, Payroll, Pay Group Table, Paysheets | Set up the proration rules and paysheet options for each pay group that you establish. This page is used rarely by Payroll Interface. |
| Check Distribution | PAYGROUP_TABLE5 | Set Up HRMS, Product Related, Payroll Interface, Payroll, Pay Group Table, Check Distribution | Set up the order in which you want to sort paychecks and to select address and delivery options. This page is used rarely by Payroll Interface. |
| Check Sequencing | PAYGROUP_TABLE6 | Set Up HRMS, Product Related, Payroll Interface, Payroll, Pay Group Table, Check Sequencing | Set up print sequence options. This page is used rarely by Payroll Interface. |
| Report Parameters | PAYGROUP_TABLE7 | Set Up HRMS, Product Related, Payroll Interface, Payroll, Pay Group Table, Report Parameters | Define other report parameters for pay groups. This page is used rarely by Payroll Interface. |
| Bank/Tip Info (Bank/Tip Information) | PAYGROUP_TABLE8 | Set Up HRMS, Product Related, Payroll Interface, Payroll, Pay Group Table, Bank/Tip Info | Set up the bank from which employees are to be paid. Enter the source bank ID. |
| Time and Labor | PAYGROUP_TABLE9 | Set Up HRMS, Product Related, Payroll Interface, Payroll, Pay Group Table, Time and Labor | This page is never used by Payroll Interface.<br>**Note.** Payroll Interface cannot process dynamic time and labor data. |

## Setting Up Pay Group Definitions

Access the Definition page.




Definition page

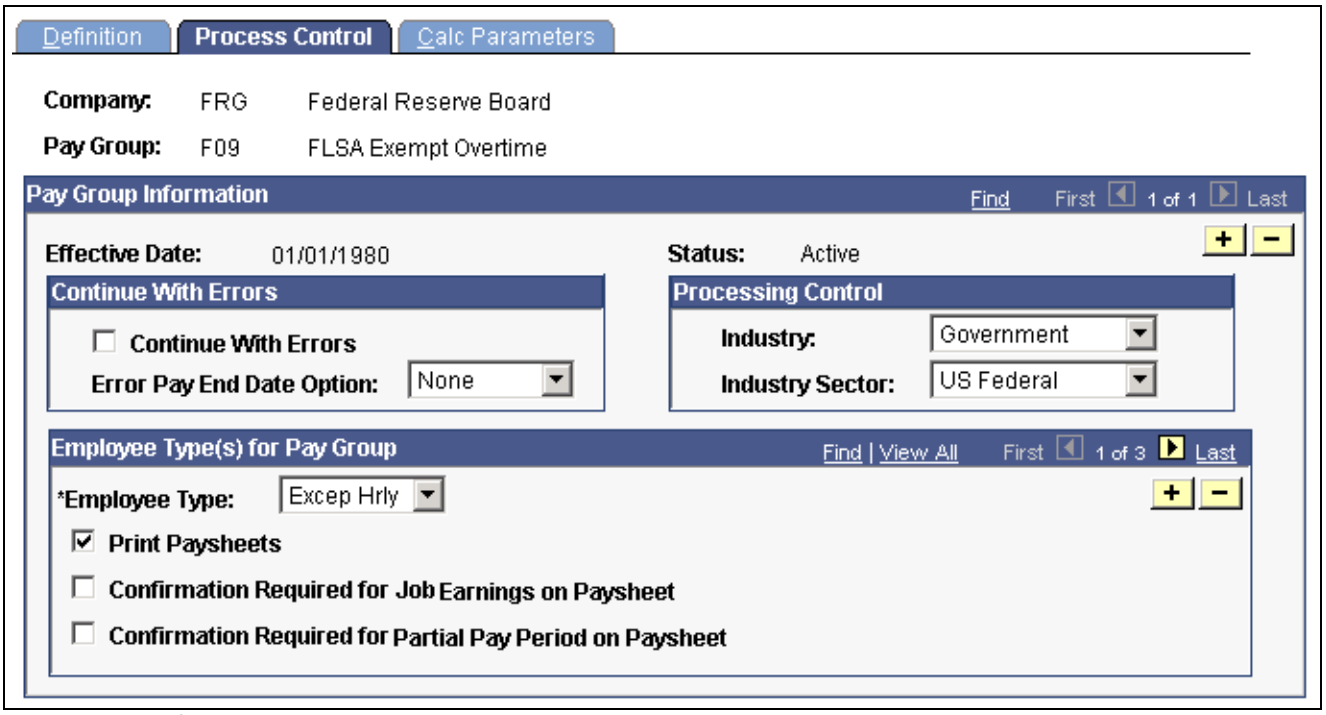
**PI Configuration ID** (Payroll Interface Configuration ID)

Select to enter the Payroll Interface configuration ID.

***Warning!*** If the PI configuration ID is not set up correctly, the Payroll Interface processes will not function properly.

## Setting Up Process Controls

Access the Process Control page.




Process Control page

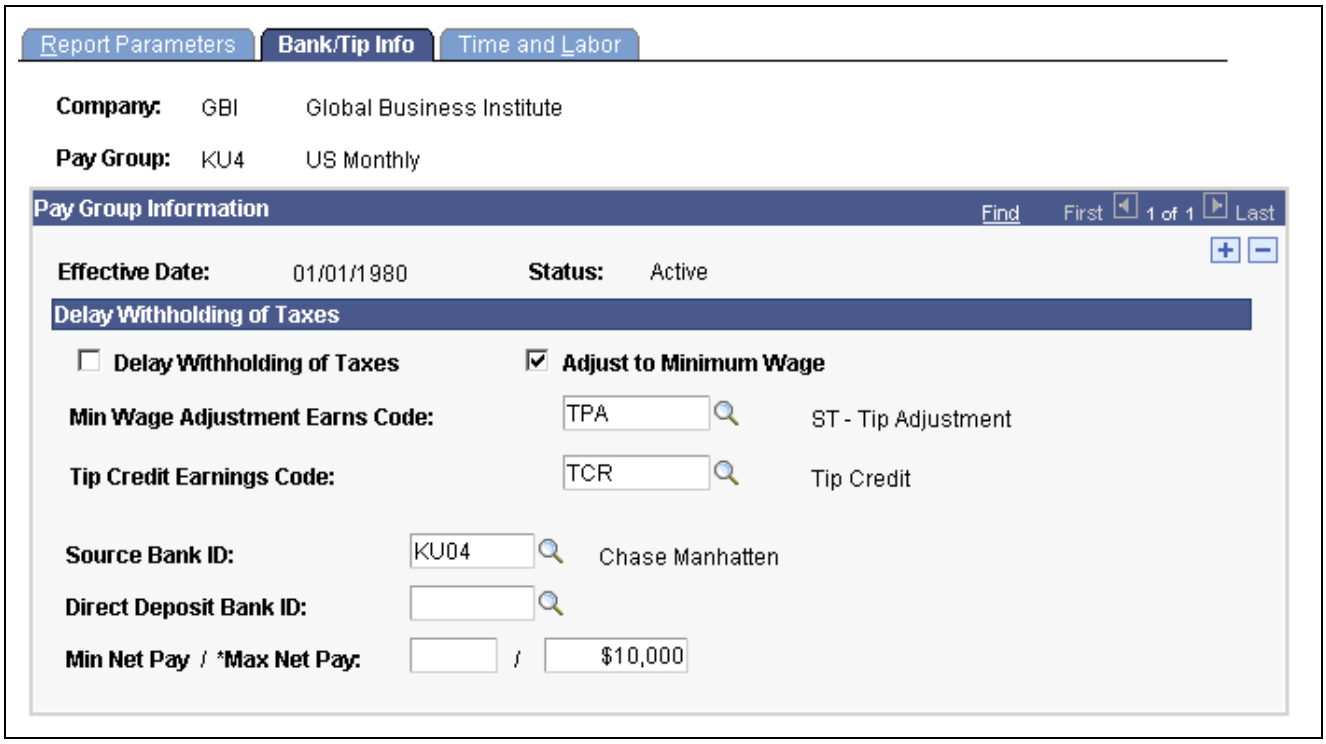
## Setting Up Calculation Parameters

Access the Calc Parameters (Calculation Parameters) page.

Calc Parameters page

## Setting Up Source Bank IDs

Access the Bank/Tip Info (Bank/Tip Information) page.




Bank/Tip Info page

**Source Bank ID** Select the bank from which employees in this pay group are to be paid.

**Note.** This field is not used by Payroll Interface. However, to save the pay group, you must enter a value.

# Setting Up Balance IDs

To set up balance IDs, use the Balance ID Table (BALANCE_ID_TABLE) component.

Balance IDs are discussed in *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook.*

### See Also

*PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Pay Calendars," Creating Balance IDs

# Setting Up Pay Run IDs

To set up pay run IDs, use the Pay Run Table (PAY_RUN_TABLE) component.

Pay run IDs are discussed in *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook.*

### See Also

*PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Pay Calendars," Creating Pay Run IDs

# Setting Up Pay Calendars

To set up pay calendars, use the Pay Calendar Table (PAY_CALENDAR_TABLE) component.

Pay calendars are discussed in *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook.*

### See Also

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

# CHAPTER 8

# Cloning a Payroll Interface Definition

This chapter provides an overview of the cloning process and discusses how to clone an interface definition.

## Understanding the Cloning Process

Rather than setting up an entirely new interface definition, it may be easier to begin an implementation by cloning (copying) an existing interface definition, either a definition that you set up previously or one of the sample data definitions that is delivered with Payroll Interface.

### PI Cloning Utility

The Payroll Interface control tables, sometimes referred to as the setup tables, are a set of 10 components that you use to set up an interface definition.

To create a copy of an interface definition, you use the PI cloning Utility to clone five of these components: PS Tables (PS_TABLES), Field Definition Table (INTRFC_FIELD), Group Table (INTRFC_GROUP), Instance Table (INTRFC_INSTANCE), and Definition Table (INTRFC_DEFINITION).

It is *not* necessary to clone these five components: System Table (SYSTEM_TABLE), Employee Table (INTRFC_EMPLOYEE), Process Table (INTRFC_PROCESS), File Handle Table (INTRFC_FILEHANDLE), and Configuration Table (INTRFC_CONFIG).

The PI Cloning Utility has two sub-utilities, the System ID Cloning Utility and the Interface Definition Cloning Utility. This table lists which components and underlying tables each sub-utility clones:

| PI Cloning Utility | Component | Underlying Tables |
|---|---|---|
| Use the PI Cloning Utility, System ID Cloning Utility option to clone these components and the underlying tables, which include the System ID field as a key field. | PS Tables | • PI_PS_RECORD<br>• PI_PS_REC_FLD<br>• PI_PS_REC_LANG |
| | Field Definition Table | • PI_FIELD_TBL<br>• PI_FIELD_LANG<br>• PI_FIELD_XLAT |
| | Group Table | • PI_GROUP_TBL<br>• PI_GROUP_LANG |
| | Instance Table | • PI_INSTANCE_TBL<br>• PI_INSTANC_LANG |
| Use the PI Cloning Utility, Interface Definition Cloning Utility option to clone this component and the underlying tables, which include the File ID as a key field. | Definition Table | • PI_DEFN_FILE<br>• PI_DEFN_F_LANG<br>• PI_DEFN_RECORD<br>• PI_DEFN_R_LANG<br>• PI_DEFN_FIELD |

## Cloning Procedure

Use the P.I. Cloning Utility Application Engine process (PI_CLONE) to clone an existing interface definition. The steps that you must perform before and after running the utility are outlined here.

To clone an interface definition:

1. Set up a system ID for the new interface definition using the System Table component.
2. Set up the file handles using the File Handle Table component.

   For each file ID you will clone in step 3, create a file handle.
3. Clone the existing interface definition using the P.I. Cloning Utility process.
4. Update the file definitions using the Definition Table component.

   For each file ID that you cloned in step 3, enter the system ID that you created in step 1.
5. Set up a configuration ID using the Configuration Table component.

   Enter the system ID that you created in step 1, the file handles that you created in step 2, and the file IDs that the cloning process created in step 3.

See *Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Process Scheduler*

After you have performed these steps, you can manually configure the interface definition following the requirements of the third-party payroll system.

See Chapter 9, “Setting Up a Payroll Interface Definition (Part 1),” page 97.

See Chapter 10, “Setting Up a Payroll Interface Definition (Part 2),” page 129.

### Things to Consider

Verify the system ID after you have cloned the components. You may need to manually change the System ID field in the Definition Table component - Interface Definition File page (this is step 4 in the cloning procedure).

Verify the process IDs after you have cloned the components. Some processes may be specific to certain file types. For example, if you are cloning from a logical (LOG) file type to a comma-separated value (CSV) file type, then you don't want to retain Process ID = 00001 in the Deduction record definition.

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

The PI_EMPLID_TBL table maps the PeopleSoft EMPLID to the third-party payroll system employee ID. When the Export process is run, every employee is assigned a row in this table. If the PI_EMPLID_TBL table contains data, you must delete it before running the Export process with the *new* (cloned) interface definition. If you do not delete the data, you will get a "duplicate rows" error message when you run the Export process.

---

**Note.** The PI_EMPLID_TBL table contains five fields: EMPLID, EMPL_RCD, EFFEDT, PI_SYSTEM_ID, and PI_EMPLID. To delete the data from this table, use this SQL statement: DELETE FROM PI_EMPLID_TBL.

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See Chapter 3, "Understanding PeopleSoft Enterprise Payroll Interface Processing," page 15.

# Cloning an Interface Definition

To clone an interface definition, use the Clone Payroll Interface (PI_RUNCTL_SID) component.

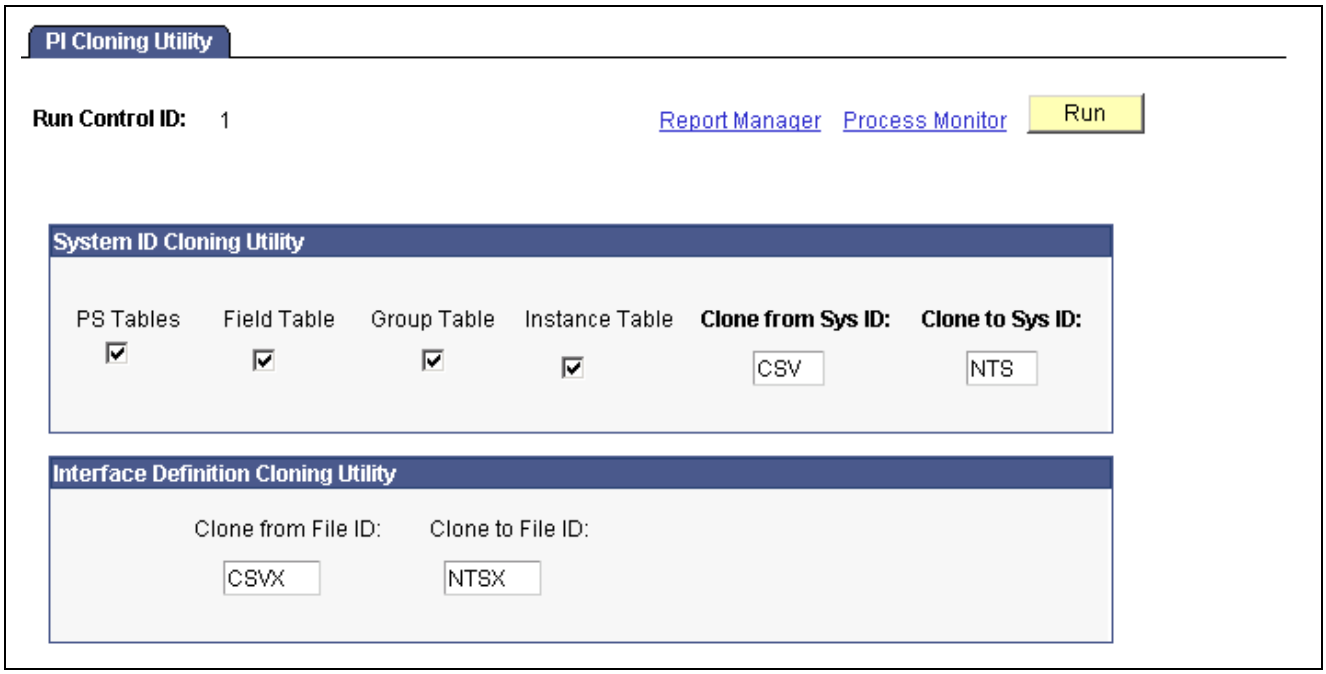
This section discusses how to select the cloning options.

## Pages Used to Clone an Interface Definition

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| PI Cloning Utility | PI_RUNCTL_SID_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Clone Payroll Interface, PI Cloning Utility | Select the cloning options (components, system ID, and file ID). |
| Process Scheduler Request | PRCSRQSTDLG | On the PI Cloning Utility page, click the Run button. | Run the P.I. Cloning Utility Application Engine process (PI_CLONE) to copy an interface definition. |

## Selecting the Cloning Options

Access the PI Cloning Utility page.




PI Cloning Utility page

## System ID Cloning Utility

Use the System ID Cloning Utility to copy the PS Tables, Field Table, Group Table, and Instance Table components and system IDs.

**PS Tables, Field Table, Group Table, Instance Table** — Select the components that you want to copy.

**Clone from Sys ID** (clone from system ID) — Select the system ID of the interface definition that you want to copy (the existing interface definition).

**Clone to Sys ID** (clone to system ID) — Select the system ID of the interface definition that you want to create (the new interface definition).

**Note.** You must set up the system ID using the System Table component before you can enter it here.

See Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," Setting Up the System Table, page 98.

## Interface Definition Cloning Utility

Use the Interface Definition Cloning Utility to copy the Definition Table component and file IDs.

**Clone from File ID** — Select the file ID of the export or import file that you want to copy.

**Clone to File ID** — Select the file ID of the export or import file that you want to create.

**Note.** If you are copying more than one file ID (for example, the CSV sample data set includes four export files), set up and run the Interface Definition Cloning Utility separately for each file ID.

# CHAPTER 9

# Setting Up a Payroll Interface Definition (Part 1)

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

- Set up the System table.
- Set up the Employee table.
- Set up the PS tables.
- Set up the Field Definition table.
- Set up the Definition table.
- Set up the Group table.
- Set up the Instance table.
- Set up the Process table.
- Set up the File Handle table.
- Set up the Configuration table.

## Understanding the Control Tables

The Payroll Interface control tables, sometimes referred to as the setup tables, are a set of 10 components that you use to set up the export and import interface definitions. As shown in the following table, the components can be organized into four general usage groups. Although some dependencies exist, all 10 components work together and, for the most part, can be set up in any order.

| Usage | Component |
|---|---|
| Use these components to identify the third-party payroll system and the employees who will be processed each pay period. | • System Table (SYSTEM_TABLE) component<br>• Employee Table (INTRFC_EMPLOYEE) component |
| Use these components to identify the PeopleSoft Enterprise HRMS tables and fields that store the payroll-related data, and to define the file and data formatting. | • PS Tables (PS_TABLES) component<br>• Field Definition Table (INTRFC_FIELD) component<br>• Definition Table (INTRFC_DEFINITION) component |

| Usage | Component |
|---|---|
| Use these components to set up additional processing for the payroll-related data. The processing can be simple (grouping fields) or more complex (invoking special COBOL routines). | • Group Table (INTRFC_GROUP) component<br>• Instance Table (INTRFC_INSTANCE) component<br>• Process Table (INTRFC_PROCESS) component |
| Use these components to identify the export or import files and to connect the PeopleSoft Enterprise HRMS pay groups to the third-party payroll system for processing. | • File Handle Table (INTRFC_FILEHANDLE) component<br>• Configuration Table (INTRFC_CONFIG) component |

**Note.** Beginning an implementation is often easier if you clone (copy) an existing interface definition. After you have created the clone, you can use the control tables to further configure the export or import interface definition.

### See Also

Chapter 8, "Cloning a Payroll Interface Definition," page 93

## Common Elements Used in This Chapter

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

**Convert Case**
Select if the system requires uppercase.

**Note.** You can override this setting for specific files.

# Setting Up the System Table

To set up the System Table, use the System Table (SYSTEM_TABLE) component.

This section provides an overview of the System Table and discusses how to:

- Set up system IDs.
- Set up payroll statuses.

## Understanding the System Table

Use the System Table to set up a system ID that identifies the third-party payroll system.

Payroll Interface delivers several system IDs, including CSV, PHY, LOG, and NFC. These system IDs correspond to these delivered data formats: comma-separated-values, physical, logical, and National Finance Center. You can use the delivered system IDs or create your own.

You can use multiple system IDs to set up interface definitions for multiple third-party payroll providers. The system IDs separate the information required for each third-party implementation.

### See Also

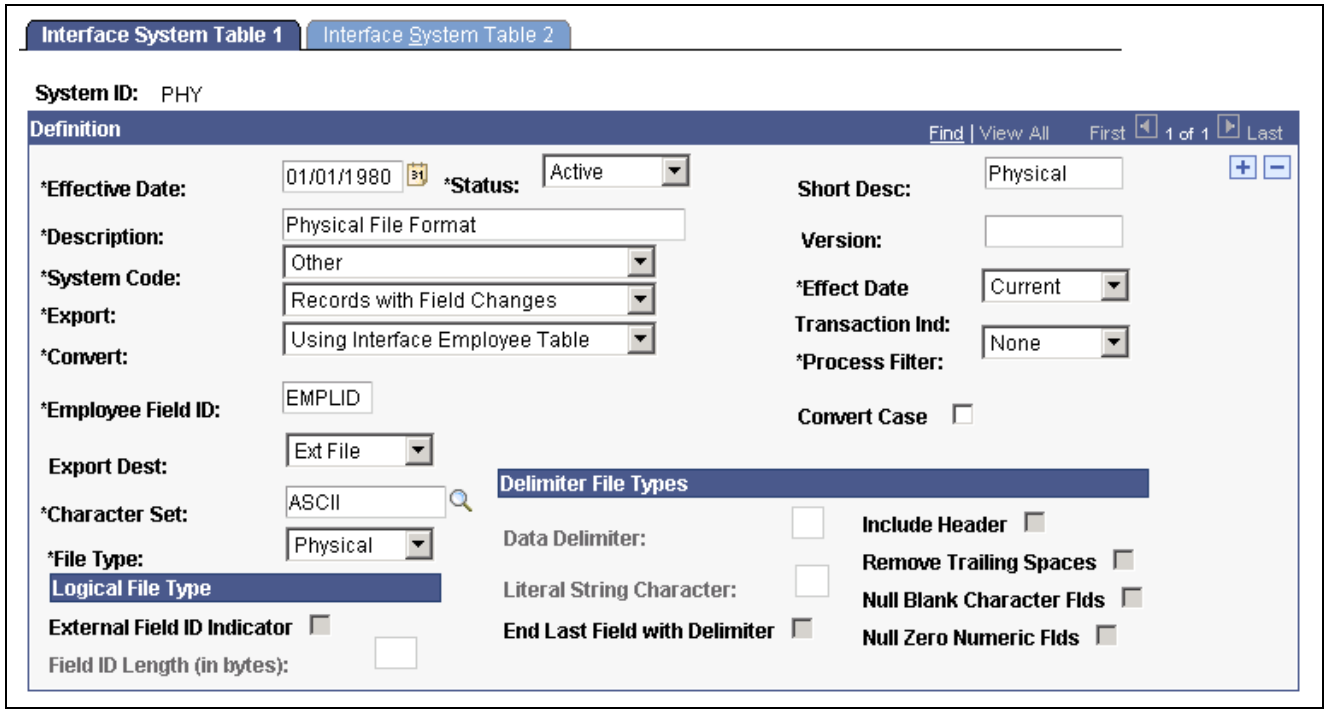
Chapter 2, "Understanding PeopleSoft Enterprise Payroll Interface," Sample Data Definitions, page 7

## Pages Used to Set Up the System Table

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Interface System Table 1 | PI_SYSTEM_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, System Table, Interface System Table 1 | Set up system IDs. |
| Interface System Table 2 | PI_SYSTEM1_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, System Table, Interface System Table 2 | Set up payroll statuses. |

## Setting Up System IDs

Access the Interface System Table 1 page.




Interface System Table 1 page

**System ID** Select to enter a system ID that identifies the third-party payroll system. You can use one of the system IDs delivered with Payroll Interface (*CSV, LOG, NFC, PHY, and so on*) or you can define your own.

**System Code** Select the appropriate system code.

- *ADP Interface:* ADP third-party payroll system.
- *Other:* Third-party payroll system other than ADP.

**Version** For documentation only. Payroll Interface does not use this value.

**Export** Select to indicate how data changes are exported.

- *Field Change Only:* Export only fields with changed data.
- *Record With Field Changes:* Export entire records, but only those with fields that have changed.

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

**Convert** Select to indicate how employees are identified by the third-party payroll system.

- *Using Interface Employee Table:* Converts the PeopleSoft EMPLID to the third-party payroll system employee ID (PI Emplid).

  **Note.** If you select this option, you *must* map the PeopleSoft EMPLID to the third-party payroll system employee ID (populate the PI_EMPLID_TBL table) for *each* employee before you run the Export process. If you do not do this, the system will issue an error message.

  Perform the mapping by either (1) manually entering the third-party payroll system employee ID in the Employee Table - Interface Employee Table page, PI Emplid field or (2) using PeopleCode to automate the process, when possible. You must update the mapping when employee changes occur, for example, new hires or terminations.

- *Using PeopleSoft Employee ID:* Automatically inserts the PeopleSoft EMPLID in the Employee Table - Interface Employee Table page, PI Emplid field (and populates PI_EMPLID_TBL) when you run the Export process.
- *Using National ID:* Automatically inserts an applicable national identification code (for example, the employee's Social Security Number or Social Insurance Number) in the Employee Table component - Interface Employee Table page, PI Emplid field (and populates the PI_EMPLID_TBL table) when you run the Export process.

**Employee Field ID** Select to indicate which Payroll Interface field contains the employee ID. The value of the employee field ID is defined on the Field Definition Table component - Interface Field2 page. Because of the three convert options, the field that you select as the employee field ID does not need any PS Record/PS fields mapped to it on the Interface Field2 page.

**Effect Date Transaction Ind** (effective date transaction indicator) Select *Current* to export only data that's current at the end of the pay period; select *All* to export both current and retroactive data.

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

The effective date indicator performs two main functions:

- Selecting employees for processing: If you choose *All,* all employees who have *ever* been in the pay group being processed are eligible for processing.

If you choose *Current,* only those employees who were in the pay group *during* the pay period are eligible for processing.

- Retrieving employee data: If you select *All,* the meaning of the value *All Effdts* (all effective dates) in the Where Clause Type field on the PS Tables page literally means *all* effective dates. If you choose *Current,* then *All Effdts* on the PS Tables page refers to all effective dates that are effective during the pay period.

**Process Filter**

Select to indicate whether the system should process records with a company value that is different from the process company.

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

  See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Company Filtering, page 140.

**Character Set**

Select to enter the appropriate character set for the language that is used in the export or import file.

**Note.** The Import process recognizes only the ASCII character set.

See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Character Sets, page 134.

**File Type**

Select a file type:

- *CSV* (comma-separated value): Data is delimited, or separated, by commas.
- *Logical:* Data is defined using an identifier followed by its value, not fixed format. For example, the field identifier of 1X2 might always immediately precede a value of 1 or 2 to indicate martial status. The field identifier is defined by your third-party payroll system and must exactly match the field identifier that is defined in Payroll Interface. If you use a logical file, select *External Field ID Indicator* and enter the field length.
- *Other Delm* (other delimited): Data is delimited by the character that you specify in the Data Delimiter field.

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

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

- *Physical:* Data is defined by its position in the file. For example, a value of 1 or 2 in the 30th character position in the file might represent marital status. In such files, blank characters are often inserted to maintain positional integrity when a data value is not available to take that position.
- *Tab Delm* (tab delimited): Data is delimited by the Tab character.

### Logical File Type and Delimiter File Types

Use the options in the Logical File Type group box and Delimiter File Types group box to further define the export file.

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

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

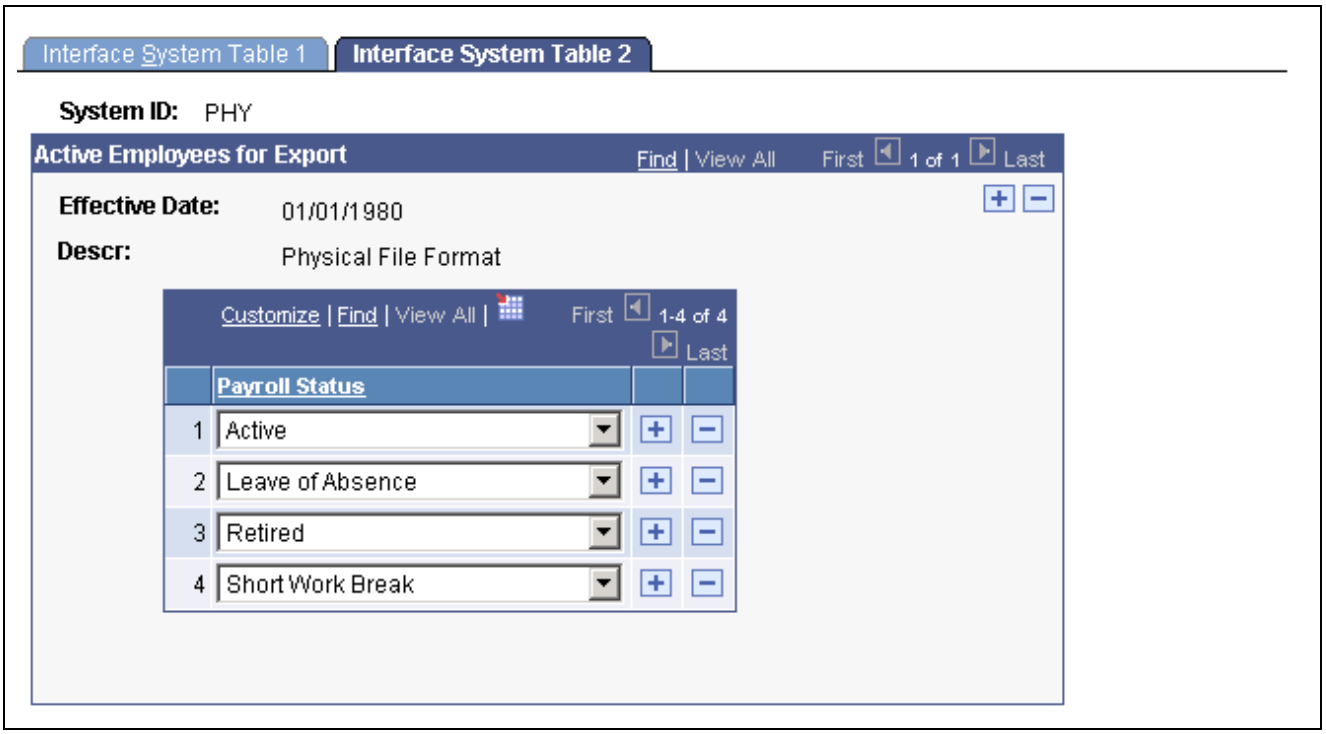
When data values contain the literal string character, the single character is repeated within the data value when it is written to the export file. During the import process, the system examines the data value for two literal string characters together and changes them to just one. For example, a data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

**Remove Trailing Spaces** You can override this selection at the field level.

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

## Setting Up Payroll Statuses

Access the Interface System Table 2 page.




Interface System Table 2 page

**Employee Status** Select the pay statuses of the employees to process. This setting directly corresponds to the Selecting Active Employees check box on the Payroll Interface Run Control page.

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

**Note.** Payroll Interface processes only the current row if more than one effective sequence exists for a particular date.

# Setting Up the Employee Table

To set up the Employee Table, use the Employee Table (INTRFC_EMPLOYEE) component.

This section provides an overview of the Employee Table and discusses how to set up employee IDs.

## Understanding the Employee Table

Use the Employee Table component to determine how your employees are identified in the third-party payroll system.

You can export data from any table or view in PeopleSoft Enterprise HRMS, as long as the record includes the PeopleSoft EMPLID. To identify employees in a third-party payroll system, you can use the PeopleSoft EMPLID and map the PeopleSoft EMPLID to a third-party employee ID (PI Emplid) or some other unique identifier such as a Social Security Number.

### See Also

Chapter 3, "Understanding PeopleSoft Enterprise Payroll Interface Processing," Deduction Processing and Multiple Jobs, page 17

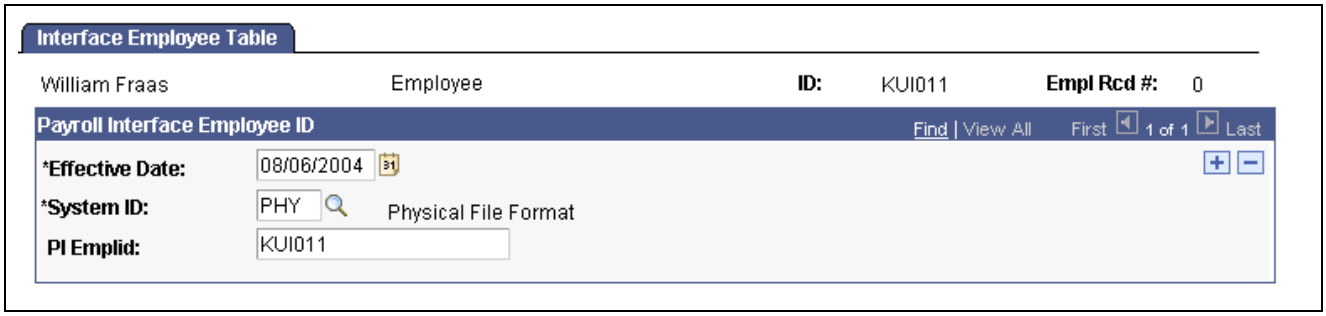
Chapter 3, "Understanding PeopleSoft Enterprise Payroll Interface Processing," Export Processing and Multiple Jobs, page 27

## Page Used to Set Up the Employee Table

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Interface Employee Table | PI_EMPLID_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Employee Table, Interface Employee Table | Set up employee IDs when the third-party payroll system employee IDs are independent of the PeopleSoft EMPLID. |

## Setting Up Employee IDs

Access the Interface Employee Table page.




Interface Employee Table page

**System ID** Select the System ID for the third-party payroll system.

**PI Emplid** (Payroll Interface employee ID) Enter the ID that uniquely identifies your employees to the third-party payroll system.

**Note.** The value of the PI Emplid field can be the third-party payroll system employee ID, the PeopleSoft EMPLID, or a national identifier such as the employee's Social Security Number. The option that you select for the System Table - Interface System Table 1 page, Convert field determines how the PI Emplid field is populated.

See Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," Setting Up the System Table, page 98.

# Setting Up the PS Tables

To set up the PS Tables, use the PS Tables (PS_TABLES) component.

This section provides an overview of the PS Tables and discusses how to select PeopleSoft tables and fields.

# Understanding the PS Tables

Use the PS Tables component to identify the PeopleSoft Enterprise HRMS tables and fields that contain the data that will be exported to the third-party payroll system or used during the Export process.

You can export data from any table or view in PeopleSoft Enterprise HRMS, as long as the record includes the PeopleSoft EMPLID field. The system uses the parameters on the PS Tables page to construct the SQL select statements.

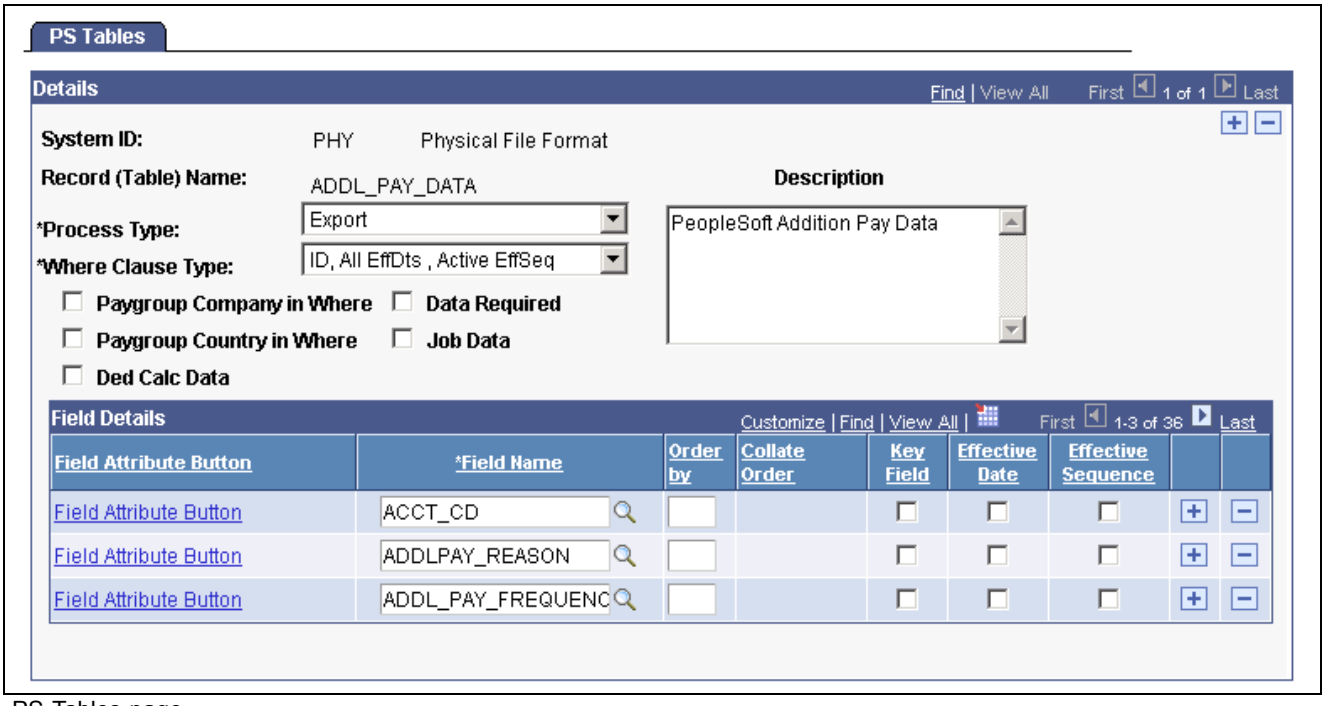
**Note.** Any field that is identified in the PS Tables component can be added to the Field Definition component. Any field that is defined in the Field Definition Table component can be added to the Definition Table component.

# Pages Used to Set Up the PS Tables

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| PS Tables | PI_PSREC_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, PS Tables, PS Tables | Select PeopleSoft tables and fields that contain employee payroll-related data. Data is extracted from these tables and fields during the Export process. |
| PeopleSoft Field Inquiry | PI_PSFLD_INQ | Click the Field Attribute button on the PS Tables page. | View attributes for a selected field. |

# Selecting PeopleSoft Tables and Fields

Access the PS Tables page.




PS Tables page

**System ID** The system ID for the third-party payroll system.

**Process Type** Select to indicate which Payroll Interface process to perform with the table or view.

**Where Clause Type** Select to indicate which type of SQL Where clause to construct when retrieving the data from the database:

- *Empl ID:* Employee ID only.
- *ID and Active Effdt:* Employee ID and the active effective date as of the pay end date.
- *ID, Active Effdt, Active EffSeq:* Employee ID, the active effective date, and the latest effective sequence as of the pay end date.
- *ID, All Effdts, Active EffSeq:* Employee ID, all effective-dated rows that fall between the pay-begin date, the pay-end date (non-retroactive processing), and the latest effective sequence for each effective date.
- *ID, All Effdts:* Employee ID and all the effective-dated rows that fall between the pay-begin date and the pay-end date (non-retroactive processing).
- *ID, Effdt=Pay End Dt:* Employee ID and effective date equal the pay end date.

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

See *Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Query*

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

**Paygroup Company in Where** Select to indicate whether the Where clause for retrieving data from this PeopleSoft table should include a test on the Company field. When this check box is selected, the system compares the Company field in the record against the Company field in the employee's job data.

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

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

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

**Ded Calc Data** (deduction calculation data) Select to indicate that one or more fields listed for this table or view comes from the PI_DED_CALC table. When you run the Export process with a run control defined to exclude DedCalc, the system excludes any record for which this check box is selected.

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

**Data Required** Select to indicate that a row of data must be returned from the database for this table, but not that every field that is defined for this record must contain data.

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

**Job Data** Select if the record contains COMPANY, PAYGROUP, or ACTION.

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

## Field Details

Use the Field Details group box to define field attributes.

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**Note.** You should enter Order by (sequence) values for all key fields. The EFFDT and EFFSEQ fields *must* be in descending order (Collate Order *Desc*). All other fields should be in ascending order (Collate Order *Asc*).

---

**Order by** Select to indicate the sequence in which the field should be processed. A number from zero (blank) to 99 represents the sequence of the field in the ORDER BY clause of the SQL select statement.

**Collate Order** This field is applicable only when the value for the Order by field is greater than zero. Select to indicate the sequence order of the field in the ORDER BY clause of the SQL select statement. (If the value of the Order by field is zero or not specified, the collate order is none by default.)

*Asc:* Ascending order. Sequences data from lowest to highest. This is the default value for all fields.

*Desc:* Descending order. Sequences data from highest to lowest.

---

**Note.** The EFFDT and EFFSEQ fields *must* be in descending order.

---

See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Key Fields, page 142.

**Key Field** This check box is automatically selected if the field is defined in PeopleSoft Application Designer as a key for a PS record.

You must manually select this check box for views.

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

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

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

This field is used with the JOB record and any other records with both an effective date and effective sequence.

**Field Attribute** Click to view the PeopleSoft Field Inquiry secondary page.

# Setting Up the Field Definition Table

To set up the Field Definition Table, use the Field Definition Table (INTRFC_FIELD) component.

This section provides an overview of the Field Definition Table and discusses how to:

- Set up third-party payroll system fields.
- Set up corresponding PeopleSoft fields.

## Understanding the Field Definition Table

Use the Field Definition Table component to define the data type and format of the fields that appear in the export file. Any field that is identified in the PS Tables component can be added to the Field Definition component.

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

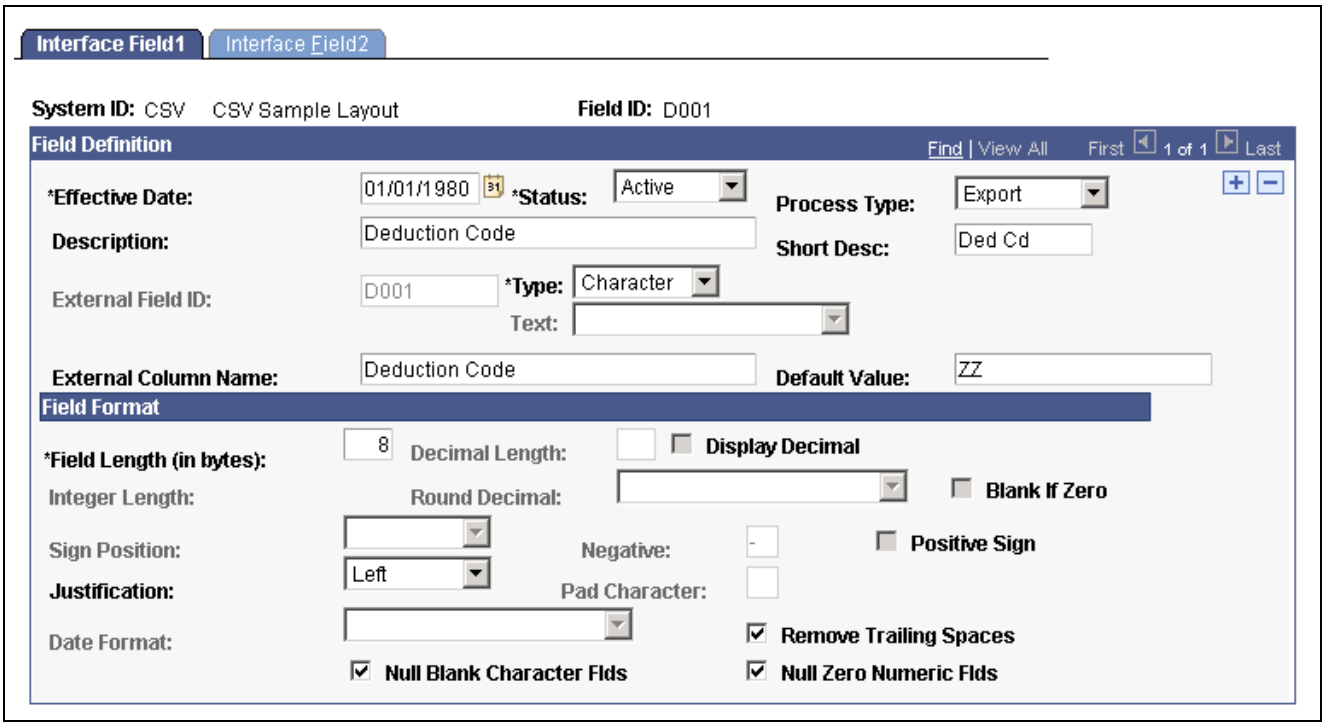
See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Key Fields, page 142.

## Pages Used to Set Up the Field Definition Table

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Interface Field1 | PI_FIELD1_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Field Definition Table, Interface Field1 | Set up third-party payroll system fields. |
| Interface Field2 | PI_FIELD2_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Field Definition Table, Interface Field2 | Set up corresponding PeopleSoft fields. |

## Setting Up Third-Party Payroll System Fields

Access the Interface Field1 page.




Interface Field1 page

**Process Type** Select the Payroll Interface process.

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

**External Field ID** If the System Table - Interface System Table 1 page, External Field ID Indicator option is selected, the external field ID becomes by default the value that you enter here. The external field ID can be up to 10 characters.

**Type** Select from the following options:

- *Character*

  Use the Justification field to specify whether characters are left or right justified.

  **Note.** When you are mapping from a large field to a smaller field, the results are truncated. For example, if you map ’0123456789’ from a 10–character field to a 7–character field, the result is ’0123456’.

- *Date*

  Use the Date Format field to specify the third-party payroll system’s date format.

- *Number*

  Use the Display Decimal and Decimal Char (decimal character) fields to specify a decimal separator.

- *Signed*

  Use the Sign Position field to select the placement of the sign for signed numerical fields.

- *Value*

  Select to specify a predefined data item for the Text field. For example, with the Pay Run ID field, enter *Pay Run ID* as the text. (Including *Pay Run ID* in the header record may help ensure that the correct file is processed.)

  If using the company filtering feature, use the *Processing Company* or *Processing Pay Group* values for the *Text* field.

  See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Company Filtering, page 140.

**Text** Select to enter a translate value.

**Note.** This field is active only if you have selected *Value* in the Type field.

See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Text Translate Values, page 138.

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

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

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

### Field Format

Use the options in the Field Format group box to define the file's field formats.

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

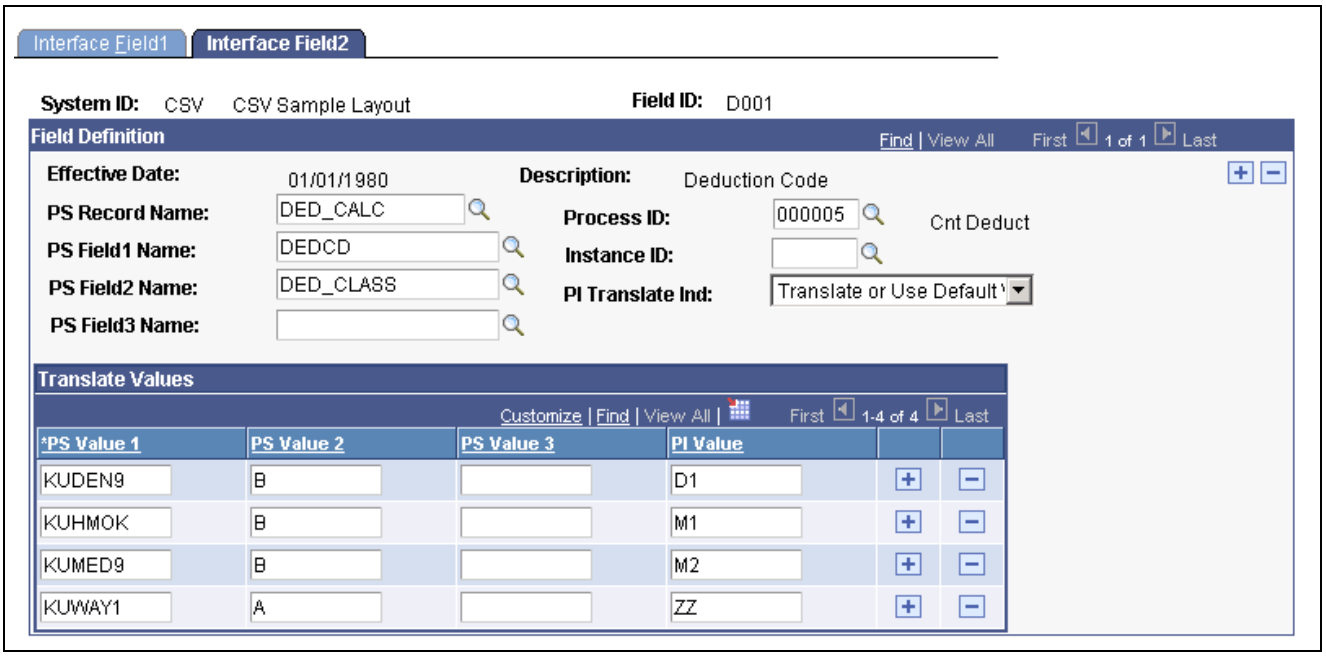
**Integer Length** The system calculates the integer length to verify that you have set up a numeric field as intended.

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

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

## Setting Up Corresponding PeopleSoft Fields

Access the Interface Field2 page.




Interface Field2 page

**PS Record Name** and **PS Field1 Name**

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

**Process ID**

Select when a COBOL process is required to correctly translate or format a PeopleSoft value to a third-party payroll system value.

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

**Instance ID**

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

**PI Translate Ind** (payroll interface translate indicator)

Select to specify how translate values are handled:

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

**Translate Values**

Select to translate PeopleSoft field value PS Value 1 (and, if needed, PS Value 2 and PS Value 3) to the third-party payroll system value, PI Value. For example, if DEDCD (deduction code) is KUDEN9 and DED_CLASS (deduction class) is B (before tax), then the translated value is D1.

Translate values are available for all export fields and for the Currency Code field for import.

## See Also

Chapter 10, “Setting Up a Payroll Interface Definition (Part 2),” Creating COBOL Routines, page 157

# Setting Up the Definition Table

To set up the Definition Table, use the Definition Table (INTRFC_DEFINITION) component.

This section provides an overview of the Definition Table and discusses how to:

- Set up a file layout.
- Set up records within a file.
- Set up fields within a record.

## Understanding the Definition Table

Use the Definition Table component to define the physical structure of the export or import file, including the records in the file and the fields in the records. Any field defined in the Field Definition Table component can be added to the Definition Table component.

**Note.** Each record in the file must include the field that is defined as the EMPLID on the System Table component.

***Warning!*** If you use PeopleSoft Application Designer to change any of the tables or fields set up using the PS Tables component, you must make sure that these changes are reflected in the PS Tables component as well. If you think that a change that you have made has not taken affect, delete the database cache file and log back into the system.

### See Also

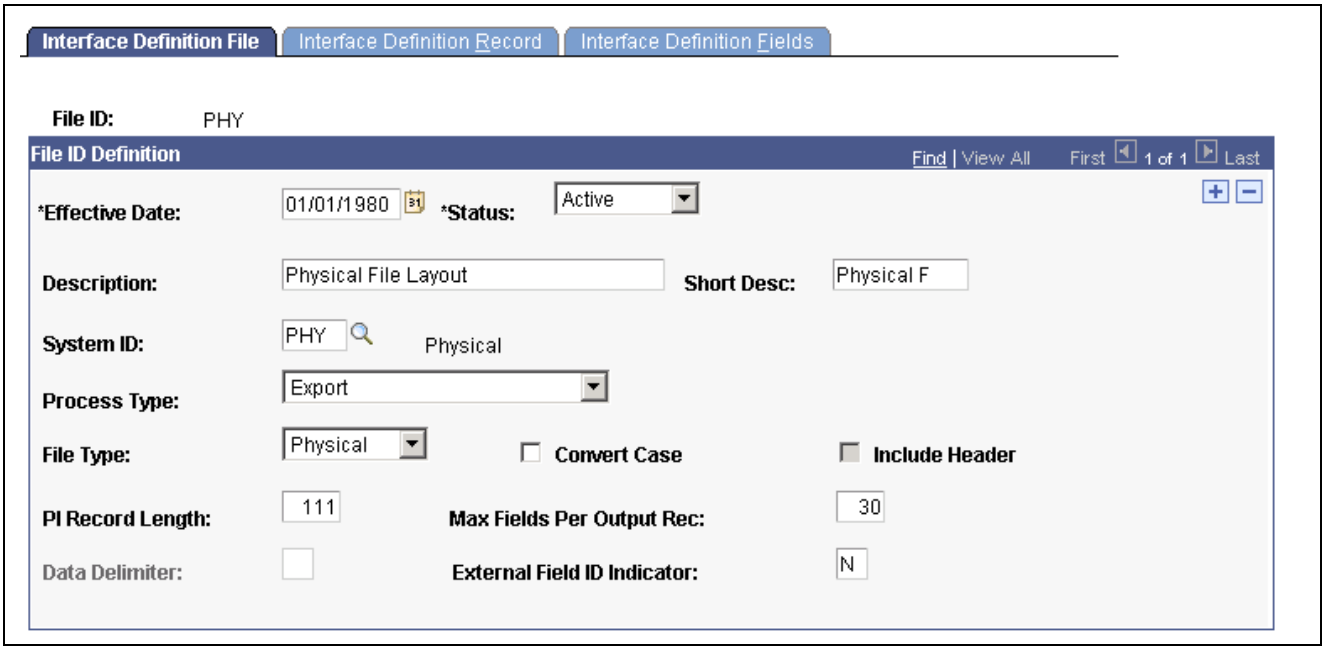
*Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Application Designer*

## Pages Used to Set Up the Definition Table

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Interface Definition File | PI_FILE1_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Definition Table, Interface Definition File | Set up a file layout for the import or export file. |
| Interface Definition Record | PI_FILE2_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Definition File, Interface Definition Record | Set up the records in a file. |
| Interface Definition Fields | PI_FILE3_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Definition File, Interface Definition Fields | Set up the fields in a record. |

# Setting Up a File Layout

Access the Interface Definition File page.




Interface Definition File page

**System ID** Select the system ID for the third-party payroll system.

**Convert Case** Select this check box to have the system automatically select the Conv. Case check box for each *new* field that you enter on the Interface Definition Fields page of this component. If you need to update the value of the Conv. Case check box for *existing* fields, you must manually select or clear that check box on the Interface Definition Fields page for each of those fields. Selecting or clearing the check box on this page does not update existing values.

**Include Header** Is on or off by default according to values that are set up on the System Table component for the selected system ID.

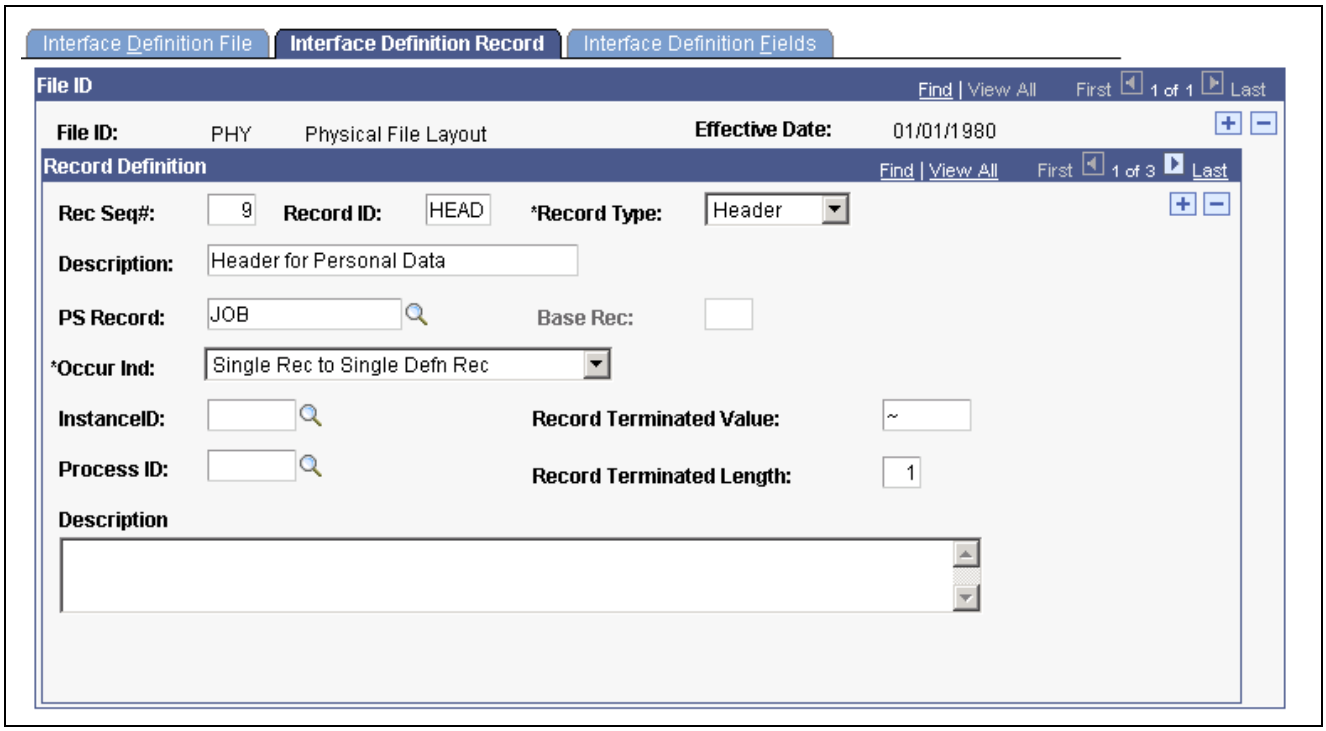
**PI Record Length** Select to enter the record length for the file type. For comma-separated (CSV), tab-delimited, and other delimited file types, the value must be zero.

**Max Fields Per Output Rec** (maximum fields per output record) Used for logical records. Select the value that is defined by the third-party payroll system.

**External Field ID Indicator** Used for logical records. When this check box is selected, the data records contain the external field ID as defined on the Interface Field1 page for all of the fields that are defined in the interface definition record.

# Setting Up Records Within a File

Access the Interface Definition Record page.




Interface Definition Record page

**Rec Seq#** (record sequence number)

Select to indicate the sequence of each record within the file.

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

**Record ID**

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

If the third-party payroll system has its own record IDs, you might want to use those.

**Record Type**

Select from the following:

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

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

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

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

**PS Record**

Select to identify the PeopleSoft table that is selected from (for export) or inserted into (for import) as the primary PeopleSoft table for this interface record.

**Note.** Each data record must contain the field that is defined as the employee field ID on the System Table component.

**Base Rec** (base record)

Available for process record types.

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

**Occur Ind** (occurrence indicator)

Select to identify the correspondence between rows in the PS record and the records in the export file.

- *Multi Recs to Multi Defn Recs* (multiple records to multiple definition records)

  Data is pulled from a PeopleSoft record that may have multiple records (or rows) of information to multiple definition payroll system records (or rows) of information. The Occurrence Key field is required to distinguish each occurrence.

  Example: Ded Calc and Additional Pay may have more than one row of employee data that the system needs to read to determine whether data changed. You would pull all rows of data and write them to multiple rows on the payroll system data file.

  Example:

  (SSN, Ded Code, Ded Amount)

  "354567980","401K",200.00

  "354567980","HEALTH",150.00

  "354567980","UWAY",50.00

  "354567980","VISION",25.00

  or

  (SSN, Pay Code, Pay Amount)

  "354567980","CAR",200.00

"354567980","DIEM",250.00

"354567980","FLEX",60.00

- *Multi Recs to Single Defn Rec* (multiple records to single definition record)

  Data is pulled from a PeopleSoft record that may have multiple records (or rows) of information to a single payroll system record (or row) of information.

  Example: Direct Deposit may have more than one row of employee data that the system needs to read in order to determine whether the data changed. You would want to pull all rows of data from PeopleSoft and write them to one row on the payroll system data file.

  Example:

  (SSN, Trans/ABA, Account #, Account Type, Amount)

  "354567980","123456789","85987-00","C",500.00,"123456789",85987-001","S",200.00,"123456789","85987-002","S",50.0

- *Single Rec to Single Defn Rec* (single record to single definition record)

  Data is pulled from a single PeopleSoft record (or row) and put in a single payroll system record (or row) of information.

  Example:

  (Name, Address, City, Country)

  "Doe,Jane","854 Mill Rd","Anywhere","USA"

**Instance ID** Defined on the Instance Table - Interface Instance Table page.

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

Payroll Interface delivers process IDs for several special events. These events set an indicator that can be used later by another special process indicator:

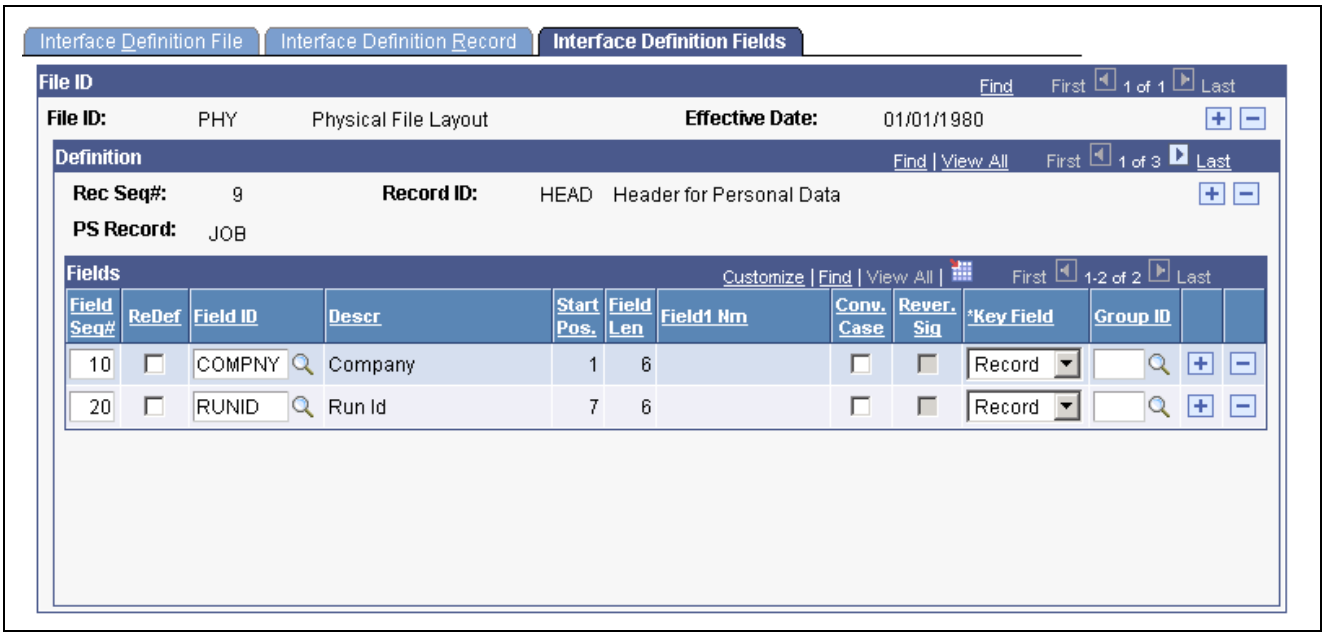
See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Reviewing Delivered COBOL Processes for Special Events, page 156.

**Record Terminated Value** and **Record Terminated Length** Required only if your external payroll system needs a specific value to identify the end of the record.

Not required for physical or set-length records.

## Setting Up Fields Within a Record

Access the Interface Definition Fields page.




Interface Definition Fields page

## Fields

Use the options in the Fields group box to define, order, and group the individual fields in a record.

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

Select to enter a field and its position within the record (field IDs are defined on the Field Definition Table component).

**Note.** When you set up a transaction and its corresponding stop transaction, the field sequences in both records must match.

**ReDef** (redefine)

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

**Start Pos.** (starting position), **Field Len** (field length) and **Field1 Nm** (field1 name)

Calculated from the Interface Field Table.

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

**Conv. Case** (conversion case)

Used for ASCII files only. Select to override the case default for a field.

**Rever. Sig** (reverse sign)

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

**Key Field**

Select from the following values:

- *None:* Indicates a data-only field.

  *Non Key:* Indicates a non-key field.
- *Record:* Defines a field as a primary record key. The system formats only one record per employee.

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

- *Occurrence:* Defines a field as an occurrence key. Occurrence key processing allows multiple records to be formatted.

  See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Key Fields, page 142.

- *Effdt:* Defines a field as an effective-date key. An effective-date key is special type of occurrence key. In addition to occurrence key functionality, further processing eliminates redundant information.

  See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Key Fields, page 142.

- *Company:* If a field is defined as *Company* and the value on the System Table, Interface System Table 1 page - Process Filter field is set to *Company*, the system activates a filtering mechanism. Only rows with a Company value matching the processing company (the company tied to the run ID) are formatted and passed to the interface.

  See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Company Filtering, page 140.

**Group ID** Select to indicate that the field belongs to a group of fields. All fields in the record with the same group ID are exported or imported together (if a data change occurs to one field in the group, all fields in the group are exported).

# Setting Up the Group Table

To set up the Group Table, use the Group Table (INTRFC_GROUP) component.

This section provides an overview of the Group Table and discusses how to set up group IDs.

## Understanding the Group Table

Use the Group Table component to define a group ID. Group IDs are used to group two or more fields for export or import:

- For export processing, a group ID is used to identify multiple fields that must be exported together when data changes in any field in the group.
- For import processing, a group ID identifies multiple fields that correspond to one row in the PI Check Table or the PI Balance Table. The PI Check Table and PI Balance Table are populated when you import data by way of Payroll Interface from your third-party payroll service.

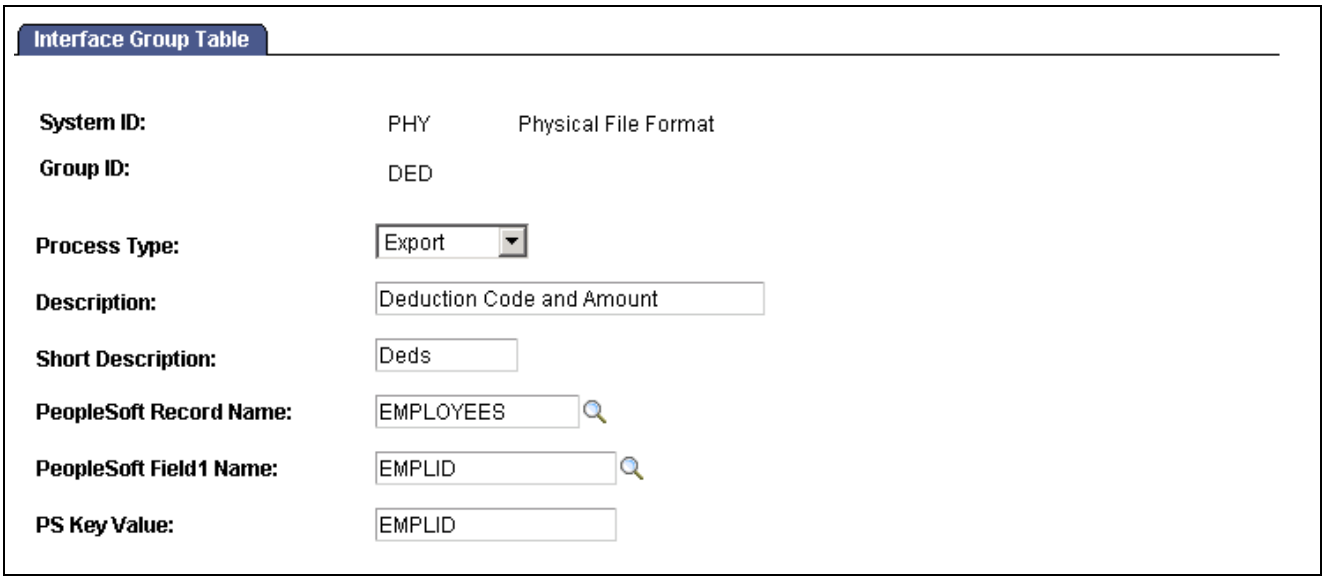
**Note.** The import group ID can associate an additional field and value for the PeopleSoft import table. This allows a record position in the import file to be translated to a key value in the PeopleSoft import table.

# Page Used to Set Up the Group Table

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Interface Group Table | PI_GROUP_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Group Table, Interface Group Table | Set up group IDs that identify multiple fields to be imported or exported together. |

# Setting Up Group IDs

Access the Interface Group Table page.




Interface Group Table page

**Process Type**

Select to enter the Payroll Interface process, either export or import.

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

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

**Note.** The import group ID can associate an additional field and value for the PeopleSoft import table. This allows a record position in the import file to be translated to a key value in the PeopleSoft import table.

**PeopleSoft Record Name** and **PeopleSoft Field1 Name**

Available for process type import. Select to define the PeopleSoft record and field where the import data is inserted. This allows translation of a record position in the import file to a key value in the PeopleSoft table.

# Setting Up the Instance Table

To set up the Instance Table, use the Instance Table (INTRFC_INSTANCE) component.

This section provides an overview of the Instance Table and discusses how to set up instance IDs.

## Understanding the Instance Table

Use the Instance Table component to define instance IDs that act as filters and process records (row instances) or fields (field instances) based on specific data values.

Instance IDs work like a dynamic Where clause and can be assigned to:

- *Records:* Select when the data that is mapped to the record is valid for only a subset of data within the primary PeopleSoft record. If the condition is not met, the record is not formatted. You can define instances for a specific ordinal row from a table or rows based on a value in a table.
- *Fields:* Select when you need to control which PeopleSoft values to use for the field. When the condition is met, a specified PeopleSoft value is mapped to the field.

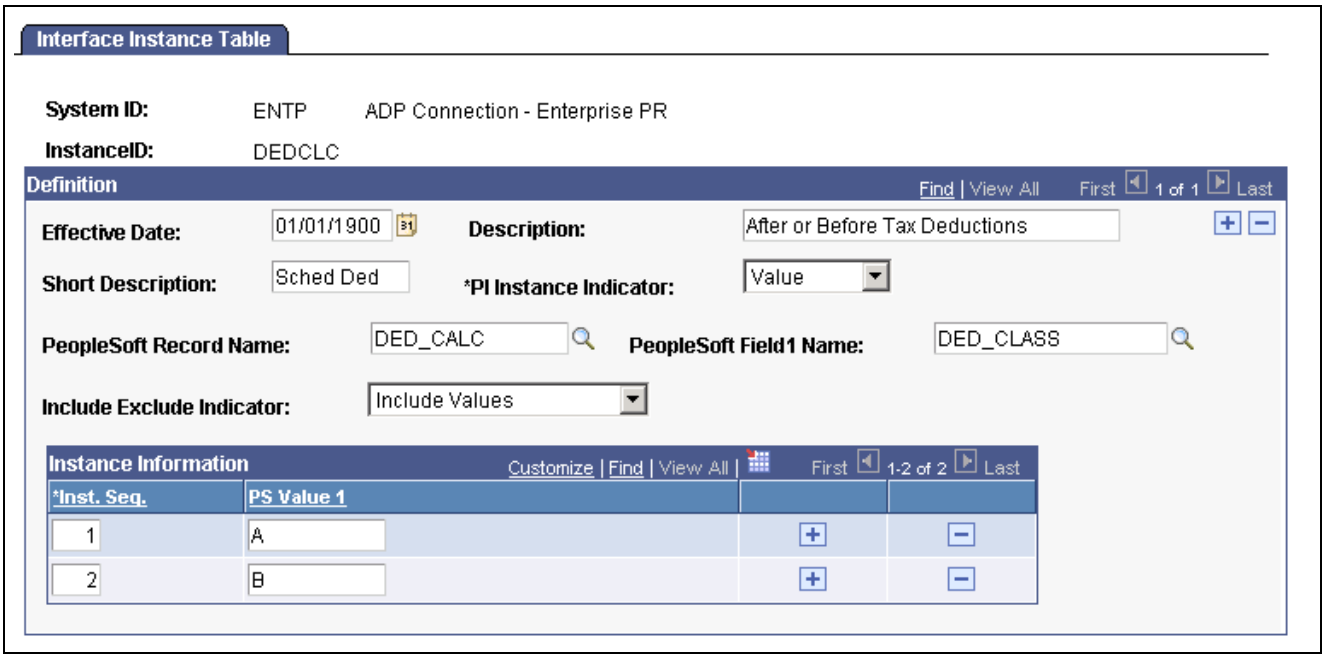
See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Transactions, page 161.

## Page Used to Set Up the Instance Table

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Interface Instance Table | PI_INSTANCE_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Instance Table, Interface Instance Table | Set up instance IDs to filter PeopleSoft data that is mapped to Payroll Interface fields or records. |

## Setting Up Instance IDs

Access the Interface Instance Table page.




Interface Instance Table page

**PI Instance Indicator** Select either:

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

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

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

**PeopleSoft Record Name** and **PeopleSoft Field1 Name** Select to identify the PeopleSoft record and PeopleSoft field that are tested against the specified values.

**Include Exclude Indicator** Select to include or exclude the value when it matches the condition that you specified.

**Inst. Seq.** (instance sequence) Select to indicate which occurrence or entry in the PeopleSoft record to use for processing. The sequence order is dictated by the select order on the primary PeopleSoft table used to define the interface ID field or record.

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

**PS Value 1** Select to indicate a value to use during processing.

To create an instance ID based on the value of zero, use the literal value ZERO instead of 0.

To create an instance ID based on the value of space, use the literal value SPACE instead of pressing the space bar.

# Setting Up the Process Table

To set up the Process Table, use the Process Table (INTRFC_PROCESS) component.

This section provides an overview of the Process Table and discusses how to set up a COBOL process.

## Understanding the Process Table

Use the Process Table component to access the COBOL processes that are delivered with Payroll Interface. These processes enable transaction processing or other types of processing such as data translation or data formatting.

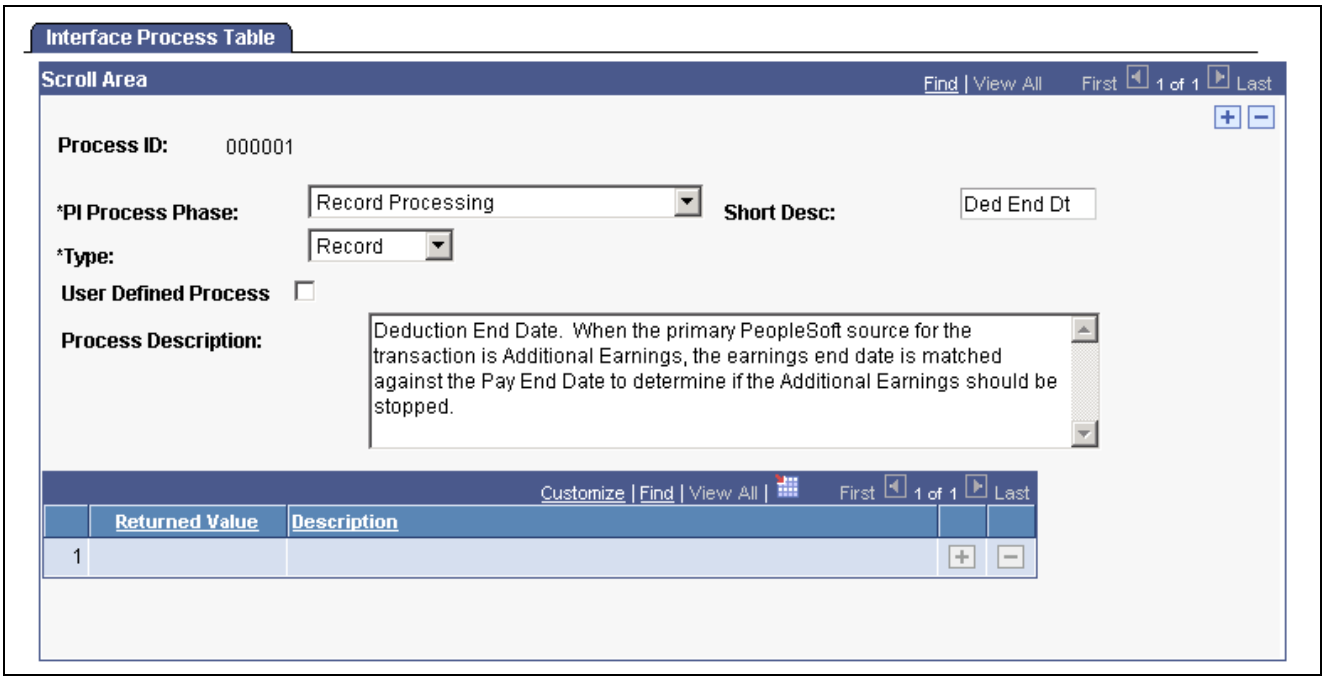
You can add your own COBOL routines to the system. You can also document and control which user exit program is called for any process that you define and describe any changes that you make to the provided processes.

## Page Used to Set Up the Process Table

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Interface Process Table | PI_PROCESS_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Process Table, Interface Process Table | Set up a COBOL process. |

## Setting Up a COBOL Process

Access the Interface Process Table page.




Interface Process Table page

**Process ID** Select the process ID for one of the delivered COBOL processes or enter a process ID for your own COBOL routine.

See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Reviewing Delivered COBOL Processes, page 143.

If you create your own COBOL routine, you must set up a process ID for the routine using this page.

See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Creating COBOL Routines, page 157.

**PI Process Phase** Select to identify when the system runs the COBOL process. A process phase is hard-coded into each COBOL process that is delivered with Payroll Interface; if you change the process phase, you must also modify the COBOL process.

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

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

**Type** Select to indicate whether the process applies to a record or a field.

**User Defined Process** Select if the process is one that you have defined or it is delivered with this turned on.

**User Exit Program** If User Defined Process is selected, select to specify the name of the user-defined program that will transfer the control to run the process. A value of space characters indicates a common routine (PIPSPRCS) that is delivered with the Payroll Interface system.

**Returned Value** Applies only when the value for the PI Process Phase field is *Before Field Translation.*

# Setting Up the File Handle Table

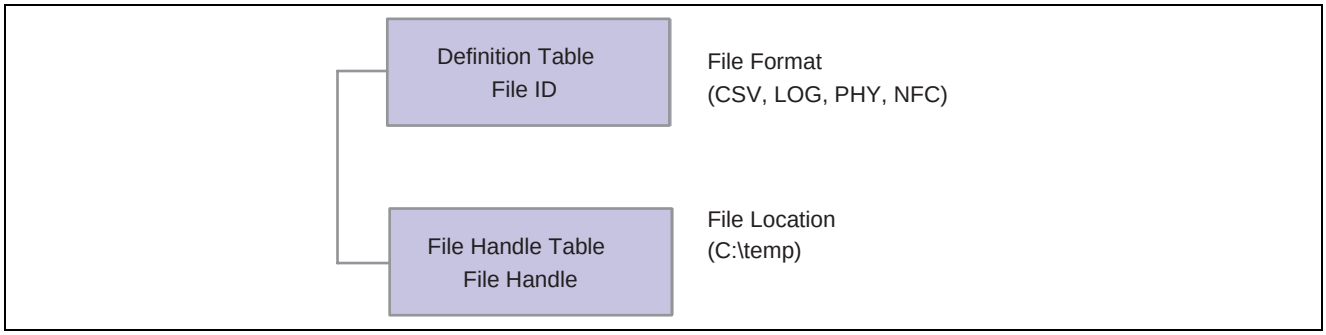
To set up the File Handle table, use the File Handle Table (INTRFC_FILEHANDLE) component.

This section provides an overview of the File Handle Table and discusses how to assign file handles to external files.

## Understanding the File Handle Table

Use the File Handle Table component to define file handles that identify the export or import files and their physical location on the computer system. File handles are connected to the file IDs, which are set up using the Definition Table component.

This diagram shows the relationship between file IDs and file handles:



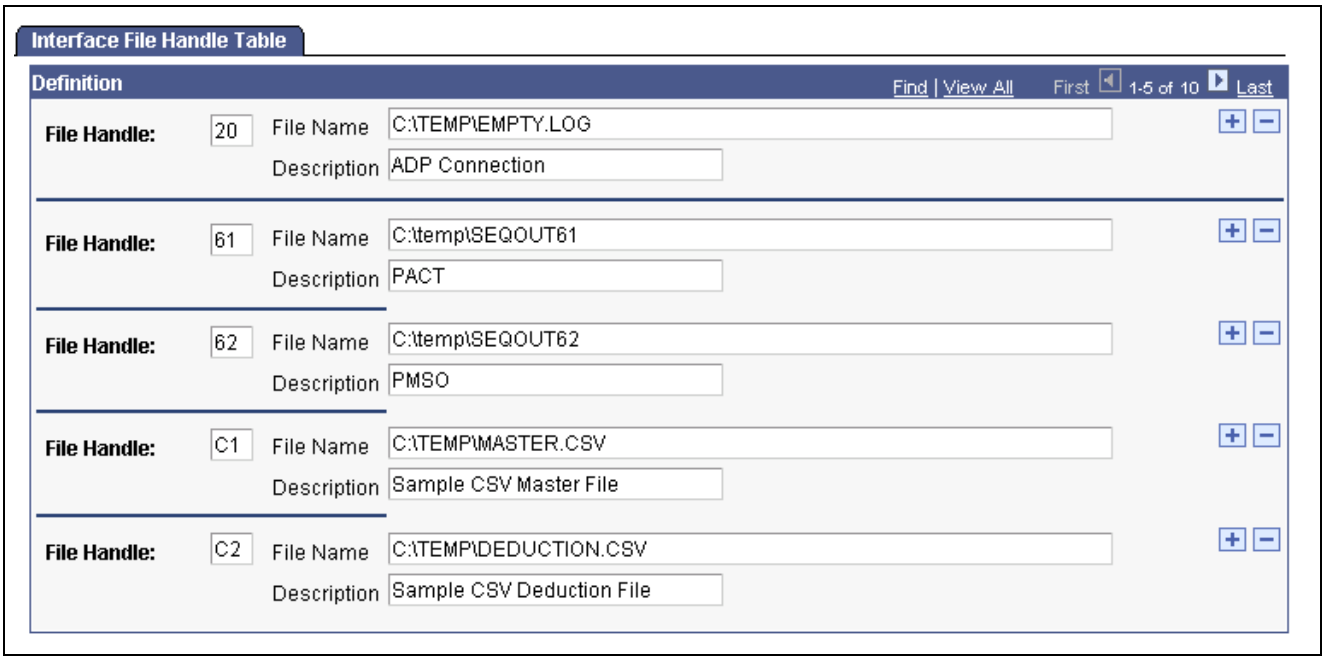

File IDs and file handles

## Page Used to Set Up the File Handle Table

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Interface File Handle Table | PI_FLHANDLE_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, File Handle Table, Interface File Handle Table | Assign a handle to each external file that is imported or exported. |

## Assigning File Handles to External Files

Access the Interface File Handle Table page.




Interface File Handle Table page

**File Handle** Select to enter any combination of two-digit alphanumeric characters, regardless of the external file's format. Each file handle number should be assigned a unique process type (export or import).

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

# Setting Up the Configuration Table

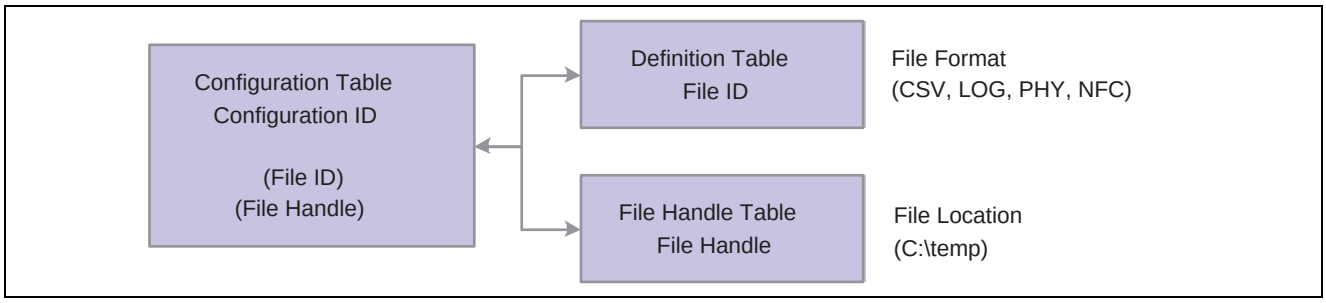
To set up the Configuration table, use the Configuration Table (INTRFC_CONFIG) component.

This section provides an overview of the Configuration Table and discusses how to set up configuration IDs.

## Understanding the Configuration Table

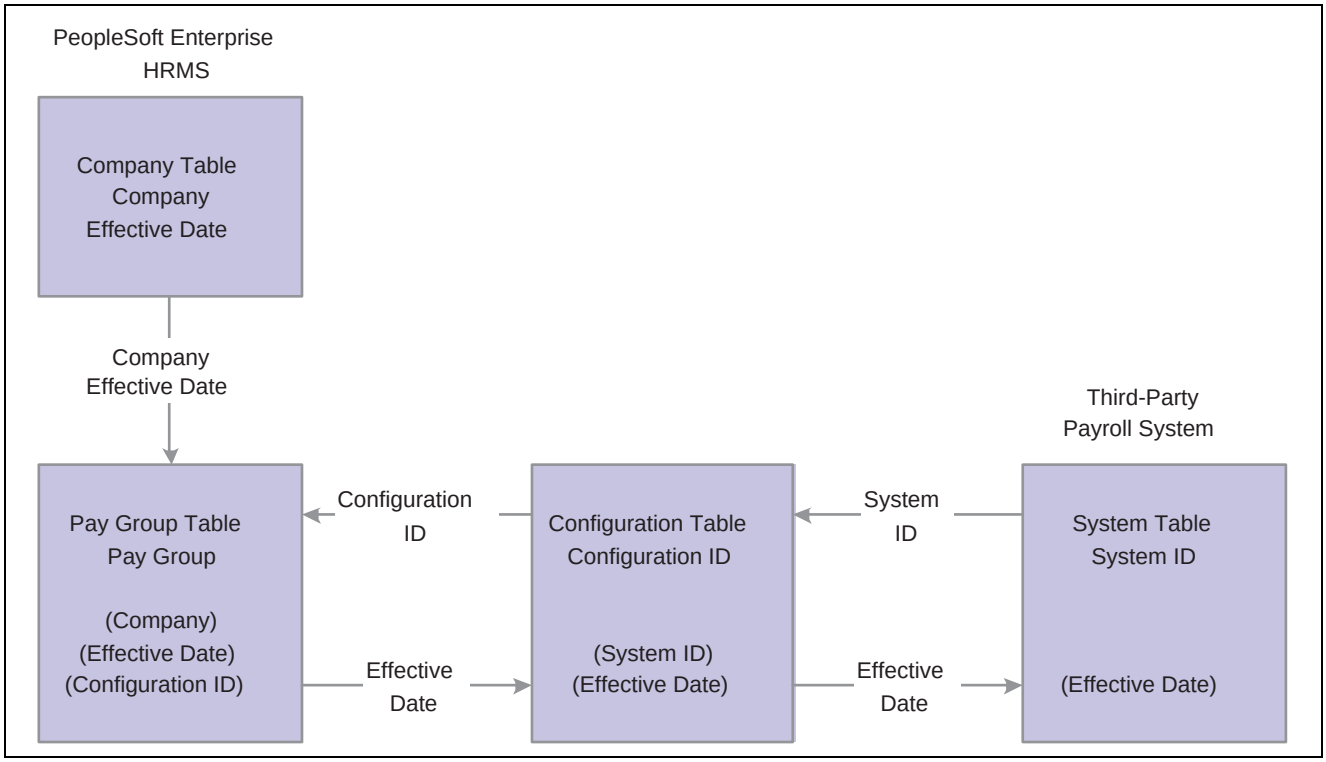
Use the Configuration Table component to define a configuration ID. The configuration ID is the connection mechanism that joins PeopleSoft Enterprise HRMS to the third-party payroll system and enables the exchange of data.

This diagram shows that the configuration ID connects the file ID to the file handle:




Connecting to the export file

This diagram shows that the configuration ID also connects the PeopleSoft Enterprise HRMS pay group to the third-party payroll system:




Connecting the pay group to the third-party payroll system

**Note.** The configuration ID is entered on the Pay Group Table - Definition page, PI Configuration ID field and is used to identify the payroll system and the interface files that apply to the pay groups.

## See Also

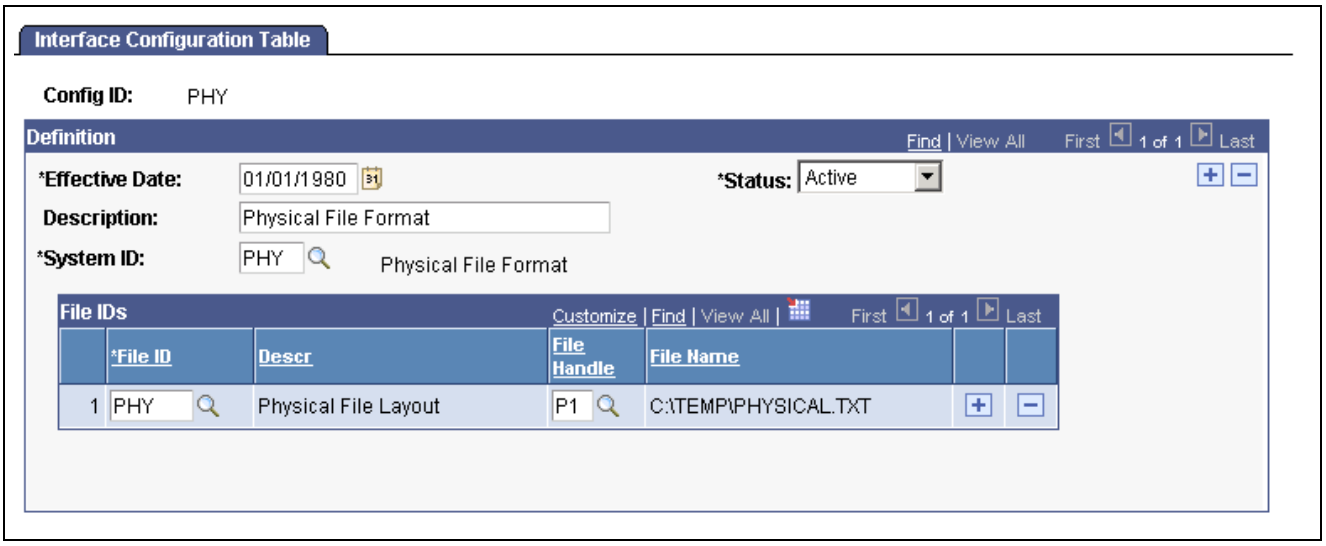
Chapter 7, “Setting Up Payroll Schedules,” page 85

# Page Used to Set Up the Configuration Table

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Interface Configuration Table | PI_CONFIG_PNL | Set Up HRMS, Product Related, Payroll Interface, Interface Controls, Configuration Table, Interface Configuration Table | Set up configuration IDs and link file IDs to file handles. |

# Setting Up Configuration IDs

Access the Interface Configuration Table page.




Interface Configuration Table page

**System ID** Select to identify the system ID for the third-party payroll system.

## File IDs

Use the options in the File IDs group box to link file IDs to file handles.

**File ID** and **File Handle** Select to identify the export file or import file and to specify each file's handle as defined using the File Handle Table component.

# CHAPTER 10

# Setting Up a Payroll Interface Definition (Part 2)

This chapter discusses how to:

- Work with interface definitions.
- Work with character sets.
- Work with text translate values.
- Work with company filtering.
- Work with key fields.
- Work with COBOL processes.
- Work with smart select.
- Work with transactions.

## Working with Interface Definitions

This section discusses how to:

- (USF) Set up an NFC export interface definition.
- Set up a DETI import interface definition.
- Set up a new import interface definition.

### (USF) Setting Up an NFC Export Interface Definition

Use the National Finance Center (NFC) sample data definition to set up an export interface for federal agencies, who primarily use the National Finance Center as the third-party payroll system.

---

**Note.** Federal agencies generally do not import NFC data (the processed payroll results) back into PeopleSoft Enterprise HRMS. You can configure Payroll Interface to import the data, but most agencies do not take advantage of this feature

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Payroll Interface uses the NFC system ID as well as the Industry and Industry Sector codes set up in PeopleSoft Enterprise Human Resources to identify federal workers. Because the NFC sample data definition is configured to export position and job data, you should implement full position management within PeopleSoft Enterprise Human Resources.

The NFC sample data definition includes two export files: the Personnel Action Data (PACT) file contains employee data; the Position Management Data (PMSO) file contains position and job code data. Both files include the appropriate header information required by the NFC. When you export a full set of records, the NFC export sends only the last effective-dated row for both employee data and position and job code data.

The NFC sample data definition includes six additional tables (views):

| Table | Description |
|---|---|
| GVT_PI_AWD_VW | SF50/52 award information for the NFC's 110 record. |
| GVT_PI_DATA_VW | The personal, employment, and job data that is used to process SF50/52 forms for the NFC's PACT 063 Data record. |
| GVT_PI_EDUC_VW | Education information for the NFC's PACT 063 Data record. |
| GVT_PI_RMKS_VW | SF50/52 remarks information for the NFC's Remark (RMK) record. |
| GVT_PI_POIP_VW | The NFC's PMSO Individual Position record (2056). |
| GVT_PI_POMR_VW | The NFC's PMSO Position Master record (2055). |

# Setting Up a DETI Import Interface Definition

Use the Detail Interface (DETI) sample data definition to set up an import interface definition that loads the employee check detail information produced by the third-party payroll system.

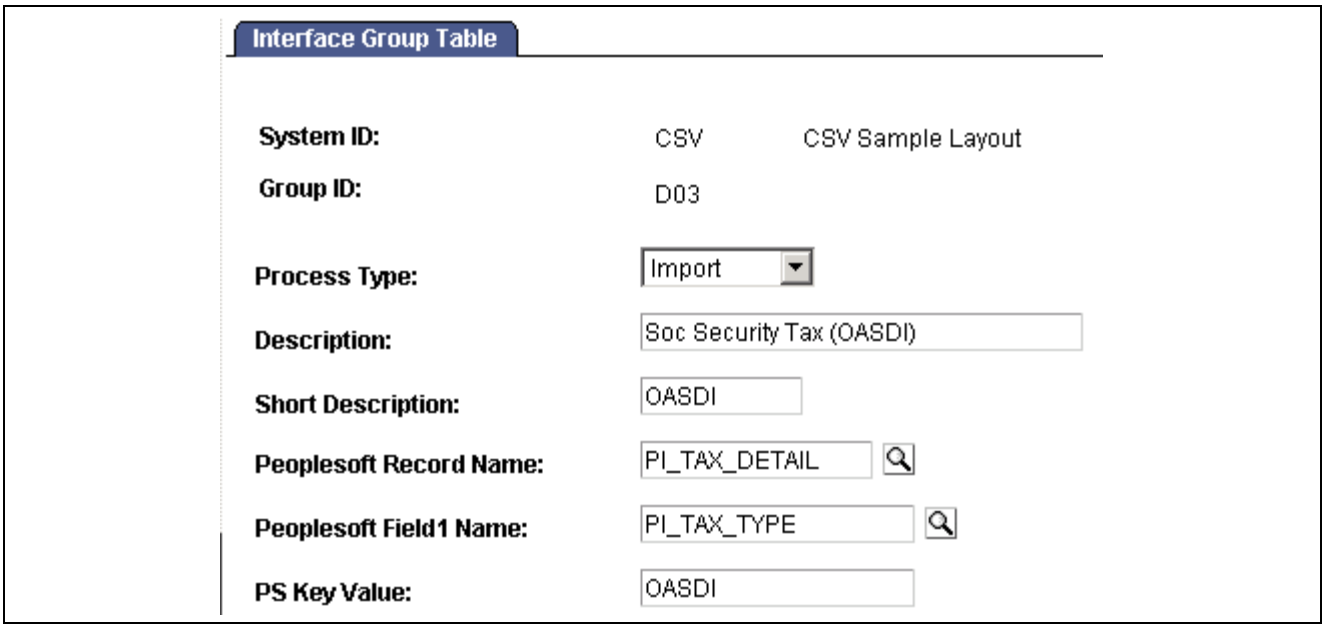
To set up the import interface, obtain a copy of the data file from the third-party payroll vendor that matches the DETI sample data definition. Then, examine the Payroll Interface fields and records that are associated with it:

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

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

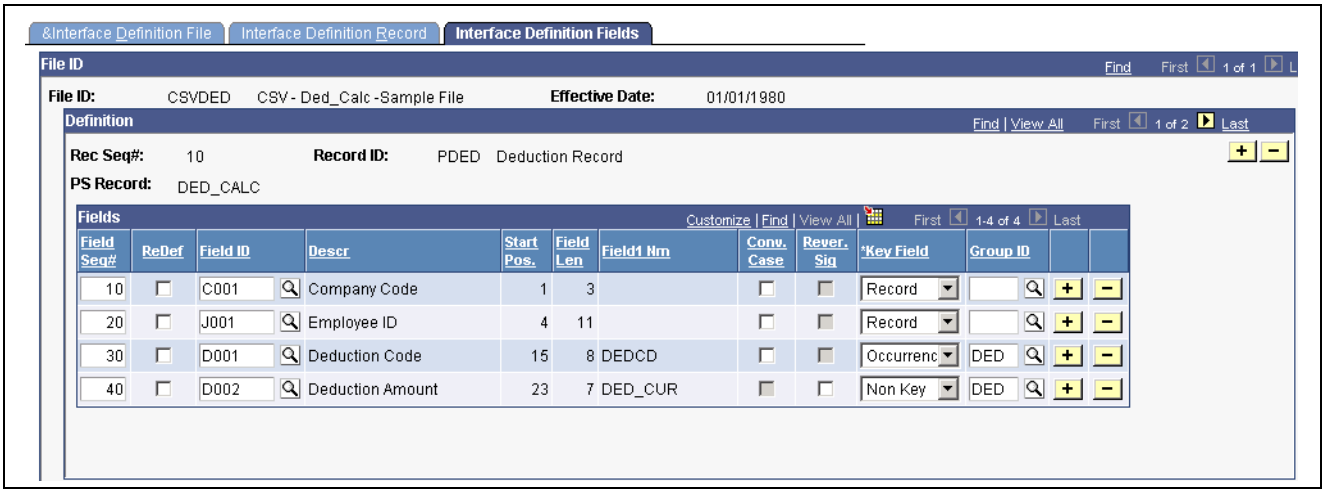
2. Define the import records.
3. Attach your file definition to the Payroll Interface configuration ID and define the external file handle to enable the COBOL program to find the input file.

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



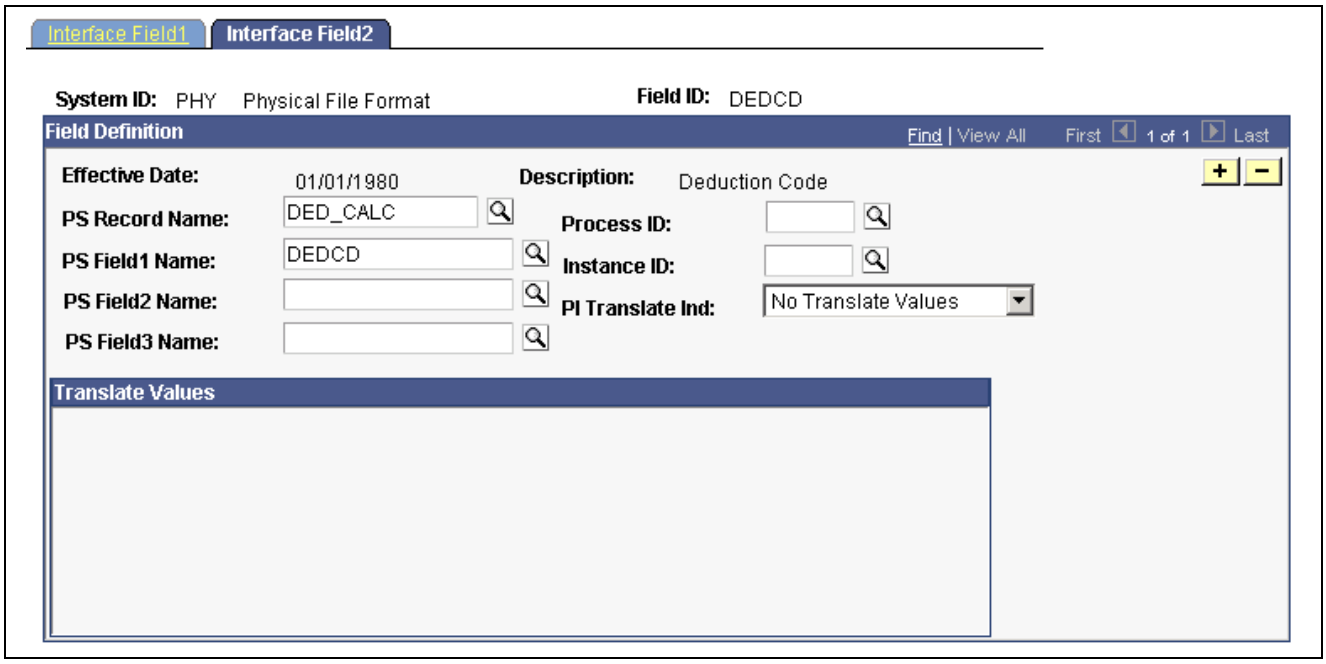

Group ID used for import

As shown in this example, Payroll Interface uses the entry in the PS Key Value (PeopleSoft key value) field to populate the field defined in PS Field1 Name with *OASDI,* as it is builds the data for the record given by Peoplesoft Record Name from the import row being processed:




Sample interface definition used for import

As shown in this example, group ID D03 is attached to the field ID DPD03:




Sample field ID used for import

# Defining a New Import Interface Definition

This section discusses how to set up a new import file definition. For this example, you use a physical, fixed-length data file to import pay period data into the PI_CHECK, PI_EARN_DETAIL, PI_DED_DETAIL, and PI_TAX_DETAIL import tables.

## Basic File Layout

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

---

**Note.** You can map fields that are derived from the PeopleSoft pay calendar or that are derived during the Payroll Interface process. At the field level, select *value* as the type, and view the text list.

---

## Record Identifiers

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

## Sample Values

This table lists sample values:

| Default Value | Record Name | Field Name |
|---|---|---|
| *A* | PI_CHECK | CHK01 |
| *B* | PI_EARN_DETAIL | ERN01 |

| Default Value | Record Name | Field Name |
|---|---|---|
| *C* | PI_DED_DETAIL | DED01 |
| *D* | PI_TAX_DETAIL | TAX01 |

## Record Key Fields

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

## Sample Data File Layout

Each record is physical, with a fixed length, but the records do not have to be the same length. Enter the longest record length on the Definition Table component - Interface Definition File page, PI Record Length field.

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

- CHK01
- Check Number
- PI_EMPLID, as defined on the System Table component - Interface System Table 1, Employee Field ID field.

*Record B, C, D, and subsequent records:* These records do not need the PI_EMPLID field. The Import process uses the same Payroll Interface employee ID for these data records until it reads another record A with another Payroll Interface employee ID.

To process multiple records repeatedly, set the Definition Table component - Interface Definition Record page, Occur Ind field to *Multi Recs to Single Defn Rec.* For an example, see the DETI sample data file, Record ID DPE, Coded Hours.

## Record B (Earn Detail)

ERN01 (RECORD)

Earn Type (NON KEY)

Earn Code (NON KEY)

Amount (NON KEY)

The data file might look like this:

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

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

## Record C (Deduction Detail)

DED01 (RECORD)

Ded Code (NON KEY)

Ded Amount (NON KEY)

The data file might look like this:

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

The PeopleSoft system imports subsequent records in the same way.

# Working with Character Sets

Use the System Table component - Interface System Table 1 page, Character Set field to select a character set for export or import processing.

See Chapter 9, “Setting Up a Payroll Interface Definition (Part 1),” Setting Up the System Table, page 98.

The following table lists the character sets that Payroll Interface supports.

For example, suppose your headquarters is in the U.S., but you have an office in Japan where the payroll system uses Kanji. When Payroll Interface is run for the U.S., the Character Set field is set to *ISO 8859–1,* the Latin character set. When Payroll Interface is run for the Japanese site, the Character Set field must be set to *JIS X 0208,* the Kanji character set.

| Character Set | Description |
|---|---|
| ANSI | Current ANSI Code Page |
| ASCII | US 7-bit ASCII |
| Big5 | Big5 (Traditional Chinese) |
| CCSID1027 | IBM EBCDIC 1027 (Jap.-Latin) |
| CCSID1047 | IBM EBCDIC 1047 (Latin1) |
| CCSID290 | IBM EBCDIC 290 (Katakana) |

| Character Set | Description |
|---|---|
| CCSID300 | IBM EBCDIC 300 (Kanji) |
| CCSID930 | IBM EBCDIC 930 (Kana-Kanji) |
| CCSID935 | IBM EBCDIC 935 (Simpifiede Chinese) |
| CCSID937 | IBM EBCDIC 937 (Traditional Chinese) |
| CCSID939 | IBM EBCDIC 939 (Latin-Kanji) |
| CCSID942 | IBM EBCDIC 942 (Japanese PC) |
| CP1026 | Windows 1026 (EBCDIC) |
| CP1250 | Windows 1250 (Eastern Europe) |
| CP1251 | Windows 1251 (Cyrillic) |
| CP1252 | Windows 1252 (Latin1) |
| CP1253 | Windows 1253 (Greek) |
| CP1254 | Windows 1254 (Turkish) |
| CP1255 | Windows 1255 (Hebrew) |
| CP1256 | Windows 1256 (Arabic) |
| CP1257 | Windows 1257 (Baltic) |
| CP1258 | Windows 1258 (Vietnamese) |
| CP1361 | Windows 1361 (Korean Johab) |
| CP437 | MS-DOS 437 (US) |
| CP500 | Windows 500 (EBCDIC 500V1) |

| Character Set | Description |
|---|---|
| CP708 | Windows 708 (Arabic - ASMO708) |
| CP720 | Windows 720 (Arabic - ASMO) |
| CP737 | Windows 737 (Greek - 437G) |
| CP775 | Windows 775 (Baltic) |
| CP850 | MS-DOS 850 (Latin1) |
| CP852 | MS-DOS 852 (Latin2) |
| CP855 | MS-DOS 855 (IBM Cyrillic) |
| CP857 | MS-DOS 857 (IBM Turkish) |
| CP860 | MS-DOS 860 (IBM Portuguese) |
| CP861 | MS-DOS 861 (Icelandic) |
| CP862 | MS-DOS 862 (Hebrew) |
| CP863 | MS-DOS 863 (Canadian French) |
| CP864 | MS-DOS 864 (Arabic) |
| CP865 | MS-DOS 864 (Nordic) |
| CP866 | MS-DOS 866 (Russian) |
| CP869 | MS-DOS 869 (Modern Greek) |
| CP870 | Windows 870 |
| CP874 | Windows 864 (Thai) |
| CP875 | Windows 875 (EBCDIC) |

| Character Set | Description |
|---|---|
| CP932 | Windows 932 (Japanese) |
| CP936 | Windows 936 (Simplified Chinese) |
| CP949 | Windows 949 (Korean) |
| CP950 | Windows 950 (Traditional Chinese) |
| EBCDIC | IBM EBCDIC CCSID37 (USA) |
| EUC-JP | Extended Unix Code (Japanese) |
| EUC-KR | Extended Unix Code (Korean) |
| EUC-TW | Extended Unix Code (Taiwan) |
| EUC-TW-1986 | Extended Unix Code (TW-1986) |
| GB12345 | GB 2312 (Simplified Chinese) |
| GB2312 | GB 2312 (Simplified Chinese) |
| ISO-2022-JP | ISO-2022-JP Japanese |
| ISO-2022-KR | ISO-2022-JP Korean |
| ISO_8859-1 | ISO 8859-1 (Latin1) |
| ISO_8859-10 | ISO 8859-10 (Latin6) |
| ISO_8859-11 | ISO 8859-11 (Thai) |
| ISO_8859-14 | ISO 8859-14 (Latin8) |
| ISO_8859-15 | ISO 8859-15 (Latin9 / Latin0) |
| ISO_8859-2 | ISO 8859-2 (Latin2) |

| Character Set | Description |
|---|---|
| ISO_8859-3 | ISO 8859-3 (Latin3) |
| ISO_8859-4 | ISO 8859-4 (Latin4) |
| ISO_8859-5 | ISO 8859-5 (Cyrillic) |
| ISO_8859-6 | ISO 8859-6 (Arabic) |
| ISO_8859-7 | ISO 8859-7 (Greek) |
| ISO_8859-8 | ISO 8859-8 (Hebrew) |
| ISO_8859-9 | ISO 8859-9 (Latin5) |
| JIS_X0201 | Japanese Half-width Katakana |
| JIS_X_0208 | Japanese Kanji |
| Java | Java (Unicode encoding) |
| Johab | Johab (Korean) |
| Shift_JIS | Shift-JIS (Japanese) |
| UCS2 | Unicode UCS-2 |
| UTF7 | Unicode UTF-7 |
| UTF8 | Unicode UTF-8 |

# Working with Text Translate Values

Use the Field Definition Table component - Interface Field1 page, Text field to select translate values.

See Chapter 9, “Setting Up a Payroll Interface Definition (Part 1),” Setting Up the Field Definition Table, page 108.

Translate values correspond to data elements that are already available to the COBOL process. The following table lists the field values, their translate values, and where the data originates.

| Value | Translate Value | Source |
|---|---|---|
| B | Pay Period Begin Date | PAY_CALENDAR.PAY_BEGIN_DT |
| C | Constant | PI_FIELD_TBL.PI_DFLT_VALUE |
| D | Compare Date | PI_RUN_PYGRP.COMPARE_DTTM |
| E | Export Date | System date at runtime |
| F | PI Config ID | PAYGROUP.PI_CONFIG_ID |
| G | Termination Count | Process Calculation |
| H | Hire count | Process Calculation = Hired this run |
| I | External Record Code | PI_DEFN_RECORD.PI_RECORD_ID |
| L | Logical Record Count | Process Calculation |
| M | Société de Traitement | (Processing Paygroup) Derived during Processing |
| N | Interface Run Number | PI_RUN_TBL.PI_RUN_NUM |
| O | Process Option | PI_RUNCTL.PI_RUN_OPT |
| P | Pay End Date | PAY_CALENDAR.PAY_END_DT |
| Q | Check Date | PAY_CALENDAR.PAY_CHECK_DT |
| R | Pay Run ID | PI_RUN_CTL.RUN_ID |
| S | System ID | PI_CONFIG_TBL.PI_SYSTEM_ID |
| T | Compare Time | PI_RUN_PYGRP.COMPARE_DTTM |

| Value | Translate Value | Source |
|---|---|---|
| U | Lot de Paie de Traitement | (Processing Company) Derived during Processing |
| X | Export Time | System Date Time value at runtime |
| Y | Physical Record Count | Process Calculation |

# Working with Company Filtering

Use the Definition Table component - Interface Definition Fields page, Key Field field to select *Company* as the key field.

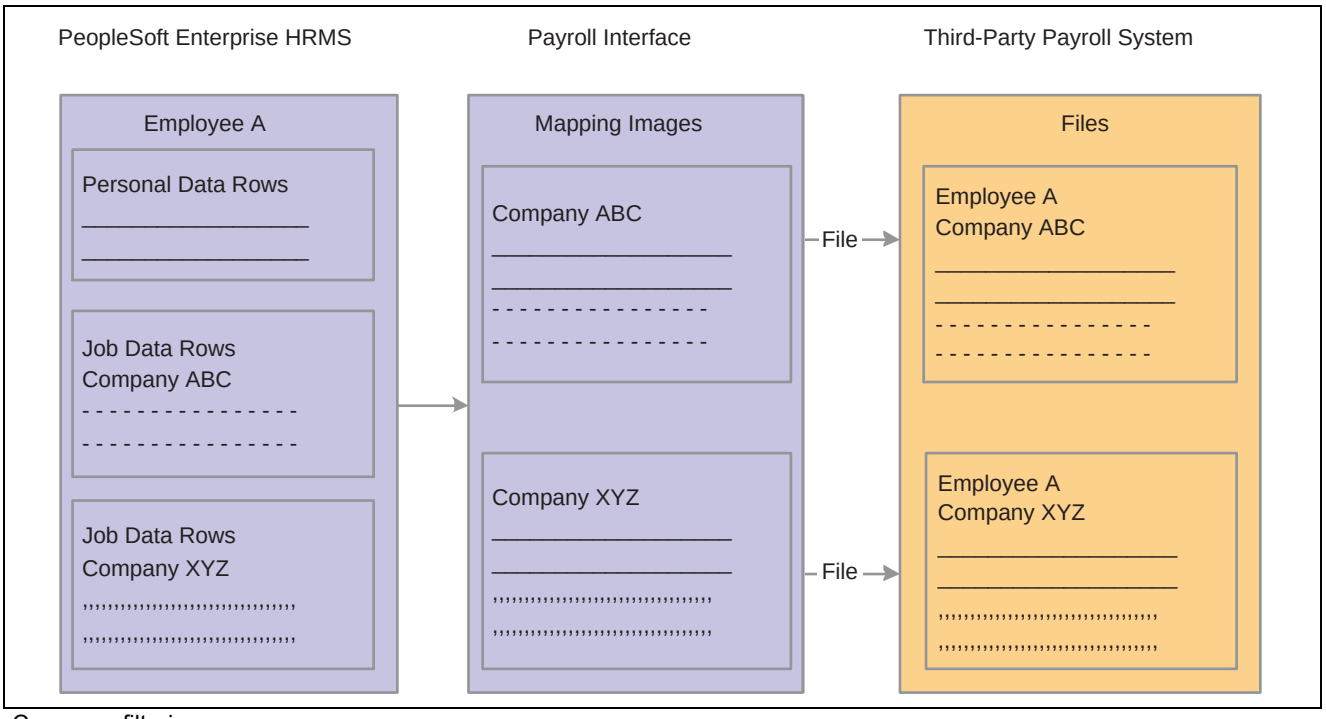
See Chapter 9, “Setting Up a Payroll Interface Definition (Part 1),” Setting Up the Definition Table, page 112.

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

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

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

This graphic shows how company filtering maps an employee’s company data into separate files:




Company filtering

This example shows a worker employed in multiple companies over a period of five years. Assume that only one pay group exists per company.

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

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

To implement company filtering:

1. Select *Company* for the System Table component, Interface System Table 1 page, Process Filter field.
2. Select *Company* for the Definition Table component - Interface Definition Fields page, Key Field field for those records that will be filtered by company.
3. For the company fields, use either a constant value equal to the processing company (used for personal data) or use the company from the Job Data component (or from a view based on the tables underlying the Job Data component).

**Note.** The system compares the field that is mapped as company to the processing company only after translation.

# Working with Key Fields

Use the Definition Table component - Interface Definition Fields page, Key Field field to define a field as an occurrence *(Occurrence)* key or and effective-date *(Effdt)* key.

See Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," Setting Up the Definition Table, page 112.

When you define a field as an occurrence key, multiple records (rows) are formatted for export. When you define a field as an effective-date key, the retrieved data is put through an extra process to eliminate redundant records (rows) from the PI_PARTIC_EXPT table.

For example, suppose the Job Data table contains the data shown in this table:

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

If you define the Effective Date field as an occurrence key, the following data is formatted for export:

| Effective Date | Comprate |
|---|---|
| 1999-01-15 | 100 |
| 1998-12-12 | 100 |
| 1998-12-10 | 85 |
| 1997-06-10 | 85 |
| 1997-05-31 | 75 |

If you define the Effective Date field as an effective-date key, the following data is formatted for export:

| Effective Date | Comprate |
|---|---|
| 1998-12-12 | 100 |
| 1997-06-10 | 85 |
| 1997-05-31 | 75 |

***Warning!*** Accurate processing depends on the collate order that you specify for the effected-dated field. On the PS Tables component - PS Tables page, Collate Order field, you must select *Asc* (ascending). If you do not select the ascending collate order, you will eliminate all but the last row.

# Working with COBOL Processes

This section discusses how to:

- Review delivered COBOL processes.
- Review delivered COBOL processes for special events.
- Create COBOL routines.

## Reviewing Delivered COBOL Processes

Use the Process Table component - Interface Process Table page, Process Description field to review descriptions of the COBOL processes that are delivered with Payroll Interface.

The delivered COBOL processes are either field or record processes (you can associate a process with either a field or a record) that perform processing tasks outside the normal scope of Payroll Interface.

See Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," Setting Up the Process Table, page 122.

### Example: Process ID 000015

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

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

## Delivered Processes

This table lists and describes the COBOL processes that are delivered with Payroll Interface:

| Process ID | Process Phase | Description | Type | User Defined Process | User Exit Program | Description |
|---|---|---|---|---|---|---|
| 000001 | Record Processing | Ded End Dt | Record | No | None | When the primary PeopleSoft source for the transaction is additional earnings, matches the earnings end date against the pay end date to determine whether the additional earnings should be stopped. |
| 000001 | Export File Creation | 0N1 Change | Record | Yes | PIPXPADP | Stops a deduction from exporting a field with the external field ID equal to "0N1". When the amount changes to zero, this field must be a lowercase *X;* otherwise, it is blank. . When 0N2 is zero and the change code is greater than zero, this process sets the change code to "0" and set its own change code to "2". Data in PI_PARTIC_EXPT for this field will always be "x". |
| 000002 | Before Field Translation | Area Code | Field | No | None | Extracts the U.S. area code from the phone number field if the field contains 10 characters. If the field contains fewer than 10 characters, spaces are returned. |

| Process ID | Process Phase | Description | Type | User Defined Process | User Exit Program | Description |
|---|---|---|---|---|---|---|
| 000003 | Before Field Translation | City Code1 | Field | Yes | PIPSPADP | Returns the locality code for the City 1 field. If the employee has more than one locality code defined, the code returned is where he or she works. |
| 000004 | Before Field Translation | City Code2 | Field | Yes | PIPSPADP | Uses the City2 Code value only if resident state and work state are different. Uses the translate entries when needed. |
| 000005 | Before Field Translation | Cnt Deduct | Field | Yes | PIPSPADP | Adds 1 to a counter for deductions using fields that are mapped to the ON1 field. Issues a warning message when the employee has more than 24 deductions. |
| 000005 | Export File Creation | Tilde Chr | Field | No | None | For delimited data file structures only. Inserts a Delete character as defined in the working storage of the COBOL program PIPXPRCS.CBL A tilde (~) follows the value of the field to be deleted. Only works when invoked from a Process Control record definition. |

| Process ID | Process Phase | Description | Type | User Defined Process | User Exit Program | Description |
|---|---|---|---|---|---|---|
| 000006 | Record Processing | Co change | Record | No | None | Recognizes that the PeopleSoft company ID for this employee has changed. When using this process, the PeopleSoft company ID must be mapped to a field within the record. If the converted value for the PeopleSoft company ID changes, the record containing this process ID is formatted. |
| 000008 | After Field Translation | Excess | Field | Yes | PIPSPADP | Returns the translated deduction code for the direct deposit bank account identified to contain the "excess" within PeopleSoft. |
| 000008 | Export File Creation | Skip Blank | Field | Yes | PIPXPADP | Bypasses this field in the output file if the Export Full option is selected and the field is blank. |
| 000009 | Before Field Translation | Lcl recip | Field | Yes | PIPSPADP | Creates values to apply to the translate table. If Local 2 exists, then Field 1 will be resident local and Field 02 will be work local. |

| Process ID | Process Phase | Description | Type | User Defined Process | User Exit Program | Description |
|---|---|---|---|---|---|---|
| 000010 | Before Field Translation | First Name | Field | No | None | Extracts the first name from the PeopleSoft Name field on the Personal Data Table. |
| 000011 | Before Field Translation | Last Name | Field | No | None | Extracts the last name from the PeopleSoft Name field on the Personal Data Table. |
| 000012 | After Field Translation | New Hire | Field | Yes | PIPSPADP | Sets the new hire action to a lowercase *N*. This is set when no history records exist for the employee. |
| 000013 | Before Field Translation | Old PI ID | Field | No | None | Uses the employee's previous PI_ EMPLID. |
| 000014 | Before Field Translation | Before Field Translation | Field | No | None | Maps the previous export value for this field into the current record. |

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

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

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

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

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

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

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

| Process ID | Process Phase | Description | Type | User Defined Process | User Exit Program | Description |
|---|---|---|---|---|---|---|
| 000046 | Before Field Translation | Middle Nme | Field | No | None | Retrieves the person's middle name from the Name field. |
| 000047 | Export File Creation | Skip Field | Field | Yes | PIPXPADP | Causes the export process to bypass the field on the output file when the Export Full option is used and the field is blank. |
| 000048 | Export File Creation | Bypass Fld | Field | No | None | Bypasses the field in the output transaction file. |
| 000049 | Record Processing | Eff Status | Record | No | None | Checks the effective status field. If it is not active, the data will not be formatted for export. |
| 000050 | Record Processing | CSV | Record | Yes | PIPSPRCS | Marks records with a stop deduction as having a stop on the PI Partic Export. |
| 000200 | Before Field Translation | GVT Remark | Field | No | None | (USF only) Creates an array of remarks codes from the SF50 remarks for inclusion in PACT Record. |
| 000201 | Before Field Translation | Tang Amt | Field | No | None | (USF only) If Tangible Benefits > 0 sets to "Y" else blank. |
| 000202 | Before Field Translation | Intang Amt | Field | No | None | (USF only) If Intangible Benefits > 0 sets to "Y" else blank. |

| Process ID | Process Phase | Description | Type | User Defined Process | User Exit Program | Description |
|---|---|---|---|---|---|---|
| 000203 | Export File Creation | Geo Code | Field | No | None | (USF only) Process GVT_GEOLOC_CD Code. |
| 000204 | Before Field Translation | Hire Date | Field | No | None | (USF only) Hire Date evaluation. |
| 000205 | Before Field Translation | Posn Title | Field | No | None | (USF only) Position Title Code/Description. |

## Reviewing Delivered COBOL Processes for Special Events

The Definition Table component - Interface Definition Record page, Process ID field enables you to access COBOL processes that signal special events (transactions) such as a Stop Deduction. These events set an indicator that can be used later by another special process indicator. The following table lists the processes that Payroll Interface delivers for special events.

See Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," Setting Up the Definition Table, page 112.

**Note.** The processes listed in this section are a subset of the COBOL processes that are delivered with Payroll Interface.

See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Reviewing Delivered COBOL Processes, page 143.

See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Transactions, page 161.

| Process ID | Description | Record Type | Special Event |
|---|---|---|---|
| 00001 | 0N1 Change | Data | Used for logical file types. Assigned to data records for DED_CALC and savings. |
| 000023 | Stop DirDP | Process | Stops direct deposit. |
| 000024 | Stop AdPay | Process | Stops additional payment. Assigned the stop record. |
| 000026 | Stop Ded | Process | Stop deduction. Assigned the stop record. |

| Process ID | Description | Record Type | Special Event |
|---|---|---|---|
| 000027 | Stop Goals | Process | Stop deduction goal. Assigned the stop record. |
| 000029 | Stop Save | Process | Stop savings plan deduction. Assigned the stop record. |
| 000050 | Savings, Additional Pay | Data | Assigned to the data records for non-logical file formats (such as CSV) for additional pay and savings plan before and after tax.<br>These record IDs must be named:<br>"SAVE" for before-tax savings<br>"SPAT" for after-tax savings<br>"APAY" for additional pay |

## Creating COBOL Routines

You can create your own COBOL routines for use with Payroll Interface. The system isolates your COBOL routines from the delivered Payroll Interface COBOL processes and calls them by retrieving the name specified on the Process Table component - Interface Process Table page, User Exit Program field.

Shell programs for three user exit invocation points are provided with Payroll Interface. You can use these programs as templates for your COBOL routines:

- PIPMPOTH: For routines performed during the Import process.
- PIPSPOTH: For routines performed during the Export process select/compare phases.
- PIPXPOTH: For routines performed during the Export process create export file phase.

To define your own COBOL routine:

1. Make a copy of the shell program that is associated with the Payroll Interface process phase in which your special process routine will be performed.

   Do not modify the shell programs. These programs are set up with all the necessary working storage and linkage section data elements already defined and should be preserved as modules for future development.

2. Change all references to the shell program name to the name of your new routine.

   Follow the PeopleSoft naming convention to make it easier to identify the timing of your own routines. You should change the last three characters of the program name to the system ID for which the routine is written. For example, the ADP system ID has three routines: *PIPMPADP, PIPSPADP,* and *PIPXPADP.*

3. Select a process ID for your new routine.

Review copy member *PICPRCSW.CBL* and select an unassigned number between *80000* and *899999*. These numbers will not be used by PeopleSoft development. Add an 88 level description for your new routine in the copy member. Code your program logic and compile your program.

4. Define your new routine to Payroll Interface by setting up a process ID using the Process Table component.

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

### See Also

Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," Setting Up the System Table, page 98

Chapter 9, "Setting Up a Payroll Interface Definition (Part 1)," Setting Up the Process Table, page 122

# Working with Smart Select

The Select Type field on the Import/Export Payroll Data component - Import/Export Payroll Data page has three options: *All Employees in Group, Manually Select,* and *Smart Select.* The Smart Select option provides substantial performance benefits by enabling you to process only those employees who have had online changes since the last time the Export process was run.

When deciding whether to use Smart Select, consider the following:

- Smart Select is recommended for use with very large companies.
- To activate Smart Select, you must add a Peoplecode function, UPDATE_SMARTSELECT, to each EMPLID-keyed table that is set up in the PS Tables component—including those EMPLID-keyed tables that are referenced indirectly through views.

  When data changes in these tables, a record that includes the EMPLID and EMPL_RCD key fields, as well as the data change, is written to the PS_PI_PRESELECT table. When you run the Export process using the *Smart Select* option, Payroll Interface processes only those records in the PS_PI_PRESELECT table.
- Smart Select detects online changes only.

  At least once per payroll cycle you should run the Export process with the *All Employees in Group* option selected to process records that have changes but do not have the PeopleCode function attached, or to process records that have changes that were made outside of the online system (for example, deduction calculations or a batch update to your employees).

  **Note.** If you update employees other than online, but they represent only a small percentage of all employees, you can manually update the PS_PI_PRESELECT table for these employees and then run the Export process with the *Smart Select* option selected.
- Smart Select detects changes to EMPLID-keyed tables only. You should run the Export process with the All Employees in Group option selected whenever you change the Payroll Interface definition, change any tables referenced in the PS Tables component that is not keyed on the EMPLID field, or are processing a group of employees for the first time.

## Activating Smart Select

Payroll Interface provides a PeopleCode function, UPDATE_SMARTSELECT, which tracks online changes and makes the information available to the Export process. To activate Smart Select, you must add this function to each EMPLID-keyed table that is referenced by the PS Tables component—including those EMPLID-keyed tables that are referenced indirectly through views. The example in this section shows how to activate Smart Select for the Citizenship table (record). Follow these same steps to activate Smart Select for other EMPLID-keyed tables.

To activate the Smart Select code for the Citizenship table:

1. Start PeopleSoft Application Designer.
2. Select File, Open.

   The Open Definition dialog box appears.
3. From the Open Definition dialog box, do the following:
   - For the Definition field, select Record.
   - For the Name field, enter CITIZENSHIP.
   - Click Open.

   The CITIZENSHIP (Record) dialog box appears.
4. Select View, PeopleCode Display.

   The CITIZENSHIP (Record) dialog box displays a grid.
5. For the EMPLID field, locate the SPo (SavePostChange) cell in the grid.

   PeopleCode may or may not be indicated for the EMPLID field in the SPo cell.
6. Double-click the SPo cell to open the PeopleCode editor.

   The CITIZENSHIP.EMPLID.SavePostChange (Record PeopleCode) dialog box appears.
7. For the EMPLID field, add the following PeopleCode:

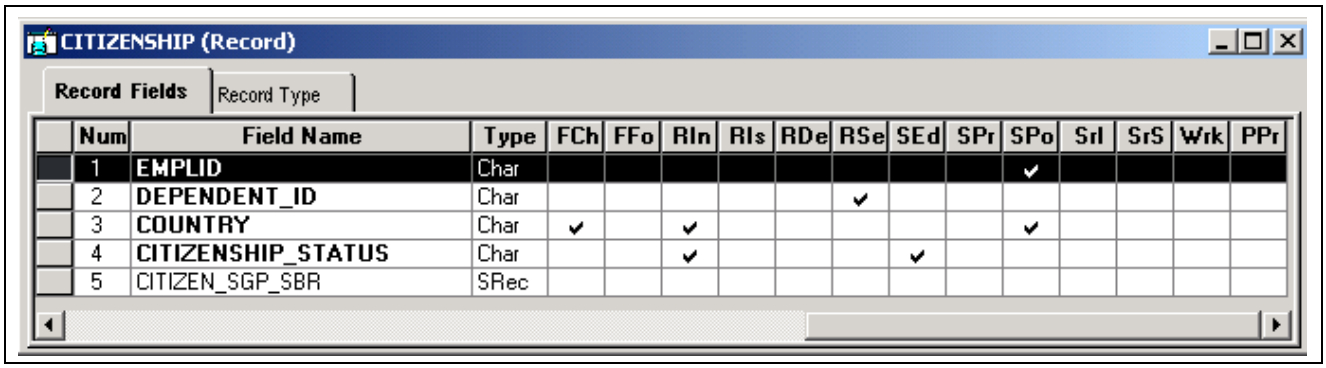
   ```
   Declare Function UPDATE_SMARTSELECT PeopleCode PI_PRESELECT.PI_SELECT_TYPE Fi
   ```
8. For the EMPLID field, add the following PeopleCode:
   - If EMPL_RCD is a field in the CITIZENSHIP table, add:

     ```
     UPDATE_SMARTSELECT (EMPLID, EMPL_RCD, 'Y');
     ```
   - If EMPL_RCD is not a field in the CITIZENSHIP table, add:

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

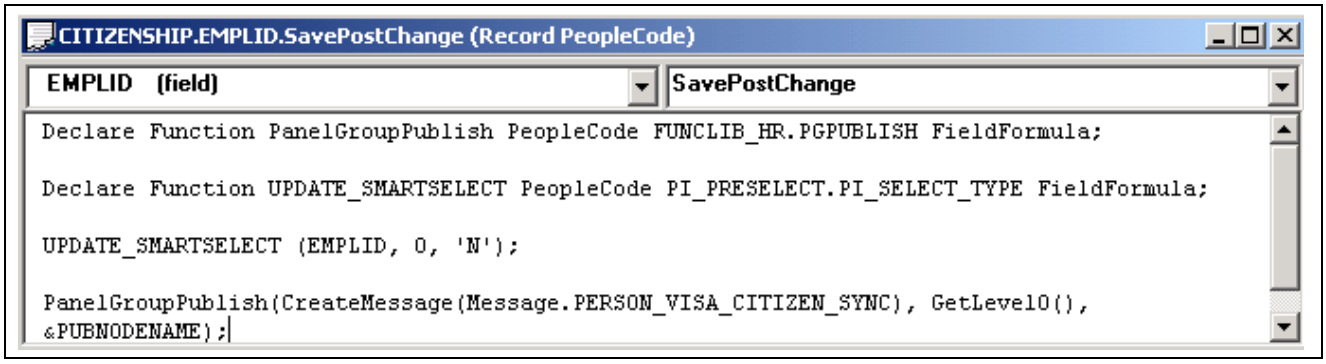
   **Note.** The 'Y' or 'N' at the end of the parameter list indicates whether EMPL_RCD exists in the record. If it does not exist, then all jobs for a multijob employee will be processed in the next Smart Select export.
9. Save the PeopleCode and the table (record).

This example shows the Citizenship table (record):




CITIZENSHIP table (record)

This example shows the PeopleCode that is required to activate Smart Select:




PeopleCode function UPDATE_SMARTSELECT

## PeopleCode Function UPDATE_SMARTSELECT

The PeopleCode function UPDATE_SMARTSELECT tracks and records online data changes using the PS_PI_PRESELECT table.

```
Function UPDATE_SMARTSELECT(&EMPLID, &EMPL_RCD, &EMPL_RCDN_FLAG)

&COUNT = 0;

SQLExec("SELECT COUNT(*) FROM PS_PI_PRESELECT
WHERE EMPLID=:1 AND EMPL_RCD = :2 AND PI_SELECT_TYPE='C'
AND  PI_RUN_NUM= 0", &EMPLID, &EMPL_RCD, &COUNT);

   If &COUNT > 0 Then
      SQLExec("UPDATE PS_PI_PRESELECT
      SET DATETIME_STAMP=%CurrentDateTimeIn
      WHERE  EMPLID=:1 AND EMPL_RCD = :2 AND PI_SELECT_TYPE='C'
      AND  PI_RUN_NUM= 0",  &EMPLID, &EMPL_RCD);
   Else
      SQLExec("INSERT INTO PS_PI_PRESELECT
      (PI_SELECT_TYPE,EMPLID,EMPL_RCD,DATETIME_STAMP,
       EMPL_RCDN_FLAG,PI_RUN_NUM)
      VALUES ('C',:1,:2,%CurrentDateTimeIn,:3,0)", &EMPLID, &EMPL_RCD,
      &EMPL_RCDN_FLAG);
   End-If;

End-Function;
```

# Working with Transactions

This section provides an overview of transactions and discusses how to:

- Set up a transaction.
- Set up a stop transaction.
- Verify a transaction.
- Verify a stop transaction.

## Understanding Transactions

The LOG sample data that is delivered with Payroll Interface includes transactions and corresponding stop transactions for deductions, savings plans, and additional pay. This section describes how to set up the transaction and the stop transaction for deductions using the LOGEXP export file.

When setting up transactions, the implementation details will vary depending on the type of transaction and the requirements of the third-party payroll system. The following procedures, however, show which Payroll Interface components need to be defined.

To set up a transaction:

1. Set up the PS Tables component—identify the tables and fields that are required for the transaction.
2. Set up the Field Definition Table component—define the fields that will be included in the export file.

3. (Optional) Set up the Instance Table component—create an instance ID if you want to restrict or modify the data that is sent to the third-party payroll system.
4. Set up the Definition Table component—define the transaction record and field sequences.

To set up a stop transaction:

1. Set up the Field Definition Table component—define the fields that will be included in the export file.
2. Review the Process Table component—identify the COBOL process that will perform the stop transaction.
3. Set up the Definition Table component—define the stop transaction record and field sequences.

# Setting Up a Transaction

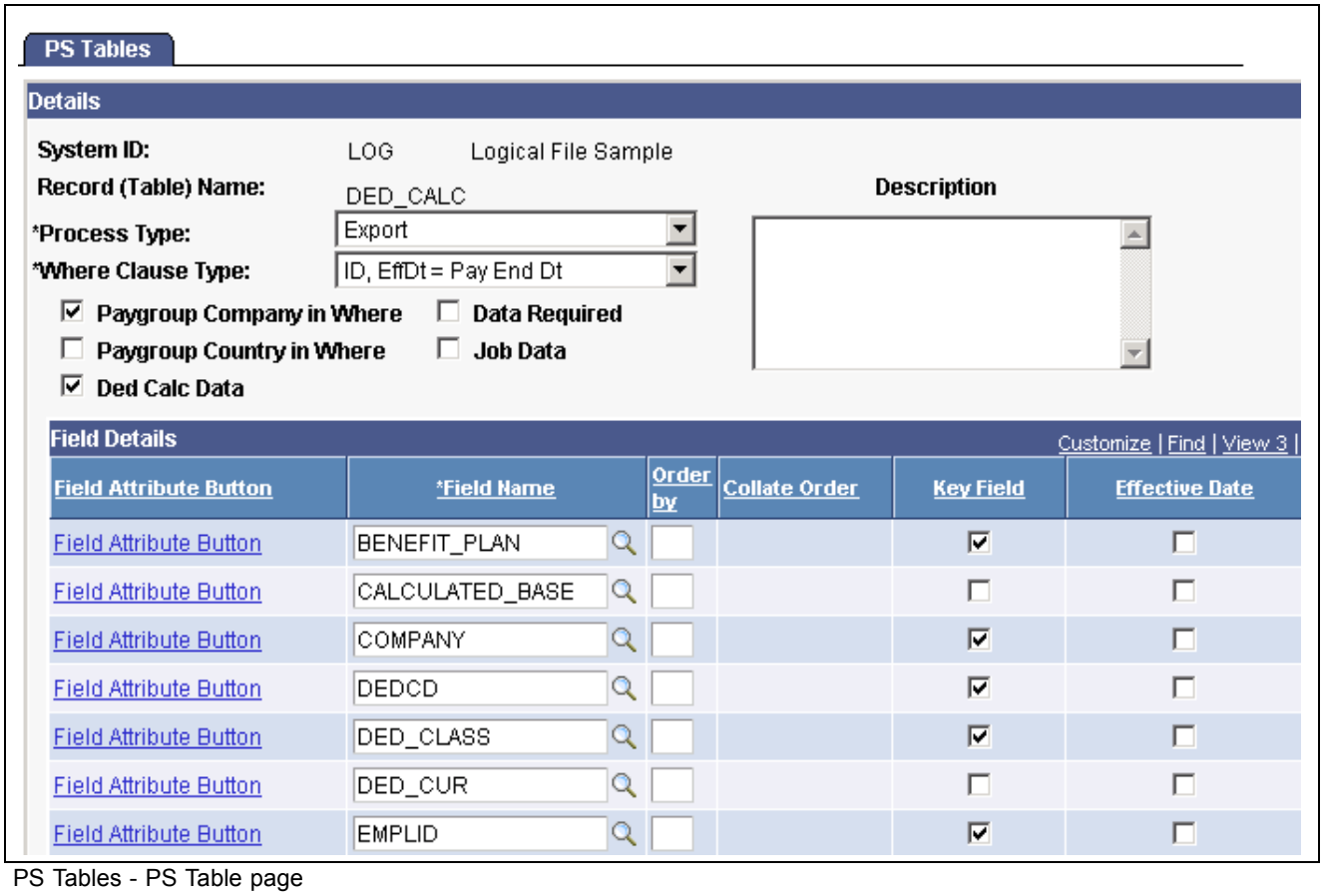
Follow these steps to set up a deduction transaction using the LOGEXP export file.

## Step 1: Set Up the PS Tables Component

Identify the PeopleSoft tables and fields that store the data that is required for the transaction:

- Table: DED_CALC.
- Fields: DEDCD (deduction code), DED_CLASS (deduction class), and DED_CUR (deduction amount).

Use the PS Tables - PS Table page to set up the PeopleSoft table and fields:



PS Tables - PS Table page

## Step 2a: Set Up the Field Definition Table Component, Export File Fields

Define the fields for the deduction transaction: DEDAMT (shown in the following example) and DEDCD (not shown).

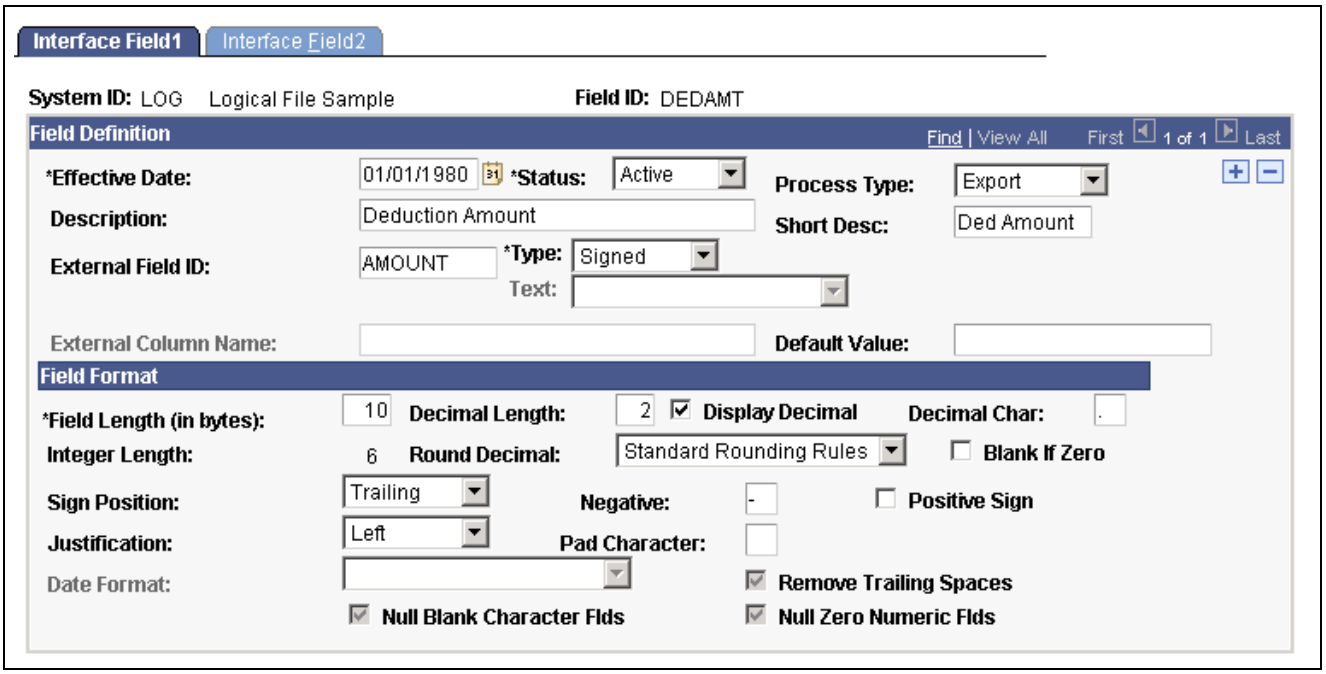
The default value for DEDAMT is the calculated deduction amount. The default value for DEDCD is the deduction code.

---

**Note.** The DED_CLASS field, identified in the PS Tables component, is not included in the export file. However, an instance ID for this field is set up in step 3.

---

Use the Field Definition Table - Interface Field1 page to set up the field definition for the DEDAMT field:




Field Definition Table - Interface Field1 page

## Step 2b: Set Up the Field Definition Table Component, PeopleSoft Table and Fields

Identify the corresponding PeopleSoft table and field for the DEDAMT field:

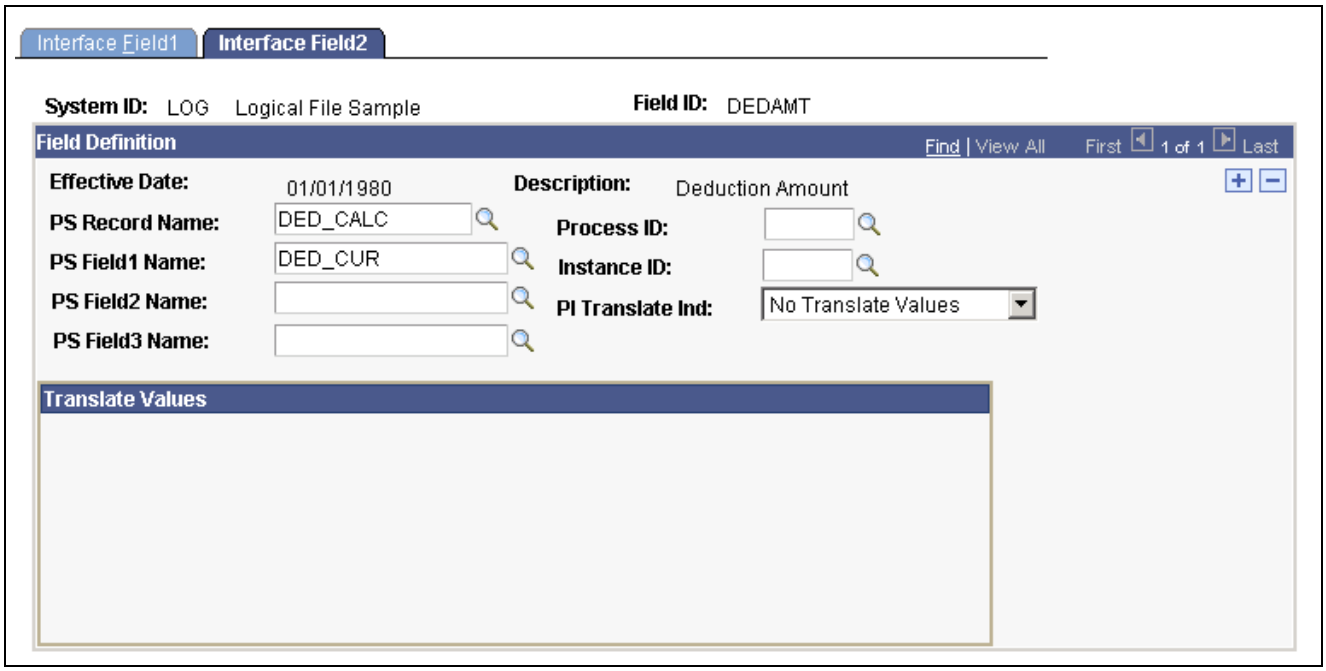
- Table: DED_CALC
- Field: DED_CUR

---

**Note.** You *must* set up the DED_CALC table and DED_CUR field in the PS Tables component before you can access them through the Field Definition component.

---

Use the Field Definition Table - Interface Field2 page to identify the PeopleSoft record (table) and fields:




Field Definition Table - Interface Field2 page

## Step 3: (Optional) Set Up the Instance Table Component

Instance IDs enable you to restrict or modify the data that is sent to the third-party payroll system.

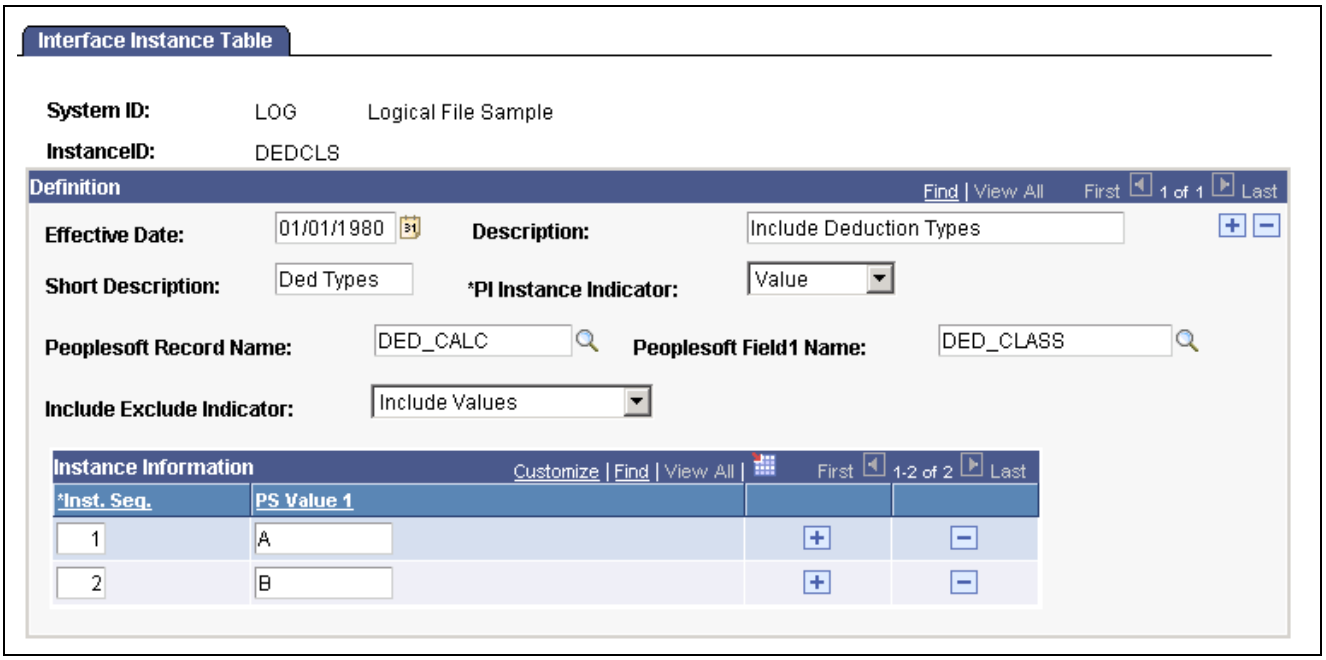
Deduction class values are A (after tax), B (before tax), N (non-taxable or employer paid), and T (taxable or imputed income). The Deduction Calculation process calculates deductions for all classes (A, B, N, T). In this example, the third-party payroll system wants to receive deductions only for class values A and B. Therefore, set up an instance ID DEDCLS for the DED_CLASS field to export calculated deductions for class values A and B. (Alternatively, you can set up the instanced ID to exclude class values N and T.)

---

**Note.** When setting up an instance ID, you can either *include* the values that you want to export or *exclude* values that you don't want to export. You may need to experiment to determine which set up works best. Alternatively, you can create a view to retrieve a restricted data set.

---

Use the Interface Table - Interface Instance Table page to set up instance IDs:




Instance Table - Interface Instance Table page

## Step 4a: Set Up the Definition Table Component, File

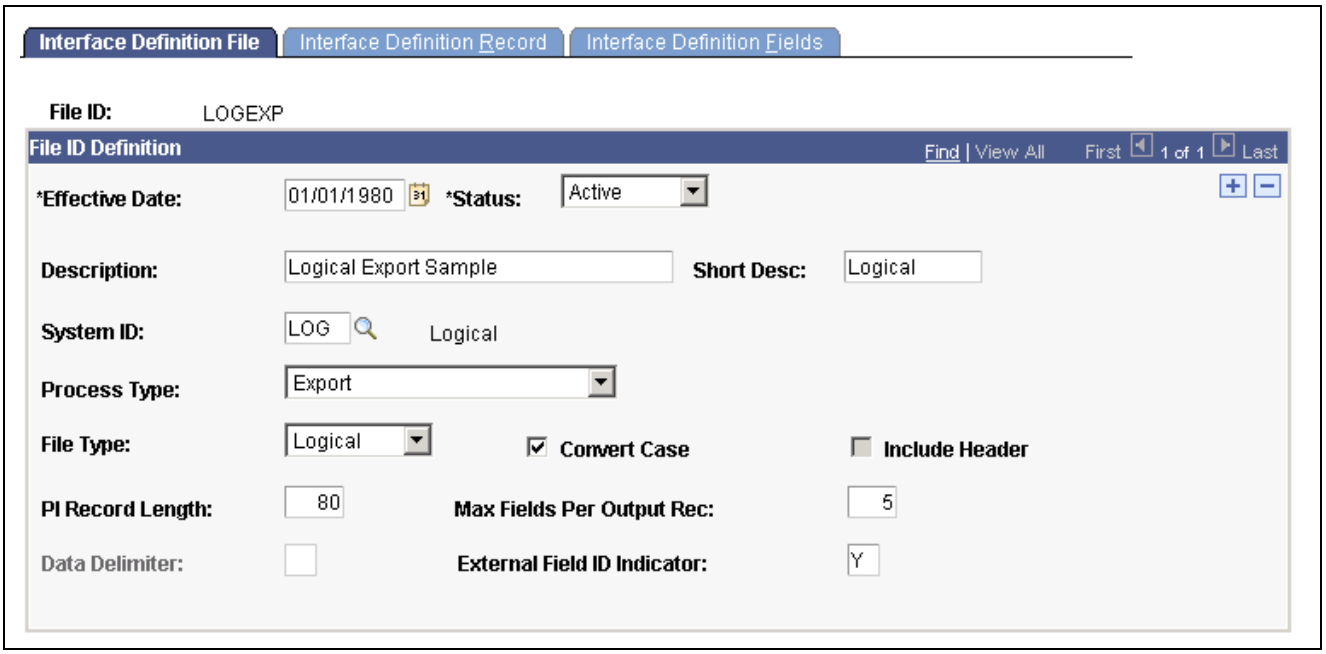
Define the file, record, and field sequences for the export file.

---

**Note.** If you change any of the records or fields for a transaction, be sure to make the same changes to the records or fields for the corresponding stop transaction.

---

Use the Definition Table - Interface Definition File page to access the LOGEXP export file:




Definition Table - Interface Definition File page

### Step 4b: Set Up the Definition Table Component, Record

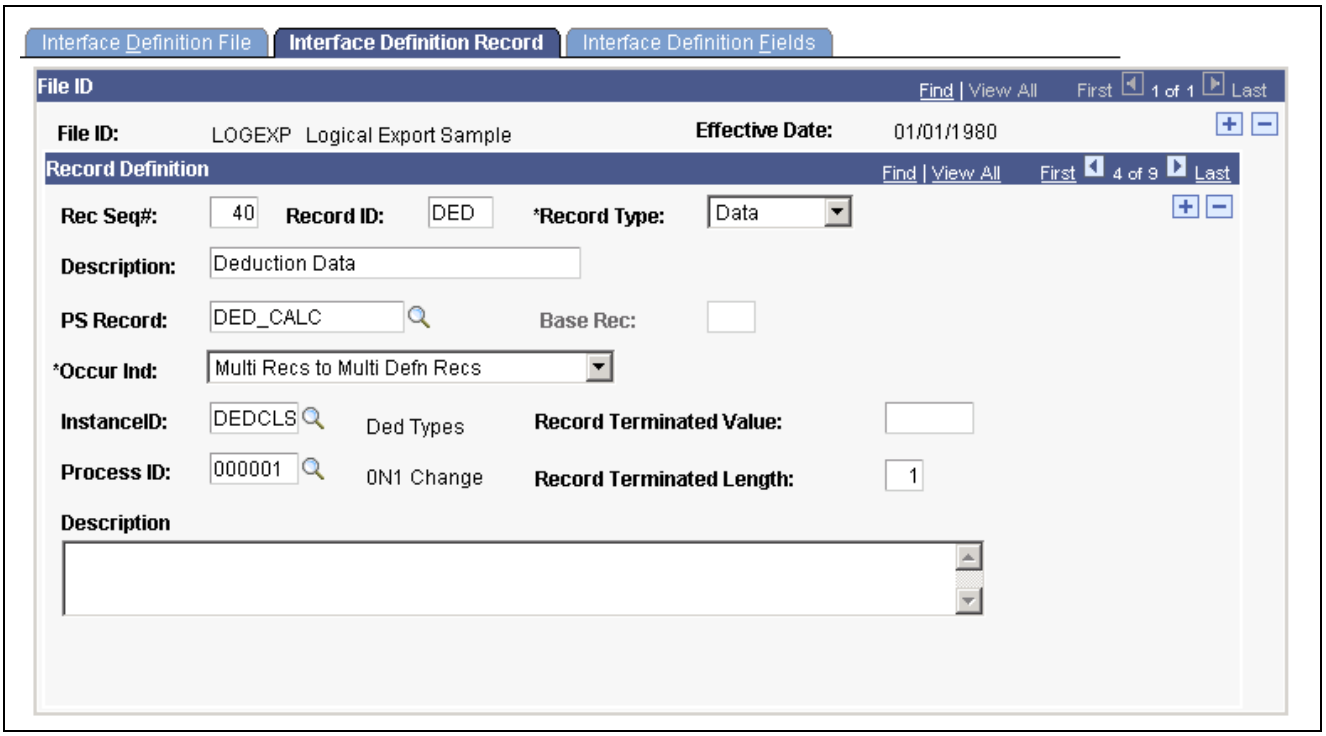
The LOGEXP export file includes nine record sequences. Record 40 is the deduction transaction. Record 50 is the deduction stop transactions.

| Record Sequence | Record ID | Description |
|---|---|---|
| 10 | PERS | Personal Data |
| 20 | EMPL | Employment Data |
| 30 | JOB | Job Data |
| 40 | DED | Deductions |
| 50 | SDED | Stop Deductions |
| 60 | SAVE | Savings |
| 70 | SSAV | Stop Savings |
| 80 | APAY | Additional Pay |
| 90 | SPAY | Stop Additional Pay |

Record 40, the deduction transaction (DED), includes:

- Record type: Data
- Instance ID: DEDCLS—the instance ID created in step 3.
- Process ID: 000001 ON1 Change—a process required for the deduction transaction.

Use the Definition Table - Interface Definition Record page to set up the record sequences for the export file:




Definition Table - Interface Definition Record page

## Step 4c: Set Up the Definition Table Component, Fields

Record 40, the deduction transaction, includes five field sequences:

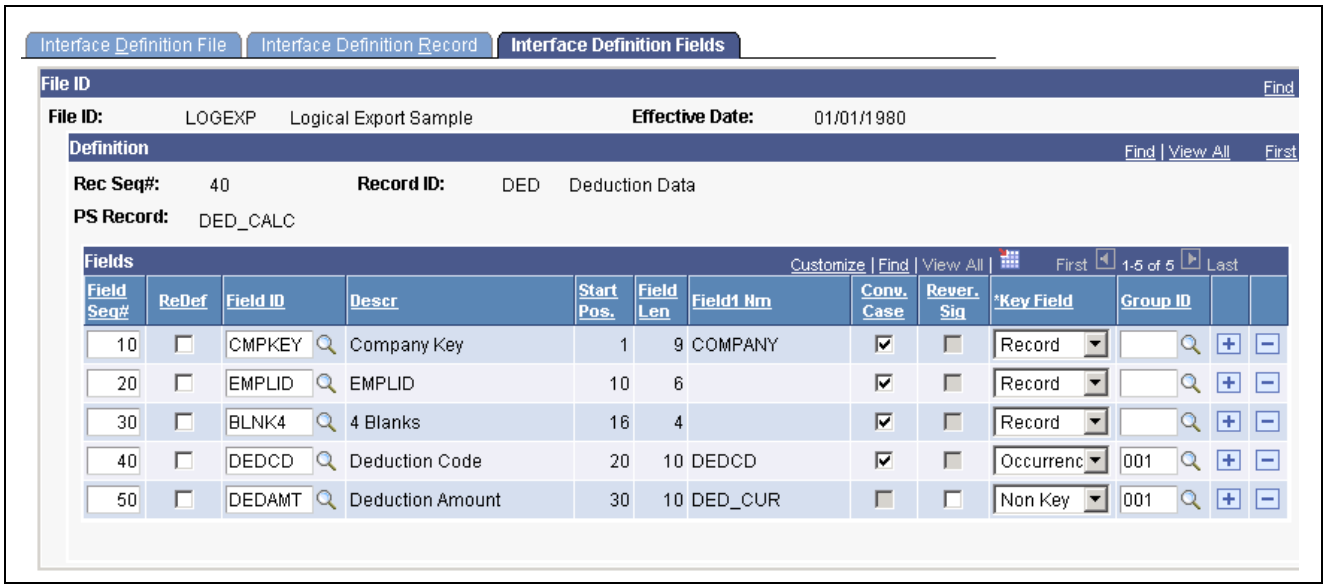
- Field Seq#: 10–50.
- Field Seq 40 and 50 are a grouped field (Group ID 001).
- Field Seq 50 is DEDAMT, the actual deduction amount.

---

**Note.** The field sequences (10–50) for transaction record 40 must be identical to the field sequences for stop transaction record 50. The *value* of field sequence 50 changes from DEDAMT to ZAMT.

---

Use the Definition Table - Interface Definition Fields page to set up the field sequences for the record:




Definition Table - Interface Definition Fields page

# Setting Up a Stop Transaction

Follow these steps to set up a stop transaction for deductions using the LOGEXP export file.

### Step 1a: Set Up the Field Definition Table Component, Export File Fields

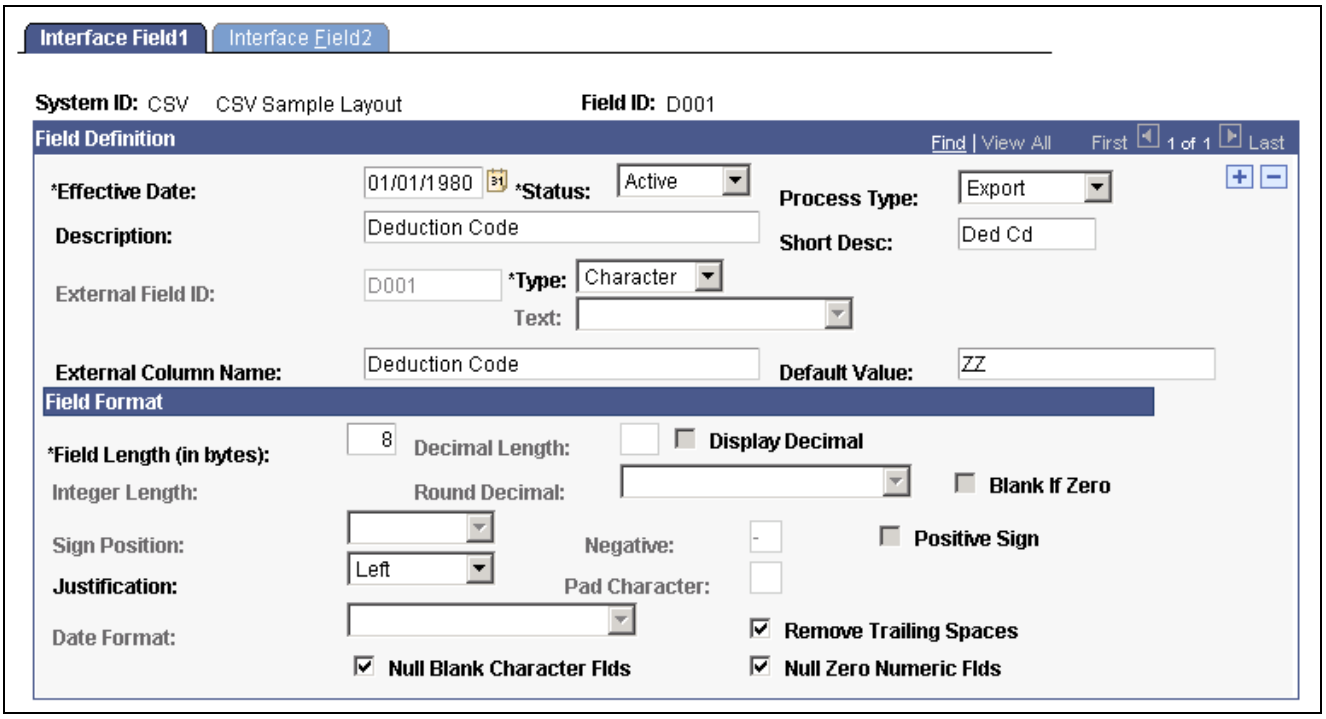
For Payroll Interface to recognize a stop transaction, the delivered record-level process IDs must be used. PeopleSoft code moves the pay period end date (of the pay calendar entry being used with the run control) to the DATE_VAL field in the PI_PARTIC_EXTBL table when a stop process is identified. Along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

See Chapter 3, "Understanding PeopleSoft Enterprise Payroll Interface Processing," Export Processing, page 19.

Define the field for the deduction stop transaction: ZAMT. When the stop transaction is processed, the ZAMT default value, rather than the DEDAMT default value, is written to the export file.

The default value is determined by the requirements of the third-party payroll system (refer to the vendor documentation). For LOG systems, the default value may be 000.00 or zero. For CSV systems, the default value may be probably ~, the tilde character.

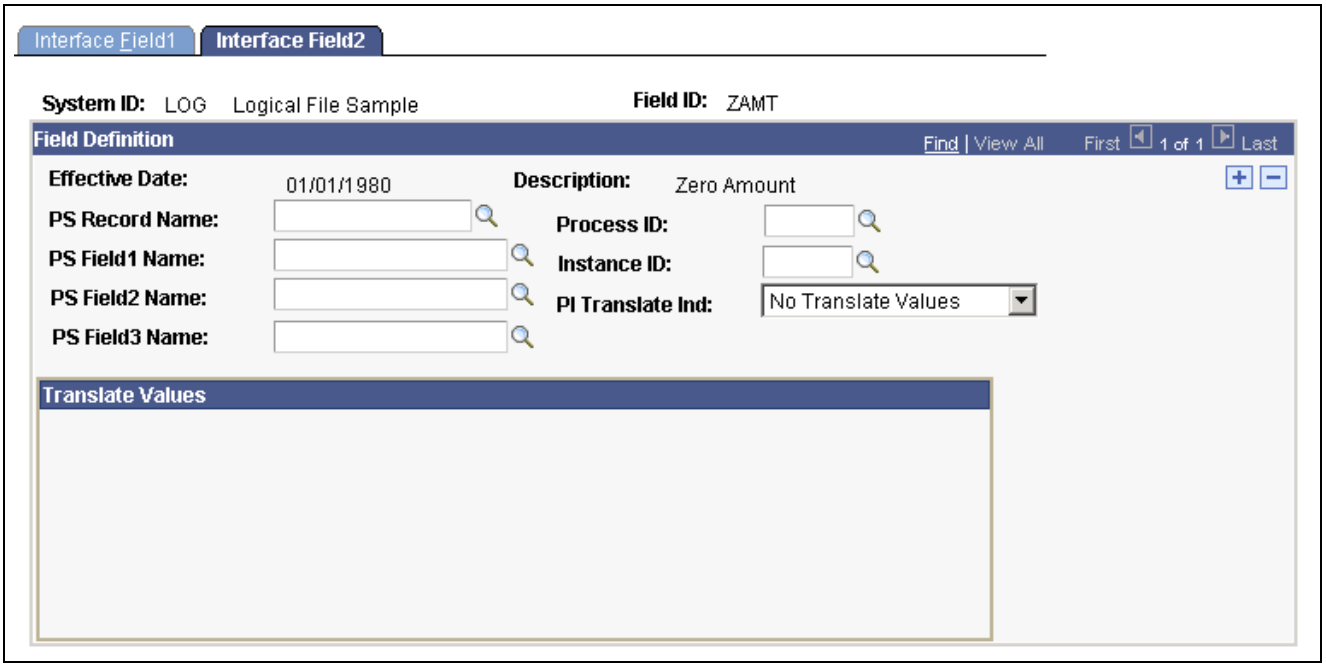
Use the Field Definition Table - Interface Field1 page to set up a field definition for the ZAMT field:




Field Definition Table - Interface Field1 page

## Step 1b: Set Up the Field Definition Table Component, PeopleSoft Table and Fields

Because the ZAMT field does not correspond to a PeopleSoft table or field, the Field Definition Table - Interface Field2 page does not need to be set up.




Field Definition Table - Interface Field2 page

## Step 2: Review the Process Table

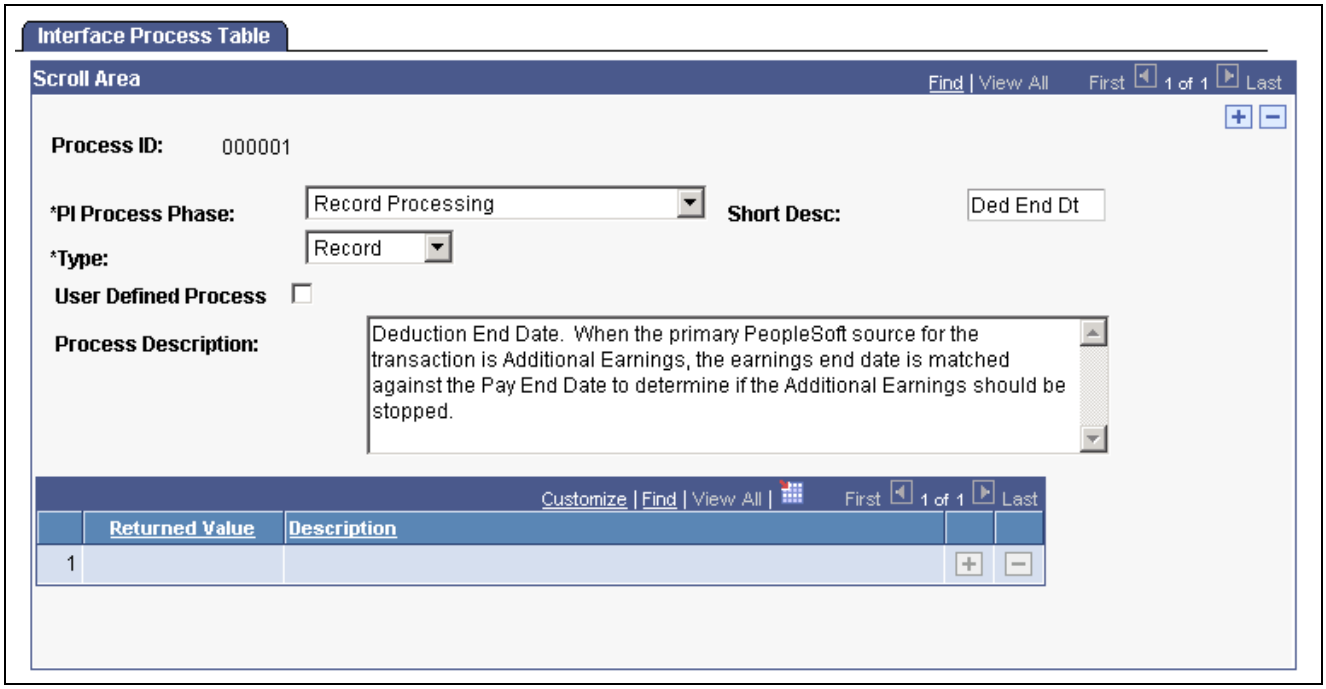
Identify the COBOL process that will perform the stop transaction. This can be one of the processes delivered with Payroll Interface or a user-defined process. In this example, use Payroll Interface Process ID 000026.

See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with COBOL Processes, page 143.

After the process is attached to the stop transaction record (see step 3), it runs in the background during the Export process. If the process determines that a deduction code is missing, the ZAMT default value (rather than the DEDAMT default value ) is written to the export file and a flag on the PI_PARTIC_EXPT table is set to P.

See Chapter 3, "Understanding PeopleSoft Enterprise Payroll Interface Processing," Export Processing, page 19.

Use the Process Table - Interface Process Table page to view the processes that are delivered with Payroll Interface:

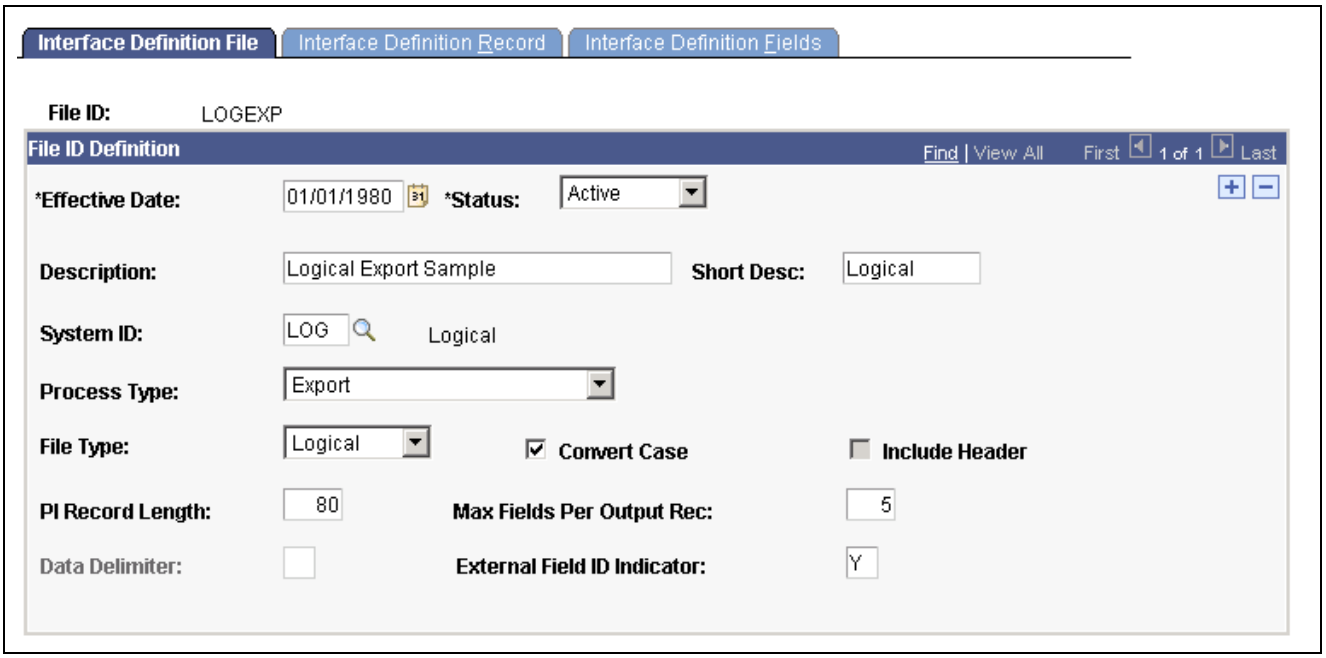



Process Table - Interface Process Table page

## Step 3a: Set Up the Definition Table Component, File

Define the file, record, and field sequences for the export file.

Use the Definition Table - Interface Definition File page to access the LOGEXP export file:




Definition Table - Interface Definition File page

## Step 3b: Set Up the Definition Table Component, Record

Record 50, the deduction stop transaction (SDED), includes:

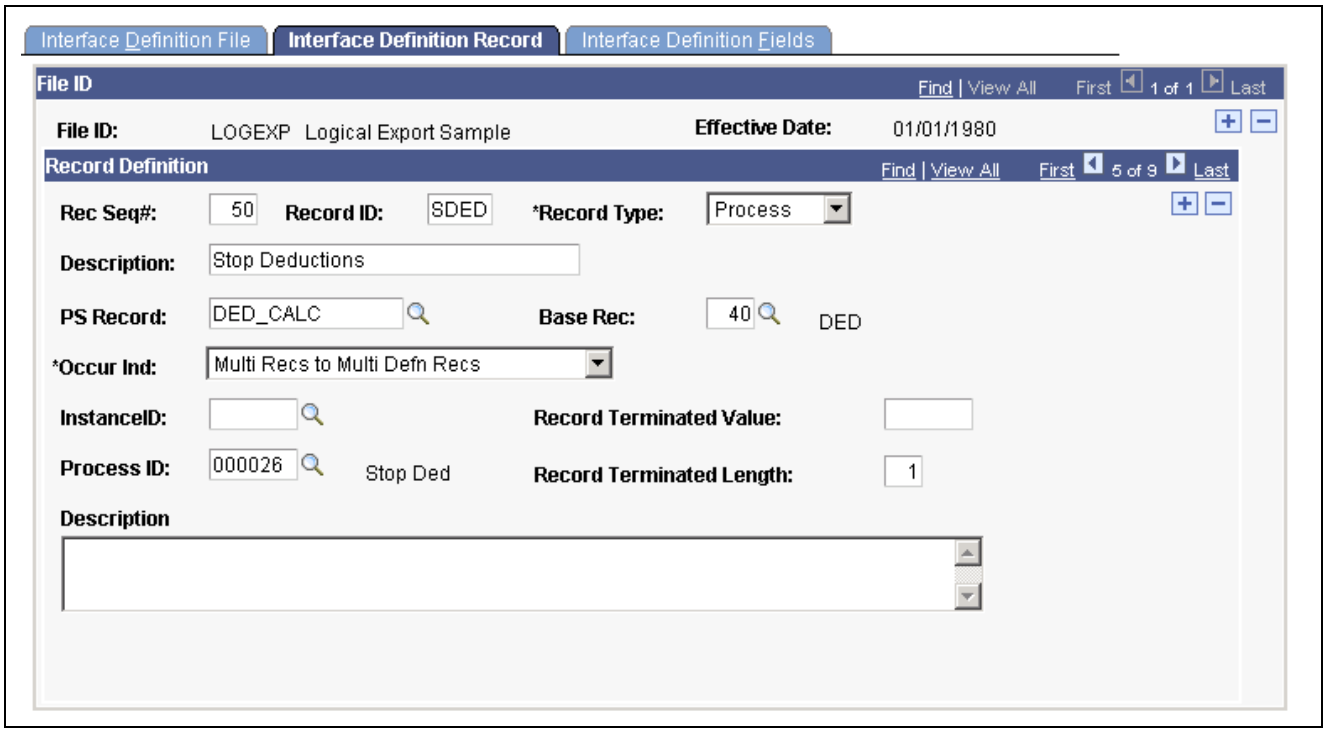
- Record Type: Process
- Base Rec: 40—the corresponding record for the deduction transaction.
- Process ID: 000026—the process that stops the deduction.

---

**Note.** The Base Rec field joins the transaction to the stop transaction: record 40 is joined to record 50.

---

Use the Definition Table - Interface Definition Record page to set up the record sequences for the export file:




Definition Table - Interface Definition Record page

## Step 3c: Set Up the Definition Table Component, Fields

Record 50, the deduction stop transaction, includes five field sequences:

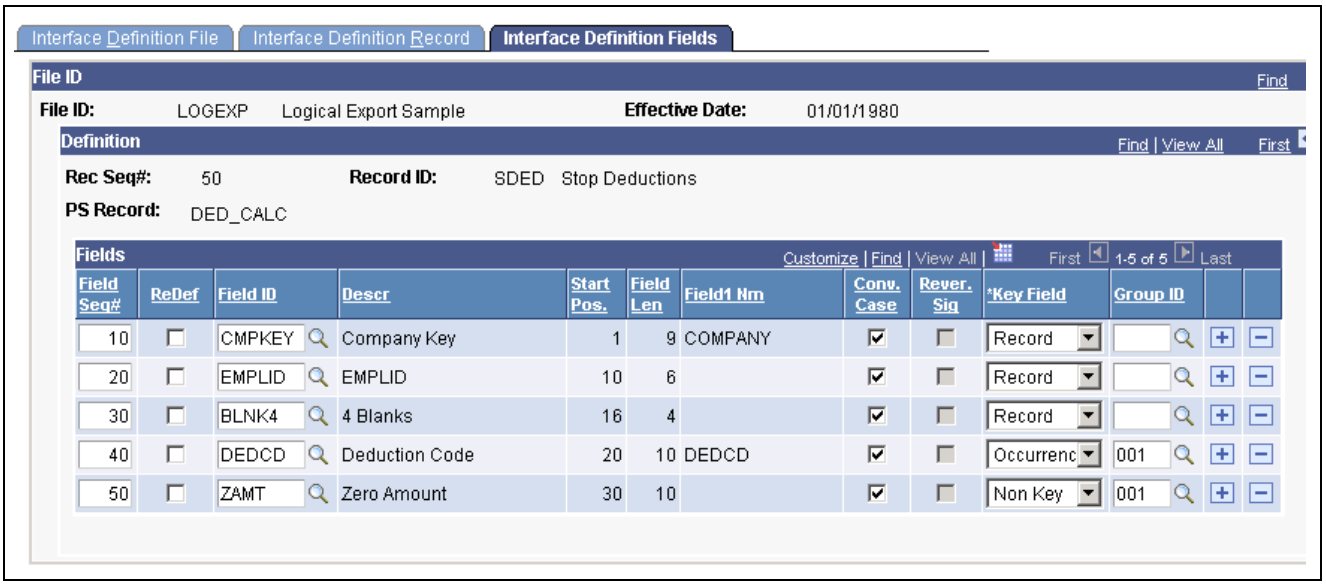
- Field Seq#: 10–50.
- Field Seq 40 and 50 are a grouped field (Group ID 001).
- Field Seq 50 is now ZAMT, the zero amount that is sent when the deduction is stopped.

---

**Note.** The field sequences (10–50) for stop transaction record 50 must be identical to the field sequences for transaction record 40. The *value* of field sequence 50 changes from DEDAMT to ZAMT.

---

Use the Definition Table - Interface Definition Fields page to set up the field sequences for the record:



Definition Table - Interface Definition Fields page

# Verifying a Transaction

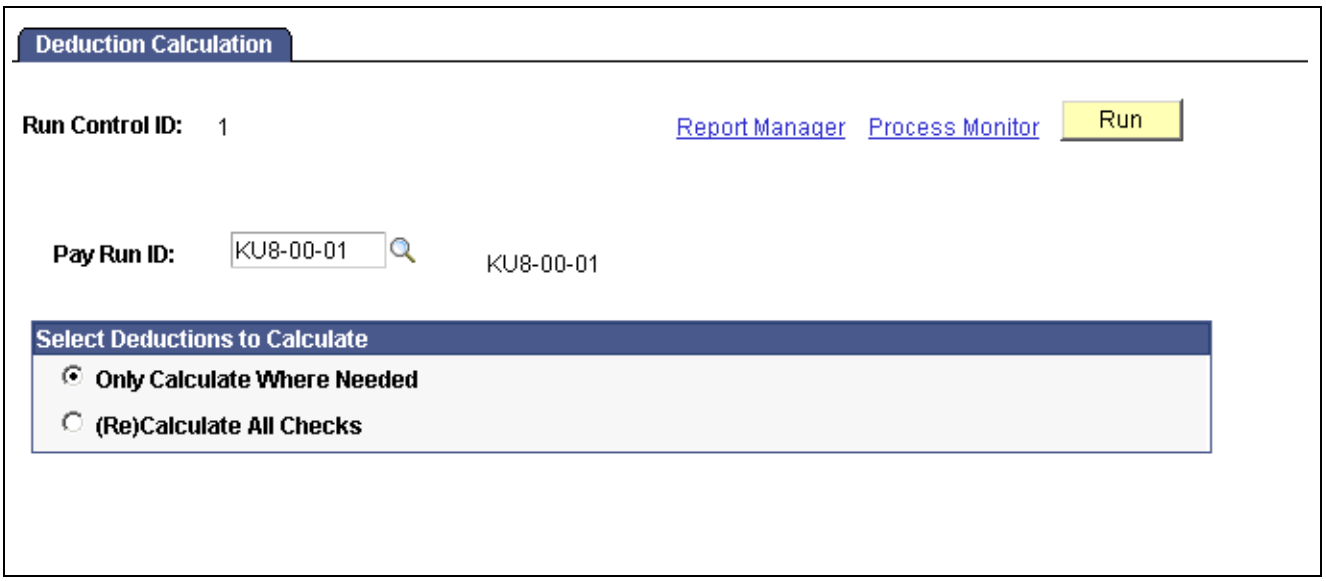
To verify the transaction:

1. Run the Deduction Calculation and Confirmation processes.
2. Run the Export process.

### Step 1: Run the Deduction Calculation and Confirmation Processes

Calculate and confirm the deductions for the employee.

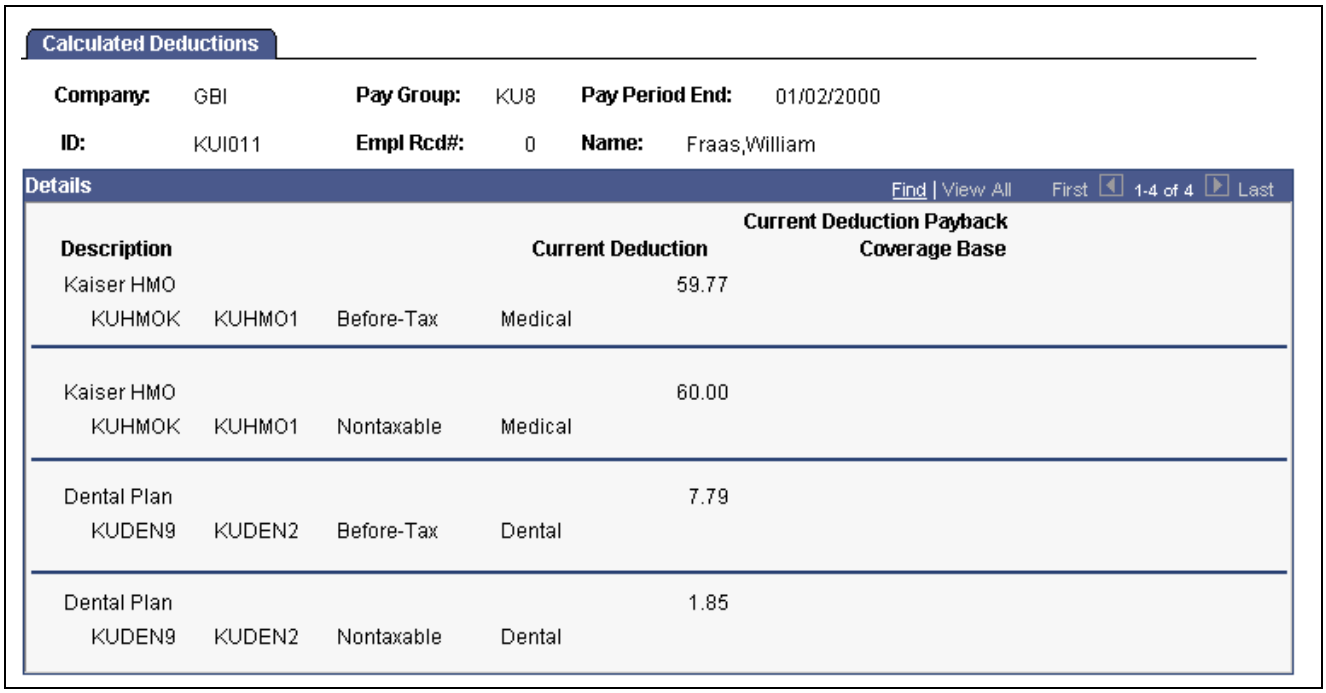
Use the Calculate Deductions - Deduction Calculation page to calculate the deductions:



Calculate Deductions - Deduction Calculation page

Review the results. The employee has medical and dental before-tax and nontaxable deductions. However, because the DEDCLS instance ID is set up, only the before-tax deductions will appear in the export file.

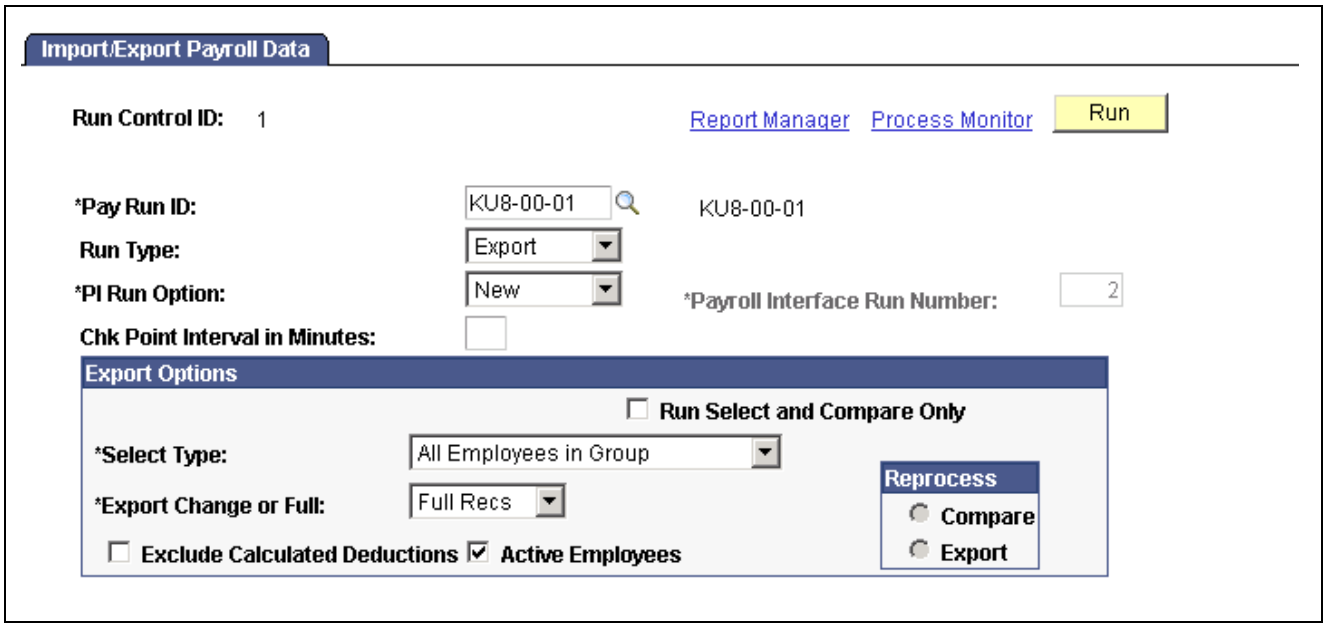
Use the Review Deductions - Calculated Deductions page to review deductions:




Review Deductions - Calculated Deductions page

## Step 2: Run the Export Process

Use the Import/Export Payroll Data - Import/Export Payroll Data page to run the Export process:




Import/Export Payroll Data - Import/Export Payroll Data page

Review the export file. Because the instance ID DEDCLS is set up, only the before-tax deductions appear in the export file. Notice, however, that the transaction has worked. The DEDAMT or 59.77 value appears in the export file for deduction code KUHMOK:

```
GBI      KUI011    ID         KUI011
GBI      KUI011    LAST       FRAAS
GBI      KUI011    FIRST      WILLIAM
GBI      KUI011    ADDRESS    310 DONTELL ST.
GBI      KUI011    ADDRESS2
GBI      KUI011    CITY       KERNVILLE
GBI      KUI011    STATE      CA
GBI      KUI011    ZIP        932238
GBI      KUI011    PHONE      9256947911
GBI      KUI011    SSNUM      550555001
GBI      KUI011    HIREDATE   03/15/1990
GBI      KUI011    REHIREDT
GBI      KUI011    SERVDT     03/15/1990
GBI      KUI011    BIRTHDATE  01/08/1951
GBI      KUI011    LAST_DAY
GBI      KUI011    TERMDATE
GBI      KUI011    ORIGHIRE   03/15/1990
GBI      KUI011    SEX        M
GBI      KUI011    TITLE
GBI      KUI011    HDEPT      63000
GBI      KUI011    JOBTITLE   820050
GBI      KUI011    HCCODE     820050
GBI      KUI011    EMPTYPE    S
GBI      KUI011    STATUS     A
GBI      KUI011    ST_CLASS   RFT
GBI      KUI011    CYCLE      W
GBI      KUI011    SAL_HR     S
GBI      KUI011    STDHRS     000040.00
GBI      KUI011    RATE1      0000000080000.0000
GBI      KUI011    LASTRAISE
GBI      KUI011    SHIFT1     N
GBI      KUI011    PAYBYEX    Y
GBI      KUI011    OTEXEMPT   Y
GBI      KUI011    FLSA       E
GBI      KUI011    SUPERNAME
GBI      KUI011    PAYGROUP   KU8
GBI      KUI011    DEDUCTION  KUHMOK     AMOUNT     000059.77
GBI      KUI011    DEDUCTION  KUDEN9     AMOUNT     000007.79
```

Export file showing the transaction for deduction KUHMOK (amount 59.77)

# Verifying a Stop Transaction

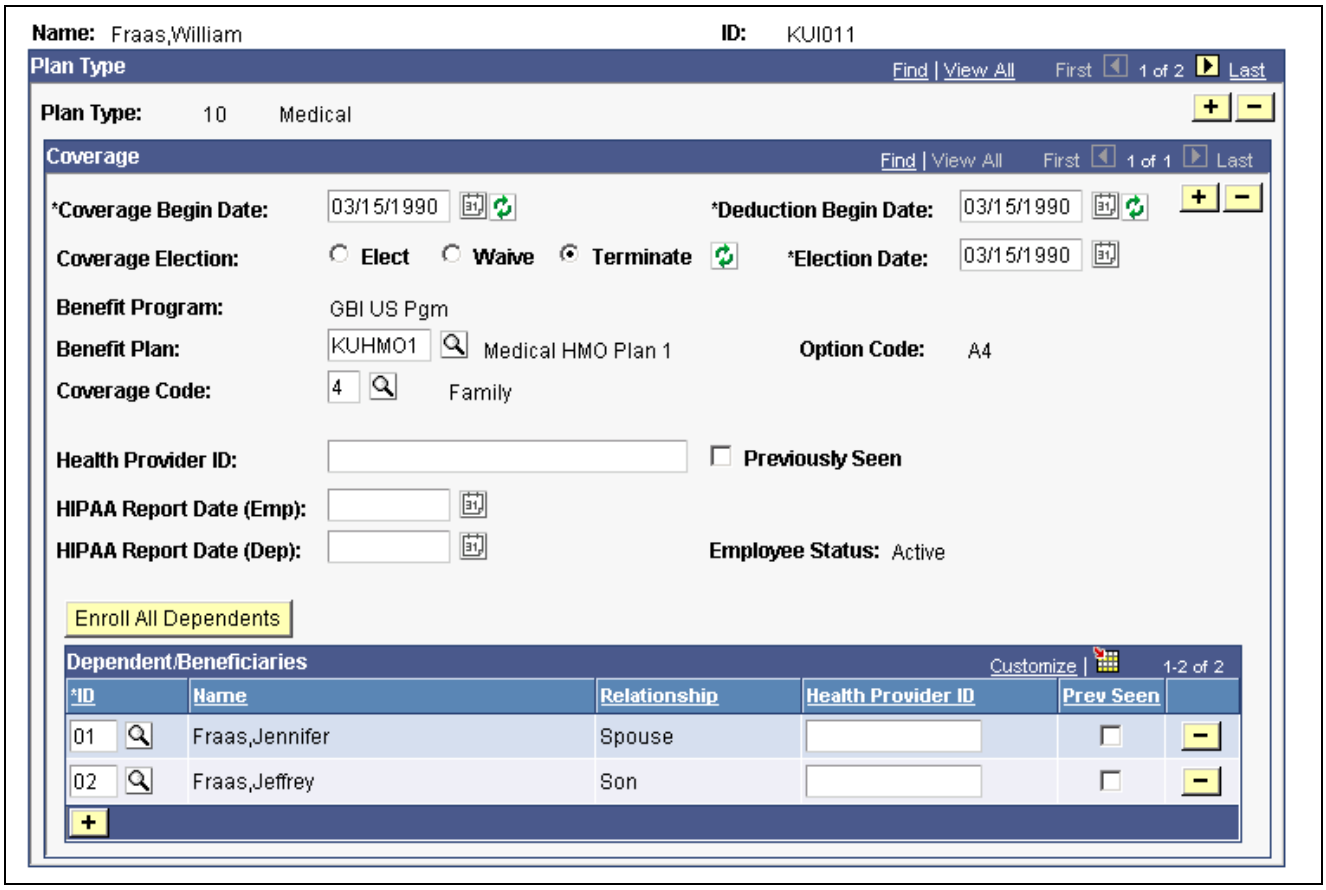
To verify the stop transaction:

1. Terminate one of the benefits for the employee.
2. Run the Deduction Calculation and Deduction Confirmation processes.
3. Run the Export process.

### Step 1: Terminate a Benefit

Terminate the medical benefits for the employee, deduction code KUHMOK.

Use the Health Benefits - Health Benefit Elections page to terminate the medical benefits:

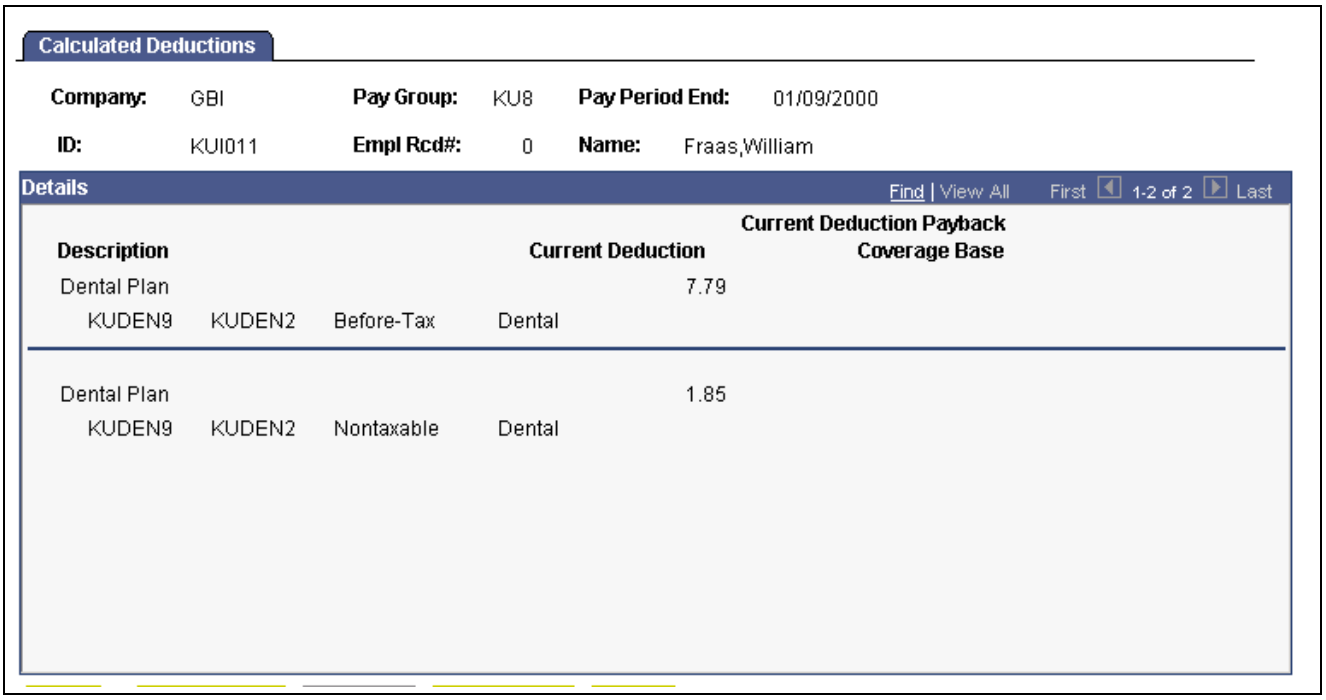



Health Benefits - Health Benefit Elections page

## Step 2: Run the Deduction Calculation and Confirmation Processes

Calculate and confirm the deductions for the employee. The terminated medical benefits no longer appear.

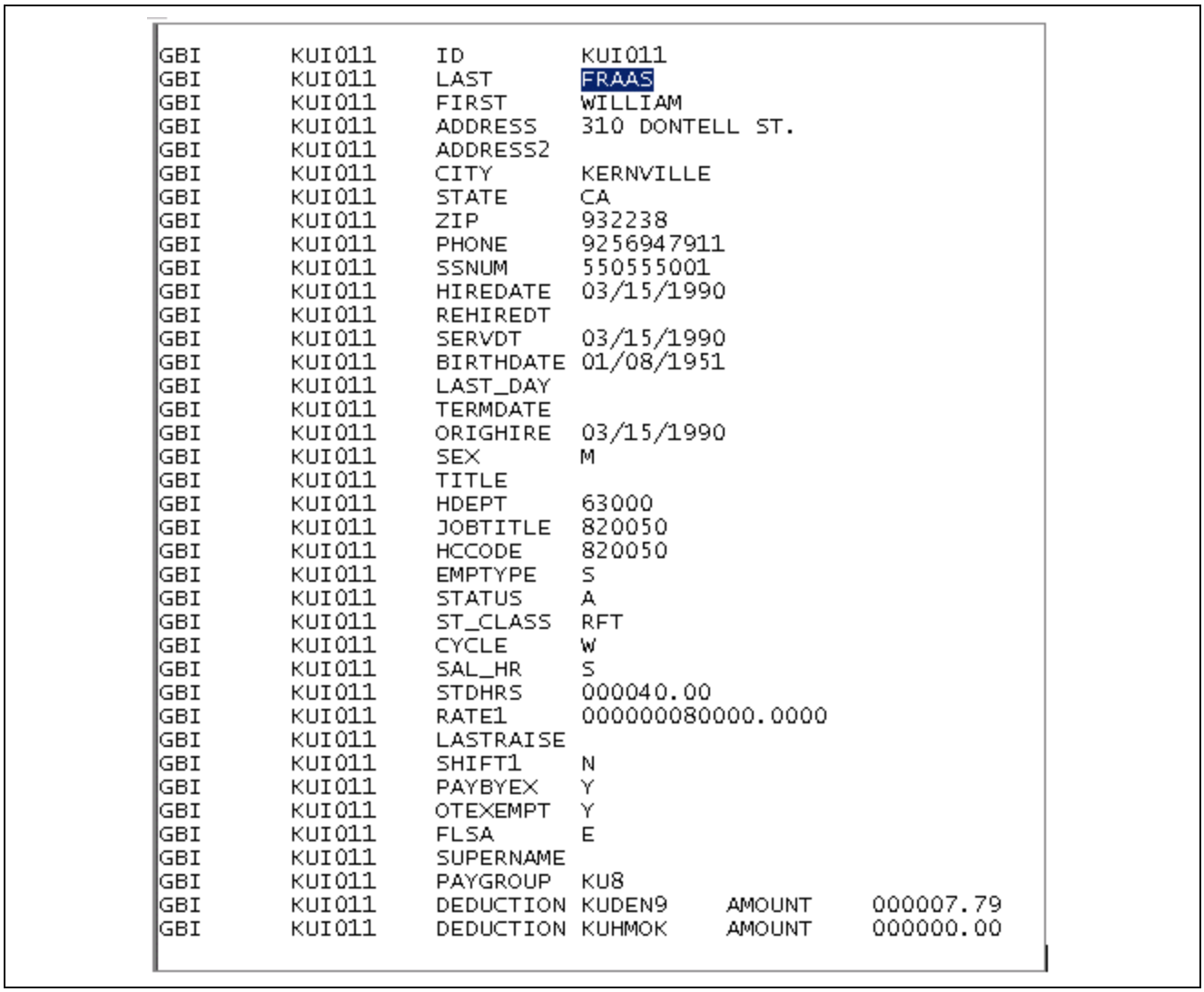
Use the Calculate Deductions - Calculated Deductions page to review the deductions:




Calculate Deductions component, Calculated Deductions page

## Step 3: Run the Export Process

Run the Export process and review the export file. Notice that the stop transaction has worked. The ZAMT or 000.00 value appears in the export file for deduction code KUHMOK, the terminated medical benefit:



```
GBI     KUI011    ID         KUI011
GBI     KUI011    LAST       FRAAS
GBI     KUI011    FIRST      WILLIAM
GBI     KUI011    ADDRESS    310 DONTELL ST.
GBI     KUI011    ADDRESS2
GBI     KUI011    CITY       KERNVILLE
GBI     KUI011    STATE      CA
GBI     KUI011    ZIP        932238
GBI     KUI011    PHONE      9256947911
GBI     KUI011    SSNUM      550555001
GBI     KUI011    HIREDATE   03/15/1990
GBI     KUI011    REHIREDT
GBI     KUI011    SERVDT     03/15/1990
GBI     KUI011    BIRTHDATE  01/08/1951
GBI     KUI011    LAST_DAY
GBI     KUI011    TERMDATE
GBI     KUI011    ORIGHIRE   03/15/1990
GBI     KUI011    SEX        M
GBI     KUI011    TITLE
GBI     KUI011    HDEPT      63000
GBI     KUI011    JOBTITLE   820050
GBI     KUI011    HCCODE     820050
GBI     KUI011    EMPTYPE    S
GBI     KUI011    STATUS     A
GBI     KUI011    ST_CLASS   RFT
GBI     KUI011    CYCLE      W
GBI     KUI011    SAL_HR     S
GBI     KUI011    STDHRS     000040.00
GBI     KUI011    RATE1      000000080000.0000
GBI     KUI011    LASTRAISE
GBI     KUI011    SHIFT1     N
GBI     KUI011    PAYBYEX    Y
GBI     KUI011    OTEXEMPT   Y
GBI     KUI011    FLSA       E
GBI     KUI011    SUPERNAME
GBI     KUI011    PAYGROUP   KU8
GBI     KUI011    DEDUCTION  KUDEN9     AMOUNT     000007.79
GBI     KUI011    DEDUCTION  KUHMOK     AMOUNT     000000.00
```

Export file showing the stop transaction for deduction KUHMOK (amount 00.00)

# CHAPTER 11

# Maintaining Payroll Data

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

- Maintain additional pay.
- Maintain general deductions.
- Maintain savings bonds.
- Maintain tax distribution data.
- Maintain employee tax data.
- (CAN) (USA) Set up and maintain direct deposit.
- Set up and maintain optional payroll data.
- (CAN) Set up and maintain source deductions.

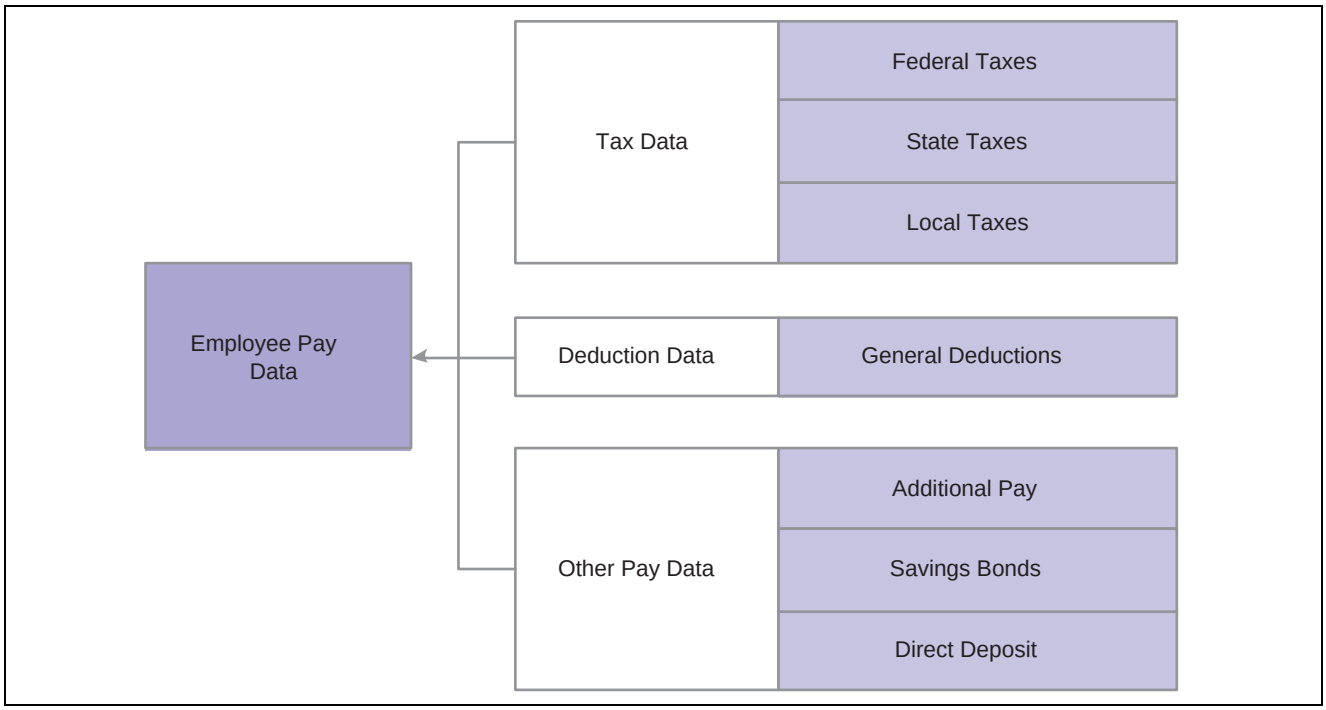
## Understanding Payroll Data

After the interface definitions are set up and payroll processing has commenced, Payroll Interface enables you to maintain certain payroll data, including additional pay, general deductions, U.S. savings bonds, employee tax withholding information, direct deposits, and information for employees with multiple jobs.

Maintenance tasks include the initial setup of the component pages followed by the additions, changes, or deletions that normally occur to payroll-related data over time. Because most of the payroll data works in conjunction with other information that you are required to set up for Payroll Interface, the maintenance tasks are discussed in this chapter as well as other related setup chapters in this PeopleBook.

**Note.** Depending on the requirements of the third-party payroll system, you may not need to maintain all of the data that is discussed in this chapter. Or if the data *is* required, to simplify data entry, conversion, and maintenance issues, it may be easier to have the third-party payroll system manage the data.

This diagram illustrates the types of payroll data that you may need to maintain:




Maintaining payroll data

# Maintaining Additional Pay

To maintain additional pay, use the Additional Pay (ADDITIONAL_PAY) component.

### See Also

Chapter 4, “Setting Up Earnings Data,” Setting Up and Maintaining Additional Pay, page 41

# Maintaining General Deductions

To maintain general deductions, use the General Deduction (GENL_DED_DATA) and General Deduction Override (GENL_DED_OVERRIDE) components.

### See Also

Chapter 5, “Setting Up Deduction Data,” Setting Up and Maintaining General Deductions, page 53

# Maintaining Savings Bonds

To maintain savings bonds, use the U.S. Savings Bond (SAVINGS_BOND_SPEC) component.

### See Also

Chapter 5, “Setting Up Deduction Data,” (USA) Setting Up and Maintaining Savings Bonds, page 58

# Maintaining Tax Distribution Data

To maintain tax distribution data, use the Tax Distribution Data USA (TAX_DISTRIBUTION) and Tax Distribution Data CAN (TAX_DISTRIBUTION) components.

### See Also

Chapter 6, “Setting Up Tax Data,” (CAN) (USA) Setting Up and Maintaining Tax Distribution Data, page 65

# Maintaining Employee Tax Data

To maintain employee tax data, use the Employee Tax Data USA (TAX_DATA) and Employee Tax Data CAN (TAX_DATA_CAN) components.

### See Also

Chapter 6, “Setting Up Tax Data,” (USA) Setting Up and Maintaining U.S. Employee Tax Data, page 66

Chapter 6, “Setting Up Tax Data,” (CAN) Setting Up and Maintaining Canadian Employee Tax Data, page 75

# (CAN) (USA) Setting Up and Maintaining Direct Deposit

To set up and maintain direct deposit, use the Direct Deposit USA (DIRECT_DEPOSIT) and Direct Deposit CAN (DIRECT_DEPOSIT_CAN) components.

This section provides an overview of direct deposit and discusses how to set up direct deposits.

## Understanding Direct Deposit

Employees can have pay deposited to multiple accounts; they can also have partial earnings deposited to an account and the remainder issued as a check.

Each deposit may be stated as either a percentage of net pay or as a flat-dollar amount. For example, suppose an employee wants 50.00 USD deposited to a savings account, a 100.00 USD check for pocket money, and 100 percent of the remaining net pay deposited to a checking account. To do this, you must set up three rows of distribution information, as this table shows:

| Objective | Priority | Account Type | Amount |
|---|---|---|---|
| 50.00 USD to savings | 300 | Savings | 50.00 USD |
| 100.00 USD check | 350 | Issue Check | 100.00 USD |
| Deposit remainder in checking | 400 | Checking | 100% net pay or excess |

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

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

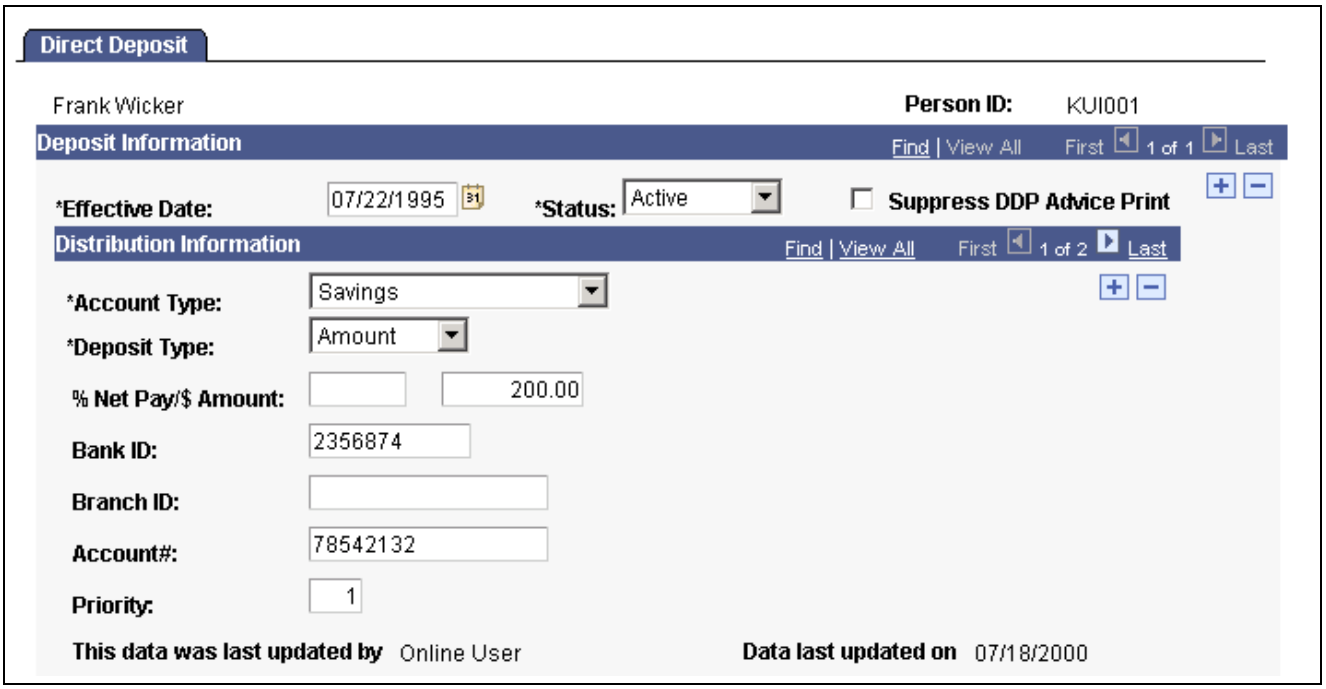
To change or discontinue direct deposits, set up the appropriate effective-dated rows using the Direct Deposit page.

## Pages Used to Set Up and Maintain Direct Deposit

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Direct Deposit | DIRECT_DEPOSIT_CAN | Payroll Interface, Update Payroll Information, Direct Deposit CAN, Direct Deposit | (CAN) Set up and maintain the direct deposit of employee pay. |
| Direct Deposit | DIRECT_DEPOSIT | Payroll Interface, Update Payroll Information, Direct Deposit USA, Direct Deposit | (USA) Set up and maintain the direct deposit of employee pay. |

## Setting Up Direct Deposits

Access the Direct Deposit page.




Direct Deposit page

**% Net Pay/$ Amount** Select to indicate whether the deposit is a percent of net pay or a flat-dollar amount.

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

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

The priority number is automatically populated by means of PeopleCode to equal 999 where the deposit type is *Balance*.

**Prenotification Required** Select to enable prenotification. The system creates a prenote status file for each employee the first time that it processes direct deposits to verify that the transit and account numbers are valid.

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

# Setting Up and Maintaining Optional Payroll Data

To set up and maintain optional payroll data, use the Payroll Options (PAYROLL_DATA) component.

This section provides an overview of optional payroll data and discusses how to:

- Set up paycheck delivery and distribution.
- Set up paycheck location and payroll deduction subsets.

## Understanding Optional Payroll Data

Optional payroll processing information, such as check distribution and deduction subset options, is often necessary when employees have multiple jobs or have multiple jobs and need to be paid through more than one payroll system.

If you are setting up multiple jobs:

- Deduction Calculation—Follow the guidelines for PeopleSoft Enterprise Benefits Administration.

  See *PeopleSoft Enterprise Benefits Administration 8.9 PeopleBook.*
- Benefit Deductions—Follow the guidelines for PeopleSoft Enterprise Benefits Administration.

  See *PeopleSoft Enterprise Benefits Administration 8.9 PeopleBook.*
- General Deductions—Set up and maintain the Payroll Options component, Payroll Options 2 page.

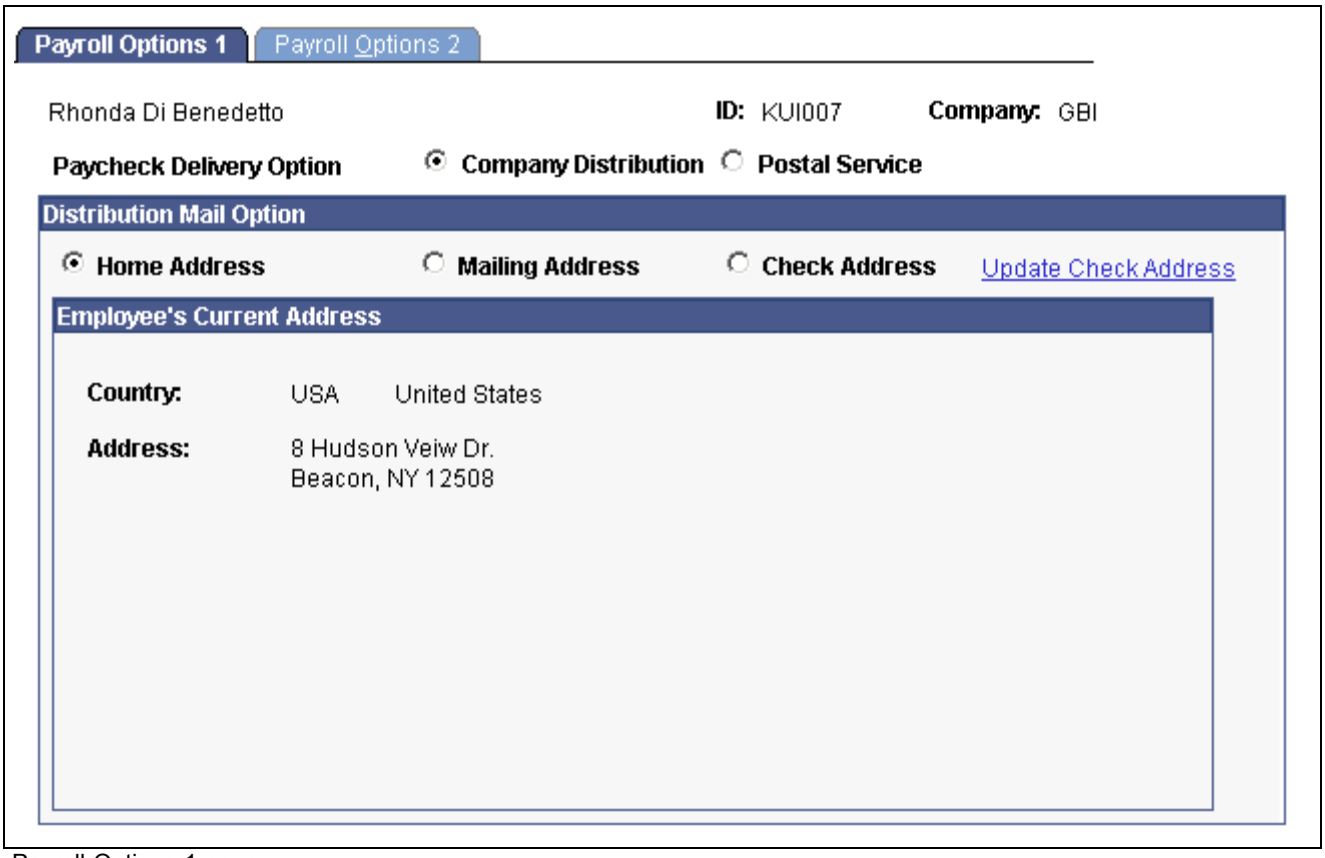
  See Chapter 11, "Maintaining Payroll Data," Setting Up Paycheck Location and Payroll Deduction Subsets, page 186.

## Pages Used to Set Up and Maintain Optional Payroll Data

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payroll Options 1 | PAYROLL_DATA1 | Payroll Interface, Update Payroll Information, Payroll Options, Payroll Options 1 | Set up paycheck delivery and distribution options. |
| Payroll Options 2 | PAYROLL_DATA2 | Payroll Interface, Update Payroll Information, Payroll Options, Payroll Options 2 | Set up paycheck location and payroll deduction subset options. |

## Setting Up Paycheck Delivery and Distribution

Access the Payroll Options 1 page.




Payroll Options 1 page

**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

Use the options in the Distribution Mail Option group box to indicate how an employee's check should be distributed.

**Home Address** Select 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.

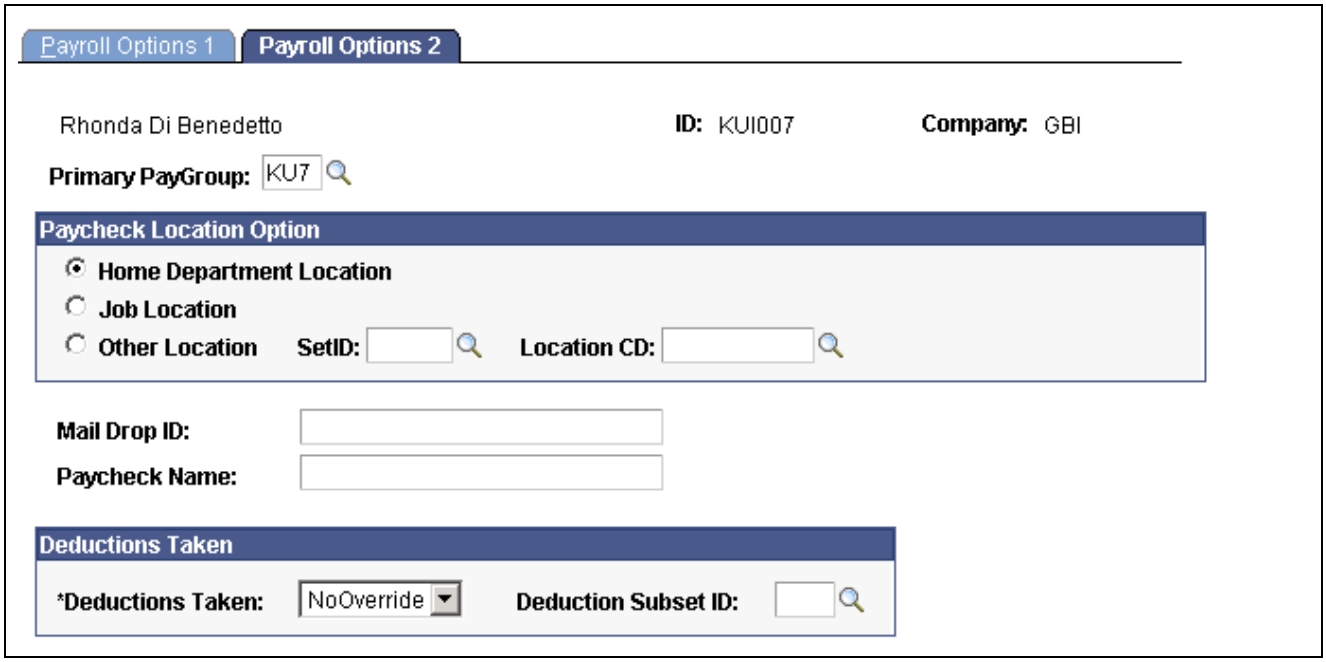
**Mailing Address** Select to send checks to the employee's mailing address. The system automatically displays the mailing address from the employee's personal data in PeopleSoft Human Resources.

**Check Address** Select 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.

# Setting Up Paycheck Location and Payroll Deduction Subsets

Access the Payroll Options 2 page.




Payroll Options 2 page

**Primary PayGroup** Select to identify 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

Use the options in the Paycheck Location Option group box to specify which location code to use 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.

See Chapter 7, “Setting Up Payroll Schedules,” page 85.

**Note.** You must create location codes in the Location table before you can use them here or elsewhere in the system.

**Home Department Location** Select the location code (in the Department table) that is associated with the department ID on the employee's Job record that is used as a sort option for printing checks.

**Job Location** Select the location on the employee's Job record that is used as a sort option for printing checks.

**Other Location** Select to 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** Select to enter the employee's mail drop ID.

**Paycheck Name** Select to enter a name, other than the employee name that is 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

Use the options in the Deductions Taken group box to indicate how to take deductions for an employee. Selections made on this page override the values that are entered for the pay run in the General Deductions Taken field on the Pay Calendar table. Values include:

**Deductions Taken**

- *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 that are 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.

# (CAN) Setting Up and Maintaining Source Deductions

To set up and maintain source deductions, use the Update Source Deductions CAN (RUN_TAX103CN) component.

This section provides an overview of source deduction processing and discusses how to update source deductions.

## Understanding Source Deduction Processing

Use the Update Source Deductions SQR Report process (TAX103CN) to calculate and update 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.

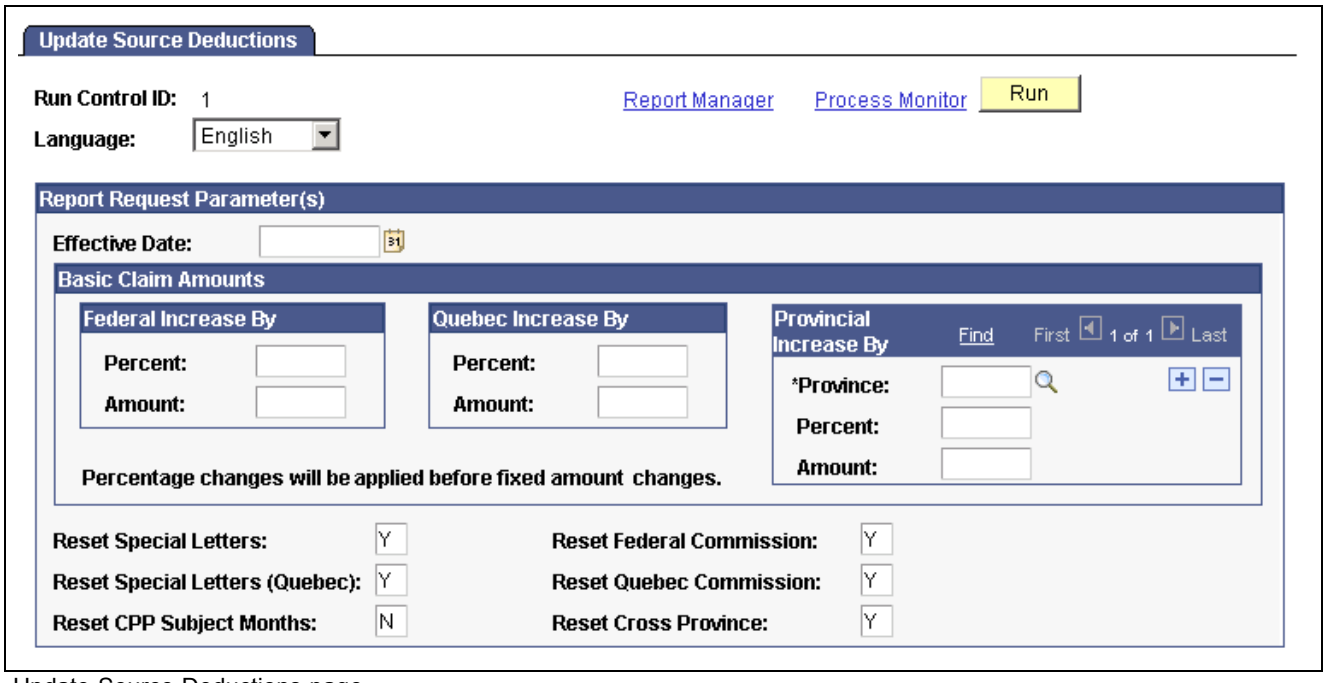
Set up and run this process at predefined intervals in preparation for the new year's payroll processing. The corresponding report (TAX103CN) provides a list of all records created.

## Page Used to Set Up and Maintain Source Deductions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Update Source Deductions | RUN_TAX103CN | Payroll Interface, Update Payroll Information, Update Source Deductions CAN, Update Source Deductions | Run the Update Source Deductions SQR Report process (TAX103CN). |

## Updating Source Deductions

Access the Update Source Deductions page.




Update Source Deductions page

**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 12

# Running Deductions

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

- Calculate deductions.
- Confirm or unconfirm deductions.
- Review deductions.

## Understanding Deduction Processing

If you maintain deduction information using Payroll Interface and the Manage Base Benefits business process in PeopleSoft Enterprise Human Resources, then you must run the Deduction Calculation and Deduction Confirmation processes before running the Export process.

The deduction processes use the information that you set up through the Manage Base Benefit business process to calculate and confirm *per pay period* deduction amounts. When the Export process is run, these amounts are exported, along with the other payroll data, to the third-party payroll system. The third-party payroll system performs the gross to net calculations.

---

**Note.** If you do not maintain deductions (that is, if the third-party payroll system manages all deduction information), then you do not need to run the Deduction Calculation or Deduction Confirmation processes.

---

See Chapter 13, "Running Exports and Imports," page 197.

See *Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Process Scheduler.*

### Calculating Deductions

Use the Deduction Calculation COBOL SQL process (PSPDCRUN ) to calculate pay period deduction amounts. If an error occurs, correct the problem and then run the process again. You can run the Deduction Calculation process as many times as necessary to correct errors. After you have resolved all of the errors, you can run the Deduction Confirmation process.

---

**Note.** To determine whether errors occurred during the Deduction Calculation process, examine *both* the deduction run (Review Deductions component) and the deduction messages (Review Error Messages component). You cannot run the Deduction Confirmation process until all deduction calculation errors have been resolved.

---

To calculate deductions:

1. Run the Deduction Calculation process to calculate deductions.

   See Chapter 12, "Running Deductions," Calculating Deductions, page 192.

2. Review the results of the deduction calculation run.

   See Chapter 12, "Running Deductions," Reviewing Deductions, page 195.

### Confirming Deductions

Use the Deduction Confirmation COBOL SQL process (PSPDCCNF) to signify that the pay period deduction amounts have been calculated and are error free; that is, you have run the Deduction Calculation process, checked the results, rerun the process if necessary, and verified that the results are accurate. When you run the Deduction Confirmation process, the system stores the results in the DED_CALC and DED_MESSAGE tables, and flags the pay calendar as confirmed (F flag). The deductions are now ready for the Export process.

---

**Note.** Again, to determine whether errors occurred during the Deduction Confirmation process, examine *both* the deduction run (Review Deductions component) and the deduction messages (Review Error Messages component).

---

To confirm deductions:

1. Run the Deduction Confirmation process to confirm the calculated deductions.

   See Chapter 12, "Running Deductions," Confirming or Unconfirming Deductions, page 194.

2. Review the results of the deduction confirmation run.

   See Chapter 12, "Running Deductions," Reviewing Deductions, page 195.

### Reprocessing Deductions

Use the Deduction Unconfirm COBOL SQL process (PSPDCUNC) to unconfirm and reprocess deductions that have already been calculated and confirmed.

To process deductions, you run (and review) the Deduction Calculation and Deduction Confirmation processes. After the Deduction Confirmation process is run, no further changes can be made to deduction data for the pay period unless you reprocess the deductions.

To reprocess deductions:

1. Update or make the necessary changes to the deduction data.
2. Run the Deduction Unconfirm process to unconfirm the calculated deductions.

   See Chapter 12, "Running Deductions," Confirming or Unconfirming Deductions, page 194.

3. Run the Deduction Calculation process to recalculate deductions.
4. Run the Deduction Confirmation process to reconfirm the calculated deductions.

## Calculating Deductions

To calculate deductions, use the Calculate Deductions (RUNCTL_DED_CALC) component.

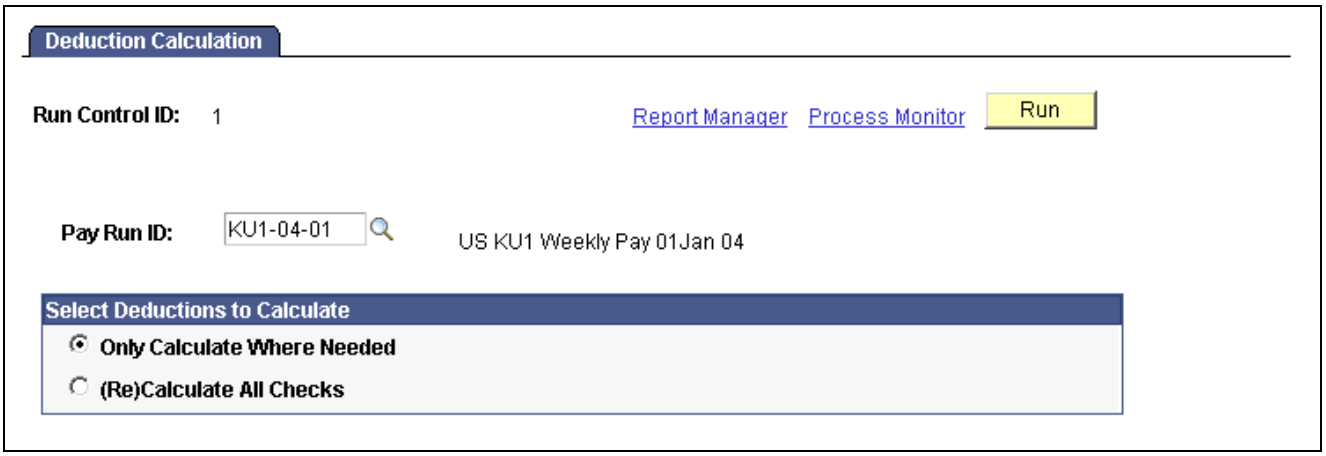
This section discusses how to select the deduction calculation options.

# Pages Used to Calculate Deductions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Deduction Calculation | RUNCTL_DED_CALC | Payroll Interface, Pay Period Deductions, Calculate Deductions, Deduction Calculation | Select the deduction calculation options. |
| Process Scheduler Request | PRCSRQSTDLG | On the Deduction Calculation page, click the Run button or the Process Monitor link. | Run the Deduction Calculation COBOL SQL process (PSPDCRUN) to calculate deductions. |

# Selecting the Deduction Calculation Options

Access the Deduction Calculation page.




Deduction Calculation page

**Pay Run ID**

Select a pay run ID. The pay run ID identifies the pay groups to be processed.

See Chapter 7, "Setting Up Payroll Schedules," page 85.

**Select Deductions to Calculate**

Select:

- Only Calculate Where Needed when employee-level changes occur. The system calculates deductions for employees who:
  - Were not yet calculated this pay period.
  - Were calculated, but errors occurred during the calculation process.
  - Had benefit or job changes since the last deduction calculation for the pay period.
- (Re)Calculate All Checks when benefit-table-level changes occur that will affect deduction calculation, such as benefit premium adjustments.

**Note.** This option processes both benefit-table-level changes and employee-level changes.

**Run**

Click to initiate the process.

# Confirming or Unconfirming Deductions

To confirm or unconfirm deductions, use the Confirm Deductions (RUNCTL_DED_CONF) component.

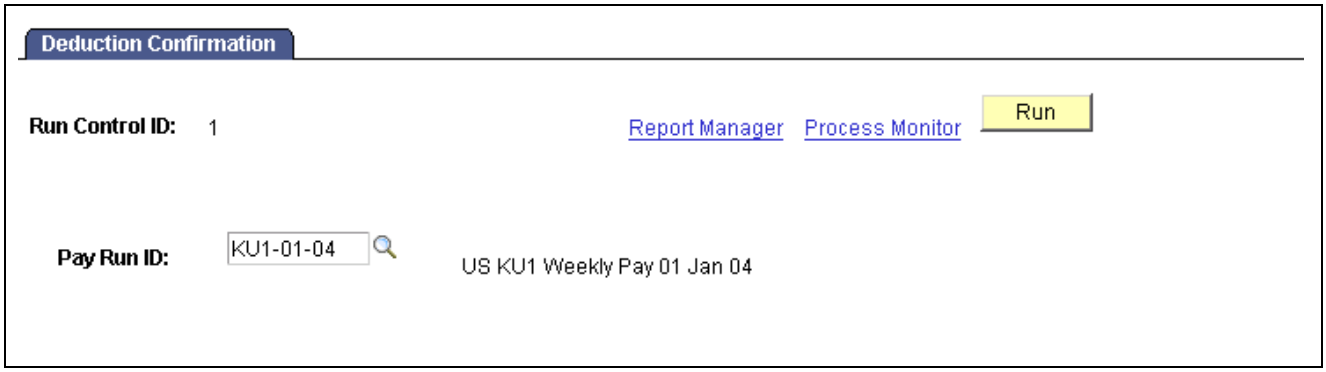
This section discusses how to select the deduction confirmation options.

## Pages Used to Confirm or Unconfirm Deductions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Deduction Confirmation | RUNCTL_DED_CONF | Payroll Interface, Pay Period Deductions, Confirm Deductions, Deduction Confirmation | Select the deduction confirmation options. |
| Process Scheduler Request | PRCSRQSTDLG | On the Deduction Confirmation page, click the Run button or the Process Monitor link. | Run the Deduction Confirmation COBOL SQL process (PSPDCCNF) to confirm the calculated deductions.<br>Run the Deduction Unconfirm COBOL SQL process (PSPDCUNC) to unconfirm the calculated deductions. |

## Selecting the Deduction Confirmation Options

Access the Deduction Confirmation page.




Deduction Confirmation page

**Pay Run ID** Select the pay run ID of the deduction calculation run that you want to confirm or unconfirm.

See Chapter 12, "Running Deductions," Selecting the Deduction Calculation Options, page 193.

**Run** Click to initiate the process.

# Reviewing Deductions

To review deductions, use the Review Error Messages (DED_MESSAGE) and Review Deductions (DED_CALCULATIONS) components.

This section discusses how to:

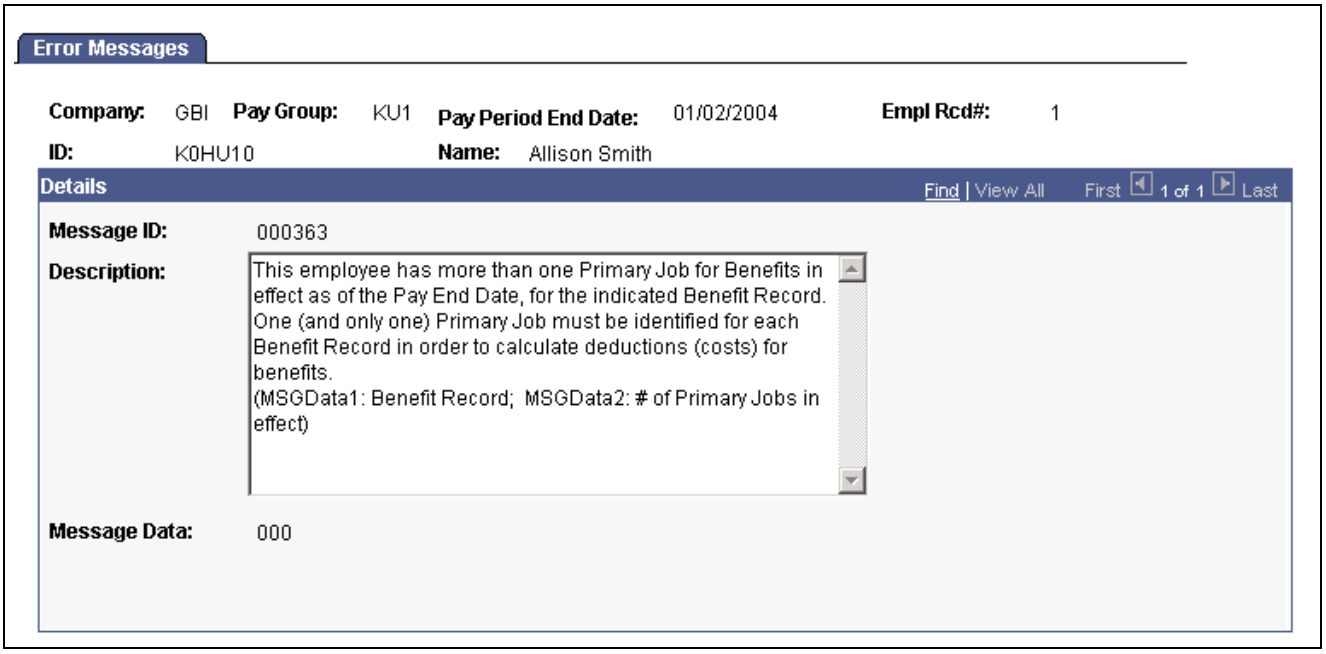
- Review error messages.
- Review deduction amounts.

## Pages Used to Review Deductions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Error Messages | DED_MESSAGE | Payroll Interface, Pay Period Deductions, Review Error Messages, Error Messages | Review error messages after running a deduction process. |
| Calculated Deductions | DED_CALCULATIONS | Payroll Interface, Pay Period Deductions, Review Deductions, Calculated Deductions | Review deduction amounts after running a deduction process. |

## Reviewing Error Messages

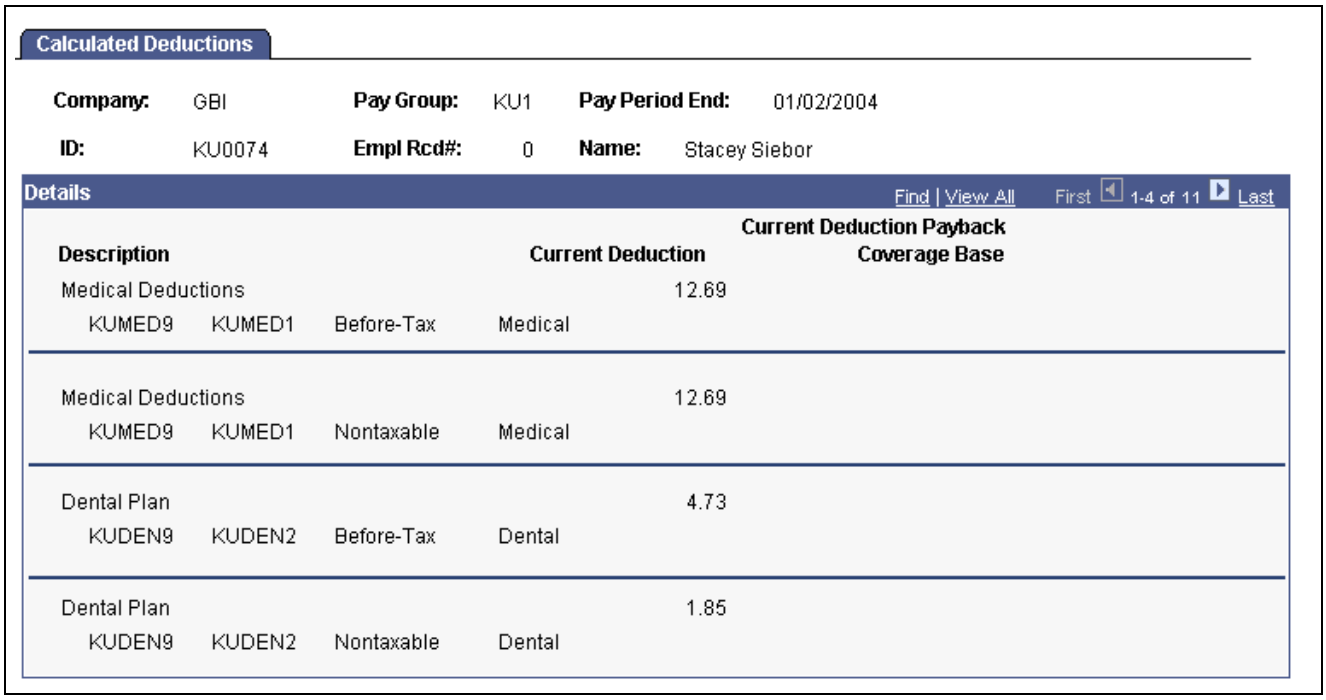
Access the Error Messages page.




Error Messages page

## Reviewing Deduction Amounts

Access the Calculated Deductions page.



Calculated Deductions page

## Review Deductions

To access the Calculated Deductions page, you must first make selections on the Review Deductions search page. The Payline Calculation Status field has several options.

**Payline Calculation Status** Always select and review the information for the *Calculation Error, Pay in Progress,* and *Updated by User* options.

**Note.** Calculation errors (E) are automatically displayed, but the pay in progress (P) and updated by user (U) errors are not. If pay in progress or updated by user errors exist and are not corrected during the Deduction Calculation process, the Deduction Confirmation process will fail.

The Payline Calculation Status option is:

- Set to *Calculated* if no errors occur during the Deduction Calculation run.
- Set to *Confirmed* if no errors occur during the Deduction Confirmation run.
- Reset to *Calculated* after the Deduction Unconfirm process is run.

# CHAPTER 13

# Running Exports and Imports

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

- Export or import data.
- Create the export file separately.
- Convert tab-delimited import files.
- Review exports or imports.

## Understanding Data Exchanges

Payroll Interface enables you to exchange data between PeopleSoft Enterprise HRMS and a third-party payroll system. Data is exported from PeopleSoft Enterprise HRMS to the third-party payroll system using either a file or table. Data is imported from the third-party payroll system back into PeopleSoft Enterprise HRMS using *only* an ASCII formatted file. You use the same run-control process to export or import data.

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**Note.** If you maintain deduction information, you must run the Deduction Calculation and Deduction Confirmation processes before running the Export process.

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See Chapter 12, "Running Deductions," page 191.

See *Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Process Scheduler*.

### Exporting Data

Use the Export Application Engine process (PI_INRUN) to export data. The Export process retrieves, maps, and exports data using the definitions and processing routines that are set up through the export interface. When the Export process is complete (the export file or the export table is created), the third-party payroll vendor uses the appropriate software to load the data and process the payroll.

The export process includes three phases: select, compare, and export.

- During the select phase, employee payroll data is retrieved from the PeopleSoft Enterprise HRMS tables.
- During the compare phase, the selected data is compared against the data from the previous export run. The comparison phase identifies any data changes that have occurred since the last export.
- During the export phase, the data is exported to either a flat file or a table.

A full-records export performs the select and export phases; all employee data is exported. A changes-only export performs the select, compare, and export phases; only employee data that has changed is exported.

To export data:

1. Set up and run the Export process.

See Chapter 13, "Running Exports and Imports," Exporting or Importing Data, page 198.

2. Review the results of the Export process run.

   See Chapter 13, "Running Exports and Imports," Reviewing Exports or Imports, page 204.

### Importing Data

Use the Import Application Engine process (PI_INRUN) to import data. The Import process loads the processed payroll information (check detail and balance data) generated by the third-party payroll system into seven Payroll Interface import tables for online viewing and reporting. Further processing or technical configuration may be required to check the validity of the data or to ensure that employee-level data can be accessed in a secure manner.

To import data:

1. Obtain a copy of the ASCII import file from the third-party payroll vendor.
2. (Optional) If the file is tab-delimited, convert it to comma-delimited.

   See Chapter 13, "Running Exports and Imports," Converting Tab-Delimited Import Files, page 203.
3. Store the import file in the location that is defined in the File Handle Table component.
4. Set up and run the Import process.

   See Chapter 13, "Running Exports and Imports," Exporting or Importing Data, page 198.
5. Review the results of the Import process run.

   See Chapter 13, "Running Exports and Imports," Exporting or Importing Data, page 198.

# Exporting or Importing Data

To export or import data, use the Import/Export Payroll Data (PI_RUNCTL_PNL) component.

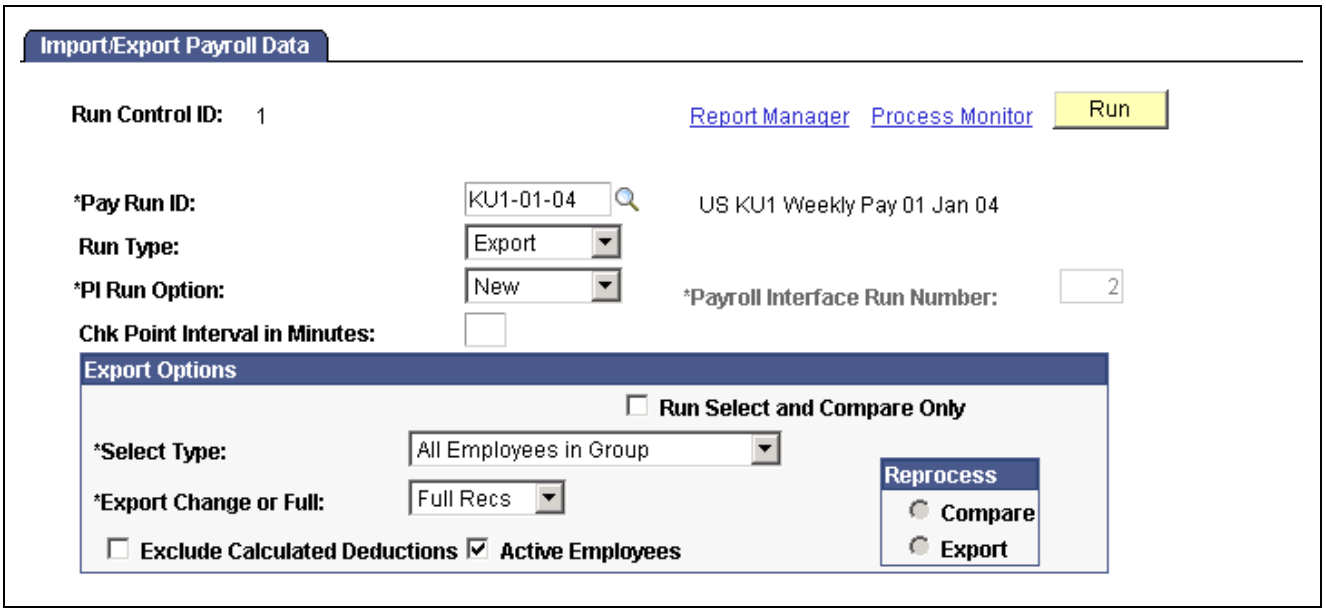
This section discusses how to select the export or import options.

## Pages Used to Export and Import Data

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Import/Export Payroll Data, | PI_RUNCTL_PNL | Payroll Interface, Payroll Data Exchanges, Import/Export Payroll Data, Import/Export Payroll Data | Select the export or import process options. |
| Process Scheduler Request, | PRCSRQSTDLG | On the Import/Export Payroll Data page, click the Run button or the Process Monitor link. | Run the P.I. Export/Import Application Engine process (PI_INRUN) to export or import data. |

## Selecting the Export or Import Options

Access the Import/Export Payroll Data page.




Import/Export Payroll Data page

**Run Type** Select which process to run, either *Export* or *Import.*

**PI Run Option** (Payroll Interface run option) Select a run option:

- *New:* Increments the payroll interface run number and runs a new Export process.
- *Reprocess:* Reruns an existing Export process. You must select the payroll interface run number of the process that you want to reprocess.
- *Restart:* Restarts the most recent Export process (the most recently selected payroll interface run number).

**Payroll Interface Run Number** Each time that you run a new Export process, the system increments the run number. During the compare phase, the Export process uses the run numbers to compare the results of the current export with the results of the previous export.

**Chk Point Interval in Minutes** (check point interval in minutes) Select to specify how often, in minutes, the system should commit during a process run.

**Note.** To determine the interval using number of employees rather than number of minutes — that is, to use the Installation Table - Third Party/System page, Commit After Empl Processed (commit after employee processed) field value — leave the Chk Point Interval in Minutes (check point interval in minutes) field blank or enter 0.

## Export Options

Use this group box to select options for the Export process. (These options do not apply to the Import process).

**Run Select and Compare Only** Select this option to run the Export process but not create the export file.

This option enables you to review the export data before creating the export file. It also enables you to run the Export process at one location and create the export file at another location.

**Note.** If you select this option, use the Complete Export to Ext File (complete export to external file) component to create the export file.

**Select Type**

Select which employees to process:

- *All Employees in Group:* Process all employees in the pay group.
- *Manually Select:* Process those employees that are specified in the *Selected Employees* group box.
- *SmartSelect:* Process those employees that are in the pay group for whom online changes have been made since the last export run. If the selection process finds that all employees in the group have not yet been run for this company and pay group combination, *SmartSelect* is overridden at the pay group level and changed to *All Employees in Group.*

**Note.** Before selecting this option, you *must* activate SmartSelect by attaching a PeopleCode function to all EMPLID-keyed tables that are defined in the PS Tables component.

See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Smart Select, page 158.

**Note.** *(USF)* For National Finance Center (NFC) interface definitions, the Select Type field does not appear. The Output Files (s) field appears instead. You can output all files or just the PACT file or PMSO file.

See Chapter 10, "Setting Up a Payroll Interface Definition (Part 2)," Working with Smart Select, page 158.

**Export Change or Full**

Select to identify which employee records to process:

- *Chgs Only* (changes only): Process only employee records with changed data.
- *Full Recs* (full records): Process all employee records.

**Note.** If you attempt to run a changes-only export (select, compare, export) before running a full-records export (select, export), processing becomes *Full Recs* by default. To perform a changes-only export, data from a previous run must be in place.

**Exclude Calculated Deductions**

Select if you do not want to process deductions.

**Note.** *Always* select this option if you do not maintain deductions (if you never run the Deduction Calculation and Confirmation processes).

See Chapter 12, "Running Deductions," page 191.

**Active Employees**

Select to process only employees whose employee status is defined as active (on the System Table - Interface System Table 2 page, *Employee Status* field).

**Note.** Do not select this option if you want to process all employees, regardless of their status (for example, for year-end processing).

**Reprocess** Select to rerun a previously completed Export process.

- *Compare:* Rerun the Export process compare and export phases.

  This option deletes the data from the PS_PI_PARTIC, PS_PI_PARTIC_EXPT, and PS_PI_MESSAGE tables where the PI_RUN_NUMBER matches the reprocess PI_RUN_NUMBER. The Export process performs the select, compare, and export phases.

- *Export:* Rerun the Export process export phase.

  This option uses the data that is currently stored in the PS_PI_PARTIC, PS_PI_PARTIC_EXPT, and PS_PI_MESSAGE tables where the PI_RUN_NUMBER matches the reprocess PI_RUN_NUMBER. The Export process performs the export phase only.

**Note.** To reprocess an Export run, you usually select the *Compare* option.

**Run** Click to initiate the process.

### Selected Employees

This group box appears when you select Select Type, *Manually Select.* Manually enter each employee that you want to include in the Export process.

**EmplID** and **Empl Rcd Nbr** (employee record number) Enter the employee identifiers as defined on the Employee Table - Interface Employee Table page.

# Creating the Export File Separately

To create the export file separately, use the Complete Export to Ext File (PI_RUNCTL_AE) component.

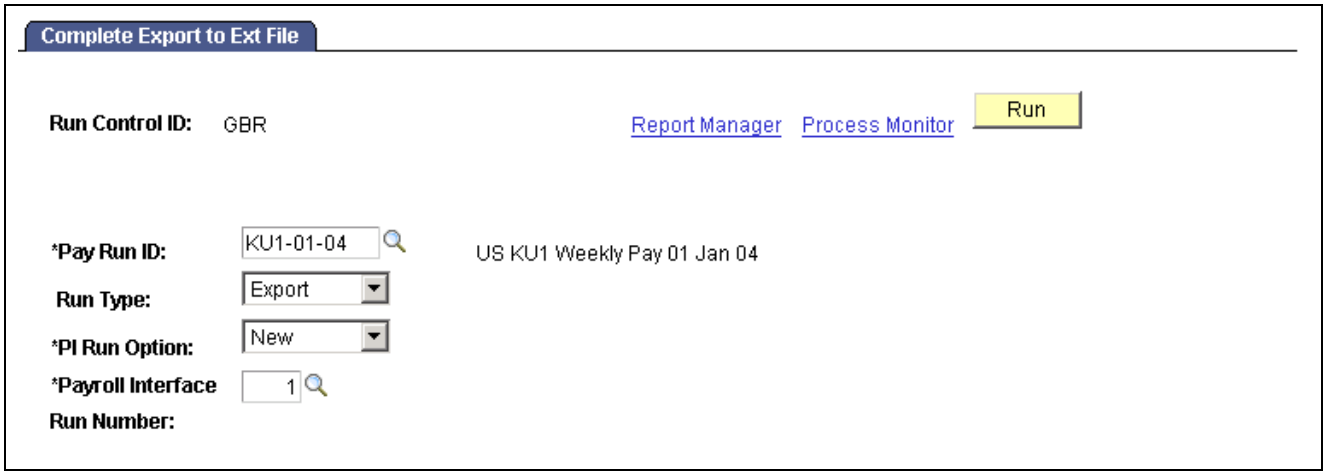
This section discusses how to select the export file run options.

## Pages Used to Create the Export File Separately

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Complete Export to Ext File (complete export to external file) | PI_RUNCTL_AE_PNL | Payroll Interface, Payroll Data Exchanges, Complete Export to Ext File, Complete Export to Ext File | Select the export file run options. |
| Process Scheduler Request, | PRCSRQSTDLG | On the Complete Export to Ext File page, click the Run button or the Process Monitor link. | Run the P.I. External File I/O Application Engine process (PI_EXTFL) to create the export file separately.<br><br>**Note.** Use this page only if you have already run the Export process using the Import/Export Payroll Data page with the Run Select and Compare Only option selected. |

## Selecting the Export File Run Options

Access the Complete Export to Ext File page.




Complete Export to Ext File page

**Note.** Use this page only if you have already run the Export process using the Import/Export Payroll Data page with the Run Select and Compare Only option selected.

**Pay Run ID** Select the pay run ID of the export run that you want to complete.

**Run Type** Select and enter *Export.*

**PI Run Option** (payroll interface run option) Select to enter a run option.

**Payroll Interface Run Number** Select to enter the run number that corresponds to the pay run ID.

**Run** Click to initiate the process.

# Converting Tab-Delimited Import Files

To convert tab-delimited import files, use the Convert Tab Delimiter (RUNCTL_PICNVT_TAB) component.

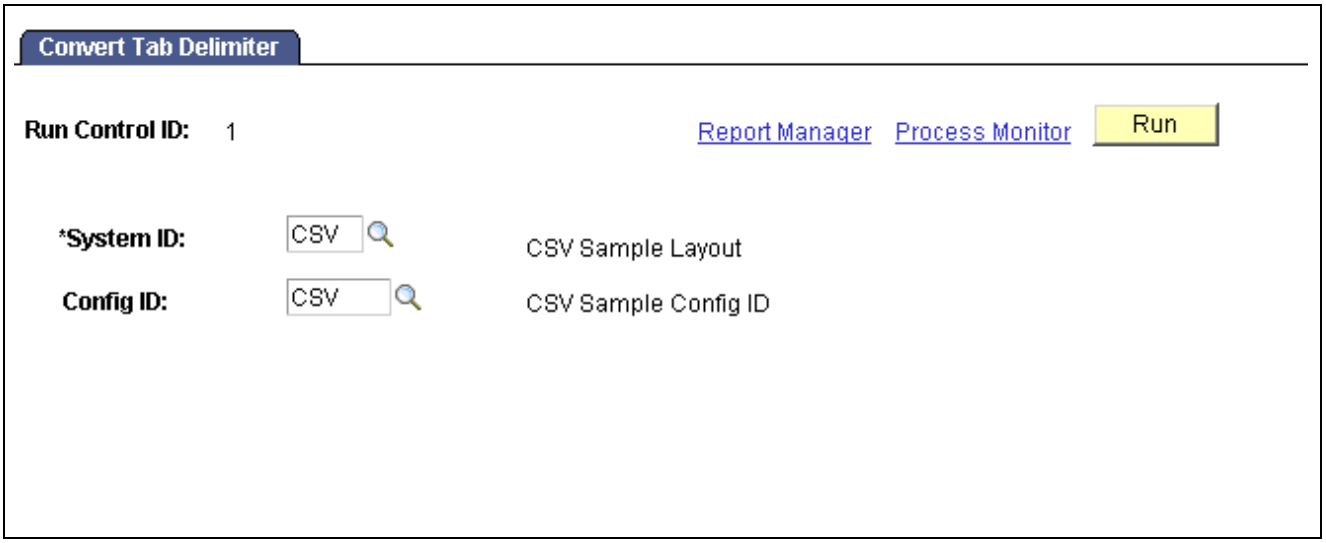
This section discusses how to select the tab-delimited import file options.

## Pages Used to Select and Convert Tab-Delimited Import Files

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Convert Tab Run Ctl (convert tab run control) | RUNCTL_PICNVT_TAB | Payroll Interface, Payroll Data Exchanges, Convert Tab Delimiter, Convert Tab Run Ctl | Select the tab-delimited import file options. |
| Process Scheduler Request | PRCSRQSTDLG | On the Convert Tab Run Ctl page, click the Run button or the Process Monitor link. | Run the Convert Tab Delimited Files SQR Report process (PI002) to convert a tab-delimited import file. |

## Selecting the Tab-Delimited Import File Options

Access the Convert Tab Delimiter page.




Convert Tab Delimiter page

**Note.** Use this page to convert tab-delimited import files. Because COBOL automatically changes a tab to a space when reading a file, you must convert tab-delimited files into comma-delimited files before importing them.

**System ID** Select the system ID that identifies the third-party payroll system.

**Config ID** (configuration ID) Select the configuration ID that identifies the import files to be converted.

**Run** Click to initiate the process.

# Reviewing Exports or Imports

To review exports and imports, use the Error Messages (PI_MESSAGES), Run Table (INTERFACE_RUN_TBL), Export Details (INTERFACE_PARTIC), Table Export (PI_PARTIC_EXTBL), Check Summary (PI_CHECK_SUMM), Earnings Balances (INTERFACE_EARN_BAL), Deduction Balances (INTERFACE_DED_BAL), and Tax Balances (INTERFACE_TAX_BAL) components.

This section discusses the pages used to review exports or imports.

## Pages Used to Review Exports or Imports

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Interface Messages | PI_MESSAGES | Payroll Interface, Review Interface Information, Error Messages, Interface Messages | Export/Import Process<br>Review error messages generated by Payroll Interface.<br>The Error Key field indicates the Payroll Interface field that has the problem. Refer to PSCPYMSG.CBL (COBOL) for technical troubleshooting. |
| Payroll Interface Run Table | PI_RUNTBL_PNL | Payroll Interface, Review Interface Information, Run Table, Payroll Interface Run Table | Export/Import Process<br>Review information about import and export runs. |
| Export Details | PI_PARTIC_PNL | Payroll Interface, Review Interface Information, Export Details, Export Details | Export Process<br>Review the results of the Export process. The data shown here represents the contents of the PI_PARTIC_EXPT table. |
| Table Export | PI_PARTIC_EXTBL | Payroll Interface, Review Interface Information, Table Export, Table Export | Export Process<br>Review the results of the Export process when writing data to a table. The data shown here represents the contents of the PI_PARTIC_EXTLB table (the export table). |
| Check Summary | PI_CHECK_SUMM | Payroll Interface, Review Interface Information, Check Summary, Check Summary | Import Process<br>Review check data that is imported from your third-party payroll system.<br>Click the Tax Detail link to view a page with tax details for the check summary that you're reviewing. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Check Tax Detail | PI_CHECK_SUMM_S1 | Click Tax Detail on the Check Summary page. | Import Process<br>Review tax details for a check summary. |
| Earnings Balances | PI_ERNBAL_PNL | Payroll Interface, Review Interface Information, Earnings Balances, Interface Earnings Balances | Import Process<br>Review earnings balances that are imported from your payroll system. |
| Deduction Balances | PI_DEDBAL_PNL | Payroll Interface, Review Interface Information, Deduction Balances, Interface Deduction Balances | Import Process<br>Review deduction balances that are imported from your payroll system. |
| Tax Balances | PI_TAXBAL_PNL | Payroll Interface, Review Interface Information, Tax Balances, Interface Tax Balances | Import Process<br>Review tax balances that are imported from your payroll system. |

# APPENDIX A

# PeopleSoft Enterprise Payroll Interface Reports

This appendix provides an overview of PeopleSoft Enterprise Payroll Interface 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

*Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Process Scheduler*

## PeopleSoft Enterprise Payroll Interface Reports: A to Z

These tables list the PeopleSoft Enterprise Payroll Interface 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:

- Data reports.
- Payroll reports.
- Interface definition reports.

### Data Reports

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| Pay031<br>Deductions & Benefits Register | For each company/pay group, lists the deduction type and calculated deduction amount for each employee. This report can be run only after the Deduction Calculation process is run. | Payroll Interface, Reports, Deductions & Benefits Register | RUNCTL_PAYINIT2 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| PI001<br>Export Changes Report | Lists detailed information for employees who will be included in the export file, including both old and new values for fields that changed since the last export file was created. | Payroll Interface, Reports, Export Changes | RUNCTL_PIEXPT |
| TAX016<br>Default Tax Data | (USA) Lists employees with incorrect default data in their Tax records. | Payroll Interface, Reports, Default Tax Data USA | RUNCTL_FRMTHRU_PAY |
| TAX016CN<br>Default Tax Data | (CAN) Provides the data that is auto-generated by the system, such as the employee's hire date, default net claim amount from the Canadian Tax Tables, and province. This report also includes the provincial tax credit amounts from the Canadian Income Tax Data record. | Payroll Interface, Reports, Default Tax Data CAN | RUNCTL_FRMTHRU_PAY |
| TAX019<br>Employee Tax Information | (USA) Provides an individual listing of the employee's tax withholding information. | Payroll Interface, Reports, Employee Tax Information USA | RUNCTL_TAX019 |
| TAX019<br>Employee Tax Information | (CAN) Provides an individual listing of the employee's tax withholding information. | Payroll Interface, Reports, Employee Tax Information CAN | RUNCTL_TAX019 |
| TAX100<br>W-4 Exemptions | (USA) Lists all employees in each company who are exempt from federal income tax withholding. | Payroll Interface, Reports, W-4 Exemption | RUNCTL_TAX100 |
| TAX100CN<br>Exemption | (CAN) Lists all employees whose Canadian or Quebec Tax Data records indicate that they are exempt from income tax withholding, are exempt from unemployment insurance payments, or have fewer than 12 months subject to Canada or Quebec pension plan contributions. | Payroll Interface, Reports, Exemption CAN | RUNCTL_TAX100CN |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| TAX103<br>Reset W-4 Exempt Employees | (USA) Identifies employees who have not yet filed a new Form W-4 by the due date to continue their exemption status, and inserts a new Tax record to reset the employee federal withholding status, marital status, and withholding allowances. The report also updates future-dated records that currently specify exempt status. | Payroll Interface, Reports, Reset W-4 Exempt List | RUNCTL_TAX103 |
| TAX106<br>W-4 IRS | (USA) Lists employees who claim either exemption from federal withholding or more than 10 allowances. | Payroll Interface, Reports, W-4 IRS | RUNCTL_TAX106 |
| TAX107<br>W-4 Audit | (USA) Lists all employees who either created or updated their W4 information on the web. | Payroll Interface, Reports, W-4 Audit | RUNCTL_TAX107 |
| TAX113<br>Reset W-5 EIC Employees | (USA) Identifies employees who have not yet refiled by the due date to continue their advance payments of EIC, and inserts a new Tax record to reset the employee EIC status to None. The report also updates future-dated records that currently specify EIC status. | Payroll Interface, Reports, Reset W-5 Exempt List | RUNCTL_TAX103 |

# Payroll Reports

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| PAY703<br>General Deduction/Frequency | Lists information from the General Deduction/Deduction Frequency Table, which contains payroll deductions that do not fit into a category covered by a benefit table, such as United Way, union dues, or parking fees. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, General Deduction/Frequency | PRCSRUNCNTL |
| PAY704<br>Deduction/Frequency | Lists information from the Deduction/Deduction Frequency Table, which contains deduction priority, tax effect, and frequency for benefit deductions and general deductions. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, Deduction/Frequency | PRCSRUNCNTL |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| PAY705A/B<br>Deduction Classes | Lists deduction classification codes from the Deduction Table. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, Deduction Class | PRCSRUNCNTL |
| PAY706<br>Bond Table | (USA) Lists information from the Bond Table, which contains bond types. Bonds are one type of benefit that employees can purchase through payroll deductions. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, U.S. Savings Bond Table | PRCSRUNCNTL |
| PAY708<br>Shift Table | Lists information from the Shift Table, where you identify the work shifts to which you can assign an employee. Because it contains the rate or factor that the system uses to calculate the shift differential, this table works with the Earnings and Special Accumulator Tables to calculate earnings. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, Shift Table | PRCSRUNCNTL |
| PAY709<br>Wage Loss Plan CAN | (CAN) Lists information from the Wage Loss Plan Table for Canadian employers. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, Wage Loss Plan CAN | PRCSRUNCNTL |
| PAY711<br>Pay Group Table | Lists pay groups, effective dates, and processing characteristics from the Pay Group Table. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, Pay Group Table | PRCSRUNCNTL |
| PAY712A/B/C<br>Earnings Table | Lists earnings types and their payroll characteristics. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, Earnings Table | PRCSRUNCNTL |
| PAY714<br>Pay Calendar Table | Lists information from the Pay Calendar Table, which contains the cycles that you create for payroll processing by pay group. Each entry in the table corresponds to a pay period for a pay group. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, Pay Calendar | PRCSRUNCNTL |
| PAY717<br>Earnings Program Table | Lists information from the Earnings Program Table. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, Earnings Program | PRCSRUNCNTL |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| TAX702<br>Federal/State Tax Table | (USA) Prints information from the State Tax Table and the State Other Tax Table, which store the most current tax rates and other parameters that are used in calculating state and federal withholding, disability, and unemployment taxes. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, Federal/State Tax | PRCSRUNCNTRL |
| TAX703<br>Local Tax Table | (USA) Lists information from the Local Tax Table, which contains calculations for local income taxes. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, Local Tax | PRCSRUNCNTRL |
| TAX705<br>Agency Local Tax Table USF | (USA) Lists 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 Interface, Payroll Reports, Agency Local Tax USF | PRCSRUNCNTRL |
| TAX707<br>State Tax Rate Table | (USA) Lists information from the State Tax Rate Table, which contains bracket rates that are needed for calculating state and federal taxes. | Set Up HRMS, Product Related, Payroll Interface, Payroll Reports, State Tax Rate | PRCSRUNCNTRL |

# Interface Definition Reports

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| PI701<br>System Table Listing | Shows each system ID, its description, and its effective date, along with other data on the System Interface Table. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, System Table Listing | PRCSRUNCNTL |
| PI702<br>PS Record Listing | Lists PeopleSoft tables and views that you can use in PeopleSoft Payroll Interface. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, PS Record Listing | PRCSRUNCNTL |
| PI703<br>PeopleSoft Record-Field Listing | Lists each field on the PeopleSoft tables and views that you can use in PeopleSoft Payroll Interface. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, PS Record-Field Listing | PRCSRUNCNTL |
| PI704<br>PI Field Listing | Shows fields that are defined for the third-party payroll system and how PeopleSoft fields are mapped to them for both import and export processing. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Field Listing | PRCSRUNCNTL |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| PI705<br>Field Translation Listing | For each defined system ID, lists the third-party payroll system's fields along with the PeopleSoft source fields. Also lists translate values. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Field Translation Listing | PRCSRUNCNTL |
| PI706<br>Instance Listing | Displays each instance of a PeopleSoft record to be exported to the third-party payroll system. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Instance Listing | PRCSRUNCNTL |
| PI707<br>Process Listing | Displays descriptions for each defined COBOL process that filters data before creating the export file. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Process Listing | PRCSRUNCNTL |
| PI708<br>Process Values | Displays values that are returned from a special COBOL process. These values are used in the field translation process. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Process Values | PRCSRUNCNTL |
| PI709<br>Definition Table-File | Lists each file that is used in PeopleSoft Payroll Interface. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Definition Table-File | PRCSRUNCNTL |
| PI710<br>Definition Table-Record | Lists the layout of each record that is used to format import and export files. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Definition Table-Record | PRCSRUNCNTL |
| PI711<br>Definition Table-Field | Lists the layout and content of each field for every record on each file that is used in PeopleSoft Payroll Interface. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Definition Table-Field | PRCSRUNCNTL |
| PI712<br>Configuration Listing | Displays processing groups, file names, and descriptions that are needed for the third-party payroll system. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Configuration Listing | PRCSRUNCNTL |
| PI713<br>Group Listing | Lists group IDs that represent fields to be processed together in the export file. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Group Listing | PRCSRUNCNTL |
| PI714<br>Employee Listing | Where they differ, lists each PeopleSoft employee ID along with the third-party payroll system's employee ID. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, Employee Listing | PRCSRUNCNTL |
| PI715<br>File Handle Listing | Displays each file handle, file name, and description. | Set Up HRMS, Product Related, Payroll Interface, Interface Definition Reports, File Handle Listing | PRCSRUNCNTL |

# 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.<br>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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